

**MAKING A  
GREAT  
PLACE**



**Nature in Neighborhoods  
restoration & community  
stewardship grants full  
application handbook**

Due July 25, 2016

Accepted by invitation only

**June 2016**

## About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together we're making a great place, now and for generations to come.

Stay in touch with news, stories and things to do.

**[www.oregonmetro.gov/connect](http://www.oregonmetro.gov/connect)**

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### **Public Information**

All applications are subject to the Oregon Public Records Law.

### **Translation Services**

Translation and interpretive services are available upon request at no cost to you. For more information, contact Crista Gardner at 503-797-1627 or [crista.gardner@oregonmetro.gov](mailto:crista.gardner@oregonmetro.gov).

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## SECTION 1: RESTORATION & COMMUNITY STEWARDSHIP GRANTS

For nearly two decades, Metro has provided grants for habitat restoration, conservation education and other projects that connect people to nature close to home. Funding for Nature in Neighborhoods community grants has more than doubled thanks to voter approval of Metro's 5-year local option levy in 2013. The levy includes approximately \$3.7 million in grants for conservation education (\$1.6 million), restoration (\$1.6 million), and regional trails (\$500,000).

During the 2016 grant cycle, funding for restoration grants is set at \$200,000 for grants. Small grants have a maximum of \$50,000. The final round of restoration grants will be awarded in 2016.

### Who may apply?

Individuals, community groups, businesses, neighborhoods, nonprofits, schools and school groups, government agencies, faith groups and service groups with nonprofit or other tax-exempt status may apply. Metro is not eligible to apply for or receive grant funds.

Restoration grants are intended to serve people of all ages and abilities from all backgrounds. Organizations are encouraged to submit applications for projects that engage underserved, low-income populations and/or communities of color in project planning, implementation, and outreach activities.

Nature in Neighborhood grants support partnerships. Successful applications typically feature multiple partners actively engaged in leveraging financial or in-kind services in order to make the project a success. Partnerships can maximize inclusiveness and lead to creative approaches that address multiple social, economic and ecological needs of the community.

### Minimum qualifications

#### Project

- Projects must address at least one of the program goals.
- Projects require at least three partners. Applicants may partner in multiple grant applications.
- After being awarded the grant, projects must be completed within 24 months.
- Metro allows the use of fiscal agents for groups that don't have 501(c)(3) status.

#### Financial

- Projects require a 1:1 match. The match should come from other funds and/or in-kind contribution(s) of materials, services or volunteer assistance.
- First year funding match must be secured at time of final application; funding match for additional years must be identified at time of final application. Other Metro funding cannot be applied towards match.
- Overhead costs are reimbursable up to 10 percent of the total grant award and as match up to 10 percent of the total project cost.

- Maintenance costs may be up to 10 percent of the total grant award.

### **Location**

- Projects must occur on publicly-owned or permanently protected lands within the metropolitan-area urban growth boundary or Metro's jurisdictional boundary, with a few exceptions.
  - Projects may occur on Metro-owned property; however, Metro may not receive grant funding.
  - All projects must benefit Metro-area residents.
  - Projects on private land must be able to show a clear public and environmental benefit.
  - Projects cannot take the place of required mitigation or penalty payments or result in direct profit or proprietary resources.
  - All projects must have written landowner permission at the time of full application.

### **Application process**

#### **Application review and selection**

Metro staff recruits individuals with backgrounds in restoration, conservation education, grant management, finance, volunteer coordination, project planning and community partnerships to review applications and make funding recommendations. The Metro Council makes all grant awards. Applications will be evaluated based on the information submitted, responsiveness to the grant program's purpose, categories and goals, the application evaluation criteria, and the review committee's professional and collective judgment.

#### **Grant purpose, categories and goals**

All applications must clearly meet the grant program's purpose, fit one of the grant program's categories and achieve its goals. See the glossary and resources section of this document for more information on the below referenced documents and terminology.

**Purpose:** Restoration grants support and create partnerships in local communities that improve water quality, fish and wildlife habitat and connect people with nature.

#### **Categories and goals**

The grant focuses on two general categories according to the land uses outlined in the Regional Conservation Strategy: *Community Stewardship in Developed Areas* and *Restoration in Natural Areas*. The project proposal must demonstrate how it meets the one of these two categories and the goals described below.

#### **Community Stewardship in Developed Areas**

Community Stewardship in Developed Areas grants will fund community stewardship and restoration in developed areas (urban or suburban) in the Portland metro area. These grants are

designed to empower communities, creating capacity for and strengthening stewardship of local natural areas. They typically have the greatest reach into communities and provide the broadest, deepest public engagement.

### **Restoration in Natural Areas**

Restoration in Natural Areas grants intend to fund restoration in protected and/or larger intact natural areas in the Portland metro area. These grants will support restoration projects that meet local, regional, state and/or federal conservation, water quality and habitat restoration goals. Based on the location and habitat types, these projects will include a range of community engagement activities, which may or may not provide individual or hands-on restoration activities involving community members or volunteers.

### **Goals**

For both project categories, proposals must show how the grant meets the following two goals.

Goal 1: Preserve and restore fish and wildlife habitat in local communities and support larger conservation initiatives such as the Oregon State Conservation Strategy, Regional Conservation Strategy, Watershed Action Plans or local community plans (see resources section).

These might include implementing strategies from the Oregon State Conservation Strategy and Regional Conservation Strategy, such as:

- Increase the value of the overall urban landscape for native species.
- Promote stewardship of wildlife on urban landscapes and reduce human-wildlife conflicts.
- Reduce hazards to wildlife.
- Remove invasive species and enhance native vegetation.
- Support climate change adaptation initiatives.
- Improve regional habitat connectivity.
- Restore ecological processes and functions in natural areas.
- Engage and support local multi-purpose approaches.
- Focus on multiple key habitats and species.

