

Oregon Department of Transportation
Rail and Public Transit
STIF Discretionary and Statewide Transit Network
2/1/2019 deadline

Oregon Cascades West Council of Governments 99W Transit Corridor Feasibility Analysis and Implementation

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Submitted: 2/1/2019 5:21:40 PM (Pacific)

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Provider Information

1. Transit Agency Type

- City
- County
- Mass Transit District
- Transportation District
- Special District
- Intergovernmental Entity
- Municipal/Public Corporation or other political subdivision
- Indian Tribe
- Non-Profit
- Private For-Profit

2. What is the main type of service that will be supported by this grant?

- Fixed Route
- Demand Response
- Deviated Fixed Route

Risk Assessment Information

This risk assessment section contains a subset of the entire risk assessment. The entire risk assessment will be populated with the answers you provide in this section and data already reported to RPTD. Please contact Andrew S OKeefe@odot.state.or.us for assistance.

3. Did your agency have any turnover of management or financial staff in the last 2 years?

- Yes
- No

4. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

5. What type of accounting system does your agency use?

- Manual
- Automated
- Combined

6. Does your agency have a system in place that will account for 100% of each employee's time?

- Yes
- No

7. Did your staff members attend required training and meetings during prior grant awards?

- Yes
- No

8. Was your agency audited by the Federal government in the past 2 years?

- Yes
- No

9. If yes, did the audit result in one or more audit findings?

- Yes
- No
- N/A

10. Did your agency stay on budget in the past two years?

- Yes
- No

Applicant Qualifications

11. Describe how your agency has legal, managerial and operational capacity to perform and report on project progress within the scope, schedule and budget. (Operational capacity specifically for workload of projects in this application.)

Enter response in text box or upload your response on the Document Upload tab of the application and write "See Upload."

Oregon Cascades West Council of Governments currently has multiple intergovernmental Agreements (IGAs) with the Oregon Department of Transportation (ODOT). Each IGA is for a different grant or operating agreement, and the specifics of reporting and billing vary. In addition to a regional park and ride analysis and multimodal connectivity grant, OCWCOG serves as the administrative and fiduciary agent for Corvallis Area MPO, Albany Area MPO, and the Linn Benton Loop. Our administrative and finance staff manage all of these contracts with clear communication, project management software and organization. An organizational chart of our project team is included in Attachment 1.

In addition to this, OCWCOG as a whole manages \$39 million in state and federal contracts, further demonstrating our legal, managerial and operational capabilities, including our regular reporting duties.

12. Capacity to Maintain Compliance

- By checking this box, the applicant certifies that if they are awarded funding they are able to meet or will have the capacity to maintain compliance with applicable federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health.

13. Does the applicant plan to use a Sub-Recipient or contractor to implement the grant supported activity?

- Yes
 No

14. If Yes, please list the Sub-Recipient(s) and describe how the applicant will provide sufficient Sub-Recipient/contractor oversight to ensure eligibility is maintained while receiving STIF Discretionary or Statewide Transit Network moneys.

If Yes, enter response in text box or upload response on the Document Upload tab and write "See Upload." If No, write N/A.

OCWCOG plans to partner with the Institute for Policy Research and Engagement at the University of Oregon. The Institute for Policy Research and Engagement (formerly Community Service Center) at the University of Oregon is an interdisciplinary institute that assists Oregon communities by providing planning and technical assistance to help solve local issues and improve the quality of life for Oregon residents. The role of the Institute for Policy Research and Engagement (IPRE) is to link the skills, expertise, and innovation of higher education with the economic development and environmental needs of communities and regions in the State of Oregon, thereby providing service to Oregon and learning opportunities to the students involved.

Cascades West has partnered with IPRE on multiple occasions previously, and for each project included a clear scope of work in contract documents. This helped outline their responsibility as a sub-contractor and our role as a prime contractor. Monthly progress and billing reports will be submitted, and our project manager will maintain regular communication with the lead staff at IPRE. More information on IPRE is included in Attachment 1.

Project Information

Try to answer all questions, even if your project does not fit neatly within a category. No answer means a zero score.

15. Describe the project to be funded.

See application instructions for required content. Enter response in text box or upload response as an attachment in the Document Upload tab and write "See Upload."

Our project proposes to assess and implement the need for transit along the 99W corridor from McMinnville to Junction City, as part of a larger regional connection along 99W from Eugene to Portland. Currently, the City of Monroe is completely unserved by transit, and additional gaps along 99W prevent the use of anything but a private automobile to connect urban employment centers to rural residential communities. An overview map is included in Attachment 2, and additional information on the project scope and schedule are included in Attachment 3.

