



Pre-proposal handbook

Investment and Innovation Grants

Proposals due Friday, July 13, 2018

Submit via ZoomGrants

oregonmetro.gov/grants



If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we’ve already crossed paths.

So, hello. We’re Metro – nice to meet you.

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future.

Metro Council President

Tom Hughes

Metro Councilors

Shirley Craddick, District 1

Betty Dominguez, District 2

Craig Dirksen, District 3

Kathryn Harrington, District 4

Sam Chase, District 5

Bob Stacey, District 6

Auditor

Brian Evans



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INVESTMENT AND INNOVATION GRANTS

Does your business or organization have the next great idea for making a real impact in addressing the waste-related challenges of a rapidly-growing greater Portland population?

Metro is committed to working with the residents and businesses of the region to manage and reduce the environmental impacts associated with the goods we all consume. Metro Investment and Innovation grants are intended to build lasting, private-sector and nonprofit-sector capacity to reduce waste through reuse, recycling, composting or energy creation from discarded materials in the greater Portland area. The grants seek to strengthen local efforts to reduce waste while helping foster economic opportunities or otherwise generating positive benefits for people who have historically been left out of the garbage and recycling system—particularly communities of color.

Up to \$3 million is available for the current year of grant funding. There will be two award types:

- **Investment and Innovation Grants** between \$10,000 and \$50,000 for investments in materials and services, personnel and equipment.
- **Investment and Innovation Capital Grants** between \$50,000 and \$500,000 for investments in equipment, machinery and/or buildings.

What's the timeline?

June 1, 2018	Availability of grant funds announced
June 19, 2018	Pre-proposal informational workshops (<i>optional</i>)
July 13, 2018, 4 p.m.	Pre-proposals due to Metro
August 2018	Successful pre-proposals invited to submit full proposals
August 2018	Full proposal workshop (<i>optional</i>)
September 21, 2018, 4 p.m.	Full proposals due to Metro (<i>by invitation only</i>)
October 2018	Grant awards announced
November 2018	Contracting basics meeting for grantees (<i>required</i>)
November 2018	Grant funds available

Who may apply?

Private for-profit businesses and nonprofit organizations with federal 501(c) tax designation may apply. Unincorporated organizations need a fiscal sponsor (a state certified, federally approved 501(c) nonprofit with a federal tax ID number and capacity to contract with Metro).

Partnerships are strongly encouraged, particularly between for-profit and nonprofit entities.

PROGRAM PURPOSE AND OBJECTIVES

All proposals must address the Investment and Innovation program purpose and one or more of the objectives as described below.

Investment and Innovation purpose

Metro works with local governments and other partners to minimize the environmental and human health impacts of the products consumed in the Metro region. These efforts include reductions in both the amount and the toxicity of waste. Investment and Innovation grants stimulate investment by private for-profit businesses and not-for-profit organizations to create, expand, preserve and broaden efforts that achieves these objectives by advancing waste prevention, reuse, recycling, composting and energy recovery.

Investment and Innovation grants will advance Metro's progress toward achieving its Regional Waste Plan goals, as well as its diversity, equity and inclusion goals. *Please see Appendix A for a quick glossary of DEI-related terms.*

2030 Regional Waste Plan goals

Metro is in the process of updating its ten-year blueprint that guides how the region minimizes the environmental and human health impacts of the products it consumes, as well as how it handles and transports more than 2 million tons of garbage, food scraps, yard trimmings, recycling and hazardous waste every year to their final destinations. In January 2018 the Metro Council endorsed the draft vision and goals that form the foundation of the plan, and will give final review and approval of the plan in Fall 2018.

The draft 2030 Regional Waste Plan goals can be found at <https://www.oregonmetro.gov/sites/default/files/2018/02/28/Regional-Waste-Plan-goals.pdf>¹

2030 RWP GOALS

- Healthy products
- Education and information
- Reduce, reuse and repair
- Quality service
- Garbage and recycling operations (safety and sustainability)
- Good jobs
- Economic prosperity
- Preparedness and resilience

¹ The current regional waste plan, which the 2030 plan will replace when completed, is available at <https://www.oregonmetro.gov/regional-waste-plan>.