Goal 2: Increase people's awareness of the need for – and benefits of – protecting and managing natural areas. Engage people in learning about, protecting and managing natural areas at the community level.

Strategies for public engagement and activities that increase people's awareness fall on a spectrum from deep, personal engagement to outreach via mass media. A wide variety of activities and levels of engagement with targeted audiences will effectively meet this goal. One size does not fit all and project managers should determine what level and type of activities best fit the site, community and intended outcomes.

To meet this goal, project activities could include any of the following:

- One-on-one personal contact (e.g. involve volunteers in project design, implementation or outreach, community participation in hands-on restoration projects, workforce development and mentoring).
- Outreach and/or marketing (e.g. social and mass media, group discussions, interpretive signs, mailings, project and/or site tours). Direct engagement with targeted communities, including underserved communities (particularly low-income and communities of color) to learn about, help restore, experience and connect with nature and the region's natural areas.
- Develop expertise and increase the capacity of organizations or businesses that serve, engage or employ low-income people and people of color in habitat restoration or local park and natural area land management activities (e.g. technical assistance, non-profit leadership development or capacity building to participate in project design and/or implementation).
- Expanded partnerships with local and/or regional community-based organizations to support increased stewardship of local natural areas, fish and wildlife habitat.
- Intentionally involve the community in restoration and stewardship efforts, contributing to a community's sense of ownership and pride, providing opportunities to educate and engage local users, residents and nearby school populations.

### **Equal Opportunity Contracting**

Metro's policy is to provide equal opportunity to everyone to access and participate in locally-funded projects, programs, and services by removing barriers to participation and promoting economic opportunities for certified minority-owned enterprises (MBE), women-owned enterprises (WBE) and emerging small businesses (ESB). **Local government applicants** are asked to describe the applicability of their own MWESB policy to the grant project and how contracting for this project will help meet the goals of these local policies, if applicable.

All applicants are encouraged to consider how:

- Projects can provide social and economic benefits to low-income and communities of color beyond the specific project scope.
- Projects can include workforce development goals for partner organizations or programs.

### What's the timeline?

March 11, 2016	Availability of grant funds announced
April 11, 2016	Restoration grant workshop
4 p.m., May 16, 2016	Restoration pre-applications due to Metro
June 2016	Successful pre-applications invited to submit full applications
July 25, 2016	Final applications due to Metro
September 2016	Grant awards announced
September/October 2016	Metro funds available

### Contacts

For more information, visit [www.oregonmetro.gov/grants](http://www.oregonmetro.gov/grants) or **contact:**

**Heather Nelson Kent**, Community Investments Manager, [heathernelson.kent@oregonmetro.gov](mailto:heathernelson.kent@oregonmetro.gov) or 503-797-1739

**Crista Gardner**, Grants Coordinator, [crista.gardner@oregonmetro.gov](mailto:crista.gardner@oregonmetro.gov) or 503-797-1627

## SECTION 2: APPLICATION PROCESS

Full applications will be accepted only from applicants who have been invited to apply following the pre-application review. Feedback from the grant review committee about how well the pre-application meets the program eligibility criteria, purpose, categories and goals may be provided.

The grant review committee will use the combination of the pre-application and full application as the primary basis to determine funding eligibility. It is the responsibility of the applicant to ensure their project is sufficiently defined according to the guidelines so that the review committee can efficiently review the application. Application review may include follow-up communication with the applicant.

Metro will inform grant applicants if the grant application was successful. Upon request, information about other funding sources or suggestions for strengthening an application for a subsequent funding cycle may be provided.

### Full application evaluation criteria

Applications will be evaluated based on the information submitted in the application, the stated evaluation criteria, and the review committee's professional and collective judgment. The application should make a convincing case that the project meets the purpose of the grant and is achievable.

Grant applications will be ranked according to how well they meet the following evaluation criteria from the pre-application and the full application:

**Organization, project and contact information:** Meets the minimum qualifications of three partnerships, 1:1 match and project location.

**Organizational preparedness:** Demonstrates leadership interest, organizational capability and experience, and landowner permission to implement the project.

**Project narrative, scope of work & detailed budget:** Describes clearly and concisely a well-crafted project and scope of work for project planning, implementation, maintenance, reporting and outreach.

**Evaluation measures and outcomes reporting:** Meets the overall grant program's purpose and categories and one or more of its associated goals.

**Partnerships & letters of support:** Demonstrates strong and active partnerships

**Location:** The full slate of awarded projects reaches communities from around the region.

**Project reach:** The full slate of awarded projects helps diversify participation in the region's conservation and restoration efforts.

## **Applying the evaluation criteria to the 2016 cycle**

In 2014 and 2015, Metro received many strong restoration and community stewardship grant proposals. In making a recommendation to the Metro Council, the review committee considered the quality of individual proposals and how the proposals fit together as a whole package of grants as well as the importance of the habitat type(s) and location(s).

Generally the committee found most compelling well-crafted applications that clearly stated what would be done, how the work would be maintained and included all of the elements requested in the application. They appreciated a plan that detailed the roles of partners, what tasks would be performed by the various professionals, project staff or volunteers and when. They found projects that effectively leveraged other funding sources in a thoughtful and efficient way and connected to regional and statewide efforts, like the Regional Conservation Strategy, most compelling.

The committee also considered how well applicants described their capacity and experience with similar efforts in determining the best projects. They considered all aspects of project implementation including how the need for a project was identified, what planning for restoration had been done, funding, project management, implementation and maintenance. For organizations without restoration expertise on staff, they appreciated the thoughtful coordination and identification of expertise needed (e.g. contracted services, project management, volunteer coordination) to successfully execute the project.

