oregonmetro.gov

Regional Travel Options 2019-2022 Grants

Reporting and Invoicing Guide

UPDATED 02/24/2020

Public service
We are here to serve the public with the highest level of integrity.

Excellence
We aspire to achieve exceptional results

Teamwork
We engage others in ways that foster respect and trust.

Respect
We encourage and appreciate diversity in people and ideas.

Innovation
We take pride in coming up with innovative solutions.

Sustainability
We are leaders in demonstrating resource use and protection.

Metro's values and purpose

We inspire, engage, teach and invite people to preserve and enhance the quality of life and the environment for current and future generations.

If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we've already crossed paths.

So, hello. We are Metro – nice to meet you.

In a metropolitan area as big as Portland, we can do many things better together. Join us to help the region prepare for a happy, healthy future.

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REGIONAL TRAVEL OPTIONS GRANTEE INSTRUCTIONS

The purpose of this guide is to assist 2019-2022 grantees with grant requirements. It is updated as needed.

MINIMUM GRANT REQUIREMENTS

An estimated total of $6.6 million in Federal Transit Administration (FTA) funding is available from the Regional Travel Options (RTO) program to support projects carried out by regional partners from July 2019 through June 2022. Because funding comes from federal sources, there are specific requirements that applicants must meet to be reimbursed for awarded funds. Additional requirements for grant categories are described in the RTO Grant Application Handbook.

During the grant cycle, grantees must:

- Deliver projects or programs within the agreed-upon Scope, Budget, and timeline
- Provide a minimum match of 10.27% of the total project amount (No match is required for Marketing or Sponsorships)
  - Cash match (non-federal/non-Metro) or in-kind local match (donated product or volunteer time) is required. Funds from other Metro grants or federal sources cannot be applied towards the minimum match requirement. RTO covers the match for Sponsorships and Marketing grants only.
- Submit progress reports each quarter using consistent reporting methods and a separate final report that summarizes the grant activity, results, and lessons learned

Exclusions

As a friendly reminder, RTO grant funds may not be used for any of the items below. This list is NOT comprehensive.

- Projects or programs held outside the Metro boundary
- Materials or costs not tied to the proposed project or program
- Costs incurred in preparing this or other grant applications
- General organizational support, annual appeals, or fundraisers
- Direct grants or loans that primarily benefit specific individuals or businesses
- Food, alcohol, or coffee meetings *(snacks may be allowable, contact your grant manager before making a purchase, but RTO recommends using non-RTO funds to purchase food, if available)*
- Entertainment costs
- Fines, such as a parking ticket

- The purchase of bicycles, scooters, etc. for either use in a shared system, or as prizes/awards *(the single exception to this is the purchase of bicycles for use as training tools for SRTS programs, contact your grant manager before a purchase is made)*

Any attempt to directly influence legislation or public policy, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, induce or encourage violations of law or public policy or improper private benefit to occur

Activities or events held on property whose owner discriminates against individuals or groups because of race, color creed, national origin, sex, age or disability, in violation of Title VI of the Civil Rights Act, as amended; 42 U.S.C. Section 2000d; Section 303 of the Age Discrimination Act of 1975, as amended; 42 U.S.C. Section 6102; Section 202 of the Americans With Disabilities Act of 1990; 42 U.S.C. Section 12132

SUCCESSFUL GRANT APPLICATIONS

Your grant application has been selected for award – congratulations!

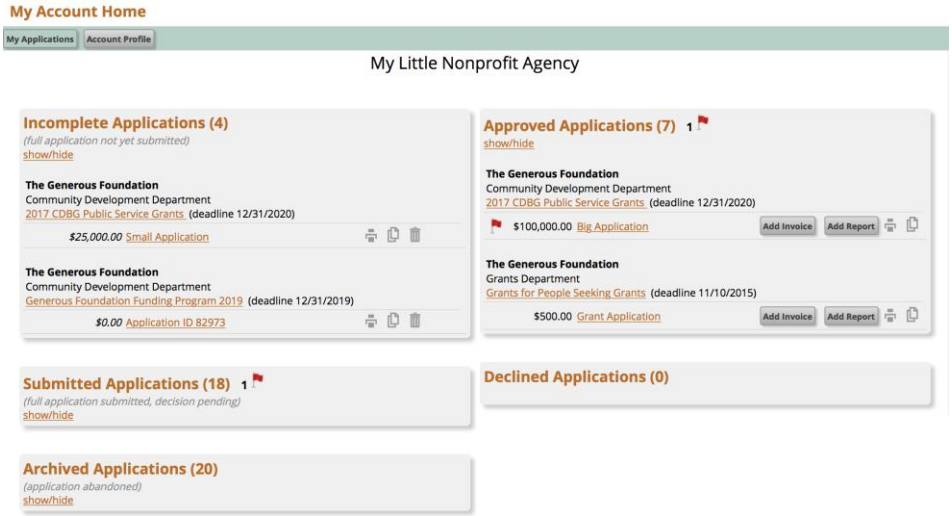
Grantees update and maintain the original grant application in ZoomGrants throughout the grant cycle. RTO recommends reviewing the Applicant FAQ page, and the How-To Guide for Applicants slides to get an overview of ZoomGrants. Grantees should be thoughtful about the set-up of their application owners, additional contacts, and collaborators. Grantees are required to be diligent about maintaining the ZoomGrants grant application and account throughout the grant cycle and submitting quarterly reports and invoices on time. Many grant funding agencies use ZoomGrants, and applicants can use their accounts to apply for grants from any agency. Therefore, Metro staff cannot reset passwords or update accounts on behalf of an organization or individual.

Follow the process below to submit a final budget and Scope of work if requested to do so by your grant manager.

How to Find Your Application

Are you the applicant or a collaborator?

There are two sets of instructions to find your application – one for applicants and one for collaborators. Please refer to the appropriate set, depending on your role.



Applicants: The first step is to find your application. Log into your account on the ZoomGrants homepage at zoomgrants.com/login. When you log in, and you are an application owner, you

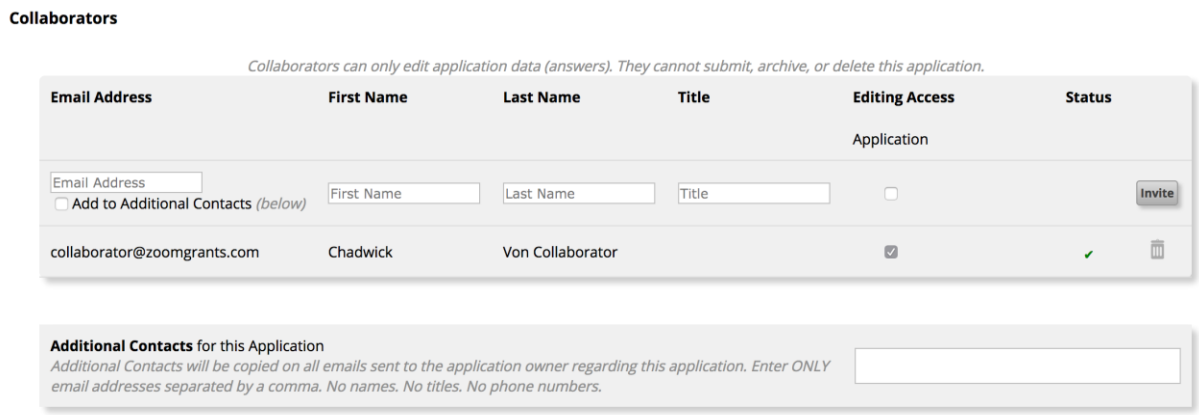
always start at your My Account Home page. This page features multiple sections – Incomplete, Submitted, Approved, Declined, and Archived. In the Approved section, click the application title link to open the application.

Collaborators: If you do not own any of your applications and you do not land on the My Account Home page when you log in, you are a collaborator and, therefore, are only be able to access applications if the application owner expressly gives you access to the application.

Log into your account, then click the "View Application" button to open the application, as usual. To submit a report or Invoice as a collaborator, if you can see a report or invoice tab, click into it.