Diversity, Equity and Inclusion goals

Metro is committed to ensuring that all people in the region have the opportunity to thrive in all aspects of social well-being, regardless of their background or zip code. This is both the purpose of good government and an economic necessity: to effectively serve all people. In order to achieve this goal, Metro has identified racial equity as its strategic direction and has developed a Strategic Plan to Advance Racial Equity, Diversity and Inclusion to be the blueprint for its implementation. The strategic plan is built around five long term goals, as set forth in the sidebar to the right. Investment and Innovation grants are designed to be a key mechanism through which to advance these goals. The strategic plan is available at

<https://www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion>

Investment and Innovation objectives

Projects funded by Investment and Innovation grants are intended to:

- Strengthen the region's system for processing and recovering recyclable materials, with an emphasis on those materials for which there is the greatest environmental benefit from recycling or energy recovery.
- Strengthen the region's efforts to reduce the amount and toxicity of waste.
- Strengthen the region's reuse services and infrastructure.
- Strengthen the region's composting infrastructure.
- Strengthen the region's energy recovery infrastructure for materials that cannot be recycled.
- Encourage innovation and advance new technology in waste prevention, reuse, recycling, composting and energy recovery.
- Encourage new participants in the region's waste prevention, reuse, recycling, and energy recovery system who are from communities of color or other historically underrepresented groups.

EQUITY STRATEGY GOALS

- *Goal A:* Metro convenes and supports regional partners to advance racial equity
- *Goal B:* Metro meaningfully engages communities of color
- *Goal C:* Metro hires, trains and promotes a racially diverse workforce
- *Goal D:* Metro creates safe and welcoming services, programs and destinations
- *Goal E:* Metro's resource allocation advances racial equity

MINIMUM QUALIFICATIONS

Applicants and Projects

- Applicants must be a private for-profit company or a not-for-profit organization with a 501(c) tax status (or use a fiscal agent).
- All projects must show demonstrable, quantifiable outcomes tied to the Investment and Innovation grant program purpose and objectives.
- To be competitive for Investment and Innovation funding, projects must have an impact on the regional solid waste system, not just the proposer's own operations. As examples, these impacts could be from providing services to the residents and businesses of the region, providing a replicable model that may be utilized by other companies and organizations, or expanding the economic presence of communities of color or other historically underrepresented groups.
- Projects where the primary outcome is raising awareness of the solid waste system (for example, implementation of a "how to recycle" campaign) will not be competitive.
- Applicants may apply for funding for one or more projects in response to each solicitation of proposals, but must submit a separate proposal for each individual project.
- Applicants may apply for both a capital grant and a smaller implementing grant for the same project within the same grant cycle, with a single proposal.
- Projects must be completed within 12 months from the issue date of the grant agreement unless otherwise agreed to by Metro.
- A complete proposal is required for Metro to consider a grant award, using the form described in this handbook and submitted through ZoomGrants (see instructions on page 8).
- An applicant must be in compliance with local, state, and federal requirements applicable to its operations.

Financial

- Investment and Innovation grant funds may not be used for:
 - Costs not *directly* tied to the proposed project.
 - Costs associated with preparing a grant proposal, proposal, stock or debt offering, formation of partnerships, incorporations, fundraising, or other forms of such business costs.
 - Costs incurred outside of the funding agreement.
 - Costs for which payment has been or will be received under another financial assistance program.
 - The purchase of land.
 - Payment of fines, penalties, arrears, judgments, or other such obligations.

- Projects that may degrade the quality of air, water and land resources.
- Indirect or overhead costs² may only be reimbursed by grant funds for non-capital grants, and for expenses directly related to the project. These costs are reimbursable up to 10% of the total grant award.
- Match requirements:
 - Non-capital grants of \$10,000-\$50,000 require a 20% cash or in-kind match. For example, a \$10,000 grant would require the applicant to provide a match of at least \$2,000 in value. In-kind contribution(s) may include materials, services or volunteer assistance.
 - Capital grants require a 100% cash match. For example, a \$75,000 grant would require the applicant to demonstrate at least \$75,000 in its own investment.
 - Match must be secured before any grant funds will be released.

Location

- Investment and Innovation grant-funded projects must take place within Metro’s jurisdictional boundary (<https://www.oregonmetro.gov/jurisdictional-boundaries-maps>) or have a significant direct impact on waste generated in the Metro region.

PROPOSAL PROCESS

The proposal process is two stages: a **pre-proposal phase** and a **full proposal phase**.

Applicants must submit a pre-proposal that describes how the project meets the purpose of the Investment and Innovation program and is achievable. Metro will only accept full proposals from applicants who have been invited to apply based on the success of the pre-proposal. An invitation to submit a full proposal does not guarantee funding.