Partnerships were also important to the review committee. For projects involving working with underserved communities, the committee wanted an understanding of how that community was involved in designing and delivering the project. The strength of partnerships was demonstrated through well-defined roles and commitment to specific responsibilities in the project narrative, budget and schedule. Additionally, the committee appreciated organizations that authentically reported “where they were” in meeting their organizations own equity or diversity goals and how they plan to move forward in achieving their goals in the future.

During the review process, the review committee noted the cost per acre, cost of staff time per volunteer hour, the targeted species or habitat, and project locations, including watershed, habitat type, and habitat connectivity. Projects were most compelling when it was clear that they were building on past efforts, or supporting the other work being done in an area, and tied into plans such as the Regional Conservation Strategy or local watershed plans.

## **Contracting and agreements**

If the Metro Council approves funding, Metro staff will work with the successful applicant to enter into the necessary agreements for the project or program between Metro and the applicant. The applicant will have up to 24 months from the time these agreements are signed to complete the project or program. Funding is available on a reimbursement basis only. Once a reimbursement request is complete and approved, Metro will pay within 30 days.

Applicants who receive funding shall enter into a grant agreement with Metro that specifies legal and contractual obligations, including insurance requirements and the use of a fiscal agent. Funds may not be pre-committed prior to a completed and signed contractual agreement. Grant project or programs are subject to Metro audits and reviews. Metro and the Nature in Neighborhoods program shall be acknowledged as grant sponsors on any written or published material, grant product and/or project or program signage.

New grant recipients are required to attend the Metro-sponsored “contracting basics” meeting prior to executing the contract. Applicant must be making reasonable progress towards the project or program goals and objectives within the first six months of award. A final evaluation report will be due upon project or program completion. Metro shall receive any grant products including but not limited to curriculum, videos, guides and brochures upon request.

## SECTION 3: ONLINE FULL APPLICATION

### Additional Guidance for Online Pre-application

#### Submitting the application

Metro accepts applications via the online system [ZoomGrants](#). To access your application, login in to your account at <https://www.zoomgrants.com/>, and click the Submitted tab to access your application for “Metro, Parks and Nature, 2016 Nature in Neighborhoods Restoration Grants”. You may also access your application by logging into your account at <https://zoomgrants.com/gprop.asp?donorid=2199>. Under the Open Programs for “2016 Nature in Neighborhoods Restoration Grants”, click on the title of your application in orange.

Please register, login and complete your application **by 4 p.m. July 25, 2016**. **Please note** that for the full application, you do not need to click to “submit” the application. Once complete and after the deadline, Metro staff will be able to download your full application.

A confirmation email will be sent within 24 hours from Metro staff via ZoomGrants that the application was received. To ensure that you are receiving emails about your grant, please add to your “safe senders list” the email address [Notices@zoomgrants.com](mailto:Notices@zoomgrants.com). If you do not receive a confirmation, please email or call the grants coordinator, Crista Gardner.

Do you have questions about ZoomGrants? Use the Help button at the top of each [ZoomGrants](#) page. For more information, please visit [ZoomGrants University](#) at <https://zoomgrants.zendesk.com/hc/en-us> or contact the Help Desk at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com).

## Budget

In the online application, please provide a detailed project budget, including revenues and expenditures, which directly relates to the project narrative in your pre-application. Please use the budget narrative to explain how your figures are calculated.

### BUDGET CHART

Activity	Amount requested	Match funds Year 1 must be secured	In-kind match	Total project budget (auto-calculated)
<b>Personal services:</b> List salaries and administration costs				
<b>Volunteer labor:</b> Calculate at \$23.56/hour				
<b>Professional services:</b> List activity and amount				
<b>Materials &amp; supplies:</b> List items, quantities, prices				
<b>Transportation costs:</b> Please itemize				
<b>Indirect or overhead costs,<sup>1</sup></b> e.g. utilities, rent, telephone, fiscal administration				
<b>Other:</b> Please describe				
<b>Total</b>				

<sup>1</sup> Only for expenses directly related to project. Costs are reimbursable up to 10 percent of total award; match up to 10 percent of total project cost

### Budget narrative

Please describe the project budget, including revenues and expenditures, which directly relates to your project narrative. Provide explanation of how figures were derived; describe personal and/or professional services costs (name of individual or company, rate, # of hours, etc.) and any other relevant information. Describe matching sources; list contributors and amounts. In order to qualify for Nature in Neighborhoods funding, you must have at a minimum the first year project contributions secured at time of full application.

## Scope of work

The scope of work and evaluation outcomes report tells the story of what will be accomplished and documented at the end of the project or program. This information should directly relate to the program goals and purpose stated in your pre-application.

### Scope of work (two pages maximum)

In the online application, please briefly list the schedule, activities, and responsible parties. Two pages are requested, however additional space is provided.

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<b>Schedule:</b> <i>What is the schedule and timeline for your activities?</i>	<b>Activities:</b> <i>What are your activities, key deliverables and milestones at each phase of the project? How many of each do you expect to complete? Be as specific as possible.</i>	<b>Responsible person or partner:</b> <i>Who or what organization will lead and participate in each activity?</i>
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### SAMPLE SCOPE OF WORK OUTLINE

For your reference, shown below is a sample scope of work outline for a restoration project, including major activities, stages of the project, and timeline. Please develop your own scope of work based on your specific project. Some projects may not include each of the phases or activities listed in the below outline. For your assistance, please see the [Beginners Guide to Developing Restoration Projects](#).