If you are still not finding the application, you should consider if the application may be in someone else's account. Each user's account is accessible via one set of login credentials, so it could be that the application you are looking for is in one of your colleague's accounts. Talk with your colleagues to find out who originally applied. They can add you as a collaborator, or you can request that the application ownership is transferred to you.

Collaborators are invited by the application owner to work on other's applications. Any email address can be used to invite someone to be a collaborator on an application, including those email addresses used applicants, admins, and reviewers who already have their own ZoomGrants accounts.



If the person invited does not already have an account, ZoomGrants creates a collaborator account for them automatically. Existing applicants have access to their applications and their collaborator applications just by logging in as usual. Applicants are in complete control over who has access to their applications. They can invite collaborators and revoke or update their access permissions in any of their applications. You can read more about collaborators here.

★ **Please keep the list of collaborators and additional contacts updated so that RTO may maintain communication with your team, especially in the event of staff transitions.**

If you do not see the application in the Approved section, click the Contact Admin tab to request that they mark the application as notified.

If you are not able to make edits to the application, click the Contact Admin tab to request that they open the application for editing.

How to Adjust Your Scope and Budget

RTO staff will send comments or meet with program staff to discuss necessary changes to the Scope and Budget. Follow the directions below when you are ready to make final edits to your Scope and Budget.

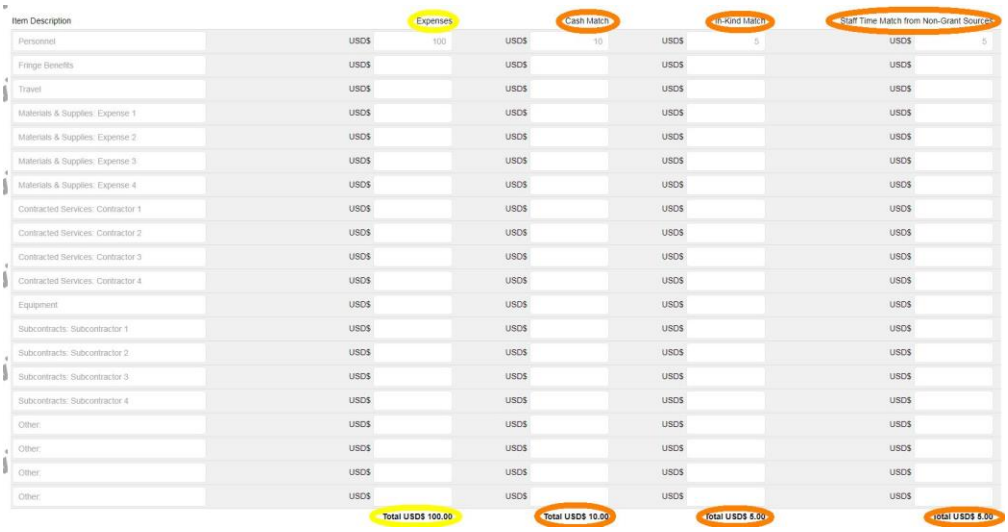
Scope Edits

Edit the table in the Scope of Work tab. A sample scope of work is available in the Additional Documents tab in ZoomGrants.

- Group tasks by topic area, and create subtasks (1a, 1b, 1c, etc.) if needed to create a task timeline
  - No more than ten tasks, please
  - One task should be or include measurement and evaluation
  - The Task Description box should also include the title of the task, such as "Task 6: Reporting & Evaluation"
  - For each task, include a title, detail of the work to be conducted, and any outcomes or results of the tasks. Deliverables should be listed and **should be tangible items that can be completed <u>and</u> submitted as evidence of activity**
- Attach an updated copy of your Scope in the Additional Documents tab. Please **do not delete the original scope document** from ZoomGrants

Budget Edits

Edit the table in the Budget tab. RTO encourages getting help with the Budget and calculating match by contacting your finance or accounting department staff.



Item Description		Expenses		Cash Match		In-Kind Match		Staff Time Match from Non-Grant Sources
Personnel	USD$	100	USD$	10	USD$	5	USD$	5
Fringe Benefits	USD$		USD$		USD$		USD$	
Travel	USD$		USD$		USD$		USD$	
Materials & Supplies: Expense 1	USD$		USD$		USD$		USD$	
Materials & Supplies: Expense 2	USD$		USD$		USD$		USD$	
Materials & Supplies: Expense 3	USD$		USD$		USD$		USD$	
Materials & Supplies: Expense 4	USD$		USD$		USD$		USD$	
Contracted Services: Contractor 1	USD$		USD$		USD$		USD$	
Contracted Services: Contractor 2	USD$		USD$		USD$		USD$	
Contracted Services: Contractor 3	USD$		USD$		USD$		USD$	
Contracted Services: Contractor 4	USD$		USD$		USD$		USD$	
Equipment	USD$		USD$		USD$		USD$	
Subcontracts: Subcontractor 1	USD$		USD$		USD$		USD$	
Subcontracts: Subcontractor 2	USD$		USD$		USD$		USD$	
Subcontracts: Subcontractor 3	USD$		USD$		USD$		USD$	
Subcontracts: Subcontractor 4	USD$		USD$		USD$		USD$	
Other:	USD$		USD$		USD$		USD$	
Other:	USD$		USD$		USD$		USD$	
Other:	USD$		USD$		USD$		USD$	
Other:	USD$		USD$		USD$		USD$	
		Total USD$ 100.00		Total USD$ 10.00		Total USD$ 5.00		Total USD$ 5.00

- Change the Item Descriptions as needed. "Materials & Supplies: Expense 1" can be changed to something such as "Materials & Supplies: Printed Brochures"

- The Expenses total (circled in yellow) should now add to equal your award amount **minus the required match**
- The three Match totals (circled in orange) should **add to equal the total match** that will be applied to the project or program and must be a minimum 10.27% of the total project or program costs (not 10.27% of the award amount)
- The Expenses total plus the Match totals (all four columns) should add to equal the total project or program costs and should match the amount assigned in ZoomGrants
- Double-check the expenses and match calculations of the budget table using the Federal Match Calculator below or also found above the application tabs in the Library section of ZoomGrants
- Attach an updated copy of your Budget using the template in the Additional Documents tab. Please **do not delete the original budget document** from ZoomGrants

Federal Funds Match Calculator (by project amt.)

		Unrounded
Enter total project amt.	$ 10,000.00	$ 10,000.00
Match ratio	89.73%	89.73%
Federal portion	$ 8,973.00	$ 8,973.00
Local portion	$ 1,027.00	$ 1,027.00

Federal Funds Match Calculator (by federal amt.)

		Unrounded
Enter Federal amt.	$ 10,000.00	$ 10,000.00
Match ratio	89.73%	89.73%
Local portion	$ 1,144.00	$ 1,144.54
Total Project amt.	$ 11,144.00	$ 11,144.54

Enter amount in green box

Check to make sure the following are uploaded to your application:

- Organization's written Procurement Policy (Required for Core Partners, Emerging Partners, Infrastructure/Innovation grants, and Safe Routes to School grants)
- Indirect Cost Rate Agreement (if applicable)
- Most recent Audited Financial Statements (if applicable)
- Most recent Single (A-133) Audit (if applicable)

GRANT AGREEMENTS

Grantees enter into a Grant Agreement with Metro that specifies legal and contractual obligations. Once all parties sign the Grant Agreement, funds become available for reimbursement.

Marketing grantees enter into a partnership agreement with different obligations than grantees who are reimbursed by RTO.

Once a draft Grant Agreement is sent to you from Metro staff, please review promptly and return a signed copy via email. Metro staff upload a copy of the executed Grant Agreement into the Additional Documents tab of your ZoomGrants application.

Any changes to the Scope of work or Budget may alter the Grant Agreement and require a formal grant amendment. Grantees should let their grant manager know as soon as possible if they anticipate any changes to the project scope, Budget, or timeline.

Metro RTO Grant managers must approve any amendments to the grant scope or Budget. If you need to initiate a scope or budget adjustment, please contact your grant manager as soon as possible. Scope and Budget then need to be adjusted in ZoomGrants and sent around to the appropriate parties for signature. Amendments are uploaded into the ZoomGrants additional Documents tab after execution.

