



2020 grantee Open Signal and partner Outside the Frame – photo credit: Intisar Abioto



Metro

# Community Placemaking

## What to expect if you're awarded a Community Placemaking grant

Grantee handbook | Winter 2022

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## INTRODUCTION

Metro’s Community Placemaking program helps people tackle community challenges or opportunities through community-led, arts- and culture-based, equity-centered efforts. This guide describes what grantees should expect during the course of your Community Placemaking grant. Please know that staff will do everything we can to make this simple, clear and enjoyable.

## PHASES OF YOUR COMMUNITY PLACEMAKING GRANT

This handbook describes the phases of working with Metro – setting up your grant, implementing your grant-funded activities and closing out your grant.



## STAFF ASSISTANCE

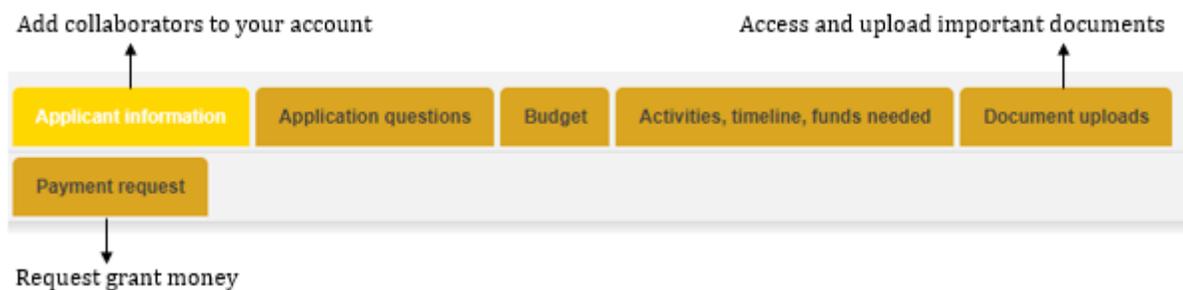
The grant program manager, Dana Lucero, is your main support and will connect you to other areas of Metro, such as the finance analyst who will manage your payments and accounting and your Metro Councilor who will be interested in participating in your project. You can reach Dana at 503-797-1755 or [dana.lucero@oregonmetro.gov](mailto:dana.lucero@oregonmetro.gov).

## SETTING UP YOUR GRANT

We are eager for you to get started, but there are a few important things that take place before grant-funded activities can begin. ***Your grant will cover costs incurred only after these steps are complete.***

## ZOOMGRANTS

You submitted your application using ZoomGrants, and your team will continue to use the online system to request grant money, submit progress reports and access important documents. Access to ZoomGrants is controlled by the person who submitted your application. They can give members of your team permission to submit invoices and upload documents or simply view the account. Learn more at [help.zoomgrants.com/index.php/zgu/app-owners-collaborators-addl-contacts](http://help.zoomgrants.com/index.php/zgu/app-owners-collaborators-addl-contacts).



## ORIENTATION

We will kick things off with a meeting to walk through important elements including the legal agreement, insurance requirements, your scope and a way to evaluate your impacts. People who should participate include your main point(s) of contact for the grant and your fiscal sponsor and/or the person who will be responsible for your financial accounting.

## DEVELOPING YOUR SCOPE

Your scope should describe the major elements of your grant, showing Metro the kinds of things you will do and generally how you expect to spend grant money. The scope will be included in your legal agreement with Metro, and your grant money can be requested in advance of each scope part.

The following is an example of the level of detail you should include. A blank template appears on page 11.

The following describes the expected the outcome of Metro grant-funded activities.

Grant deliverable	
Support three youth artist residencies and hold celebration event to share their work with our community	

The scope of the grant includes the following parts. Changes to the project scope can be agreed upon by email with the consent of grantee coordinator and Metro's grant manager.