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<b>Schedule:</b> <i>What is the schedule and timeline for your activities?</i>	<b>Activities:</b> <i>What are your activities, key deliverables and milestones at each phase of the project? How many of each do you expect to complete? Be as specific as possible.</i>	<b>Responsible person or partner:</b> <i>Who or what organization will lead and participate in each activity?</i>
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<i>When?</i>	<b>Project planning</b>	<i>Who?</i>
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**Selecting the site:** *What is the site's local and regional importance, accessibility, restoration potential and education or community building value?*

**Developing the desired future condition:** *What is the site's history and the current and future factors likely to influence it? Will the site be able support the desired habitat type?*

**Developing a plan:** *How will the project accomplish its goals and outcomes? If applicable, how will the project support plant survival? What density, type of plant, planting pattern or protection will be used?*

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<i>When?</i>	<b>Implementation</b>	<i>Who?</i>
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**Ordering materials:** How will the project obtain the necessary materials? If applicable, how and when will the project procure plants? Will the project use local plants, small or large plants, seeds, bare root plants, container stock, or cuttings?

**Preparing the site:** How will the project prepare the site? If applicable, how will the project clear weeds from the site? What types of weeds need to be cleared? Will the project clear the whole site or planting strips?

**Planting:** If applicable, how will the project plant the site? Will the project use paid contract crews, volunteers, or something in between (e.g. AmeriCorps, Job Corps)?

**Minimize adverse impacts:** Describe the steps you will take to minimize adverse impacts to the site during project implementation (e.g. spread of invasive species, erosion, reduce effects of chemical application, etc.), including planting/seeding to repair areas disturbed by restoration activities.

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When?

**Maintenance**

Who?

**Post-project maintenance:** How will the project provide follow-up maintenance of the site? Will this include maintenance of plantings by mulching, mowing, circle, or row spraying with herbicides? Describe the plans and provisions to maintain the project over time.

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When?

**Reporting**

Who?

**Monitoring:** How well did the project work? Summarize how you will report the project success in the evaluation report.

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When?

**Outreach**

Who?

Describe the proposed public outreach activities and products.  
For example, community engagement, workforce development, partnerships, outreach via social media, volunteer involvement in project design, implementation, or outreach.

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**Evaluation outcomes report (two pages maximum)**

In the online application, please describe the project evaluation outcomes in the evaluation measures chart online. Two pages are requested, however additional space is provided.

Reporting how well community grants met their purpose and delivered on the intended outcomes will strengthen accountability with voters and the larger community in the Metro area. Therefore, Grantees will submit project progress reports every six months and a final outcomes report will be due upon project completion. The final outcomes report will include a summary of grant activities, the actual total budget and in-kind matching contributions, photos, follow-up activities, and an

evaluation of the project, including a descriptive qualitative story and quantitative evaluation measures.

Please describe here the outcomes you will report for your project, according to the overall purpose, categories and goals established for Metro’s Nature in Neighborhoods restoration and community stewardship grants.

<b>Goals, outcomes, and strategies</b>	<i>How will you know when you have been successful in fulfilling the Nature in Neighborhood goals and met your organization’s goals? What do you hope to accomplish by implementing this project?</i>
<b>Project reach</b>	<i>Where is the project located? How does it fit into the larger landscape of the area? What targeted species or at risk habitats does the project seek to benefit?  Who is your target audience? (include demographic information about participants like age, race and ethnicity and socio-economic status)</i>
<b>Data collection method</b>	<i>How will you gather the information necessary to know whether your project was successful?</i>

**SAMPLE EVALUATION MEASURES**

For your reference, shown below are **sample evaluation measures** you might use for each of the grant funding categories and goals. Please develop your own evaluation measures based on your specific project.

**Purpose:** Restoration grants support and create partnerships in local communities that improve water quality, fish and wildlife habitat and connect people with nature.

Goals	Goal 1	Goal 2
	Preserve and restore fish and wildlife habitat in local communities and support larger conservation initiatives such as the Oregon State Conservation Strategy, Regional Conservation Strategy, Watershed Action Plans or local community plans (see resources section).	Increase people’s awareness of the need for and benefits of protecting and managing natural areas. Engage people in learning about, protecting and managing natural areas at the community level.
<b>Outcomes</b>	<i>Vegetation management:</i> Number of acres planted Number and/or density of plants Non-native plant species and area (acres) treated Survival rate for new plantings	Number of volunteers Number of people reached Number of new partnerships Number of new projects Number of engaged community organizations

	<p><i>Bank stabilization:</i></p> <p>Type of material</p> <p>Sides of bank</p> <p>Total feet or miles treated</p> <p><i>Placement of structures in channel:</i></p> <p>Number and type of structures</p> <p>Total feet or miles treated</p> <p><i>Fish passage improved:</i></p> <p>Number of culverts or structures improved for fish passage</p> <p>Stream miles with improved access for fish</p> <p><i>Improved channel reconfiguration and connectivity:</i></p> <p>Type of changes to channel configuration and connectivity</p> <p>Total feet or miles of stream treated</p> <p>Total feet or miles of off-channel habitat created</p> <p>Total acres of off-channel or floodplain habitat connected</p>	<p>Resources for restoration projects leveraged or increased</p> <p>Capacity of non-profit organizations or communities to participate in project design and/or implementation increased</p>
Strategies	<p><i>Regional Conservation Strategy, Developed Areas:</i></p> <p>Increase the value of the overall urban landscape for native species</p> <p>Promote stewardship of wildlife on urban landscapes and reduce human-wildlife conflicts</p> <p>Reduce hazards to wildlife</p> <p>Remove invasive species and enhance native vegetation</p> <p>Support climate change adaptation initiatives</p> <p>Improve regional habitat connectivity</p> <p><i>Regional Conservation Strategy, Natural Areas:</i></p> <p>Improve regional habitat connectivity</p> <p>Restore ecological processes and functions in natural areas</p> <p>Remove invasive species and enhance native vegetation</p> <p>Engage and support local multi-purpose approaches</p> <p>Focus on multiple key habitats and species</p> <p>Support climate change adaptation initiatives</p>	<p>Strategies for public engagement and activities that increase people’s awareness fall on a spectrum from deep, personal engagement to outreach via mass media. A wide variety of activities and levels of engagement with targeted audiences will effectively meet this goal. One size does not fit all and project managers should determine what level and type of activities best fit the site, community and intended outcomes.</p>

