



Southwest Corridor

2022 grant application handbook

Letters of Intent due August 5, 2022 at 12 p.m.

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.

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Auditor

Brian Evans

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1700

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SW CORRIDOR GRANT GUIDELINES

The Southwest Corridor Plan envisions a livable, affordable, economically thriving community with reliable and safe transportation options for every resident and commuter. With this vision in mind, the Southwest Corridor Equitable Development Strategy (SWEDS) strives to ensure that individuals and families continue to live, work and thrive in the Southwest Corridor as we invest in a major transportation project like light rail. This means making sure Southwest Corridor neighborhoods have:

- different choices for where to live for people of all incomes
- a range of jobs for people of all backgrounds
- learning opportunities that prepare people for those jobs
- wages that support people's desire to live and work in the corridor.

Metro's 2nd round of Equitable Development Pilot Projects are intended to inform, advance, and facilitate future work in support of the Equitable Development Strategy while sustaining or enhancing community-driven initiatives that prepare communities for the changes and opportunities light rail and other investments would bring to the Southwest Corridor. Awards ranging from \$35,000 to \$150,000 will support a mix of projects that have a focus on business and workforce development needs.

IMPORTANT DATES

July 8	Applications open
August 5	Letters of Intent due
September 7	Applications due
Oct/Nov 2022	Grant-funded activities may begin
December 2023	Activities should be complete

STAFF CONTACT INFORMATION

For more information, please contact the SW Corridor grant program manager Brian Harper at brian.harper@oregonmetro.gov.

WHO CAN APPLY

Note: Grant-funded activities must take place within Southwest Corridor eligible geographic area (see Page 11).

- Community-based organizations with nonprofit status.
- Community groups or individuals without nonprofit status must partner with a fiscal sponsor, such as a state certified, federally approved 501(c) nonprofit or a public agency. That fiscal sponsor must have a federal employer tax ID number and capacity to contract with Metro. Learn more about a fiscal sponsor's role beginning on page 8.
- Public agencies must have community partners involved in the implementation of the project and a plan to involve the broader public.

FUNDING AVAILABLE

Up to \$550,000 is available for the 2022 cycle, in grants ranging from \$35,000 to \$150,000. No matching funds are required.

GRANT REQUIREMENTS

- Grant-funded activities must take place within the Southwest Corridor eligible geographic area.
- Grantees (and their fiscal sponsors) are required to carry insurance coverage and are responsible for the proper use, accounting and reporting of grant funds. Metro reports grant distributions to the IRS.
- As this program uses Federal Grant funding, all applicants and/or fiscal sponsors must be able to provide the following:
 - Have a federal employer ID number (EIN),
 - Obtain a Data Universal Number System (DUNS) number at the following website:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>,
and
 - Register with System Award Management (SAM) at the following website:
<https://www.sam.gov/portal/SAM/#1#1>.
- To be eligible for operating support, grantees' mission and ongoing work must be clearly aligned with the Southwest Corridor Equity Coalition Equity Statement and Organizational Goals. This grant program should not be considered an opportunity for ongoing support.

SOUTHWEST CORRIDOR GRANT PROGRAM OBJECTIVES

The Southwest Corridor Grant program was created to help meet the stated goals of the SW Equity Coalition. The adopted goals of the Coalition are:

1. Advocate for and to resource equitable development practices in the SW Corridor.
2. Disrupt inequity by ensuring racial equity commitments are resourced.
3. Expand the breadth and depth of influence among the affected communities.
4. Preserve and expand affordable housing to protect households against displacement.
5. Advance economic opportunity for all and build community capacity for wealth creation.
6. Promote transportation mobility and connectivity.
7. Ensure decision-making bodies are held accountable by Coalition members and their partners.

APPLICATION REVIEW PROCESS AND TIMELINE

An advisory group appointed by the SW Equity Coalition Executive Committee, made up of community members, reviews the applications and makes a funding recommendation to Metro. This group has expertise in community development, housing, workforce development, and urban planning. Applicants will be asked to submit a Letter of Interest (LOI). The advisory group will review the LOIs and provide comments/questions for further clarification, which should be addressed in the final submittal. The specifics of the LOI and the Final Submittal are addressed starting on Page 9 of this Handbook.

Make sure your Letter of Interest is clear and succinct so the review panel may ask clarifying questions, prior to the final submittal of the application. Final applications will be due on September 7, 2022 at noon. The advisory group will evaluate the final applications using the following questions.

- **How impactful do you think this effort will be?**
- **How strong are the equity and inclusion components of the proposal?**
- **How feasible is the proposal to implement?**
- **How well does it meet or support the SW Corridor Equitable Development Strategy and/or the SW Equity Coalition program goals?**

The group will select projects to recommend to Metro's Planning & Development Director. By October 15, 2022 Metro will announce grant awards. If you are not selected for a grant, staff is happy to provide suggestions for strengthening a future application.