Recommendations for inviting full proposals and funding projects will be made by a grant review committee composed of representatives from government agencies, members of communities of color or other historically underrepresented groups, non-solid waste related businesses, and a Metro Councilor. The committee will be chaired by a Metro staff. The grant review committee will review proposals and make funding recommendations based on the grant award criteria (see Appendix B).

At both the pre-proposal and full-proposal stages, proposals will be evaluated based on the information submitted, responsiveness to the Investment and Innovation purpose and objectives, and the review committee’s professional and collective judgment. It is up to the applicant to ensure the proposed project is sufficiently defined so the review committee can understand how well it meets the grant program purpose and evaluation criteria.

² Eligible overhead costs include expenses incurred by the organization for indirect costs that are identifiable and benefit the project. Depending on the relationship of the cost to the project, overhead might include accounting and financial resources and systems, management, planning or support resources and systems, space and equipment. Overhead must directly relate to the successful project completion to be reimbursable by grant funds.

The Metro Property and Environmental Services Director will review the grant review committee's recommendations and make a final determination on grant awards. If it so chooses, the Metro Council will have seven days after notice of the funding decisions to request a briefing or bring a funding decision for formal Council action to deny or approve the decision. After completion of the notice period to Council (and Council action, if applicable), the decisions will become final.

REVIEW OF YOUR PRE-PROPOSAL

The pre-proposal should make the case that the project meets the purpose of the Investment and Innovation program and is achievable. Pre-proposals must be submitted via ZoomGrants. For reference, the pre-proposal questions are attached as Appendices C and D.

The grant review committee will contemplate the following when reviewing pre-proposals to determine whether to invite a full proposal:

Project outcomes: How will the project address a specific infrastructure or market need in the Metro region with regard to waste prevention, reuse, recycling, composting or energy recovery? Will it have a definitive impact on the waste stream? How will the project improve outcomes for communities of color or other historically marginalized communities by creating economic opportunities or otherwise generating benefits, advancing equity, and/or reducing negative impacts from waste reduction-related services and facilities?

Project planning and cost-effectiveness: Is it likely that the project will be economically viable and sustainable after the grant is completed? Are the cost elements and proposed time frame appropriate for the successful completion of the project?

[Capital Grants only] Business planning and experience: Does your business or organization appear to have sufficient management experience and systems in place to ensure the project is likely to succeed? Do you have demonstrated success with previous projects that utilized external funding?

Feedback from grant review committee

Staff will provide all applicants with feedback after the grant review committee's review of the pre-proposals. If you are invited to submit a full proposal, the grant review committee may have specific feedback and questions about your project after reviewing your pre-proposal. Metro staff will share this feedback and request the information be provided in your full proposal in order to strengthen your proposal.

Diversity, equity and inclusion enhancement

Metro may also suggest enhancements to individual proposals to create or strengthen diversity, equity and inclusion aspects of the specific project or general business practices. If the proposal is successful, these enhancements may become part of the contract as a condition of the grant award.

PROPOSAL INSTRUCTIONS

Proposal assistance

Applicants are encouraged to contact Metro staff to discuss the proposed project, grant criteria and application process. Staff is available to help you make your proposal as strong as possible. Optional information sessions will be provided to assist you with your grant proposal; this information will be announced on the website and by email. Please email investmentandinnovation@oregonmetro.gov to be added to the email list and notified of upcoming information sessions and office hours.

Online proposal

Metro accepts proposals via the online system [ZoomGrants](#) at www.oregonmetro.gov/grants or directly at <https://zoomgrants.com/gprop.asp?donorid=2199>. The pre-proposal will be available starting June 1, 2018 and due by 4 p.m. on July 13, 2018. For your reference, please see Appendices C and D for the pre-proposal questions included that applicants will submit via ZoomGrants.

Within 24 hours Metro staff will send an email via ZoomGrants confirming the pre-proposal has been received. To ensure that you are receiving emails, please add to your “safe senders list” the email address Notices@zoomgrants.com. If you do not receive a confirmation, please let Suzanne Piluso, the grants coordinator, know. Her contact information is on page 10 of this handbook.