Part 1	
Activities involved	<ul style="list-style-type: none"><li>Recruit and select youth artists</li><li>Support youth artists as they engage with community members</li></ul>
Categories of expenses	<ul style="list-style-type: none"><li>Stipends for youth artists</li><li>Food for meetings and gatherings</li><li>Art materials</li><li>Fiscal sponsor fee</li></ul>
Amount of grant \$	\$7,500
Approx. start/finish dates	April to August 2022
Deliverable or milestone for part 1	Three youth artists are selected and begin their residency

Part 2	
Activities involved	<ul style="list-style-type: none"><li>Artists create work based on what they heard from community members</li><li>Planning meetings for celebration event</li><li>Put on celebration event</li></ul>
Categories of expenses	<ul style="list-style-type: none"><li>Stipend for youth artists</li><li>Event volunteer stipends</li><li>Food and rentals for event</li><li>Publicity</li></ul>
Amount of grant \$	\$12,000
Approx. start/finish dates	September 2022 to May 2023
Deliverable or milestone for part 2	Youth-created art and celebration event

**Grant deliverable** - This is what your activities will have accomplished at the close of your grant.

**Scope parts** - Divide your work into 2 or 3 parts so that Metro can provide grant money before the start of each part.

**Activities involved** - List activities or tasks will take place in each part of your project.

**Categories of expenses** - List what you expect to spend grant money on. Your expenses may shift as your project evolves, so you are not beholden to your estimates.

**Amount of grant \$** - This is how much grant money you need for each part of your project. This may also shift as your work evolves. For example, if part 1 costs less than you estimated, you can use the leftover money in parts 2 or 3.

## **MAKING ADJUSTMENTS DURING THE GRANT PERIOD**

What you planned to do may evolve during the course of the grant period. We understand and have room to be flexible. It is important that you talk with the grant program manager if you find your scope or budget shifting. Metro can find ways to accommodate change as long as we can prepare for it. If the change is significant, we will work together to amend your agreement with an updated scope.

## **LEGAL AGREEMENT WITH METRO**

The legal agreement lays out the conditions of your grant. We will work with you and your fiscal sponsor to make sure you understand each part of the agreement. And, if there is an area that you cannot fulfill, we will work with you to find a solution. A sample legal agreement appears on page 12.

### Steps to finalize your legal agreement

1. Carefully read through the draft legal agreement. Include the people on your team who will handle accounting. If you have a fiscal sponsor, they are an important part of this review. You will not sign the agreement until step 4.
2. Provide the companion items that accompany your legal agreement – a signed W-9 form, certificate(s) of insurance coverage (see next section) and your finalized project scope
3. Work with Metro if you have questions or concerns. With your questions and concerns addressed, you will confirm by email that you can comply with the draft agreement.
4. You will receive the final agreement from Metro's finance analyst. Your grant's project manager, and fiscal sponsor if you have one, will sign the final agreement and send it back to Metro.
5. Metro is the last to sign the agreement and then it will be entered into our system. Once you receive the executed agreement from Metro, you can begin to incur costs against your grant.

## **INSURANCE COVERAGE**

Metro requires that you or your fiscal sponsor carry insurance for the duration of your project, and you will provide a certificate from your policy holder(s) listing Metro as additional insureds. Insurance coverage amounts appear in the sample legal agreement. If you or your fiscal sponsor carry different levels of insurance, we can work with you to modify the requirements. If your project is a one-time event, you can opt for event insurance. Grant money can be used to cover the cost of insurance.

## ROLE OF A FISCAL SPONSOR

Fiscal sponsors should expect to participate in the following ways.

- Complete and return a W-9 form
- Carefully review and sign the legal agreement
- Provide insurance coverage for the duration of the grant project
- Receive payments from Metro and distribute funds appropriately
- Review and sign task advance request and progress report forms, and submit to Metro
- Participate in grantee gatherings and evaluation activities

## ACCOUNTING ASSISTANCE

Our finance analyst, Mary Anderson, is here to help your team. She will be your primary point of contact for all things money-related and when finalizing the legal agreement. Mary can be reached at [mary.anderson@oregonmetro.gov](mailto:mary.anderson@oregonmetro.gov).

## RECEIVING YOUR GRANT MONEY

**Payment in advance** - Metro can provide portions of your grant money upfront based on your scope. You will request payment by submitting an invoice in ZoomGrants. Your next portion of grant money is available after you submit a progress report.

**Reimbursement** - You can opt to be reimbursed as you complete parts of your scope. To receive reimbursement you will submit a progress report, as described in the next section. Metro will review the progress report and issue reimbursement.

**Method of payment** - Direct deposit is the quickest way to receive payment. If you opt to receive paper checks by mail, it may take three to four weeks to receive payment. If you have a fiscal sponsor, your grant money will be paid directly to them.

## PROGRESS REPORTS

Your progress reports tell Metro how your work is coming along and documents grant money spent. A progress report form appears on page 17. The following shows the level of detail you should include.