★ Grants selected in the 2019-2022 cycle cannot be amended to extend beyond 6/30/2022.

How to Request a Post-Agreement Budget Adjustment (Optional)

To make additional adjustments to the Budget or Scope after the Grant Agreement is executed, contact your grant manager as soon as possible. If approved, follow the procedure under "Scope Edits" in this document to make edits to your Scope of work. To update the Budget, follow the procedures below. Do not complete the following until given approval by your grant manager.

- Click into the Invoice tab. Scroll to the bottom and click the "Add a New Budget Adjustment Request" Button. Enter your requested **changes** for each line item. The system calculates the desired new balance automatically.
- To **reduce** the current budget number, enter a negative number - the amount by which you would like that line item to decrease
- To **increase** the current budget number, enter a positive number - the amount by which you would like that line item to increase
- Click the Submit button near the top of the adjustment request. Successful submissions replace the 'Submit' button with the timestamp (in Pacific time) of when it was submitted.

The Scope can be updated at the same time in the Scope of Work tab, if necessary. If you cannot make edits to the Scope of Work, click the Contact Admin button to request the application be reopened for editing.

REPORTS AND INVOICES

Reporting and Invoicing via ZoomGrants is required for RTO grantees. Grantees fill out the online Report and Invoice in ZoomGrants and attach relevant activity documents supporting the

submission every quarter of their Grant Agreement. ZoomGrants sends auto-reminders to all grantees 14 days before reports and invoices are due. RTO staff also recommends putting recurring reminders in your calendar. Generally, the report and invoice schedule is every **October 15, January 15, April 15,** and **July 15**, while the grant is active. See the Important Dates calendar for more information. If your grant may require a deadline adjustment, contact your grant manager as soon as possible.

- ★ Invoices for **Marketing** grants are not required. RTO Finance staff update the application to reflect payments made to the consultant for the project. Marketing grantees are still required to submit quarterly reports, and the Grantee should coordinate with the consultant to submit accurate updates on the project.

- ★ **Sponsorships** are only required to submit one invoice and one report after the sponsorship activity is complete and within the fiscal year of the award. If the Report and Invoice are not submitted, the organization may not be eligible for future sponsorships.

How to Submit Reports and Invoices

- ★ If you do not see the Invoice and Report tabs in the application, click the Contact Admin tab in the application to contact them to request that they mark the application as notified. If you are not **able to edit any of the fields in the report or to create or open an invoice, the application owner has not yet given you access to those sections**. Contact the application owner and request that they update your access permissions to include the reports and invoices. RTO staff and ZoomGrants support staff cannot update your access.

Notes on Measurement

Applicants should have a plan for measurement at the outset of the program and collect relevant data and evidence of activity throughout the grant cycle, while also taking into consideration staff capacity and skills. Organizations should select measurement indicators from the Multiple Account Evaluation (MAE) Framework (Attachment D) that are the best fit for the program and **not attempt to include all measures, or measures that the organization's staff cannot realistically complete** or that are not relevant to the project or programs goals. The MAE is a menu of options rather than a strict list of required reporting.

- ★ **Grantees are welcome to select qualitative or quantitative measures from the MAE that are the best fit for their project or program**. If grantees need assistance in choosing what to measure for reporting or any other assistance on reporting, contact your grant manager to schedule a help session.

All data collected is used not only for federal compliance, but also to promote RTO partners, produce reports that highlight grantee programs, and reinforce the effectiveness of providing travel options programs in the region. Descriptions of previously funded programs and their results can be found in the RTO 2013-2016 Evaluation reports and on the RTO Grants page.

How to Submit Reports

The RTO report is built to accommodate all RTO grants. Some grant categories may not answer all questions. Grantees fill out the online Report in ZoomGrants and attach relevant activity documents supporting the report every quarter of their grant agreement (or if a Sponsorship, 30 days after the completion of the project). **Do not leave any fields blank or enter TBD, question marks, etc.** Reports with this data are returned for completion, and invoices are held until a complete report is submitted. Even if grantees have no RTO grant activity that occurred in a quarter, they are still required to submit a report explaining such details.

Report content should relate to the Scope of work, explain all activity that occurred during the reporting period, and reflect the Invoice submitted for reimbursement. An example report can be found in **Attachment E: Example Report for Grantee**. *Remember: Reporting requirements for individual grants may vary based on the scope of work*.

- Click into the Report tab, and then the individual report tabs. Select your grant category for Question 1 to filter the required questions for your category. Some filtered questions may not apply to your specific project or program. Read the questions carefully. **Report on activity that occurred during the reporting period only, and only for work funded by the grant you are reporting**. Enter N/A if the question does not apply to the project or program. If you are unsure of how to complete a report or what to include, click the Ask a Report Question button above the instruction box to request additional help from RTO staff.
    - For task questions, complete the explanation of the activity related to the Scope of work and report any relevant **qualitative data**. Task questions should provide enough detail to explain the who, what, where, when, and why of the activity. If there is no associated Task number for the Scope, type "N/A"
    - **Quantitative data** questions should be calculated consistently every quarter. Explain the source of these numbers following each data question. **If the data does not apply to the project, type "N/A." Type "0" if there is no data this quarter**
    - Upload any supporting documents to the appropriate sections at the bottom of the page. For example, upload supporting documents related to Task 2 to the "Task 2 Supporting Documents" section at the bottom of the report
        - **Safe Routes to School** grantees will also complete and upload the SRTS Participant Tracking Sheet each quarter. Each Grantee has been provided with a template Tracking Sheet, customized for your program, which can be found in the "Additional Documents" tab under the Administrative Documents header. For questions on how to complete this sheet, contact Noel Mickelberry
- Click the Submit button near the top of the report. Successful submissions replace the 'Submit' button with the timestamp (in Pacific time) of when it was submitted
- The system checks to make sure that all of the displayed questions are answered, and any required documents are uploaded. Anything missing is listed in red. Complete the missing fields, then refresh the page using the Refresh Page button near the upper right corner of the application, and try the submit again

Video Tutorials: How to Submit Reports

How to Submit Invoices

Grantees fill out the online Invoice in ZoomGrants and attach relevant financial documents supporting the Invoice. Even if grantees have no eligible expenses for reimbursement in a quarter, they are **still required to submit an invoice in ZoomGrants for $0.00**. For assistance with invoices, contact Mary Anderson at Mary.Anderson@oregonmetro.gov.

Due to federal funding requirements, there is no advance payment of grant funds, including Sponsorships. Grantees are reimbursed for grant eligible expenses 30 days after submitting a complete and allowable invoice with an approved report. All costs requested for reimbursement must be allocable, allowable, reasonable, and in line with the Scope of work to be reimbursed. Invoice supporting documentation must provide sufficient detail for an external auditor, who has no prior knowledge of your program and organization, to determine that the costs are allocable, allowable, and reasonable. Funds for payment may be held for missing or incomplete reporting or reduced for disallowable expenses.

- Click the "Create an Invoice" button to create a new invoice OR click the invoice title link to open up an existing invoice
- Fill in the fields of the Invoice
  - The "Requested Amount" box should be the amount you are seeking to have reimbursed and not include match. Match should still be accounted for in the invoice cover sheet and is applied and tracked by RTO Finance staff in the ZoomGrants Invoice section under "Payments"
  - You may skip the "Payment Instructions" box unless directed otherwise
  - If **not requesting any reimbursement for this period, you still must complete an invoice**. Enter $0.00 for the Requested Amount, answer the invoice questions, enter $0.00 in the Invoice template sheet, upload, and submit.
- Upload requested documents
  - Complete and upload the required Invoice Cover Sheet using the template provided (see Attachment B example)
  - Complete and upload the Incentives Tracking Sheet using the template provided if incentives were purchased during the period for the project (see Attachment C example)
  - Upload supporting documentation, which should include:
    - Accounting software reports detailing all project expenditures
    - Timesheets
    - Itemized receipts for all material and services purchases
    - Selection process and contract for purchases over $10,000

- Click the Submit button near the top of the Invoice. Successful submissions replace the 'Submit' button with the timestamp (in Pacific time) of when it was submitted.