Currently, Lane Transit District runs service from Eugene to Junction City, Benton County serves between Corvallis and Adair Village, Cherriots serves from Monmouth to Salem, and Yamhill County Transit serves from Salem to McMinnville, and north to the Portland Metro area.

The project will be broken into three phases; Demand Analysis, Implementation Plan, and Operations. Phase I, the Demand Analysis will ascertain when and how often the service should run, and where it should stop. We will determine this through existing transit provider interviews, focus groups in communities along the corridor, and stakeholder surveys of existing and potential riders. This information will be consolidated into a preliminary route analysis. Phase II, the Implementation Plan, will refine route details, determine vehicle type, and create a brand and marketing strategy. Phase III will involve operating the service for up to two years from the initial start date.

We estimate this would take 9-12 months from the time the grant agreement is in place, October 1. This would allow the service to start in October 2020, once summer is over and residents have returned to normal work schedules. This would give time to assess and implement sustainable funding mechanisms for the long term operation, or if the service proves unsuccessful, discontinue it. We will use traditional transit metrics for this evaluation including but not limited to cost per revenue hour of operation, passenger boardings, and route on time percentage. The project phases have been further outlined in Attachment 3.

The Oregon Cascades West Council of Governments (OCWCOG) is well poised to take on this project, and we have enlisted the help of the Institute for Policy Research and Engagement (IPRE) to further assist us. OCWCOG's region includes Benton, Lincoln, and Linn Counties, for which the bulk of the 99W corridor identified in this project falls within. The cities of Monroe, Corvallis, and Adair Village are all OCWCOG members, and the primary cities we'd connect along the corridor. We also have a working relationship with connecting service providers along the corridor including Lane Transit District, Cherriots, Corvallis Transit and Benton County Transit. The Institute for Policy Research and Engagement will assist in public outreach efforts, branding and marketing materials. They have extensive experience in community engagement throughout the state of Oregon over the last 40 years, and have previously assisted other agencies on transit feasibility studies.

This project will not compete with for-profit providers. If the project is not funded, rural communities along Highway 99W will continue to be unserved or underserved by transit, and without transportation options, likely required to continue using automobiles as their only method of transportation.

16. What Local Plans include this project and elements of the project?

See guidance for exemptions to this requirement.

This project is either directly supported or mentioned in five local, regional or state plans including:

Oregon Public Transportation Plan,
Salem-Keizer Long Range Regional Transit Plan,
Central Willamette Valley Regional Coordinated Care Plan,
Benton County Transportation System Plan, and
Corvallis Transportation System Plan.

A summary of each plan, the location, and appropriate page numbers is included in Attachment 4. Furthermore, the project fills a gap in the Statewide Transit Network, as identified in Attachment 2, and Attachment 5. While identification of the project in local plans is not required if it fills a gap in the STN, the prevalence in local plans further strengthens the need for our project.

17. What is the minimum award amount that will still allow your project to proceed?

Enter an amount in dollars.

\$102,340

18. Select the fund source(s) that you think best aligns with your application.

Check all that apply

- STIF Discretionary
 STIF Intercommunity Discretionary
 FTA Section 5311 (f) Intercity Discretionary

Equity and Public Transportation Service to Low Income Households

(Score weights: Discretionary = 20%, STN = 10%)

19. Describe how the project supports and improves access for vulnerable populations.

Attachment 6 is a map of the communities along the 99W Corridor this project would connect with larger metropolitan areas. All cities have a higher or nearly equal percentage of low income residents compared with the State of Oregon. Additionally, Monroe, which is currently unserved by any transit, has over twice the state average for people with a disability. Collectively, these cities represent 75,000 additional people which would be connected to top three metropolitan areas in the state.

Coordination of Public Transportation Services

(Score weights: Discretionary = 10%, STN = 10%)

20. Describe how the project is a collaboration of multiple agencies or involves consolidation, coordination, or resource sharing between agencies.

This project traverses six counties in Oregon, in which seven public transit providers currently operate. It is a regional collaboration in nature and we have letters of support from two of these agencies, demonstrating their support and investment in the project. Through our proposed public outreach, we would conduct focus groups in multiple cities, and multiple counties along the corridor. We plan to work with each agency to coordinate meetings, and eventually any schedules for the new service.

Benton County, who has the project identified in their transportation system plan, currently operates service between Corvallis and Adair Village. We plan to coordinate with them and assess whether the vehicle used for that route could be incorporated into a longer route along the corridor, maximizing collaboration and public investment.