RESTRICTIONS ON USE OF FUNDS

Southwest Corridor grant funds may not be used for any of the following purposes:

- Activities or events held outside the SW Corridor eligible geographic area.
- Materials or costs not tied to your proposal
- Costs of preparing this grant application
- Annual appeals or fund raising drives
- Direct grants or loans that primarily benefit specific individuals or businesses
- 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

- Agreements will be subject to a financial assistance agreement between Metro and the Federal Transit Administration (FTA). Recipients need to comply with all applicable federal laws, regulations, executive orders, rules, policies, procedures and directives, whether or not expressly set forth in this document or the final agreement established with Metro, including but not limited to the following:
- the terms and conditions applicable to a “recipient” set forth in the October 1, 2016 FTA Master Agreement [FTA MA 23] or most recent between Metro and the FTA
- FTA Circular 5010.1E, Grant Management Requirements
- FTA Circular 4220.1F, 3rd Party Procurement Requirements
- 2 CFR 200 - Uniform Guidance – Super Circular
- 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.

ROLE OF A FISCAL SPONSOR

Community groups or individuals without nonprofit status must partner with a fiscal sponsor, such as a state certified, federally approved 501(c) nonprofit or a public agency. A fiscal sponsor plays an important role in a Southwest Corridor Grant project, and should expect to participate in the following ways.

- 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
- Submit progress reports to Metro
- Participate in grantee gatherings and evaluation activities

CONTRACTING AND AGREEMENTS

Grantees and fiscal sponsors (if applicable) will enter into a contractual agreement with Metro that specifies legal and contractual obligations, including insurance requirements described below. Once the contract is signed by all parties, grant money become available. Money spent before this point is not eligible for reimbursement.

INSURANCE COVERAGE

Metro requires that grantees provide proof of insurance coverage for the duration of their grant-funded activities. If you or your fiscal sponsor do not have insurance, grant money can be used to purchase coverage and should be included in your application's proposed budget.

GRANT APPLICATION INSTRUCTIONS

APPLICATION ASSISTANCE

Applicants are encouraged to contact Metro staff to discuss your idea. Staff does not play a role in advocating for applicants or making the funding recommendation, and instead is available to help you make your application as strong as possible. Optional, virtual information sessions will be held on two separate occasions in late-July/early August; specific dates and times will be posted on the SW Equity Coalition and Metro webpage. One-on-one assistance is also available. Contact Brian Harper at brian.harper@oregonmetro.gov

2022 APPLICATION

The application consists of two parts: a Letter of Interest (LOI) and a final application proposal with a draft scope and budget. For each portion of the application process, you must submit written responses that addresses the questions below. You will not be judged on the quality of the writing, but on the substance of your proposal.

Letter of Intent - Be succinct and clear. Letter of Intent shall be no longer than 2 pages in length and should address the following:

- What is the critical and current business and workforce challenge or opportunity your proposal addresses?
- Briefly describe your proposal for the grant.
- Racial equity is core to the SW Equity Coalition. Highlight how your efforts are led by, include and/or benefit Black, Indigenous, people of color or other historically marginalized communities.
- What kind of impact do you hope to have? How will your efforts help address potential displacement pressures?

Application proposal – Application proposals shall be no longer than 8 pages in length and should address the following:

1. Provide a detailed description of the work you are proposing.
2. Who will you be working with? List your partners (groups or people).
3. Where will this happen? Will the proposal be limited to a specific portion of the SW Corridor?
4. Please address comments and questions generated from your original Letter of Intent.
5. Is there anything else you want to say?

Scope and budget

All applicants must fill in the scope and budget table and questions that follow.

Describe what you would do with this grant by breaking it into a few parts.

- For each part: Describe the major activities or expenses.
- Metro grant money needed: Estimate the money needed for each part.

	Scope of activities and/or expenses	Metro grant money needed
A		\$
B		\$
C		\$
D		\$
E		\$

Do you have or need additional money for your proposal? (This does not affect the evaluation of your application. It helps the review panel understand the scope of your proposal.)

