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oregonmetro.gov

Metro Central Community Enhancement Grants 2020 application handbook

A guide for the 2020 grant cycle

Applications due midnight, Friday, Sept. 13, 2019

Submit via ZoomGrants™

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

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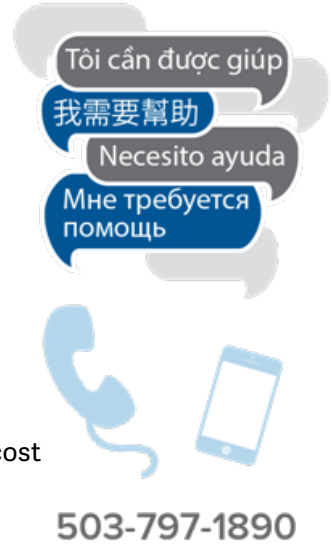
Metro respects civil rights
Metro fully complies with Title VI of the Civil Rights Act of 1964 that bans discrimination on the basis of race, color or national origin. For information on Metro's civil rights program, or to obtain a discrimination complaint form, visit www.oregonmetro.gov/civilrights or call 503-797-1536.

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 Rob Nathan, Community Enhancement Grant program coordinator, 503-797-1691 or Rob.Nathan@oregonmetro.gov.



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SECTION 1: COMMUNITY ENHANCEMENT GRANT PROGRAM – METRO CENTRAL

For nearly three decades, Metro's community enhancement grants have helped improve neighborhoods where the region's solid waste transfer stations are located including North and Northwest Portland, Forest Grove, Oregon City, Troutdale, Sherwood and Wilsonville.

Funded by a surcharge on waste at the Metro Central Transfer Station located off of Highway 30 in Northwest Portland, Metro Central Enhancement Grants benefit the neighborhoods of Forest Park, Cathedral Park and Linnton; the Northwest District Association and the Northwest Industrial Area; and an area directly adjacent to the St. Johns Bridge. These investments help the Metro Council fulfill their goal of supporting communities at the neighborhood and regional level and deliver on the Metro Council's six desired outcomes for the region, including

- Vibrant communities;
- Clean air, clean water and healthy ecosystems; and
- Regional equity.

During the 2020 grant cycle, approximately $300,000 is estimated to be available for grants from community enhancement fees collected at the Metro Central transfer station. **Application requests are typically up to $50,000.** Grants typically cover one year (Jan. 1 through Dec. 31, 2020). This year Metro will consider grants which will take up to two years to complete.

WHO MAY APPLY?

Metro Central grants were created more than 20 years ago with the intention of enhancing neighborhoods impacted by the Metro Central transfer facility. They are designed to support residents within a defined target area that stretches along the west side of the Willamette River from the Northwest Neighborhood Association to Linnton, along with North Portland's Cathedral Park neighborhood and an area around the St. Johns Bridge. See target area boundary map (p. 3) for boundary details.

Individuals, community groups, 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.

Community enhancement grants are intended to serve people within the target area of all ages and abilities from all backgrounds. **Metro encourages applications for projects that involve the leadership and meaningful participation of people of color, immigrants, elders, youth, those with disabilities, low-income residents, and other underrepresented groups.**

PROJECT OR PROGRAM QUALIFICATIONS

General

- Projects or programs must meet all eligibility criteria and address at least one of the project goals on page 4.

- After being awarded the grant, most projects must be completed within 12 months. This year the committee will consider grants requesting up to two years to complete.

Location

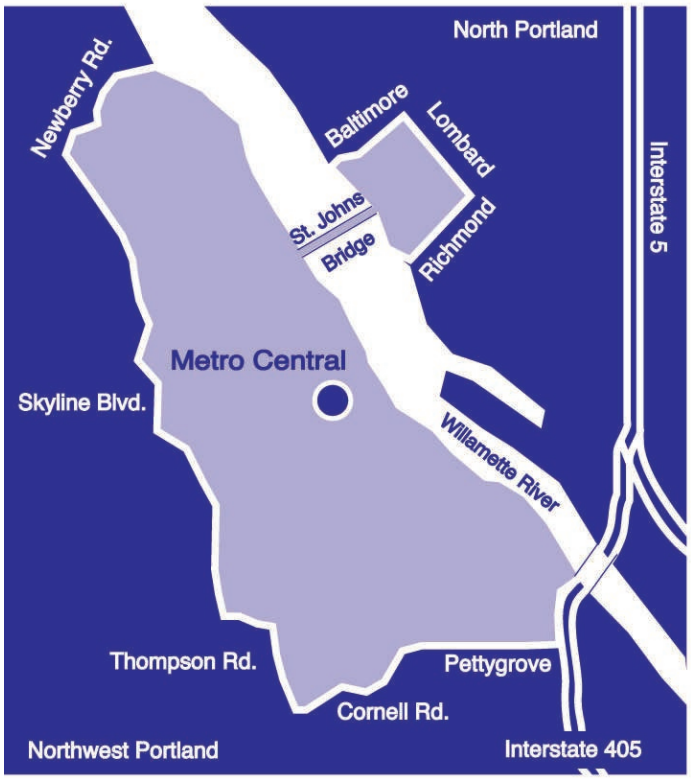
- Projects must directly benefit the Metro Central target area or residents within it.
- Projects or programs on private land must be able to show a clear public benefit.
- All projects must have written landowner permission at the time of application.
- Programs may be conducted on Metro property by other eligible organizations or individuals by obtaining a Metro special use permit.