Project reach, Location, and habitat	Geographic area Habitat type Stream reach	Participant numbers Participant demographics (geographic, age, race, etc.) Communities and/or community organizations participating in restoration projects
Data collection tools and method	Surveys Pre- and post-surveys Anecdotes Observation Counts of living and dead plants Photo records from permanent photo-points	New or expanded partnership activities and/or agreements New or expanded projects New, renewed, ongoing or increased funding commitments Recruitment, participation of new leaders Volunteer registration

## Uploads

In the online application, please upload the following additional attachments to support, expand on and provide additional detail about the project as described in pre-application.

- Please upload three letters of support by active partners which strengthen the project narrative and describe the role of that partner. (three pages minimum)
- Please upload a letter stating permission to use property by land owner or manager, if applicable (maximum one page)
- Please upload the 501(c)(3) tax-exempt status statement or your organization's 501(c)(3) IRS determination letter, if applicant is not a school or government agency, or the following 501(c)(3) tax-exempt status statement (maximum one page)

"I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this grant application to Metro. Further, I certify that this organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status and is further classified as public charity and *not* a private foundation OR qualifies for exempt status as a public school, government agency, or religious institution." *Signed by the executive director or a board member.*

- If desired, please upload any additional photos, curriculum or materials that help to describe or illustrate the project to ZoomGrants. These should be no more than two pages.

## ATTACHMENT A: APPLICATION ONLINE FORMS

For your reference, please find below copies of the online application forms. Metro accepts applications via the online system [ZoomGrants](https://www.zoomgrants.com). To access your application, login to your account at <https://www.zoomgrants.com>, and click the submitted tab to access your application for "Metro, Parks and Nature, 2016 Nature in Neighborhoods Restoration Grants". You may also access your application by logging into your account at <https://zoomgrants.com/gprop.asp?donorid=2199>. Under the Open Programs for "2016 Nature in Neighborhoods Restoration Grants", click on the title of your application in orange.

Please register, login and submit your application **by 4 p.m. July 25, 2016.**



You must be logged in to apply. [New ZoomGrants™ Account](#)

## Metro

Parks and Nature

# 2016 Nature in Neighborhoods restoration and community stewardships grants - Full application by invite only

**CLOSED**  
Deadline 5/16/2016

- Open Programs
- Description
- Minimum Qualifications
- Purpose and Goals
- Library
- Contact Admin
- Announcements

## Applicant View

Application Status: Not Submitted

You must be logged in to begin.

- Project Summary
- Application Questions
- Budget
- Scope of Work
- Uploads
- Activity Log

## Application Questions

(answers are saved automatically when you move to another field)

[Instructions](#) [Show/Hide](#)

### Pre-Application Questions

#### 1. Project summary (one paragraph, 255 characters)

Provide a brief summary that describes your program.

Maximum characters: 255. You have  characters left.

#### 2. Fiscal agent

If different than the lead organization. If no fiscal agent, please write "not applicable".

Maximum characters: 255. You have  characters left.

#### 3. Project partners

Committed partner organizations.

Maximum characters: 255. You have  characters left.

#### 4. Potential partners

Potential partner organizations.

Maximum characters: 255. You have  characters left.

#### 5. Project length

Select only one.

- One year
- Two years

#### 6. Habitat type(s)

Select one of the following priority habitat types from Federal Listings and Recovery Plans, the Oregon Conservation Strategy and the Intertwine

- Riverine/ Instream projects: Projects that are designed to improve habitat conditions below the ordinary high water mark, such as large wood or boulder placement, side-channel reconnection and alcove enhancement.
- Riparian Habitat: Projects above the ordinary high water mark of the stream and within up to 200' of the waterline, depending on conditions.
- Oak habitat: Projects that address Oregon white oak habitats including savanna, woodland and mixed oak conifer forest; typically involving oak release, oak planting or invasive species control and native species enhancement.
- Prairie (wet and upland): Projects designed to enhance structure or native component of non wetland habitats dominated by grass like plants and forbs.
- Upland conifer/deciduous forest: Enhancement projects implemented in forests outside the floodplain or riparian zone.
- Floodplain forests and wetlands (ponds): Projects addressing any of the full range of wetland habitat types, including floodplain bottom hardwood forests.
- Other:

**7. Acres**

Number of acres the project will restore or protect.

Maximum characters: 255. You have  characters left.

**8. Location**

What is the location of your project? Please list the address or nearest intersection.

Maximum characters: 255. You have  characters left.

**9. Social media**

If applicable, what are your organization's social media addresses (e.g. twitter, instagram, facebook)?

Maximum characters: 255. You have  characters left.

**10. Program narrative (one page, 4000 characters)**

Provide a narrative that describes the project. Explain why the project is important for your organization and community, such as how it fits your organization's strategic plan or mission.

Maximum characters: 4000. You have  characters left.