Statewide Transit Network

(Score weights: Discretionary = 10%, STN = 30%)

21. Describe how the project supports and improves the utility of the statewide transit network, improves the passenger experience, benefits multiple transit providers, and/or creates a foundation for future statewide transit network improvements.

This project fills a gap in the Statewide Transit Network, connects multiple transit providers, and links small, rural communities with larger urban centers. Attachments 2 and 6 contain an overview of the connections the service would provide, while Attachments 2 and 5 illustrate the gap in the Statewide Transit Network this service would fill.

Funding and Strategic Investment

(Score weights: Discretionary = 20%, STN = 10%)

22. Describe how project match requirements will be met or exceeded. If this project will last beyond the 19-21 biennium, describe the plan for ongoing funding including match.

Describe why investment in this project makes sense both from the perspective of current need and long term Oregon transit needs.

We anticipate requesting match from Benton County's formula funds as this project is identified in their TSP at one of only three transit projects, and as it will serve rural areas, the match will be 10%. If we are unsuccessful with formula funding, we will explore partnering with transit agencies in the region to share the cost burden for match. During the pilot period, we will explore long term funding strategies with the surrounding counties, state and federal partners, and neighboring transit providers.

23. Does this project depend on other funding sources including other discretionary grant processes whose outcomes are uncertain?

If yes, identify the fund source and anticipated timing of funding certainty. If no, write N/A.

N/A

Environmental and Public Health

(Score weights: Discretionary = 15%, STN = 10%)

24. Describe how the project reduces greenhouse gas emissions, reduces pollution, and/or supports positive health outcomes.

Through the expansion of transit service to communities previously unserved or underserved, this project will provide a method of travel other than single passenger vehicles to more of the Oregon population. By improving transit access, we believe we have the opportunity to support positive health outcomes.

Safety, Security, and Community Livability

(Score weights: Discretionary = 25%, STN = 10%)

25. Describe how the project increases use and participation in active transportation, including public transportation.

As mentioned earlier, this project would connect nearly 75,000 people to the largest metropolitan areas in the state. Providing access to these residents would encourage the use of public transportation for commuting, trips to the store, and potentially recreational trips on the weekend. Furthermore, it will shorten the link for anyone traveling from the coast to the Willamette Valley, saving time by avoiding the connection with long distance service on I-5.

Attachment 7 demonstrates the critical regional link this service would provide.

26. Describe how the project supports and improves safety of passengers in transit vehicles and safety of other roadway users.

The 99W corridor, outside of city centers, is perceptibly safe for public transportation and the addition of a route through the rural areas provides for risk reduction across all travel modes. While this route serves some of the larger cities along the 99W corridor, it covers a primarily rural geography. Public transportation options are generally limited in rural communities, leaving people to take other modes of transportation for work, recreation, and personal use. By providing a new route that serves job centers, public and private recreation options, and shopping and medical providers, passengers will be able to access their needs without opting for a single-occupancy vehicle trip, or biking or walking in a potentially unsafe environment (45 mph +, with sporadic sidewalks and bike lanes).

Other roadway users may benefit from this service by increased ridership lessening traffic and limiting the number of other users on the road and thereby reducing possible accidents at conflicts points.

Capital Assets

Capital assets are items that cost at least \$5,000 and have a useful life of at least 3 years

27. Describe proposed capital purchases. Enter asset details in the Budget and Project Tables tab.

For capital construction projects, additional documentation will be required in the Document Upload tab. See guidance for more information. If no capital assets are included in your application, write N/A. If the project is fully funded, we will purchase at least 2 vehicles to serve the demand along the 99W corridor. We remain open on the type of vehicle, cost and best procurement method (i.e. contracted service vs owning vehicles, buying new vs. used, etc.) so we do not have concrete numbers on the cost of vehicles but have budgeted \$400,000 for this purchase.

Budget and Project Tables [top](#)

Project Category and Fund Source

Project Category	Project Cost	Other Fund Source (Federal)	Other Fund Source (State)	Other Fund Source (Local)	Other Fund Source (Other)	Project Category Totals
Vehicle Purchase - Expansion	\$ 400,000	\$	\$	\$	\$	\$ 400,000
Vehicle Purchase - Replacement or Right-Sizing	\$	\$	\$	\$	\$	\$ 0
Equipment Purchase	\$	\$	\$	\$	\$	\$ 0
Facility Purchase	\$	\$	\$	\$	\$	\$ 0
Signs/Shelters Purchase	\$	\$	\$	\$	\$	\$ 0
Planning	\$ 102,340	\$	\$	\$	\$	\$ 102,340
Project Administration	\$ 25,000	\$	\$	\$	\$	\$ 25,000
Operating	\$ 300,000	\$	\$	\$	\$	\$ 300,000
Preventive Maintenance	\$	\$	\$	\$	\$	\$ 0
Mobility Management	\$	\$	\$	\$	\$	\$ 0
Total	\$ 827,340	\$ 0	\$ 0	\$ 0	\$ 0	\$827,340