★ Trouble spots with invoices can often relate to **the exclusions listed on page 2 or expenses that are unrelated to the Scope of work**. The following is NOT a comprehensive list but can also help avoid pitfalls to keep invoice payments on time. Other common issues include:

  - Insufficient documentation, such as missing receipts
  - Financial documentation uploaded into the report rather than the Invoice
  - Documentation of task work, expenses or reporting falls outside of the period of the Invoice
  - Procurement did not follow policies
  - Expenses not tied to a task
  - Expenses (including labor) that appear to be charged to more than one task
  - Expenses that are not exclusively to do the work of the grant, such as indirect costs

Indirect Costs

Federal Supercircular 2 CFR 200 contains guidance that allows recipients of federal funds through a prime recipient such as Metro, to recuperate indirect costs. As a result, contingent upon approval by Metro, subrecipients may:

- elect not to recuperate indirect costs,
- elect to use a flat 10% de minimis rate as noted within 2 CFR 200.414, or
- request to negotiate an indirect cost rate with Metro

If the organization chooses to negotiate an indirect cost rate, see the Indirect Cost Negotiation Reference Guide in the ZoomGrants Library and contact your grant manager and Mary Anderson.

Video Tutorials: How to Submit Invoices

Final Report and Invoice

Grantees are also required to submit a final report summarizing the entire grant activity upon grant expiry. Final invoices or funds may be held for payment until a final report is submitted. Follow the instructions for regular quarterly reporting and invoicing, but upload the final report to the "Final Report and Supporting Documents" section of your last quarterly report. Final reports do not have a template or strict format guidelines. Grantees may be as creative as they like. The final report should summarize all grant activity, report results of the project or program, and discuss any lessons learned. Final reports can use photos, videos, charts, graphs, and anything else that helps demonstrate the results of the grant activity. Refer to the Important Dates table for deadlines on reports and invoicing.

IMPORTANT DATES

Reporting, invoicing, and check-in deadlines are listed in the table below unless the grant agreement extends beyond the standard deadline. To request a deadline adjustment, contact your grant manager.

Date	Core Partner	Emerging Partner	Marketing	Sponsorships	Infrastructure/Innovation	SRTS
July 1, 2019	Grants begin	Grants begin	Projects begin for FY19/20	Sponsorships begin for FY19/20	Grants begin for FY19/20	Grants begin
October 15, 2019	Q1 Report and Invoice Due for activity 7/1/19-9/30/19	Q1 Report and Invoice Due for activity 7/1/19-9/30/19	FY19/20 Q1 Report Due for activity 7/1/19-9/30/19	FY19/20 **REPORTS AND INVOICES DUE 30 days after project end**	FY19/20 Q1 Report and Invoice Due for activity 7/1/19-9/30/19	Q1 Report and Invoice Due for activity 7/1/19-9/30/19
January 15, 2020	Q2 Report and Invoice Due for activity 10/1/19-12/31/19	Q2 Report and Invoice Due for activity 10/1/19-12/31/19	FY19/20 Q2 Report Due for activity 10/1/19-12/31/19		FY19/20 Q2 Report and Invoice Due for activity 10/1/19-12/31/19	Q2 Report and Invoice Due for activity 10/1/19-12/31/19
April 15, 2020	Q3 Report and Invoice Due for activity 1/1/20-3/31/20	Q3 Report and Invoice Due for activity 1/1/20-3/31/20	FY19/20 Q3 Report Due for activity 1/1/20-3/31/20		FY19/20 Q3 Report and Invoice Due for activity 1/1/20-3/31/20	Q3 Report and Invoice Due for activity 1/1/20-3/31/20
July 1, 2020	**Schedule check-ins**	**Schedule check-ins**	**Projects begin for FY20/21**			**Schedule check-ins**
July 15, 2020	Q4 Report and Invoice Due for activity 4/1/20-6/30/20	Q4 Report and Invoice Due for activity 4/1/20-6/30/20	FY19/20 **FINAL REPORTS DUE and presentations**	FY20/21 **REPORTS AND INVOICES DUE 30 days after project end**	FY19/20 **FINAL REPORTS AND LAST INVOICES DUE** (unless agreement extends, check-ins)	Q4 Report and Invoice Due for activity 4/1/20-6/30/20
October 15, 2020	Q5 Report and Invoice Due for activity 7/1/20-9/30/20	Q5 Report and Invoice Due for activity 7/1/20-9/30/20	FY20/21 Q1 Report Due for activity 7/1/20-9/30/20		FY20/21 Q1 Report and Invoice Due for activity 7/1/20-9/30/20	Q5 Report and Invoice Due for activity 7/1/20-9/30/20
January 15, 2021	Q6 Report and Invoice Due for activity 10/1/20-12/31/20	Q6 Report and Invoice Due for activity 10/1/20-12/31/20	FY20/21 Q2 Report Due for activity 10/1/20-12/31/20		FY20/21 Q2 Report and Invoice Due for activity 10/1/20-12/31/20	Q6 Report and Invoice Due for activity 10/1/20-12/31/20

April 15, 2021	Q7 Report and Invoice Due for activity 1/1/21-3/31/21	Q7 Report and Invoice Due for activity 1/1/21-3/31/21	FY20/21 Q3 Report Due for activity 1/1/21-3/31/21		FY20/21 Q3 Report and Invoice Due for activity 1/1/21-3/31/21	Q7 Report and Invoice Due for activity 1/1/21-3/31/21
July 1, 2021	**Scheduled check-ins**	**Scheduled check-ins**	**Projects begin for FY21/22**			**Scheduled check-ins**
July 15, 2021	Q8 Report and Invoice Due for activity 4/1/21-6/30/21	Q8 Report and Invoice Due for activity 4/1/21-6/30/21	FY20/21 **FINAL REPORTS DUE and presentations**	FY21/22 **REPORTS AND INVOICES DUE 30 days after project end**	FY20/21 **FINAL REPORTS AND LAST INVOICES DUE** (unless agreement extends, check-ins)	Q8 Report and Invoice Due for activity 4/1/21-6/30/21
October 15, 2021	Q9 Report and Invoice Due for activity 7/1/21-9/30/21	Q9 Report and Invoice Due for activity 7/1/21-9/30/21	FY21/22 Q1 Report Due for activity 7/1/21-9/30/21		FY21/22 Q1 Report and Invoice Due for activity 7/1/21-9/30/21	Q9 Report and Invoice Due for activity 7/1/21-9/30/21
January 15, 2022	Q10 Report and Invoice Due for activity 10/1/21-12/31/21	Q10 Report and Invoice Due for activity 10/1/21-12/31/21	FY21/22 Q2 Report Due for activity 10/1/21-12/31/21		FY21/22 Q2 Report and Invoice Due for activity 10/1/21-12/31/21	Q10 Report and Invoice Due for activity 10/1/21-12/31/21
April 15, 2022	Q11 Report and Invoice Due for activity 1/1/22-3/31/22	Q11 Report and Invoice Due for activity 1/1/22-3/31/22	FY21/22 Q3 Report Due for activity 1/1/22-3/31/22		FY21/22 Q3 Report and Invoice Due for activity 1/1/22-3/31/22	Q11 Report and Invoice Due for activity 1/1/22-3/31/22
June 30, 2022	**All activity is complete**					
July 31, 2022	**FINAL REPORTS AND LAST INVOICES DUE**	**FINAL REPORTS AND LAST INVOICES DUE**	**FY21/22 REPORTS AND INVOICES DUE and presentations**		**FINAL REPORTS AND LAST INVOICES DUE**	**FINAL REPORTS AND LAST INVOICES DUE**

PARTNERSHIP REQUIREMENTS

All grantees, including all project or program team members, engage in a partnership with Metro, RTO staff, and other RTO program partners. Partnership multiplies the benefits of an RTO grant by applying current strategies and brands while incorporating lessons learned. The purpose of partnership requirements is to set up partners for success in their grant projects. These requirements help partners produce reliable evidence of the efficient and effective use of their regional funds. RTO is available to support partners by providing tools and guidance to achieve a successful grant project starting at project planning and even after the grant cycle is complete. Grantees must consider the Partnership Requirements during the planning, measurement, and reporting of their grants and include steps during these processes to complete the requirements where appropriate. Partners are responsible for communicating these requirements to all relevant staff in their organization. Partnership requirements apply to anything included in the grant agreement or made possible by the grant agreement. Exceptions to the requirements can be requested by emailing RTO staff and, if agreeable, may be granted with confirmation provided in writing by RTO staff.

