2023-26 Regional Travel Options Grant Information Session #2: General and Small Grants

January 24, 2023

Who this session is for

- Potential Applicants/Interested Parties

- Who can apply for an RTO Grant:
  - Government agencies
  - Colleges/Universities/School Districts
  - Non-Profits

Today's purpose

- Brief review of RTO General Grants and RTO Small Grants

- Process to apply

- Overview of eligibility and requirements

- Open-ended time for questions

Existing resources

oregonmetro.gov/rtogrants

- RTO Grants Info Session #1

- RTO Grant Application Handbook

- SOW and Budget templates

Metro Regional Travel Options (RTO) Program

The RTO program provides grants and supports efforts that increase travel options use.

Three areas of emphasis:

1. Commute
2. Safe Routes to School
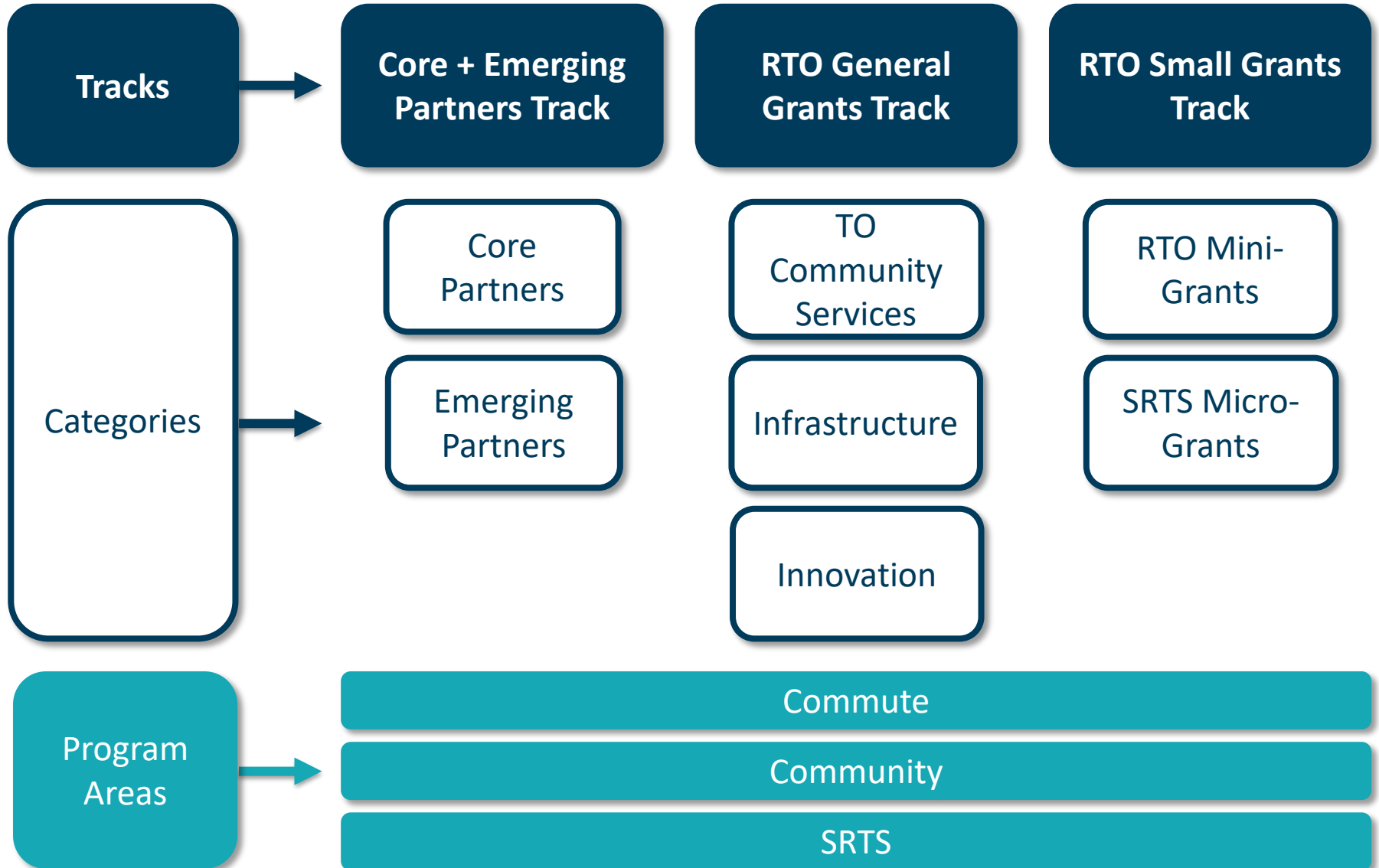3. Community

2023 – 2026 RTO Grants

Jan 3, 2023   Grant applications open

March 10, 2023   Letters of Interest due*

March 31, 2023   Grant applications due*

July 1, 2023   Funding available, grant activity begins

2024, 25, 26   Fiscal Years for which funding is available

*RTO Small Grants Track open on a rolling basis from Jan 3, no deadline

RTO Grant Program

Tracks → **Core + Emerging Partners Track** | **RTO General Grants Track** | **RTO Small Grants Track**

Categories →

Core Partners	TO Community Services	RTO Mini-Grants
Emerging Partners	Infrastructure	SRTS Micro-Grants
	Innovation	

Program Areas →

Commute

Community

SRTS

RTO General Grants Track

Funding for a variety of travel options initiatives

- Travel Options (TO) Community Services

- Infrastructure

- Innovation

Prioritizes new applicants and specific project ideas

8

Open annually

Apply on Zoomgrants

Projects can include multiple RTO Program Areas: Commute, Community, SRTS

Letter of Interest due March 10th, 2023

Full application due March 31st, 2023

Grant awards starting at $5,000

RTO Small Grants Track

Small awards intended to help with events or small purchases to support outreach

- RTO Mini-Grants

- SRTS Micro-Grants

Materials and supplies only – no staff time

Apply anytime, rolling award schedule throughout 3-year cycle

Simplified online form

Individual award cap at $5,000

1 application per org per Fiscal Year

Pause for Questions

Application Process – General Grants

- Zoomgrants application

- FAQ located in Handbook (Appendix B)

- Account management best practices
    - Use existing account if you have one
    - One Application Owner
    - Unlimited Collaborators (access to work on application)