Important notes for working in ZoomGrants

- Each answer has a character limit, which includes spaces. For example, 3,000 characters is approximately one page.
- Answers are saved automatically when you move to another text box.
- You can complete your application in Word and cut-and-paste your answers into ZoomGrants. However, please remove all text formatting before cutting and pasting into ZoomGrants (e.g. bullets, hyphens).
- An applicant may add partners or a fiscal sponsor on ZoomGrants. Only the applicant may submit the proposal.
- For additional detailed questions, use the Help button at the top of the ZoomGrants page, access their ZoomGrants University tutorials at help.zoomgrants.com or contact the Help Desk at Questions@ZoomGrants.com

FULL PROPOSAL QUESTIONS

Full proposals will be submitted by invitation only, after grant review committee assessment of pre-proposals. Full proposals will require a more detailed scope of work and schedule, a detailed project budget with narrative, and additional information on the waste stream, human

health and environmental impacts of the proposed project. It will also require information about how the project effectiveness will be measured and reported.

[*Capital grants only*]: For capital equipment purchases of \$5,000 or more, the full proposal will require bid specifications and official quotes from vendors. Capital grant proposals will also be required to provide detail as to how current project-related equipment and equipment that would be purchased with grant funds would be maintained and insured, as well as relevant business plans and financial information. Additional information may be required and will be specified in the full proposal instructions.

CONTRACTING AND AGREEMENTS

Metro staff will work with successful applicants to enter into a contract with Metro, which will outline specific responsibilities and legal obligations of each party, including insurance requirements, reporting and acknowledgements. Once the contract is signed by all parties, funds will become available. Project expenditures made prior to the contract start date are not eligible for reimbursement.

Payment of grant funds

Grant funds must be spent within one year unless, on a reimbursable basis, unless otherwise agreed to by Metro. The final 10% of the total grant funds will be available after receipt and approval of the final grant report by Metro.

Evaluating project success

In the full proposal, applicants will be expected to describe, as concretely as possible, the methods they will use to evaluate the impact of their project. Grant recipients will be expected to describe the successes and challenges of their project to Metro staff every six months through the submission of a progress report and a site visit and the submission of one final report at the completion of the grant contract. Grantees will have an additional 60 days after project completion to submit the final report.

[*Capital grants only*]: For capital grants, Metro will require grant recipients to submit progress reports for three years after the grant term. Information requested could include the amount and type of waste collected and recycled, the number of jobs added and maintained as a result of the project, and any other benefits afforded from the funding. Metro may conduct site visits to evaluate the progress of the project during the grant term, as well as during the three year reporting period, and will notify the grantee prior to site visits occurring.

CONFIDENTIALITY

You may identify as confidential any reports, books, records, maps, plans, income tax returns, financial statements, contracts, and other similar written materials that are directly related to the proposal and that are submitted to or reviewed by Metro. The applicant must prominently mark any information that it claims confidential with the mark "CONFIDENTIAL" prior to submittal to Metro. Metro will treat as confidential any information so marked to the extent

allowed under Oregon law. Metro will make a good faith effort not to disclose the information unless Metro's refusal to disclose would be contrary to applicable Oregon law, including, without limitation, ORS Chapter 192.

CONTACT

For more information, visit www.oregonmetro.gov/grants, or contact

Suzanne Piluso, Investment and Innovation Program Manager,
suzanne.piluso@oregonmetro.gov or 503-797-1845

APPENDIX A: GLOSSARY OF EQUITY-RELATED TERMS

Source: Metro’s strategic plan to advance racial equity, diversity and inclusion (2016)

Diversity:

Diversity is the variance or difference among people. This variance includes race, ethnicity, gender, age, religion, nationality, language preference, socioeconomic status, disability, sexual orientation, gender identity and others.

Equity:

Our region is stronger when all individuals and communities benefit from quality jobs, living wages, a strong economy, stable and affordable housing, safe and reliable transportation, clean air and water, a healthy environment and sustainable resources that enhance our quality of life. Our region’s population is growing and changing. Metro is committed with its programs, policies and services to create conditions which allow everyone to participate and enjoy the benefits of making this a great place today and for generations to come.

Inclusion:

The degree to which diverse individuals are able to participate fully in the decision-making process within an organization or group. While a truly “inclusive” group is necessarily diverse, a “diverse” group may or may not be “inclusive.”

People of color and communities of color:

For the purposes of Investment and Innovation grants, communities of color are Native Americans, African Americans, Asian Americans and Pacific Islanders, Latinos or Hispanics, and immigrants and refugees who do not speak English well, including African immigrants, Slavic and Russian speaking communities, and people from the Middle East.

Historically underrepresented/ marginalized communities:

A limited term that refers to groups who have been denied access and/or suffered past institutional discrimination in the United States and, according to the Census and other federal measuring tools, includes African Americans, Asian Americans, Hispanics or Chicanos/Latinos and Native Americans. This is revealed by an imbalance in the representation of different groups in common pursuits such as education, jobs, housing, etc., resulting in marginalization for some groups and individuals and not for others, relative to the number of individuals who are members of the population involved.