In addition to the partnership requirements outlined in the grant application, some grantees are required to have **yearly or mid-grant check-in meetings** to ensure the grant is on track for completion, discuss any successes or lessons learned, and ask questions and get support from RTO staff.

- ★ **Marketing grantees are required to have quarterly check-ins with consultants and give a presentation of final results and lessons learned at an RTO Workgroup meeting.**

NOTES ON PROCUREMENT

Procurements done outside of federal procurement regulations are not reimbursable. If you are unsure if the purchase you need to make is reimbursable, please reach out to your grant manager BEFORE you make a purchase.

The FTA micro-purchase threshold has increased from $3,500 to $10,000. "Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable." Micro-purchases do not typically require the addition of the FTA's terms and conditions. See the FTA FAQ's on micro-purchases for more information.

- ★ Important Note on Split Purchases: Purchases or acquisitions with federal funds may not be split merely to avoid the federal procurement requirements.

For purchases over $10,000, grantees are required to follow federal procurement standards for third-party contracting, as explained in FTA's Third Party Contracting Guidance 4220.1F Methods of Procurement. If the Grantee is spending over $10,000 with a single vendor (even if it's over multiple purchases), the Grantee must attempt to get a minimum of three quotes and have a rationale for why the vendor was selected (best price, best value for the cost, ability to meet timeline, etc.). This is to ensure that potential vendors are aware of the opportunity to do business with the federal government. In general, grantees cannot pre-select vendors or consultants. Applicants should consider these procurement requirements while planning and budgeting for the project or program.

A written procurement policy is required for Core Partners, Emerging Partners, Infrastructure & Innovation grantees, and SRTS grantees. A written procurement policy must be submitted before grant activity can begin. Grantees are responsible for following their organization's procurement policy and FTA procurement policy. Where there are differences in a standard, grantees should follow whichever standards are more strict. For example, if your organization's procurement policy says you have to get quotes if you're spending over $5,000, grantees should follow those guidelines.

The following is an outline of steps for RTO grantees who are considering doing a procurement. Note that these are not Procurement steps and have no bearing on Procurement policies or procedures of any organization. RTO recommends bookmarking and searching the FTA Best Practices Procurement Manual and the FTA Third Party Procurement FAQs, available from transit.dot.gov/funding/procurement/procurement.

If at any time, the Grantee is unsure of the procurement requirements, RTO encourages grantees to reach out to their organization's finance staff and contact Mary Anderson and your grant manager for Metro assistance.

- ☐ Step 1: The Scope of Work includes a description of services or items that will be purchased. The Budget calls out funds for purchases.
    a) The Grantee determines if the planned Scope of work results in a subcontractor or subrecipient relationship. To make this determination, refer to the Uniform Guidance Section 200.330 Subrecipient and contractor determinations. Should this determination result in a subrecipient relationship, the Grantee is required to comply with the requirements of 2 CFR 200.331 Requirements for pass-through entities. If the Grantee determines that the relationship meets the definition as a subrecipient, contact Metro as soon as possible to determine the most efficient format of agreement to pursue.
- ☐ Step 2: Grantee prepares for RTO determination, in collaboration with the organization's finance staff.
    a) How is purchase eligible for the Task?
    b) What basis did the Grantee use to estimate cost?

c) What is the procurement type (e.g., RFB, RFP, sole source)(see FTA's Third Party Contracting Guidance 4220.1F Chapter V)?

- ☐ Step 3: Once complete information is provided, RTO staff will determine if the Grantee may continue with the procurement or stop for any reason.
- ☐ Step 4: Grantee will conduct procurement in collaboration with the organization's finance staff, following federal procurement policy or the organization's procurement policy, whichever is more strict.
- ☐ Step 5: Grantee will include all relevant federal clauses in the contract. Refer to Appendix D Part A. Third Party Contract Provisions. Contact Mary Anderson for additional assistance.
- ☐ Step 6: Metro reviews invoices that include a request for reimbursement of purchased services or items and decides on whether to reimburse or not. Some examples of past disallowances include lack of documentation, the contract did not attach federal clauses, the contract is expired, or contract amount is exceeded, the purchase was not eligible to grant or applicable to the Task.
- ☐ Step 7: Metro approves expenses on the contract as part of the Grantee's Invoice for reimbursement, Metro may ask for additional supporting documentation (for example, itemized expenses), may approve partial reimbursement, or may decline contract-related expenses for reimbursement.
- ☐ *Step 8: If an audit results in a finding that starts an investigation, Metro and the Grantee will work together to resolve the issue.*

ZOOMGRANTS FAQ

For technical questions regarding the ZoomGrants system, try troubleshooting through ZoomGrants University, submit a ticket, or contact the ZoomGrants Help Desk at Questions@ZoomGrants.com or toll-free 1-866-323-5404 (M – F 8 a.m. – 5 p.m. Mountain Time). For questions about grant requirements, contact RTO staff or click Contact Admin in the Help section of ZoomGrants.

http://help.zoomgrants.com/index.php/article-categories/appfaqs/

The 'Saving' screen is still flashing… now what?

http://help.zoomgrants.com/index.php/zgu/the-saving-screen-is-still-flashing-now-what/

How do I change or reset the email address or password on an applicant account?

http://help.zoomgrants.com/index.php/zgu/how-do-i-change-or-reset-the-email-address-or-password-on-an-applicant-account/

How can I invite another user to work on my application or add someone else to our account?

http://help.zoomgrants.com/index.php/zgu/invite-collaborators/

The person who controlled our account is leaving or has left our organization. What now?

http://help.zoomgrants.com/index.php/zgu/the-person-who-controlled-our-account-is-leaving-or-has-left-our-organization-what-now/

Setting Up Your Applicant Account and Creating Applications

http://help.zoomgrants.com/index.php/zgu/setting-up-your-account-and-creating-applications/

Formatting Responses

http://help.zoomgrants.com/index.php/zgu/formatting-question-responses/

Tech Tips

http://help.zoomgrants.com/index.php/zgu/applicant-tech-tips/

CONTACT INFORMATION

For more information about RTO grants, please visit the RTO website or contact RTO at rto@oregonmetro.gov or 503-797-1757.

RTO Staff

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ATTACHMENT A: BUDGET TEMPLATE

The Excel budget template is available in ZoomGrants under the Additional Documents tab.

Proposed Budget												
Expense Category	**Detail**	**Total**	**Task 1**	**Task 2**	**Task 3**	**Task 4**	**Task 5**	**Task 6**	**Task 7**	**Task 8**	**Task 9**	**Task 10**
Personnel	Project Manager	**$ 50,000**	$ 20,000	$ 10,000	$ 6,000	$ 6,000	$ 8,000	$ -	$ -	$ -	$ -	$ -
Personnel	Coordinator	**$ 24,500**	$ 10,000	$ 5,000	$ 5,000	$ 2,000	$ 2,500					
In-Kind Volunteer Time	Event Volunteers	**$ 5,000**			$ 2,500		$ 2,500					
Travel		**$ -**										
Materials and Supplies												
	Printing Posters	**$ 3,068**		$ 2,000		$ 1,068						
	Supplies for Events	**$ 10,000**	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000					
	Room Rental	**$ 3,150**	$ 600	$ 600	$ 600	$ 600	$ 750					
	Incentives	**$ 5,000**	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000					
Contracted Services												
	ABC, Inc. (Survey)	**$ 20,000**				$ 20,000						
	XZY, Inc. (Data Collection)	**$ 30,000**					$ 30,000					
	MLK, Inc (Action Plan	**$ 9,000**		$ 9,000								
		$ -										
Other		**$ -**										
Approved Indirect Costs	10% of Labor Costs	**$ 7,450**	$ 3,000	$ 1,500	$ 1,100	$ 800	$ 1,050					
Total Costs		**$ 167,168**	$ 36,600	$ 31,100	$ 18,200	$ 33,468	$ 47,800	$ -	$ -	$ -	$ -	$ -

Approved Indirect Cost Rate	10%
Requested Grant	**$ 150,000**
Local Match	**$ 17,168**
Proposed Budget	**$ 167,168**

mary:
This amount should match cell D19 - Total Costs

Sources of Local Matching Funds			
Source of Funding	Type of Funding	Notes	Amount
Local Revenue	Cash	Staff Time	$ 12,168
Volunteer Time	In-Kind	Volunteers for XYZ event	$ 5,000
		Total	$ 17,168.00

ATTACHMENT B: INVOICE TEMPLATE

The Excel invoice template is available in ZoomGrants. Click the Invoice tab and click create a new invoice. The template can be found in the Invoice under Documents Requested.