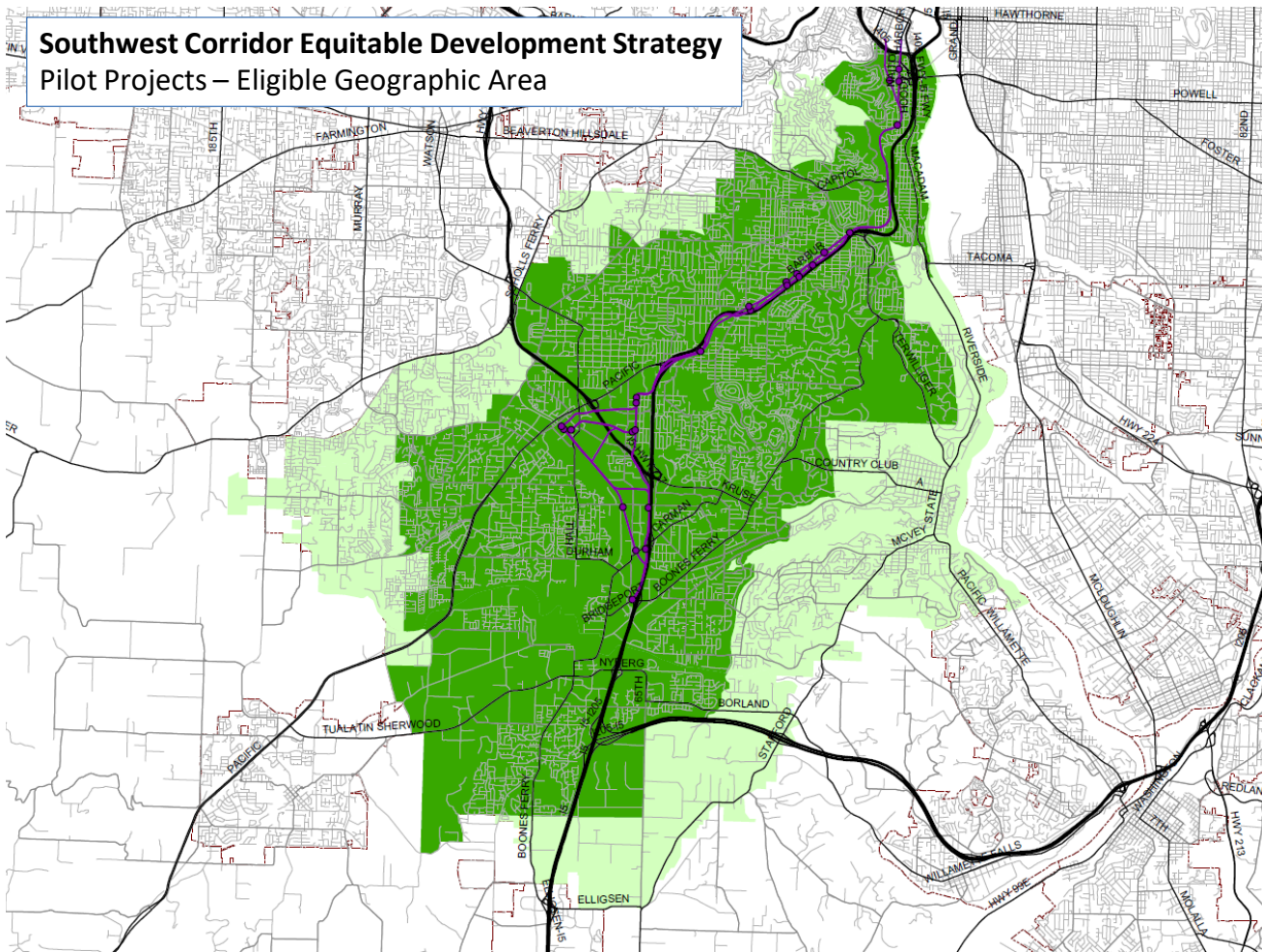
- Additional money you have already have for your proposal
- Additional money beyond the Metro grant you need for your proposal

Document attachments

- (Encouraged) Attach statements of support
- (Optional) Attach photos, maps or materials that help us understand your proposal.

Letters of Intent and Final applications should be delivered to Metro’s grant project manager, Brian Harper at brian.harper@oregonmetro.gov

Southwest Corridor Equitable Development Strategy Pilot Projects – Eligible Geographic Area



TRANSPORTATION ANALYSIS ZONES						TRACTS			
65	90	120	1035	1062	1140	005700	006502	030402	031910
66	91	121	1036	1063	1141	005800	006601	030501	031911
67	92	122	1037	1064		005900	006602	030502	031912
68	93	123	1038	1065		006001	006701	030600	032001
69	94	999	1039	1066		006002	006702	030700	032003
70	98	1007	1040	1067		006100	006802	030801	032004
71	99	1008	1041	1068		006200	020100	030803	032005
72	100	1013	1042	1069		006300	020200	030805	032104
73	101	1014	1043	1070		006402	020302	030806	032107
74	102	1015	1044	1071		006403	020303	030900	032108
75	103	1020	1045	1072		006404	020304	031904	032109
76	104	1022	1046	1073		006501	020401	031907	
77	108	1023	1047	1074					
78	109	1024	1048	1075					
79	110	1025	1049	1076					
80	111	1026	1050	1077		97034			
81	112	1027	1052	1078		97035			
82	113	1028	1054	1079		97062			
84	114	1029	1056	1080		97219			
85	115	1030	1057	1081		97223			
86	116	1031	1058	1082		97224			
87	117	1032	1059	1098		97239			
88	118	1033	1060	1121					
89	119	1034	1061	1139					