Financial

- Grants are awarded on a **reimbursement basis**. This means funds are not available up front, but are reimbursed for approved project expenses. Metro pays invoices within 30 days of approval of grantee's reimbursement request.
- **Overhead costs** are reimbursable **up to ten percent** (10%) of the total grant award.

TARGET AREA BOUNDARY MAP

The grant target area generally encompasses the neighborhoods of Forest Park, Linnton, Northwest District Association and the Northwest Industrial area, as well as a portion of Cathedral Park and the St. Johns Bridge. The map below provides a basic outline of the area. For a detailed map that can be seen street by street, please see the map on the Metro website:



APPLICATION PROCESS

Application review and selection

The Metro Central Enhancement Committee is comprised of six neighborhood association representatives. The Metro Councilor, Sam Chase, from District 5 serves as chair. The committee reviews and awards all grant requests.

Project Eligibility Criteria

A project must meet all of the following criteria to be eligible for funding:

1. The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
2. The project applicant must be:
    a. A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
    b. A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
3. The project must not be used to replace any other readily available source of federal, state, local or regional funds.
4. The project must not promote or inhibit religion.
5. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
6. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

Goals of Metro Solid Waste Community Enhancement Program

Project Goals: Projects shall meet one or more of the following goals:

1. Improve the appearance or environmental quality of the community.
2. Reduce the amount or toxicity of waste.
3. Increase reuse and recycling opportunities.
4 Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
5. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
6. Result in improvement to, or an increase in, recreational areas and programs.
7. Result in improvement in safety.
8. Benefit youth, seniors, low income persons or underserved populations.

REPORTING REQUIREMENTS

Reporting on how well community grants met their purpose and delivered on the intended outcomes will strengthen accountability with residents in the target area and the Metro region. Therefore, Metro requires a 6-month progress report, progress report with each reimbursement and a final report due upon project completion for all grantees of this program. The report will include a summary of grant activities, the actual project expenses, photos, follow-up activities, and evaluation of the project's success.

In your application you'll need to describe the outcomes you will report for your project, according to the overall purpose and goals established for your grant. What will you measure to illustrate the effectiveness of your project or program? What stories can you tell about your project or program's success? How will you use the information to improve your community or your programs in the future?

CONTRACTING AND REIMBURSEMENT PROCESS – PLEASE REVIEW

Once the application is approved by the Metro Central Enhancement Committee, Metro staff will work with the successful applicant to enter into the necessary agreements for the project between Metro and the applicant and/or their fiscal agent. Applicants who receive funding shall enter into a contractual 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 or spent prior to a completed and signed contractual grant agreement.**

In general, applicants will have up to 12 months (Jan. 1, 2019 to Dec. 31, 2020) to complete the proposed project. This year, the Metro Central Enhancement Committee will also consider projects that take up to two years to complete. **Funding is available on a reimbursement basis only. Once a reimbursement request is complete, Metro will issue the payment within one month**. Grant projects are subject to Metro audits and reviews. Metro and the Metro Central Enhancement Program shall be acknowledged as grant sponsors on any written or published material, grant product and/or project signage.

Grant recipients must be making reasonable progress towards the project goals and objectives within the first six months of award. A mid-term progress report is due six months in to the project. A final report will be due upon project completion. Metro shall receive copies of any grant products including but not limited to curriculum, videos, pictures, guides and brochures upon request.

WHAT'S THE TIMELINE?

July 2019	Availability of grant funds announced
August 13, 2019, 11:30 to 1:30 p.m.	Optional info session at Metro (600 NE Grand Avenue, Portland, room 370A/B)
Sept. 13, 2019 by midnight	**Applications due to Metro –** via ZoomGrants™
December 2019	Grant awards announced
Jan. 1, 2020	Metro grant funds available
Dec. 31, 2020	Projects completed (two-year grants completed by Dec. 31, 2021)

CONTACTS

For more information, visit www.oregonmetro.gov/grants **or contact: Rob Nathan**, Community Enhancement Grants Coordinator, Rob.Nathan@oregonmetro.gov or 503-797-1691 or **Eric Crandall,** program assistant, Eric.Crandall@oregonmetro.gov or 503-797-1662.