**This progress report is for the following part of our project scope.**

Part 1     Part 2     Part 3

**How much money is accounted for in this progress report?**

**Describe your progress toward achieving the grant deliverable included your contract's scope.**

We found three young artists of color to participate in the residency. They met with our team six times to plan how they want to engage with community members and collaborate on the art they want to create. With our support they've hosted three gatherings of community members.

**List how you have spent this grant money.**

Youth artist stipends - 3 stipends at \$1,000/person - \$3,000  
Food and beverages - 6 planning meetings and 3 community gatherings - \$1,200  
Art materials - \$800  
Fiscal sponsor fee - \$2,500

While Metro will not ask you for your receipts and invoices, you will substantiate grant money spent by showing progress on your milestones and deliverables. You will include a written description in your progress report (as seen in the sample on the previous page) and can be supplemented by sharing photos, materials created or other products of your grant-funded work.

## SETTING GOALS AND EVALUATING YOUR IMPACTS

Evaluation helps us understand the value of what we do and shows us how to get better at doing it. Before you get started, you and your team will create a few goals for your grant-funded work. Goals are different than the action steps or tasks to be done. Goals are why you are doing this work. Here is an example of the difference between a goal and a task.

Goal: Youth artists are more connected to and invested in their community.

Task: Hold three gatherings with youth artists and community members.

And at the close of your grant you will submit a final evaluation that asks you to share what you learned about each goal, as well as answer a few questions about working with Metro.

## DURING YOUR GRANT

### GRANTEE GATHERING

Toward the beginning of the grant period you will come together with the other Community Placemaking grantees to share who you are, what you are doing and why it's important. This is an opportunity to connect, support and learn from each other, and for Metro to learn how we can continue to improve the grant program. Your team's participation is very important, and we will work with you to find a day and time most team members can attend.

### COMMUNICATIONS COORDINATION

**Acknowledgement of Metro support** - Try as we might, not everyone knows what Metro is and what we do. By acknowledging Metro's support of your Community Placemaking efforts, you help us show that Metro cares about the community you serve. This acknowledgment can take different forms in order to suit your project, and Metro will work with you to find appropriate ways to acknowledge our support. Examples could include: a message from your Councilor printed in an event program; verbal acknowledgment at events; written acknowledgment on permanent installations; or including @oregonmetro in your social media posts and our logo in your email publicity.

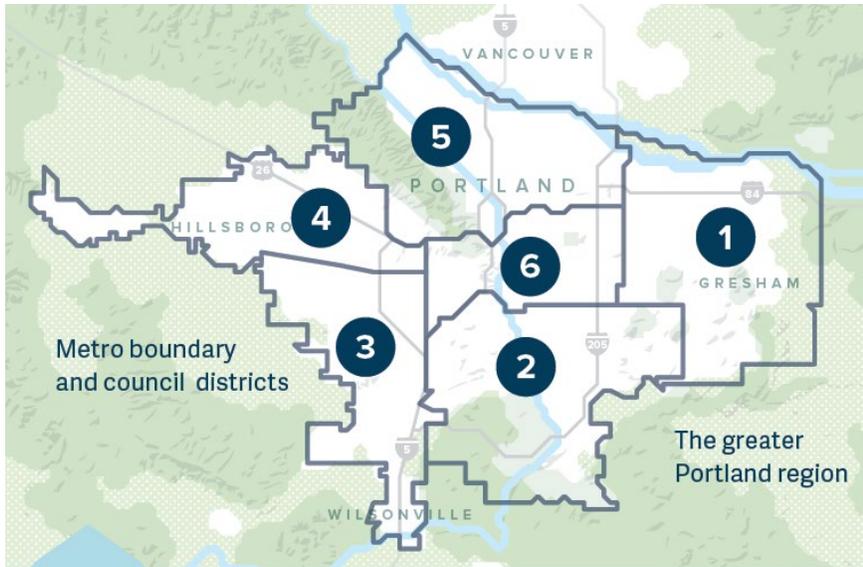
**Storytelling opportunities** - We want everyone to know about the good work you are doing. We will look for opportunities to talk to your team and publish stories to share via our website, email lists and social media channels. We invite you to reuse these in whatever way is helpful. To see examples of past grantee stories, scroll to the related news section of the program's homepage.