    - Unlimited Additional Contacts (notifications)

Application Process – General Grants

2023-2026 Regional Travel Options Grants - General Grants Track

HIDE GRANT INSTRUCTIONS   **HIDE LIBRARY**

Grant Instructions [hide this]

This is the Regional Travel Options (RTO) grant application for the General Grants track. If applicants wish to apply for more than one funding category, an additional application must be submitted for each category. Applicants may submit as many applications as they wish. To apply for more than one RTO grant, log-in into ZoomGrants, click *Open Programs* and click *Apply Again*.

The **Grant Application Handbook, found on the RTO Grants webpage and in the Library Tab of this application,** contains all the information needed to complete a 2023-2026 RTO grant application. RTO recommends using the handbook as a guide while filling out the application. For troubleshooting in ZoomGrants, use the Help button at the top of the page. For more information or individual assistance with the grant application, click the Contact Admin tab to send an email or contact RTO at rto@oregonmetro.gov.

The **Library Tab** includes the supporting documents needed to complete your application. These include:

- RTO Grant Application Handbook - This includes a full overview of the RTO Grant Program, grant tracks and categories, application process and timeline, and grant eligibility guidelines/requirements.
- RTO Scope of Work template - this is a **required** template to complete your scope of work for the requested grant. You will be prompted to upload this document in the "Additional Documents" Tab before submitting your full application.
- RTO Budget Template - this is a **required** template to complete your budget for the requested grant. You will be prompted to upload this document in the "Additional Documents" Tab before submitting your full application. For additional support completing the RTO Budget Template, **view this guidance video first**; with remaining questions contact Mary Anderson at mary.anderson@oregonmetro.gov.

Library [hide this]

Description	File Name	Date Uploaded	File Type
RTO 2023-26 Grants Scope of Work Template	RTO_2023-26_Grants_Scope_Template_v1.docx	12/27/2022 10:38:54 AM	DOCX
RTO 2023-26 Grants Budget Template	RTO_2023-26_Grants_Budget_Template_v1.xlsx	12/27/2022 10:39:15 AM	XLSX
RTO 2023-26 Grant Application Handbook - Jan 17 2023 Update	RTO-2023-26-grant-application-handbook-20230117.pdf	1/17/2023 3:31:10 PM	PDF

Application Process – General Grants

- Applying again?