**11. Goals (one page, 4000 characters)**

Describe how the program addresses the Nature in Neighborhood restoration grant's purpose, category and goals, including how the project supports regional and local initiatives.

Maximum characters: 4000. You have  characters left.

**12. Organizational preparedness (one page, 4000 characters)**

Explain why your organization and partners have the experience and capacity to conduct the project, including identification of key personnel, their roles in the program and their qualifications.

Maximum characters: 4000. You have  characters left.

**13. Partnerships (one page, 4000 characters)**

*Show how partnerships and collaboration with other individuals, organizations and groups in your community will be formed, strengthened and extended through this project.*

Maximum characters: 4000. You have  characters left.

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## Metro

Parks and Nature

# 2016 Nature in Neighborhoods restoration and community stewardships grants - Full application by invite only

**CLOSED**  
Deadline 5/16/2016

- Open Programs
- Description
- Minimum Qualifications
- Purpose and Goals
- Library
- Contact Admin
- Announcements

## Applicant View

Application Status: Not Submitted

You must be logged in to begin.

- Project Summary
- Application Questions
- Budget
- Scope of Work
- Uploads
- Activity Log

## Budget

*(answers are saved automatically when you move to another field)*

[Instructions](#) [Show/Hide](#)

### Budget

Please complete the budget chart and describe the project budget below. Applicants may edit or add additional Item Descriptions in the budget.

Item Description	Amount Requested	Match Funds (Year 1 must be secured)	In-kind Match
Personal services: List salaries and administration	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Volunteer labor: Calculate at \$23.56/hour	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Professional services: List activity and amount	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Materials & supplies: List items, quantities, prices	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Transportation costs: Please itemize	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Indirect or overhead costs, e.g. utilities, rent, tele	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other: Please describe	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>Total \$ 0.00</b>		<b>Total \$ 0.00</b>	<b>Total \$ 0.00</b>

**Budget Narrative** (Discuss/justify the items and amounts you entered above.)

Please describe the project budget, including revenues and expenditures, which directly relates to your project scope of work, including any future site maintenance and monitoring needs. Provide explanation of how figures were derived; describe personal and/or professional services costs (name of individual or company, rate, # of hours, etc.) and any other relevant information. Describe matching sources and list contributors and amounts. In order to qualify for Nature in Neighborhoods funding, you must have at a minimum the first year project contributions secured at time of full application.

Maximum characters: 4000. You have  characters left.



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## Applicant View

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## Scope of Work

*(answers are saved automatically when you move to another field)*

**Instructions** [Show/Hide](#)

### Scope of Work

#### SCHEDULE

When will each activity occur?

#### ACTIVITIES

What activities will occur at each phase of the project? What are you expecting to achieve? What are the key deliverables and/or milestones of each phase of the project?

#### RESPONSIBLE PARTNER

Who or what organization will lead and participate in each activity?

Phase	Schedule	Activities	Responsible person or partner
Project planning	<input type="text"/>	<input type="text"/>	<input type="text"/>
Implementation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reporting	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total**

## Evaluation Outcomes

### GOALS, OUTCOMES AND STRATEGIES

How will you know when you have been successful in fulfilling the Nature in Neighborhood goals and met your organization's goals? What do you hope to accomplish by implementing this project?

### PROJECT REACH

Where is the project located? How does it fit into the larger landscape of the area? What targeted species or at risk habitats does the project seek to benefit?

Who is your target audience? (include demographic information about participants like age, race and ethnicity and socio-economic status)

### DATA COLLECTION TOOLS AND METHODS

How will you gather the information necessary to measure success? What records or tools will you use to know whether you are meeting your objective? When and how will you collect your evaluation information?

#	Goals, outcomes and strategies	Project reach	Data collection tools and method
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
<b>Total</b>			

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## Uploads

Instructions [Show/Hide](#)

### Documents Requested \*

Required?

### Uploaded Documents \*

Location and program reach (two pages): Provide a location map that shows where the project and/or participating communities are located within the region. Please include existing stream and wildlife corridors, parks, trails and/or natural areas.

Required

-none-

[Upload](#)

Please download and fill out the 2015 NIN restoration demographic form. The demographic information you provide on this form will not be used for the review of your grant application.

Required

-none-

[Upload](#)

[Download template: 2016 NIN Restoration Grants - Demographic Form](#)

Please upload at least three letters of support by active partners.

Required

-none-

[Upload](#)

Please upload the Organization 501(c)(3) IRS determination letter or a 501(c)(3) tax-exempt status statement and Employer Identification Number (EIN). This is not required for schools or government agencies.

-none-

[Upload](#)

If applicable, please upload a letter stating permission to use property by land owner or manager.

-none-

[Upload](#)

If desired, please upload any additional photos, curriculum or materials that help to describe or illustrate the project to ZoomGrants. These should be no more than two pages.

-none-

[Upload](#)

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## GLOSSARY

**Developed areas** include industrial, commercial, and residential properties, developed parks, schoolyards, golf courses, cemeteries, airports, and the streetscape. The intensity of development ranges from skyscrapers in urban areas, like downtown Portland, to suburban neighborhoods in surrounding communities. Developed lands are situated such that remnant natural areas are highly fragmented, the tree canopy is only a fraction of historical levels, and many of the region's historical streams, wetlands, and floodplains have been degraded, filled in, or covered over. Nonetheless, these developed areas contain habitat value and biodiversity; a huge diversity of wild animals share even the most developed portions of our landscape. (Regional Conservation Strategy).