NAME				
Date:				
Grant #: 93XXXXX				
Invoice #:				
Project Name:	**Cost Summary - Detailed documentation required for all costs**			
Service Performed from:				
	Total Cash Costs			
a) Total Amount of Labor Cost (cash):	$ -			
b) Materials & Services (direct costs)	$ -			
c) **Approved** Indirect Costs Allowed	$ -			
d) Total Eligible Expenses this Invoice	$ -			
e) Total Required Match this Invoice (10.27%)	0.1027			
f) Required Local Match	$ -			
g) Cash Expenses this Invoice	$ -			
h) Less Required Cash Match	$ -			
Payment Request	**$ -**			
	Calculation Confirmation			
	$ -	10.27%	$ -	
		89.73%	$ -	

mary:
should equal payment request

ATTACHMENT C: INCENTIVES TRACKING TEMPLATE

The Excel invoice template is available in ZoomGrants. Click the Invoice tab and click create a new invoice. The template can be found in the Invoice under Documents Requested.

Donated									
Item	**From** *(keep a copy of the donation letter or email on file)*	**Value**	**Quantity**	**Used**	**Remaining**	**Total Value**	**Value used**		
Gift card	Acme, Inc.	$25	8	6	2	$200	$150		
Women's Hat	Acme, Inc.	$35	5	5	0	$175	$175		
Men's Hat	Acme, Inc.	$30	6	3	3	$180	$90		
Bike light (front)	Acme, Inc.	$50	6	3	3	$300	$150		
LED blinky lights	Acme, Inc.	$3	15	0	15	$45	$0		
Reflective stickers	Acme, Inc.	$1	20	20	0	$20	$20		
Reflective Lanyards	Acme, Inc.	$3	6	0	6	$18	$0		
Water bottles	Acme, Inc.	$3	100	50	50	$300	$150		
Merchandise of choosing	Acme, Inc.	$150	1	0	1	$150	$0		
Patch kits	Acme, Inc.	$3	25	3	22	$75	$9		
Bike levers	Acme, Inc.	$3	25	3	22	$75	$9		
Purchased at a discount	From (keep a copy of the donation letter or email AND receipts on file)	Value						*Cost used*	*In-kind used*
Gift card at 50% discount	Coffee Place	$5	10	5	5	$50	$25	*$12.50*	*$12.50*
Gift card at 25% discount	Sandwich Place	$10	5	2	3	$50	$20	*$15.00*	*$5.00*
Purchased	From *(keep receipts)*	Cost							
Gift card	Cool Stuff Emporium	$10	10	5	5	$100			
Gift card	Cool Stuff Emporium	$15	1	1	0	$15			
Discounts/Passes	From *(keep copy of the offer)*								
20% off purchase		n/a	unlimited						
10% off purchase		n/a	unlimited						
$20 driving credit for new users		n/a	unlimited						
$35 driving credit		n/a	unlimited						
free membership (30 days)		n/a	unlimited						
20% (must have paper coupon)		n/a	100	75	25				
Admission passes to employee store		n/a	unlimited						

Date Awarded	Name (first and last required)	Mailing address (optional)	Email address (optional)	Phone number (optional)	Incentive	Method
3/30/2015	first last				Women's Hat	Weekly Random
4/6/2015	first last				Women's Hat	Weekly Random
4/13/2015	first last				Men's Hat	Weekly Random
4/20/2015	first last				Men's Hat	Weekly Random
4/20/2015	first last				$25 Giftcard	Monthly - Most Trips Logged
4/20/2015	first last				$25 Giftcard	Monthly - Most Calories Burned
4/20/2015	first last				$25 Giftcard	Monthly - Most Money Saved
4/27/2015	first last				Women's Hat	Weekly Random
5/4/2015	first last				Women's Hat	Weekly Random
5/11/2015	first last				Men's Hat	Weekly Random
5/18/2015	first last				Men's Hat	Weekly Random
5/25/2015	first last				Pass	Weekly Random
5/25/2015	first last				Bike Light, Patch Kit, Tire Levers	Monthly - Most Calories Burned
5/25/2015	first last				Bike Light, Patch Kit, Tire Levers	Monthy - Most Bike Trips Logged
5/25/2015	first last				Pass	Monthly - Most Trips Logged
6/1/2015	first last				Reflective Stickers and Multi-tool	Weekly Random
6/8/2015	first last				Reflective Stickers and Multi-tool	Weekly Random
6/15/2015	first last				Reflective Stickers and Multi-tool	Weekly Random
6/22/2015	first last				Giftcard	Weekly Random

ATTACHMENT D: MULTIPLE ACCOUNT EVALUATION FRAMEWORK

Data Collected	Indicator	Description	Result	2018 RTO Strategy Performance Baseline	2018 RTO Strategy Performance Target
ENVIRONMENT measures the enhancement and protection of the region's natural environment and progress towards reducing climate change.					
Auto trips reduced	Emissions reductions	Reductions in pollutants that cause climate change and local environmental issues.	Tons or pounds of emissions reduced	--	--
Auto trips reduced	Annual gas savings	Reduction in non-renewable resources used.	Gallons and dollars saved	--	--
EQUITY and HEALTH measures the distribution and accessibility of equitable, affordable, and healthy travel options for people of color, low-income residents, seniors, youth, and people with disabilities.					
Auto trips reduced	Combined transportation and housing savings	Savings from trips that are not drive alone, combined with known or average housing costs.	Dollars saved per household served	--	--
Demographics	Travel options improvements for historically marginalized communities	Increasing access to travel options for people of color, seniors, youth, people with disabilities, low-income residents, and/or Title 1 or equivalent schools.	Before and after for communities served, testimonials and/or descriptions	Identified barriers* and Percentage of investments focused on meeting equity goals* (Goal 2)	3-5 barriers identified and reduced or removed Percentage increase over previous grant cycle*
Geographic description					
Active trips	Health improvements	Improvements to health from biking, walking, or using transit.	Percentage or number of active trips	--	--
ECONOMY measures improvements to the local economy from reduced congestion and parking demand, which impact accessibility to goods, services, and jobs.					
Active trips	Improving access to jobs by travel options	Improving access to travel options with the purpose of, or resulting in, connecting people to jobs.	Before and after comparison for communities served and/or description of improvements made	--	--
Demographics					
Geographic description					
Auto trips reduced	Decreasing parking demand	Savings from reduced parking costs.	Dollars saved	--	--
EFFICIENCY measures how projects and programs leverage available resources, work with partners, and support regional policy by providing high quality, successful programs and services.					
Auto trips reduced	Vehicle miles reduced	Reducing vehicle miles traveled annually.	Number of vehicle miles reduced	47 million miles reduced per year (Goal 1)	Increase over previous grant cycle*
Auto trips reduced	Increasing non-drive alone mode share	Improving the share of non-drive-alone modes, for commute trips (including ECO and SRTS programs) and non-commute trips.	Percentage or number of non-drive-alone trips	33.7% Non-SOV commute rate and SRTS Non-SOV rate* (Goal 1 and 3)	40% Non-SOV commute rate and SRTS Non-SOV rate*