Metro

Open Programs

Open Programs

2023-2026 Regional Travel Options Grants - General Grants Track
Planning & Development
3/31/2023 - Organizations Only
    Approved General Grant Test App

Apply Again   Preview

Application Process – General Grants

Tips for completing forms in Zoomgrants:

- Each answer field has a character limit, which includes spaces
  - 3,000 characters = ~one page

- If you copy/paste answers into ZoomGrants from Word remove <u>all</u> formatting (bullets, styles, bold, etc) or you may experience errors

- Responses are saved automatically in ZoomGrants when you click outside the response field

Application Process – General Grants

HELP ESOURCES FULL SCREEN LOGOUT A▲▼

Instructions [hide this]

How do I do this?

1 Create a ZoomGrants™ account (below) or login to your existing ZoomGrants™ account (above)
2 Select a Program to apply for, then click the Apply button to get started
3 Make sure your Account information is complete and accurate (Application Summary tab)
4 If necessary, complete the Letter of Interest then wait for a decision before continuing (Letter of Interest tab)
5 Complete your Application Questions tab
6 If necessary, complete your Budget
7 If necessary, upload any Requested Documents (Additional Documents tab)
8 Submit your application and wait for a decision
9 If necessary, complete the Report (only after the deadline and if awarded a grant)

TIPS:

- Answers are saved automatically when you leave each field.
- Turn SPELL-CHECKING on. Your browser probably has it, might as well use it.
- Copying/pasting data works best when you are pasting UNFORMATTED text. (Bullets and other special characters do not transfer and are usually replaced with question marks.)
- When you paste data into a field, the character count will be inaccurate until you add/delete at least one character.
- Log out and come back at any time to continue your work, but be sure to finish and submit before the deadline.
- Submit early, if you can!

Additional Help

Additional help is only a click away:

Watch a Video

View a Slide Show

Applicant Tip Sheet

Learn More At

ZoomGrants™ University

Content Questions?

Contact Admin

Having Technical Problems?

Ask ZoomGrants™

Letter of Interest – General Grants

- Due by March 10

- Short series of questions on Zoomgrants

- 10 business days to review and approve

Full application – General Grants

- Due March 31

- Series of questions on Zoomgrants, expanding on proposed Scope of Work

- Additional requirements:
  - Uploaded Scope of Work and Budget

Application Process – Small Grants

Metro RTO Small Grants Application

1. Small Grants Information
2. RTO Mini-Grant Application Questions
3. SRTS Micro-Grant Application Questions
4. Application Submission

RTO MINI-GRANT APPLICATION QUESTIONS

Please fill out the following questions to submit your request for an Metro RTO Mini-Grant

Organization Name: *

Name of program or activity for which RTO Mini-Grant funds are being requested: *

Identify the RTO Program Area that your program or activity will serve (check all that apply): *

☐ Commute

☐ Safe Routes to School (SRTS)

☐ Community

Pause for Questions

Grant Finance

- Reimbursement-based

- Match requirement of 10.27%

- Eligible costs

- Federal procurements

- Indirect costs

- Documentation

Eligible expenses

- FAQ on eligible expenses - refer to Handbook

- Not eligible:
    - Meals/alcohol
    - Bikes/bike parts
    - Active transportation infrastructure
    - Costs not identified in the scope of work

Indirect costs

- What are indirect costs?

- Options for indirect cost rates

    - No indirect costs

    - Federally approved indirect rate

    - 10% federal de minimis indirect rate

Match

- 10.27% match requirement

- Eligible sources of match
  - Hard (cash) – Non-federal/non-Metro sources
    - Cash (invoice Metro for 89% of grant expenses)
    - Cash (staff time that does not bill to the grant)
  - Soft (in-kind) – Donated products or volunteer time that are directly related to the project

- Must be adequately documented

Application review

Review based on:

- Travel Options Strategy

- Goals and Outcomes

- Scope of Work and Applicant Capacity*

- Audience and Equity*

- Project Budget

- Evaluation of Outcomes

*higher weight

Questions?

Contact this RTO staff member for the following:

RTO Commute Program Area and Get There:
Marne Duke
Marne.Duke@oregonmetro.gov

RTO Community + SRTS Program Areas and RTO Racial Equity Strategy:
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RTO grant applications and reporting:
Grace Stainback
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General RTO Program inquiries:
Summer Blackhorse
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RTO grant program invoicing, budgeting, and federal requirements:
Mary Anderson
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RTO Program Manager:
Daniel Kaempff
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Contact RTO General Inbox at
rto@oregonmetro.gov

oregonmetro.gov