**Natural areas** are defined as protected or unprotected lands that are not developed and that are composed primarily of native habitat components. Most protected natural areas in the region are managed with the primary goal of conserving, enhancing, or restoring native species, the ecological processes that create and maintain habitat, and the ecosystem services that result, such as water quality protection. Examples of protected natural areas include wildlife refuges and wildlife areas, nature preserves, nature parks, and publicly owned parks that retain patches of habitat characteristic of the region. Unprotected privately owned lands may also be considered natural areas if they still maintain their conservation values. These lands may or may not be actively managed, but they are not considered natural lands if they are managed specifically for agricultural or forest production (such lands are considered working lands). (Regional Conservation Strategy).

**Sustainability** means using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives. (Oregon Conservation Strategy).

**Stewardship** is the responsible use (including conservation) of natural resources in a way that takes full and balanced account of the interests of society, future generations and other species, as well as of private needs, and accepts significant responsibility to society (Intertwine Conservation Education Task Force).

**Natural area maintenance** (core stewardship) focusing primarily on vegetation management and weed suppression. Natural areas maintenance or core stewardship addresses basic stewardship to emphasize reducing future maintenance costs through early detection and rapid response to invasive weeds. Work primarily focuses on vegetation management and weed suppression, but may include fences, gates and other basic infrastructure. (Metro Levy Framework).

**Restoration projects** improve ecological function and create significant improvements in the quality and function of the highest priority sites and habitats. Emphasis is placed on hydrologic restoration focused on water quality and salmon, wetland restoration focused on water quality and wildlife habitat, and prairie and oak restoration addressing priority habitats and species. Projects typically include vegetation management such as treating noxious and invasive weeds and planting native trees and shrubs. They may also include activities such as replacing or removing failing culverts and modifying roads to prevent erosion from reaching streams and water sources. (Metro Levy Framework).

## RESOURCES

Below are list of plans to assist in project development.

**Oregon Conservation Strategy:** The Oregon Conservation Strategy is the first overarching state strategy for conserving fish and wildlife. The Conservation Strategy is an effort to use the best available science to create a broad vision and conceptual framework for long-term conservation of Oregon's native fish and wildlife, as well as various invertebrates and native plants. As a guide to conserving the species and habitats that have defined the nature of Oregon, this strategy can help ensure that Oregon's natural treasures are passed on to future generations. The Conservation Strategy emphasizes proactively conserving declining species and habitats to reduce the possibility of future federal or state listings. It is not a regulatory document, but instead presents issues and opportunities, and recommends voluntary actions that will improve the efficiency and effectiveness of conservation in Oregon.

[http://www.dfw.state.or.us/conservationstrategy/read\\_the\\_strategy.asp](http://www.dfw.state.or.us/conservationstrategy/read_the_strategy.asp)

**Regional Conservation Strategy:** The Intertwine Regional Conservation Strategy describes how we can protect our region's biodiversity for the long term. It defines the challenges facing local wildlife and ecosystems and offers a vision, framework, and tools for moving forward collaboratively to protect and restore our natural systems. This document organizes conservation strategies for the Portland metropolitan region by landscape types – natural area, working lands and developed areas – as well as strategies for biodiversity corridors and for species of special concern. [www.theintertwine.org/RegionalConservationStrategy](http://www.theintertwine.org/RegionalConservationStrategy)

**Regional Biodiversity Guide:** The Intertwine Biodiversity Guide for the Greater Portland-Vancouver Region, together with mapping and GIS modeling completed specifically for the RCS, provides important tools for conservation practitioners and decision makers: a narrative that describes the composition and patterns of biodiversity across the region, a land cover map at a scale suitable for analysis of urban and near-urban areas, and a data-driven GIS model of conservation priority areas. [www.theintertwine.org/RegionalConservationStrategy](http://www.theintertwine.org/RegionalConservationStrategy)

**Watershed Action Plans:** Many watershed councils have created Watershed Action Plans. Please research the individual Watershed Councils for more information.

**Restoring Rare Native Habitats in the Willamette Valley:** This landowner's guide describes methods for restoring Oak Woodlands, Wetlands, Prairies, and Bottomland Hardwood and Riparian Forests. <http://willamettepartnership.org/publications/other-publications/Landownerguide.pdf>

**Oregon Early Detection and Rapid Response targets:** Early Detection and Rapid Response (EDRR) are primary activities of the Weed Control Program. Weeds are listed and targeted for early detection and rapid response activities. The goal is to prevent introduction or find them through early detection efforts and implement control measures to prevent widespread occurrence in Oregon. <http://www.oregon.gov/ODA/PLANT/WEEDS/pages/edrr.aspx>

**Willamette Basin Restoration Priorities Watershed Summaries:** The Watershed Restoration Summaries were developed by local watershed councils and other stakeholders to help identify priorities for restoring fish and wildlife habitat and water quality throughout the Willamette Basin. There are a number of comprehensive planning efforts in the Willamette Basin, including the Willamette Sub basin Plan, the Willamette River Basin Planning Atlas, and other regional habitat

restoration prioritization frameworks. This document is not intended to replace these efforts. The intent is to work within the context of these basin-scale studies to produce a locally derived and accepted set of watershed restoration priorities.

[http://www.oregon.gov/OWEB/docs/pubs/rest\\_priorities/willamette\\_watershed\\_council\\_summaries\\_dec05.pdf](http://www.oregon.gov/OWEB/docs/pubs/rest_priorities/willamette_watershed_council_summaries_dec05.pdf)

**Oregon Plan Streamflow Restoration Priorities:** The Oregon Plan for Salmon and Watersheds is Oregon's cooperative effort to restore salmon runs, improve water quality, and achieve healthy watersheds and strong communities throughout the state.