Other groups in the United States have been marginalized and are currently underrepresented. These groups may include but are not limited to other ethnicities, adult learners, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds.

APPENDIX B: GRANT AWARD CRITERIA

The following criteria will be used by the grant review committee to evaluate each proposal (both capital and non-capital projects). Not all of these criteria will apply to all projects, and some of the information to fully address the criteria is not required until the full proposal phase.

Outcome Criteria (50% of the project score)

- I. Infrastructure or Market Need
 - a. To what extent does the proposed project address a specific waste prevention, reuse, recycling, composting, or energy recovery infrastructure or market need in the Metro region?

- II. Diversity, Equity, Inclusion Outcomes

To what extent will the project positively impact or benefit communities of color or other historically underrepresented groups? This could include:

 - a. Creation of economic opportunities for individuals from communities of color.
 - b. Advancement of equity for communities of color with regard to waste-related services.
 - c. Reduction of negative impacts on communities of color from waste reduction-related services and facilities.
 - d. Generation of benefits for communities of color from the solid waste system.

- III. Waste Stream, Environmental, and Human Health Impacts
 - a. To what extent will the project lead to a clear, measurable impact on the waste stream through prevention, reuse, recycling, composting, or energy recovery? (e.g., estimates of annual waste diversion or energy savings)
 - b. To what extent will the project reduce the environmental and human health impacts of the products manufactured, consumed, or disposed in the region?
 - c. How will the applicant quantify or otherwise describe these impacts?

Organizational Criteria (50% of the project score)

- I. Project Planning and Cost-effectiveness (Methods)
 - a. Has the proposer provided a thorough and complete description of how the proposed project will be accomplished?
 - b. How well does the proposal address the essential elements of feedstock supply, market development, financing, material handling and other key issues?
 - c. Is it likely that the proposed project will be economically viable?
 - d. Are the cost elements and proposed time frame of the proposal appropriate for the successful completion of the project?

- II. Potential for Ongoing Benefit
 - a. Is it likely that the project outcomes will be sustained after the grant is complete?

III. Project Budget

- a. Does the budget appear to be complete and reasonable? (i.e., is the amount requested proportional to the outcomes achieved?)
- b. Do the specific proposed expenditures appear to conform to normally expected item costs?
- c. Does the proposal include official quotes from vendors for the proposed project?

IV. Business Planning and Experience

- a. Does the proposal show sufficient business planning and management experience to ensure that the project is likely to succeed?
- b. Has the proposer demonstrated success with previous projects that utilized external funding?

V. Organizational Diversity, Equity and Inclusion

- a. Is the proposer's business or organization actively working to recruit, develop and retain a diverse workforce at all levels, or otherwise working to advance DEI outcomes?

APPENDIX C: PRE-PROPOSAL QUESTIONS FOR I&I GRANTS (\$10,000-\$50,000)

For your reference, please see below for the questions included in the pre-proposal that you will submit on ZoomGrants.

Project Name

Amount Requested \$ *Grants of \$10,000-\$50,000*

Total project cost \$

Applicant Information

First Name

Last Name

Telephone

Email

Organization/Business Information

Organization/Business Name

Address 1

Address 2

City

State/Province

Zip/Postal Code

Country

Telephone

Fax

Website

EIN (XX-XXXXXXX)

Fiscal Agent (if different from lead organization)

CEO/Executive Director

First Name

Last Name

Title

Email

Additional Contacts for this Proposal

Additional Contacts will be copied on all emails sent to the proposal owner regarding this proposal. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Document Request (uploads)

Required: *Your/your fiscal sponsor's 501(c) IRS determination letter or a 501(c)(3) tax-exempt status statement, or Employer Identification Number*

Questions

1. Which type of Investment and Innovation grant are you seeking? *Smaller, capital or both (for same project)*
2. Provide a brief high-level summary of your project, including the wastes targeted. *(400 characters)*