	Auto trips reduced	Cost effectiveness	Tracking cost of program or project and/or number of staff per capita compared to the measurable results achieved.	Average cost per vehicle mile reduced or participant or impression	Number of Travel Options Staff per capita* Number of SRTS Coordinators per capita* (Goal 2 and 3)	Increase over previous grant cycle*
	Participants					
	Impressions					
	Partnership description	Leveraging resources	Leveraging investments, increasing collaboration, and aligning programs or projects with other regional partners.	List of partners, and/or overall project or program cost	17 2017-2019 grantees Number of partners* (Goal 2)	Number of grantees* Number of partners*
ENGAGEMENT measures the level of engagement provided to the local community, including enabling residents to receive information about travel options and gathering feedback from community members.						
	Participants	Participation	People actively engaged in an RTO-funded program, service, or activity.	Number of participants	250,000 commuters SRTS participants* (Goal 2 and 3)	Increase over previous grant cycle*
	Impressions	Awareness	People exposed to messages or information about a program, service, or activity.	Number of impressions	Awareness of RTO and SRTS programs* (Goal 2 and 3)	Increase over previous grant cycle*
*Additional RTO Strategy performance measures and targets provide an incremental approach to track progress towards regional goals in addition to the indicators above. * indicates baseline or performance target to be collected in the upcoming program evaluation.*						
	Capability scores	Partner capability	Building RTO partner capability through grants and support	Average capability score	Baseline established in 2019-2022 cycle	Increase over baseline*
	SRTS programs	SRTS expansion	Jurisdictions or school districts (not individual schools) with a formalized SRTS program	Number of formalized SRTS programs	8 formalized SRTS programs (Goal 3)	All districts have access to coordinator (may not be housed at district)
	Grant reporting	Performance measurement	Measure one or more indicators per project in context of project goals and funding	Percentage of grantees reporting on MAE indicators	70% of grantees collect measurable data that addresses goals	100% of grantees collect measurable data that addresses goals

ATTACHMENT E: EXAMPLE REPORT FOR GRANTEE

Below is an example of a Core Partner quarterly report submitted via ZoomGrants. Highlighted sections are examples of excellent reporting detail and following report instructions.

Report Type

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1. Select the grant category for this report.

- [x] Core Partner
- [ ] Emerging Partner
- [ ] Marketing
- [ ] Sponsorships & TO Assistance
- [ ] Infrastructure & Innovation
- [ ] Safe Routes to School
- [ ] Special Region-Wide Projects

Scope Activity and Qualitative Data
2. Task 1: Describe the activities of Task 1, including any subtasks. Qualitative data can also be included. Indicate if task or subtask is complete.
If the Scope of Work does not have a task with this number, enter N/A.

Bike More Challenge/Get There Challenge

WTA planned and launched promotions for the Get There Challenge. WTA will add weekly incentive prize drawings available to employees of member organizations, conduct a Commute Story Contest, hold two social media contests to promote engagement with WTA's Facebook and Instagram pages, and co-host (with Washington County's Sustainability Team) two commuter happy hour events. Promotions included a newsletter article, social media, tabling events, and preparing a direct email to be sent in early October. Examples of these materials are attached.

Workplace Events and Activities

WTA supported 7 events at 5 locations. 2 additional events were planned but were cancelled due to circumstances at the host site. A detailed list is attached.

Customized Materials and Research

WTA and City of Beaverton began work to update a Green Travel Map that was original created in 2014. The goal is to have the update finished by mid-November. WTA met with Genentech to discuss creating a similar site-specific travel options map for their location, and WTA began work on this project.

WTA Workshops/Events

WTA hosted a Get There workshop with Stephanie Millar from ODOT. It discussed features available to employers, including tools to help promote carpool matching and run employee incentive programs. WTA led an exercise and discussion to help identify next steps for worksite activities. An attendee list is attached.

WTA will host two summits in October as part of the Washington County First and Last Mile Access to Transit Study. One event will be a business summit and one will be a community summit. A copy of an invitation is attached.

ECO Survey Reports

WTA conducted surveys for PCC and City of Tigard. Due to a slow reply rate, WTA provided incentives to help PCC promote participation. WTA started work with PCC to develop a student travel options survey expected to launch in October.

Social Media, Newsletters, and Website

WTA used monthly newsletters and social media to highlight member activities, promote travel options, and encourage participation in public input opportunities. WTA kept its website updated with general information and details about specific events and activities. Examples and a report on engagement are attached.

Member Meetings

WTA communicated with its members to strengthen partnerships and seek opportunities to work together. A list of meetings or extended conversations is attached. WTA staff frequently conducted other brief communications with members, but these are not itemized in the report.

Local and Regional Meetings

A list is attached. These were opportunities to represent members, promote travel options, and gather information relevant to members.

Reports of WTA Administered Programs

A mid-program report for the Columbia Sportswear employee bike share program is attached.

3. Task 2: Describe the activities of Task 2, including any subtasks. Qualitative data can also be included. Indicate if task or subtask is complete.

If the Scope of Work does not have a task with this number, enter N/A.

Employee Commuter Benefit Program

WTA began developing a plan that includes a sliding cost to employers to be determined by the number of employees that opt in to the program. The program will be promoted to smaller and mid-sized employers as a cost-effective way to provide an employee benefit based on commute trip choices, and it will be available to interested businesses in Washington County. WTA members will have the opportunity to participate at a lower per employee cost to help encourage membership. WTA will continue developing the plan in the coming quarter and will introduce the program in January 2020. To help develop effective promotions for this new program, WTA registered for a Social Marketing in Transportation online course offered by the Center for Urban Transportation Research from Sept – Nov 2019.

Updated Business Outreach Materials

WTA began work on updating its member benefit plan, but this process will be paused until after the planned board retreat to make sure any relevant updates resulting from the retreat can be incorporated.

List of Outreach Efforts

WTA participated in 3 events at 2 potential member sites to begin relationships that will hopefully lead to future memberships. These included a Commute Options Fair at Oracle in Hillsboro and two Transportation Wellness Fairs at Epson in Hillsboro. The Epson events took place at the same time as Epson employees picked up their employer provided TriMet passes for the coming year. WTA also met with Epson before the fairs to discuss WTA's services, Epson's goals and challenges, and partnership options. WTA will continue cultivation of both relationships.

WTA held a similar introductory meeting with JAE Oregon in Tualatin. JAE Oregon verbally committed to becoming a WTA member, and WTA was scheduled to participate in four all-employee meetings (held at different times over a three-day period to accommodate different shifts). Two of these meetings were cancelled by JAE Oregon due to an onsite emergency, but WTA participated in the other two and used the opportunity to promote the Get There Challenge, Commuter Kickbacks, and carpool matching available in Get There.

WTA used the Get There workshop and the planned First and Last Mile Access to Transit Study summits as opportunities to invite representatives from non-member groups. Invitations were sent to Qorvo, SunPower, Epson, Oracle, Pacific Foods, Wells Fargo, and Legacy Meridian Park. Other outreach to potential members included Beaverton Downtown Business Association, Tualatin Valley Water District, and Central Bethany Development.

4. Task 3: Describe the activities of Task 3, including any subtasks. Qualitative data can also be included. Indicate if task or subtask is complete.

If the Scope of Work does not have a task with this number, enter N/A.

Commuter Kickbacks

To motivate people to set up their Get There account after the transition on July 1, WTA conducted an incentive contest. People in WTA's network that activated their account by July 15 were entered into a drawing for 4 tickets to a Hillsboro Hops game. WTA also created new promotional materials (see attached example).

After the transition to Get There, the number of people in WTA's network dropped significantly. As a result, the number of people eligible for Commuter Kickbacks was much less than in previous months. To help identify the reasons WTA compiled a list of people that had been frequent participants in the first half of 2019 but who were not showing up within WTA's Get There network. WTA contacted some of these people to confirm they were logging trips in Get There. The list was used as the basis for conversations with Alta Planning and Metro about why these people disappeared from WTA's network. As a result of the conversation these people and more than 1,500 others with home or work zip codes in Washington County will be added to WTA's network in the coming quarter. This should result in an increase in the number of Commuter Kickbacks participants.