[http://www.oregon.gov/owrd/pages/mgmt\\_opsw.aspx](http://www.oregon.gov/owrd/pages/mgmt_opsw.aspx)

**OWEB's Watershed Assessment Library:** Here is a list of watershed assessments sorted by the Oregon Plan Reporting Basins.

[http://www.oregon.gov/OWEB/MONITOR/pages/watershedassessments\\_linked.aspx](http://www.oregon.gov/OWEB/MONITOR/pages/watershedassessments_linked.aspx)

**ODFW's Data Clearinghouse:** It provides a centralized accumulation and distribution service for Oregon's natural resource data. The Data Clearinghouse website houses reports, data files, databases, GIS maps and other natural resource information.

<https://nrimp.dfw.state.or.us/DataClearinghouse/default.aspx?p=1>

**The Intertwine:** The Intertwine outlines efforts to broaden regional collaboration and system building, tools to more effectively reach new and diverse audiences and address gaps in program delivery, and establish a clearinghouse of opportunities, research and resources for conservation education providers and users. [www.theintertwine.org](http://www.theintertwine.org)

**Limiting Factors Matrix:** This report contains an anchor habitat-based, aquatic habitat restoration strategy for salmon and steelhead populations in the Sandy River basin. The Sandy River basin lies within close proximity to Portland, Oregon. Originating on Mt. Hood, the Sandy River flows west and then north, entering the Columbia River near the City of Troutdale. The Sandy River contains several species of native salmon and steelhead, all of which are federally listed under the Endangered Species Act. This aquatic habitat restoration strategy focuses on spring Chinook, fall Chinook, Coho, and winter steelhead. Benefits to other fish and aquatic species and improvements to water quality are also anticipated from the restoration actions identified in this strategy.

<http://www.sandyriverpartners.org/pdfs/SandRestStrategWEB.pdf> and

[http://www.oregon.gov/OWEB/docs/pubs/rest\\_priorities/willamette\\_limiting\\_factors\\_summary\\_12-15-05.pdf](http://www.oregon.gov/OWEB/docs/pubs/rest_priorities/willamette_limiting_factors_summary_12-15-05.pdf)

**Diversifying the American Environmental Movement:** As the nation continues to diversify, the environmental movement is left with one of the greatest challenges it will face this century. In order to become an influential and sustainable movement for generations to come, it needs to successfully address its diversity crisis. In this essay, the authors, Marcelo Bonta and Charles Jordan, analyze the problem, acknowledge past and current diversity efforts, provide a comprehensive and strategic approach to diversifying, and stress the importance of diversifying in the right way. They provide action-oriented solutions at the movement, organizational and individual levels.

[www.environmentaldiversity.org](http://www.environmentaldiversity.org)

## MAPPING RESOURCES

Below are list of mapping resources to assist in project development.

**[Regional Conservation Strategy viewer](http://www.regionalconservationstrategy.org/site/viewer)**: The viewer provides easy access to the data for those without GIS capacity to view and obtain some quick summary statistics about land cover, high value habitat, and protected areas. The full Regional Conservation Strategy documents, GIS data, and modeled outputs are available for download and are an incredibly rich information resource.

<http://www.regionalconservationstrategy.org/site/viewer>

**[Oregon Watershed Restoration Inventory](http://oe.oregonexplorer.info/RestorationTool/)** and **[Oregon Explorer](http://www.oregon.gov/oweb/monitor/pages/owri.aspx)**: The Oregon Watershed Restoration Inventory (OWRI) tracks Oregonians' voluntary efforts to restore habitats for salmon and wildlife. With over 14,000 records of projects completed since 1995, OWRI is the single largest restoration information database in the Western United States. The Oregon Watershed Restoration Tool on Oregon Explorer was created to show the locations and information about OWRI projects. <http://oe.oregonexplorer.info/RestorationTool/> and <http://www.oregon.gov/oweb/monitor/pages/owri.aspx>

**[Regional Environmental Information Network \(REIN\) Conservation Registry](http://rein.conservationregistry.org/)**: The Regional Environmental Information Network (REIN) is a virtual gathering place in the Portland / Vancouver region for information sharing and networking among the people, community groups, government agencies and nonprofit organizations that are working to protect, restore and monitor the region's natural resources. <http://rein.conservationregistry.org/> and <http://www.conservationregistry.org/>

**[Regional Equity Atlas](https://gis.oregonmetro.gov/equityAtlas/)**: Using maps, policy analysis, community-based research and other tools, the Equity Atlas project assesses how well different populations across the four-county Portland-Vancouver metro region can access key resources necessary for meeting their basic needs and advancing their health and well-being. By illuminating the region's geography of opportunity, the Equity Atlas is a powerful tool for promoting greater [regional equity](https://gis.oregonmetro.gov/equityAtlas/). It can be used to inform a wide range of planning, policy and investment decisions, such as where to locate new housing, transit, parks, services, infrastructure and other amenities, and where to most effectively target public and private investments. <https://gis.oregonmetro.gov/equityAtlas/>

**[MetroMap](https://gis.oregonmetro.gov/metromap/)**: This is Metro's web mapping service where you can view and print maps or data specific to your area of interest. MetroMap allows you to view map-based information about a location of your choice. View information on the urban growth boundary, parcel and tax assessment, zoning, political boundaries, planning, flood plain and special districts. The results can be displayed in text-only format or on a map. <https://gis.oregonmetro.gov/metromap/>

**[School districts](http://nces.ed.gov/ccd/index.asp)**: One source of local demographic data is the neighborhood schools. Each public school maintains data on the percentage of students eligible for the free and reduced lunch program and students participating in English as a Second Language programs. Demographic statistics on schools can be found in the National Center for Education Statistics, Common Core of Data (CCD): <http://nces.ed.gov/ccd/index.asp>