**Publicizing your events** - We are happy to publicize events through our email lists and social media channels.

### OPTIONAL PARTNERSHIP OPPORTUNITIES

Metro sees the Community Placemaking program as a means of growing partnerships with communities. We want to support and get to know the people and communities you serve, and we want to open our resources to you.

**Involving Metro Councilors** - Metro Councilors are elected by the public and are charged with representing community interests on regional issues. Your Community Placemaking project is a great way for your district's councilor to get to know what's important to you. We are happy to introduce you to your councilor and encourage you to invite them to your events when appropriate. We can also make sure the full Council and staff know about your significant public events.



**Metro Council President**  
Lynn Peterson

**Metro Councilors**  
Shirley Craddick, District 1  
Christine Lewis, District 2  
Gerritt Rosenthal, District 3  
Juan Carlos González, District 4  
Mary Nolan, District 5  
Duncan Hwang, District 6

**Participating in presentations and small group discussions** - You were selected for a Community Placemaking grant out of a very competitive pool of applications because the work you do is compelling, impactful and is of regional significance. There will be opportunities to share this work with elected and community leaders, planning staff and others who regularly make decisions that affect the lives of people who live and work in this region. Your participation in these events means decision-makers will walk away with awareness of your community and a deeper understanding of their needs and aspirations.

## CLOSING OUT YOUR PROJECT

### ACCOUNTING CLOSE OUT

Metro will close your legal agreement once we approve your final progress report. This is also the final step to close the accounting on your project. Even if you've received your money in advance, it's essential that we receive your last progress report.

### FINAL EVALUATION

At the conclusion of your grant, you will receive a final evaluation that asks you to reflect on the goals you set for your grant-funded activities. We ask you to be generous in sharing what you learned about your goals because we want to learn from you. The worksheet will close with a few questions about working with Metro. What worked well? What could have worked better? And, beyond grant money, how can Metro support your efforts in the future?

## APPENDIX: SCOPE TEMPLATE

**Metro grant number:**  
**Grant title:**  
**Grant applicant:**  
**Fiscal sponsor:**  
**Grantee coordinator:**  
**Maximum grant amount:**

The following describes the expected the outcome of Metro grant-funded activities.

Grant deliverable

The scope of the grant includes the following parts. Changes to the project scope can be agreed upon by email with the consent of grantee coordinator and Metro’s grant manager.

Part 1	
Activities involved	•
Categories of expenses	•
Amount of grant \$	
Approx. start/finish dates	
Deliverable or milestone for part 1	

Part 2	
Activities involved	•
Categories of expenses	•
Amount of grant \$	
Approx. start/finish dates	
Deliverable or milestone for part 2	

Part 3	
Activities involved	•
Categories of expenses	•
Amount of grant \$	
Approx. start/finish dates	
Deliverable or milestone for part 3	

## APPENDIX: SAMPLE LEGAL AGREEMENT

Metro grant number:  
Grant title:  
Grant applicant:  
Fiscal sponsor:  
Grantee coordinator:  
Maximum grant amount:     \$

This Community Placemaking Grant Agreement (the “Agreement”), is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter; and Grantee and Fiscal Sponsor, an Oregon 501(c)(3) non-profit corporation, referred to herein collectively as "Grantee" for the purpose of implementing a Community Placemaking project in Location. The parties agree to the following:

1. **Grant Funded Activities.** Grantee is leading a community-driven placemaking effort entitled, “Grant Title” to project description. This is described in more detail in Exhibit A: Project Scope.
2. **Term of Agreement.** The term of this Agreement begins Month, Date, Year and continues for approximately Number (X) months, ending Month, Date, Year. The Agreement may be completed and paid in full earlier. The term may be extended by written agreement of Metro and Grantee.
3. **Approved Costs.** Metro agrees to pay Grantee up to AMOUNT NO/100TH DOLLARS (\$XXXX.00) (the “Grant Funds”) to carry out Grant Title. Metro is not responsible for payment for materials, expenses, services, costs or fees other than those associated with and described in the Project Scope. **Grantee agrees that the funds provided under this Agreement will only be used for the purposes specified in Exhibit A.**
4. **Subcontractors.** Grantee will obtain Metro preapproval of any subcontractors not described in the Project Scope before entering into a subcontract for activities, services and/or supply of goods needed to fulfill this Agreement.
5. **Payment, Billing and Reporting Requirements.** Grantee will certify its taxpayer status and taxpayer identification number via the IRS form W-9 submitted to Metro. Metro will pay Grant Funds to Grantee in one or both of the ways described in sections 5.1 and 5.2. Grantee and Metro Grant Manager will mutually determine the preferred method(s) of payment. No Grant Funds can be paid for expenses incurred before Month, Date, Year.
  - 5.1 **Payment in advance.** Grantee will request payment to receive grant funds after this Agreement is signed. Metro will provide a portion of the grant funds following of approval the request. Grantee must substantiate the spending of grant funds by submitting a progress report for Metro review and approval. Once approved, Grantee may request the next payment and so forth until all grant funds are disbursed and verified.