SECTION 2: APPLICATION GUIDELINES

Applications that meet all eligibility requirements will be reviewed by the Metro Central Enhancement Committee. It is the responsibility of the applicant to ensure their program 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 applicants if the grant application was successful.

APPLICATION INSTRUCTIONS

Metro ONLY accepts applications via the online system **ZoomGrants™**. Please register, login and submit your application **by midnight on Friday, September 13, 2019.** Follow this link to get your account started and begin your application. The information you will need to submit will be similar to previous years including:

Applicant and contact information

Project narrative or program description: In this section you'll briefly describe the project for which you are requesting funds including the following:

- a description of the skills, qualifications and track record of the individuals and organizations (e.g., staff, volunteers and board members, partners) involved that will achieve your project goals
- why your organization selected this project and the community need(s) to which it responds
- a project timeline (general estimate of when project will begin and when it will be completed) and describe where the project or program will take place.

You will also answer a question about how the community will benefit from your project including approximately how many people or what specific property will be directly affected and what are the anticipated outcome(s) of your project? If grant funds will be spent outside the target area, please list and explain how those funds serve the target area or residents within the target area.

Budget worksheet and budget narrative: You will need to provide a detailed project budget. Please use the budget narrative to explain how your figures are calculated.

Evaluation measures: Please describe clearly the outcomes to be included in your final report. This report will tell the story of what was 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 application.

Attachments Additionally, please plan to upload the following attachments:

- **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)
- ***Landowner permission.*** A letter stating permission to use property by land owner or manager (Applicable if, project requires any property upgrades on property the applicant does not own.)
- ***Letters of support*** (optional). Please feel free to provide letters of support from partners that actively support your application.
- ***Demographic survey.*** In order to serve the region's communities as broadly as possible, Metro is conducting a survey to learn whom our grants currently serve and to help improve community access. The demographic information you provide will not be used for the review of your grant application.

Submitting the application

Metro accepts applications ONLY via the online system **ZoomGrants™**. Please register, login and submit your application **by midnight on Friday, Sept. 13, 2019.**

A confirmation email will be sent by **ZoomGrants™** once the application is received. If you do not receive a confirmation, please let Rob Nathan or Eric Crandall know.

ZoomGrants™ link to Metro Central 2019 Enhancement Grant application:

Link to ZoomGrants™

APPLICATION EVALUATION CRITERIA

Applications will be evaluated by the Metro Central Enhancement Committee based on the information submitted in the application and the stated funding criteria. The application should make a convincing case that the program meets the purpose of the grant program and is achievable. In general, the committee will base its funding decisions on the following questions:

1. **Does the proposal meet the program requirements (page 4)?**
2. **How well does the proposal support the goals of the Community Enhancement Program (page 4)?**
3. **How well does the proposed project reach or impact people in the Metro Central target area (page 3)?**

RESOURCES

Below is a list of documents, maps and tools to assist with program research to support the need for you project or program and the benefits it may provide to the community.

Community enhancement grants | Metro: All information found in this handbook can be found on the Metro Central Enhancement Grant page on the Metro web-site.

Metro Strategic Plan to Advance Racial Equity, Diversity and Inclusion: adopted by Metro Council June 2016. www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion.

Oregon Certification Office of Business Inclusion and Diversity (COBID): the sole certification authority and searchable database of minority-owned, woman-owned and emerging small businesses. Metro encourages grantees to look for firms certified by Oregon's COBID program for contract work associated with grant projects.

Regional Equity Atlas: 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. 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. *www.gis.oregonmetro.gov/equityatlas*

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 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. *www.gis.oregonmetro.gov/metromap*

PortlandMaps: City of Portland's mapping tool shows overhead maps of addresses within the city limits. It includes property and tax information for most of metro Portland. *www.portlandmaps.com*

Portland Public Schools: 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.

The City of Portland Office of Equity and Human Rights: Provides education and technical support to City staff and elected officials, leading to recognition and removal of systemic barriers to fair and just distribution of resources, access and opportunity, starting with issues of race and disability. *www.portlandoregon.gov/oehr*

Neighbors West/Northwest: Provides support to residents in 12 neighborhood associations in northwest and inner southwest Portland. *www.nwnw.org*

The Oregon Environmental Literacy Plan: The Oregon Environmental Literacy Plan targets integration of conservation and environmental education into science, technology, engineering and math curriculum. The Oregon Environmental Literacy Aligning the Oregon Environmental Literacy Strands & the Academic Standards delineates specific curriculum adjustments to integrate environmental education into academic standards. *www.ode.state.or.us/gradelevel/hs/oregon-environmental-literacy-plan.pdf*