WTA planned to introduce challenge and special events. The grant application projected the first of these challenges would be launched in September, but that has been postponed until November. WTA decided to focus communications in September on the Get There Challenge and not risk confusing the message by introducing a new challenge. WTA will hold a challenge in November meant to encourage people to continue using travel options for commute trips in the

two weeks following the time change. Planning is ongoing for more challenge and special events as part of Commuter Kickbacks in 2020.

Updated Vision/Strategic Plan

WTA began work that will lead to an update of its strategic plan goals and vision. A board retreat was scheduled for September but then postponed to November. As a first step time at the September board meeting was devoted to activities that will be starting points for additional activities at the retreat, and more time will be allocated at the October board meeting. The retreat will be a focused time for more conversations about the current vision and strategic plan and determining how they align with future goals.

WTA investigated several options for retreat facilitators, but could not identify one that would work with the schedule and budget available. Instead, WTA consulted volunteer support and developed a plan for a self-directed retreat. WTA will reallocate the budget originally planned for a retreat facilitator toward a facilitator for the following equity work group activities.

5. Task 4: Describe the activities of Task 4, including any subtasks. Qualitative data can also be included. Indicate if task or subtaskis complete.

If the Scope of Work does not have a task with this number, enter N/A.

N/A

6. Task 5: Describe the activities of Task 5, including any subtasks. Qualitative data can also be included. Indicate if task or subtaskis complete.

If the Scope of Work does not have a task with this number, enter N/A.

N/A

7. Task 6: Describe the activities of Task 6, including any subtasks. Qualitative data can also be included. Indicate if task or subtaskis complete.

If the Scope of Work does not have a task with this number, enter N/A.

N/A

8. Task 7: Describe the activities of Task 7, including any subtasks. Qualitative data can also be included. Indicate if task or subtaskis complete.

If the Scope of Work does not have a task with this number, enter N/A.

N/A

9. Task 8: Describe the activities of Task 8, including any subtasks. Qualitative data can also be included. Indicate if task or subtaskis complete.

If the Scope of Work does not have a task with this number, enter N/A.

N/A

10. Task 9: Describe the activities of Task 9, including any subtasks. Qualitative data can also be included. Indicate if task or subtaskis complete.

If the Scope of Work does not have a task with this number, enter N/A.

N/A

11. Task 10: Describe the activities of Task 10, including any subtasks. Qualitative data can also be included. Indicate if task orsubtask is complete.

If the Scope of Work does not have a task with this number, enter N/A.

N/A

Quantitative Data

12. Enter the number of participants, including any participants who completed active trips or reduced their auto trips. Add togetherall participants for the activities for this report. Add together all views and impressions for the activities for this report.

If none for this report, enter 0, or if this data will not be collected the entire grant, enter N/A. Blanks, "see report", "+", etc will NOT be accepted.

459	Participants	459 total to date
459.00	**SUBTOTAL**	**459.00 SUBTOTAL**
18,948	Views/Impressions	18,948 total to date
18,948.00	**SUBTOTAL**	**18,948.00 SUBTOTAL**
19,407.00	**TOTAL**	**19,407.00 TOTAL**

13. Enter the source or method of calculating participants and views/impressions. If a source document is attached, enter the name of the document.

Such as event logs for 7 bike rides at 10 participants each (70 participants), 15,000 video views plus 300 mailers (15,300 impressions), etc. If the response was 0 or N/A for Question 12, enter the same here. 255 character limit.

See the attached file FY 19-20 Q1 Question 12 Calculation.doc

14. Enter the number of active trips. If trips likely replaced drive alone, log in Auto Trips Reduced instead. ONE WAY active trips suchas 200 Bike, 68 Walk, 350 Transit trips. Bike/Walk/Bus combo ONLY for counts not able to be separated.

If none for this report, enter 0, or if this data will not be collected the entire grant, enter N/A. Blanks, "see report", "+", etc will NOT be accepted.

0	Bike	0 total to date
0.00	**SUBTOTAL**	**0.00 SUBTOTAL**
0	Walk	0 total to date
0.00	**SUBTOTAL**	**0.00 SUBTOTAL**
0	Bus or Transit	0 total to date
0.00	**SUBTOTAL**	**0.00 SUBTOTAL**
0	Bike/Walk/Bus Combo	0 total to date
0.00	**SUBTOTAL**	**0.00 SUBTOTAL**
0.00	**TOTAL**	**0.00 TOTAL**

15. Enter the source or method of calculating active transportation trips. If a source document is attached, enter the name of the document.

Attach relevant VMR/ECO data, if applicable. If the response was 0 or N/A for Question 14, enter the same here. 255 character limit.

0

16. Enter the number of auto trips reduced. Active trips (Bike, Walk, Transit) are logged here ONLY if they likely replaced SOVs (single occupancy vehicle trips).

Otherwise, log under Active Trips.

Such as 1,000 Auto Trips Reduced collected via survey. If none for this report, enter 0, or if this data will not be collected the entire grant, enter N/A. Blanks, "see report", "+", etc will NOT be accepted.

5,199	Auto Trips Reduced	5,199 total to date
5,199.00	**SUBTOTAL**	**5,199.00 SUBTOTAL**
5,199.00	**TOTAL**	**5,199.00 TOTAL**

17. Enter the source or method of calculating reduced auto trips. If a source document is attached, enter the name of the document.

Attach relevant VMR/ECO data, if applicable. If the response was 0 or N/A for Question 16, enter the same here. 255 character limit.

See attached file FY 19-20 Q1 Auto Trip Reduction Calculator.xls

18. Enter the demographics of the community served. Uploading supporting geographic info is useful. Such as age, race, gender,income: 50 Seniors (65+), 300 Spanish language flyers, 75 female-identified participants, low-income census data.

If none for this report, enter 0, or if this data will not be collected the entire grant, enter N/A. Blanks, "see report", "+", etc will NOT be accepted.

0

19. Enter the source or method of calculating demographics. If a source document is attached, enter the name of the document. *Such as ACS 2017, participants survey results, school district data, etc. If the response was 0 or N/A for Question 18, enter the same here. 255 character limit.*

0

20. List the partner organizations engaged in the activity.
Such as partnerships with Portland State University, PBOT, Community Cycling Center, etc. If none for this report, enter 0, or if this data will not be collected the entire grant, enter N/A. 255 character limit.

Intel; Nike; Washington County; Cities of Hillsboro, Beaverton, and Tigard; ODOT; PCC; Epson; JAE; Oracle; Genentech; Commute by Enterprise; TriMet; Laika; Kaiser Permanente; First Tech Credit Union; Amazon; & Columbia Sportswear.

Note: Links provided in the Documents Requested can lead to a Dropbox, Google Drive, or other cloud documents, as long as appropriate permissions are set up before submission to allow RTO staff access to the documents/folders at any time. *Do not use links to files unless permissions are set accordingly.*

Documents Requested *	Required?	**Attached Documents** *
Task 1 Supporting Documents - Upload supporting documents associated with Task 1 here. Links to cloud storage should have permissions set to "Anyone with a link can view" or similar so that RTO staff can access the documents.	☐	Task 1 Support Materials
Task 2 Supporting Documents - Upload supporting documents associated with Task 2 here. Links to cloud storage should have permissions set to "Anyone with a link can view" or similar so that RTO staff can access the documents.	☐	Business Outreach Report 10/14/2019 1:45:43 PM delete
Task 3 Supporting Documents - Upload supporting documents associated with Task 3 here. Links to cloud storage should have permissions set to "Anyone with a link can view" or similar so that RTO staff can access the documents.	☐	Commuter Kickbacks Postcard 10/14/2019 1:44:25 PM delete Commuter Kickbacks Participant Reports 10/14/2019 1:44:54 PM delete
Task 4 Supporting Documents - Upload supporting documents associated with Task 4 here. Links to cloud storage should have permissions set to "Anyone with a link can view" or similar so that RTO staff can access the documents.	☐	
Data Collection Supporting Documents (Questions 12-21) - Tables, survey counts, or any other supporting information on how data was counted or calculated.	☐	Question 12 Calculation 10/14/2019 1:42:34 PM delete Auto Trip Reduction Calculation FY19-20 Q1 10/14/2019 1:43:06 PM delete