Project Totals and Match Rate

Fund Source	Total Project Amount (Grant Amount + Match Amount)	Match Rate	Grant Amount	Match Amount	Match Sources	Overmatch Amount (if Any)	Match Funding is available if project is awarded?	Date match available	% of Funds used for Demand Response Transportation	% of Funds used for Fixed Route Transportation
STIF Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$	Yes/No	xx/xx/xxxx	%	100 %

STIF Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 827,340	10 %	\$ 744,606	\$ 82,734	STIF Formula Text	\$	Yes	Yes/No	10/1/2019	xx/xx/xxxx	%	100 %
STIF Intercommunity Discretionary - All Project Categories (20% Match)	\$	%	\$ 0	\$ 0	Text	\$		Yes/No	xx/xx/xxxx		%	100 %
STIF Intercommunity Discretionary - All Project Categories, Qualified Projects (10% Match)	\$ 827,340	10 %	\$ 744,606	\$ 82,734	STIF Formula Text	\$	Yes	Yes/No	10/1/2019	xx/xx/xxxx	%	100 %
5311 (f) Intercity - Operating (50% Match)	\$ 300,000	50 %	\$ 150,000	\$ 150,000	Text	\$	No	Yes/No	xx/xx/xxxx		%	100 %
5311 (f) Intercity - Capital, Planning, Project Administration, Preventive Maintenance, Mobility Management (20% Match)	\$ 427,340	20 %	\$ 341,872	\$ 85,468	STIF Formula Text	\$	Yes	Yes/No	xx/xx/xxxx		%	100 %

Vehicle Purchase

Vehicle Purchase	Vehicle Purchase Type	Expansion	Only answer if replacing vehicle	Make	Model	Vehicle Category	Quantity	Unit Cost	Total Cost	Seats	ADA Stations	Seats w/ADA Stations Deployed	Fuel Type	Estimated Order Date	Estimated Delivery Date	Mileage	Date of Reading	Seller	Vehicle Condition
Vehicle Purchase 1	Expansion/Replacement	Only answer if replacing vehicle		TBD	TBD	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 2	Expansion/Replacement	Only answer if replacing vehicle		TBD	TBD	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 3	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 4	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 5	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 6	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 7	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 8	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 9	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			
Vehicle Purchase 10	Expansion/Replacement	Only answer if replacing vehicle		Text	Text	Select Letter (A-E)	#	\$	\$ 0	#	#	#	G/D/BD/E/HG/CNG/OF	xx/xx/xxxx	xx/xx/xxxx	Only answer if purchasing used vehicle			

Vehicle Replacement Information

Vehicles to Be Replaced	Year	Make	Model	Vehicle Category	VIN	Seats	ADA Stations	Seats with ADA Stations Deployed	Fuel Type	Vehicle Mileage	Disposal Type	Vehicle Condition	Vehicle Maintenance History
Vehicle Replaced 1	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 2	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 3	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 4	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 5	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 6	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 7	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 8	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 9	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.
Vehicle Replaced 10	xxxx	Text	Text	Select Letter (A-E) digits	17	#	#	#	G/D/BD/E/HG/CNG/OF	#	Sale/Donate/Salvage	Good/Adequate/Marginal/Poor	Also include Right-sizing justification if applicable.

Equipment, Bus Stop Amenities, and Other Assets

Equipment, Signs, Shelters, Facilities, Land	Item Description	Model Number	Quantity	Estimated Unit Cost	Total Cost	Expected Order Date	Expected Delivery Date	Item Location	Lot Size	Square Footage	If breaking ground, have you filled out DCE?
Row 1	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 2	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 3	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 4	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 5	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 6	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 7	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 8	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 9	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable
Row 10	Text		#	\$	\$ 0	xx/xx/xxxx	xx/xx/xxxx				<input type="checkbox"/> If Applicable

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Documents Requested *	Required?	Attached Documents *
Document 1		99W All Attachments
Document 2		
Document 3		
Document 4		
Document 5		
Document 6		
Document 7		
Document 8		
Document 9		
Document 10		

* ZoomGrants™ is not responsible for the content of uploaded documents.

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