Investment and Innovation grant objectives

3. Check the box(es) that most directly relate to the I&I grant program objectives that your project will address.
 - Strengthen the region's system for processing and recovering recyclable materials, with an emphasis on those materials for which there is the greatest environmental benefit from recycling or energy recovery.
 - Strengthen the region's efforts to reduce the amount and toxicity of waste.
 - Strengthen the region's reuse services and infrastructure.
 - Strengthen the region's composting infrastructure.
 - Strengthen the region's energy recovery infrastructure for materials that cannot be recycled.
 - Encourage innovation and advance new technology in waste prevention, reuse, recycling, composting and energy recovery.
 - Encourage new participants in the region's waste prevention, reuse, recycling, and energy recovery system who are from communities of color or other historically underrepresented groups.
4. For each objective identified above, briefly summarize how your project will meet those objectives. *(2000 characters)*

Infrastructure or market need

5. Describe how the project will address a specific waste prevention, reuse, recycling, composting or energy recovery infrastructure or market need in the Metro region. Include who in the region will benefit from the project, and why it is important. *(4000 characters)*

Diversity, equity and inclusion

6. Describe how will this project impact or benefit communities of color or other historically underrepresented groups. Please be as specific as possible. Your answer may include demographic information about community(ies) this project seeks to target, including race and ethnicity and socio-economic status. *(2000 characters)*
7. Describe how your business or organization is actively working to recruit, develop and retain a diverse workforce at all levels, or otherwise working to advance DEI outcomes. *(2000 characters)*

Methods and cost-effectiveness

8. Describe the specific work that will be accomplished, the methods that will be used, and the time frame for this work. (3000 characters)
9. *N/A for small grants*
10. *N/A for small grants*

Potential for ongoing benefit

11. Explain how the benefits achieved through the project will continue beyond the grant period. How will project outcomes be sustained on an ongoing basis? (3000 characters)
12. *N/A for small grants*

Project budget

13. Identify the amount of the Metro grant requested.
14. List the anticipated matching funds (both sources and dollar amounts).
15. Identify the total project cost.

APPENDIX D: PRE-PROPOSAL QUESTIONS FOR CAPITAL GRANTS (\$50,000 - \$500,000)

For your reference, please see below for the questions included in the pre-proposal that you will submit on ZoomGrants.

Project Name

Amount Requested \$ *Grants of \$50,000-\$500,000*

Total project cost \$

Applicant Information

First Name

Last Name

Telephone

Email

Organization/Business Information

Organization/Business Name

Address 1

Address 2

City

State/Province

Zip/Postal Code

Country

Telephone

Fax

Website

EIN (XX-XXXXXXX)

Fiscal Agent (if different from lead organization)

CEO/Executive Director

First Name

Last Name

Title

Email

Additional Contacts for this Proposal

Additional Contacts will be copied on all emails sent to the proposal owner regarding this proposal. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Document Request (uploads)

Required: *Your/your fiscal sponsor's 501(c) IRS determination letter or a 501(c)(3) tax-exempt status statement, or Employer Identification Number*

Questions

1. Which type of Investment and Innovation grant are you seeking? *Smaller, capital or both (for same project)*
2. Provide a brief high-level summary of your project, including the wastes targeted. *(400 characters)*
3. *N/A for capital grants*
4. *N/A for capital grants*

Infrastructure or market need

5. Describe how the project will address a specific waste prevention, reuse, recycling, composting or energy recovery infrastructure or market need in the Metro region. Include who in the region will benefit from the project, and why it is important. *(4000 characters)*

Diversity, equity and inclusion

6. Describe how will this project impact or benefit communities of color or other historically underrepresented groups. Please be as specific as possible. Your answer may include demographic information about community(ies) this project seeks to target, including race and ethnicity and socio-economic status. *(2000 characters)*
7. Describe how your business or organization is actively working to recruit, develop and retain a diverse workforce at all levels, or otherwise working to advance DEI outcomes. *(2000 characters)*

Methods and cost-effectiveness

8. *N/A for capital grants*
9. Describe the specific work that will be accomplished, the methods that will be used, and the time frame for this work. *(4000 characters)*
10. Explain the key factors that will influence whether this project is successful and how you intend to address them. This could include feedstock supply, market development, financing, staff or contractor availability, etc. *(3000 characters)*

Potential for ongoing benefit

11. Explain how the benefits achieved through the project will continue beyond the grant period. How will project outcomes be sustained on an ongoing basis? *(3000 characters)*

Business planning and experience

12. Explain how your business or organization has the experience, management systems, and capacity to complete the project. Explain how your business/organization has demonstrated previous success with projects that utilized external funding, if any. *(3000 characters)*

Project budget

13. Identify the amount of the Metro grant requested.
14. List the anticipated matching funds (both sources and dollar amounts).
15. Identify the total project cost.