5.2 **Reimbursement.** Grantee will substantiate money spent on the project scope by submitting a progress report. Metro will review, work with Grantee to resolve any outstanding issues and then approve payment.

Grantee will request payment and submit progress reports using ZoomGrants. For assistance, contact Metro Grant Manager, Dana Lucero at [dana.lucero@oregonmetro.gov](mailto:dana.lucero@oregonmetro.gov).

6. **Recordkeeping.** Grantee will create and maintain, according to generally accepted accounting principles, records of how all Grant Funds are spent with sufficient detail to allow Metro to verify the expenditures. Grantee will allow Metro access to these records. Grantee will keep all records related to these Grant Funds for a minimum of three (3) years following the close of the Agreement. If there are unresolved audit questions at the end of the three (3) year period, Grantee will keep records until the questions are resolved.
7. **Right to Withhold Payments.** Metro may withhold payments to protect against any loss, damage, or claim which may result from Grantee's performance or failure to perform under this Agreement, including failure of Grantee to make proper payment to suppliers or subcontractors. Any Grant Funds spent in violation of this Agreement, or that remain unspent upon grant completion or earlier of termination of this Agreement must be returned to Metro within 15 days of Metro's written request, except as otherwise provided in Section 12.
8. **Funding Acknowledgement.** Grantee will work with Metro to determine appropriate ways to acknowledge Metro as grant funder. Grantee will allow Metro to review and approve the form of the Grantee's acknowledgement.
9. **Project Goals and Impacts.** Grantee will work with Metro to create goals and measures for the project at the beginning of the project period. Upon grant completion, Grantee will submit a retrospective of the goals and feedback about working with Metro.
10. **Insurance.** Grantee will have and maintain at the Grantee's expense, the following types of insurance covering the Grantee, its employees and agents:
  - 10.1 The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, premises and products/completed operations. Grantee's coverage will be primary as respects Metro;
  - 10.2 Workers' Compensation insurance meeting Oregon statutory requirements, including Employer's Liability with limits not less than \$1,000,000 per accident or disease;
  - 10.3 Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$500,000 per occurrence; and

10.4 Metro, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS on the Commercial General Liability and Automobile insurance policies.

Grantee will provide Metro a Certificate of Insurance complying with this section when returning the signed Agreement. The Certificate of Insurance will identify this Metro contract number. Grantee will give Metro 30 days notice of any changes or policy cancellations.

11. **Indemnification.** Grantee expressly assumes full responsibility and liability for the conduct of all persons participating in the Project Scope, including all Grantee's employees, agents, members, invitees and contractors. Grantee assumes full responsibility for the Grant Funded Activities including, but not limited to all liability for bodily injury or physical damage to persons or property arising out of or related to this Agreement. Grantee will indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses arising out of, or connected with this Agreement, or with any patent infringement or copyright claims arising out of the use of Grantee's designs or other materials by Metro and for any claims or disputes involving subcontractors.
12. **Termination.** This Agreement may be terminated by mutual consent of the parties. In addition, Metro may terminate this Agreement by providing Grantee seven (7) days prior written notice of intent to terminate. Metro will pay Grantee for expenses properly incurred prior to notice of termination. All other funds paid by Metro to Grantee will be returned by Grantee. Grantee hereby waives and releases Metro from any claim for indirect, special or consequential damages, on account of such termination.
13. **Modification and Assignment.** Any modifications to this Agreement must be made in writing and signed by both parties. This Agreement may not be assigned or transferred by Grantee without Metro's written consent.
14. **Independent Contractor Status.** Grantee agrees it is an independent contractor. Nothing contained in this Agreement or any acts of the parties shall be deemed or construed by the parties, or by any third person, to create the relationship of principal and agent, or of partnership, joint venture or employer/employee between Metro and Grantee. Grantee agrees that it has sole and exclusive control of the Project Scope.
15. **Grantee Ownership of Intellectual Property.** All intellectual property of any nature produced by Grantee pursuant to this Agreement is the property of Grantee. Grantee gives Metro permission to reproduce and publish said materials for noncommercial purposes.
16. **Compliance with Laws.** Grantee and its employees, agents, contractors, exhibitors, patrons, and invitees agree to comply with all federal, state, county and city laws, ordinances, orders, rules, regulations, including rules and regulations of the local police and fire departments.

17. **Copyrights and Proprietary Material.** Grantee agrees that no copyrighted music, written or artistic work will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during the Project Scope unless Grantee has written permission from the copyright or trademark holder. Grantee agrees that it will not infringe on any statutory, common law, or other copyright of any person during the Project Scope. Grantee will indemnify and hold Metro and its elected officials, agents and employees harmless from all claims, losses, attorneys' fees, court costs, and damages with respect to violations of such rights or laws.
18. **Non-Discrimination; Americans with Disabilities Act.** Grantee agrees not to discriminate against any persons in connection with Grant Funded Activities because of age, creed, ancestry, sexual orientation, gender identity, disability, color, sex, marital status, familial status, source of income, religion, or national origin. Grantee will comply with all federal and state civil rights, rehabilitation statutes and applicable regulations implementing the requirements of Title III of the Americans with Disabilities Act.
19. **Law and Venue.** Any litigation over this Agreement will be governed by State of Oregon laws and conducted in the Circuit Court of the State of Oregon for Multnomah County.
20. **Entire Agreement.** This Agreement and Exhibits constitute the entire agreement between Grantee and Metro, and supersede any and all other implied or express, oral or written agreements between the parties with regard to this subject matter.
21. **Force Majeure.** If either parties' performance under this Agreement becomes impractical or impossible due to fire, earthquake, epidemic, war, act of terror or any other casualty or unforeseen occurrence, either party may terminate this Agreement by providing seven (7) days prior written notice of intent to terminate to the other party. Metro will pay Grantee for expenses properly incurred prior to receipt of notice of termination. All other funds paid by Metro to Grantee will be returned by Grantee. Grantee hereby waives and releases Metro from any claim for indirect, special or consequential damages, on account of such termination.
22. **Survival.** The obligations in this Agreement regarding indemnification, limitation of liability, and any general provisions which by their nature extend beyond Grant termination or full performance, will survive any termination of the Agreement.

## APPENDIX: GOAL SETTING FORM

Community Placemaking grant title

Project team member(s) responsible for assessment

Your goals should describe outcomes, not tasks.

Sample goal	<i>Youth artists are more connected to and invested in their community.</i>
This is a task, not a goal	<i>Hold three gatherings with youth artists and community members.</i>

List two to four goals you hope to achieve through the activities funded with your Metro Community Placemaking grant.

<b>Goal A</b>	
<b>Goal B</b>	
<b>Goal C</b>	
<b>Goal D</b>	

At the close of your grant, you will be asked to share with Metro what you learned about each of these goals.

## APPENDIX: PROGRESS REPORT FORM

Metro grant number:

Grant title:

Your name:

Fiscal sponsor:

**This report describes our progress on our Community Placemaking grant.**

I verify that Metro grant money was spent in accordance with our grant agreement.

**This progress report is for the following part of our scope.**

Part 1

Part 2

Part 3

How much money is accounted for in this progress report?

**Describe your progress toward achieving the milestone and/or deliverable included your scope.**

**List how you have spent this grant money.** For example:

- *Youth artist stipends - 3 stipends at \$1,000/person - \$3,000*
- *Food and beverages - 6 planning meetings and 3 community gatherings - \$1,200*
- *Art materials - \$800*
- *Fiscal sponsor fee - \$2,500*

**Submit your complete and certified form to Metro by uploading it to ZoomGrants.** For questions, ask Dana Lucero ([dana.lucero@oregonmetro.gov](mailto:dana.lucero@oregonmetro.gov)) or Mary Anderson ([mary.anderson@oregonmetro.gov](mailto:mary.anderson@oregonmetro.gov)).

**Grantee**

I certify this progress report is accurate.

Name

Affiliation

Date

**Fiscal sponsor (if applicable)**

I certify this progress report is accurate.

Name

Affiliation

Date

**Metro review and approval**

The grant manager has reviewed and approved this progress report.

Name

Title

Date