



# Investment and Innovation Grants

Program grant proposal handbook  
2020-2021

[oregonmetro.gov/grants](https://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**

Lynn Peterson

**Metro Councilors**

Shirley Craddick, District 1

Christine Lewis, District 2

Craig Dirksen, District 3

Juan Carlos Gonzalez, District 4

Sam Chase, District 5

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For ZoomGrants help, contact the Help Desk at  
[Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)



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## INVESTMENT AND INNOVATION GRANTS

Metro is committed to working with the residents and businesses of the region to manage and reduce the health and environmental impacts associated with the goods we all consume. These efforts include “upstream” work to reduce impacts in the manufacturing and use of goods, and “downstream” efforts focused on reductions in both the amount and toxicity of waste. Metro Investment and Innovation grants aim to do this by stimulating investment by private businesses and nonprofit organizations to create, expand, preserve and broaden efforts to reduce impacts throughout a product’s life cycle, including advancing waste prevention, reuse, recycling, composting and energy recovery in the Metro region. The grants also seek to foster economic opportunities or otherwise generate positive benefits for people who have historically been left out of the garbage and recycling system—particularly communities of color.

### INVESTMENT AND INNOVATION OBJECTIVES

- 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
- Reduce environmental impacts throughout the product life cycle.
- 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.

Up to \$500,000 will be available for the FY 2020-21 Investment and Innovation grant cycle. Program grants will be awarded in amounts between \$10,000 and \$50,000. They can be for a new or expanded project or program, or for ongoing work so long as the environmental and equity impacts of the work are clearly defined and align with the Investment and Innovation objectives. Funding can be used for staff salaries, contracted professional services, equipment, and/or materials and supplies.

Throughout this solicitation, references to “project” can refer to either a project or a program.

Due to financial impacts of the COVID-19 pandemic, the Investment and Innovation program will not accept capital grant proposals in the 2020 grant cycle.

## APPLICATION TIMELINE

The 2020 solicitation will follow the timeline below. See page 10 for more information on the proposal review process.

July 29, 2020	Application available in ZoomGrants
August 10, 2020, 12:00 p.m.	Optional informational session; <i>link to register on page 11</i>
August 24, 2020 morning	Optional virtual office hours for one-on-one support; <i>link to register on page 11</i>
<b>September 30, 2020, 5:00 p.m.</b>	<b>Complete applications due in ZoomGrants</b>
December 2020	Awards announced
January/February 2021	Contracts executed; disbursement of 50 percent of grant

### **A note about COVID-19 and Investment and Innovation grants**

Businesses and organizations across the region are facing unprecedented challenges from the COVID-19 pandemic. Investment and Innovation grants are focused on supporting specific types of programs or projects related to waste prevention, recovery, recycling and energy creation. Certain broad expenses like general operations are ineligible due to restrictions of the grant program's funding source. **Before applying, closely read the list of eligible and ineligible costs for these grants starting on page 5 to make sure your request qualifies.** Contact grant staff at [investmentandinnovation@oregonmetro.gov](mailto:investmentandinnovation@oregonmetro.gov) and/or attend one of the optional information sessions listed on page 11 if you have questions.

Metro understands that the pandemic poses many unknowns that may affect scopes of work for grants that would start in early 2021. For the application, define your scope, schedule and budget to the best of your ability with what you know at this point in time. After you submit the application, notify grant staff if anything in your application has changed or you anticipate will change. To do so, send an email with a short explanation to [investmentandinnovation@oregonmetro.gov](mailto:investmentandinnovation@oregonmetro.gov). If you are awarded a grant in December, the contracting phase in late December and January will be an opportunity to refine the project details for the grant award agreement.

## INVESTMENT AND INNOVATION PURPOSE

Metro works with local governments and community partners to minimize the environmental and human health impacts of the products consumed in the Metro region, from production to use to end-of-life management. Metro Investment and Innovation grants are intended to build lasting private-sector and nonprofit-sector capacity and resiliency in the greater Portland area to reduce impacts across the product life cycle, and prevent waste from being discarded in landfills.

Investment and Innovation grants will advance Metro's progress toward achieving its 2030 Regional Waste Plan goals, as well as its diversity, equity and inclusion goals. Please see Appendix A for a glossary of DEI-related terms.

### **2030 Regional Waste Plan**

The Regional Waste Plan is the blueprint for how Metro, local governments and others involved in managing greater Portland's garbage and recycling system will focus efforts and resources over the next decade. The plan emphasizes reducing harmful health and environmental impacts throughout the life cycle of products, from production, to use, to the way we manage discarded materials.

The plan can be found at [oregonmetro.gov/regional-waste-plan](https://oregonmetro.gov/regional-waste-plan).

#### **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

### **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 advance progress towards goals D and E, in particular. The strategic plan is posted to the Investment and Innovation program website, available at [oregonmetro.gov/investmentandinnovation](https://oregonmetro.gov/investmentandinnovation).

#### **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. Unincorporated organizations need a fiscal sponsor (a state certified, federally approved 501(c) nonprofit with a federal tax ID number).
- Applicants may only submit one funding request this grant cycle.
- All projects must show demonstrable, quantifiable impacts tied to the Investment and Innovation program purpose and objectives.
- Partnerships are strongly encouraged that strengthen the project's likelihood of success, particularly for equity impacts.
- In selecting proposals for funding, Metro may take into account Investment and Innovation capital or program grant funding previously awarded to applicants through the 2018 and 2019 grant cycles.
- Projects must be completed within a 12 month grant term, which would begin January or February 2021. The grant term may be up to 18 months if a need is sufficiently demonstrated and Metro approves a longer term.
- A complete proposal is required for Metro to consider a grant award, using the form described in this handbook and submitted through ZoomGrants (see page 11).
- An applicant must be in compliance with local, state, and federal requirements applicable to its operations.

### Eligible grant expenses

Investment and Innovation grant funds may be used for the following costs that are *directly* tied to the project described in your proposal:

- Staff salaries: Staff salary costs directly attributable to designing, implementing and/or evaluating the project. These costs may include fringe benefits such as health insurance, retirement funds, FICA, etc.
- Professional (consultant or contractor) services hired for the purpose of the project.
- Equipment.
- Materials and supplies.
- Indirect or overhead: Up to 10 percent of the total grant award may be used for indirect or overhead costs.<sup>1</sup>

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<sup>1</sup> 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, up to 10 percent of the grant award.

## Ineligible projects

Investment and Innovation grant funds may not be used for:

- Projects related to collection and disposal of garbage (as opposed to activities that prevent materials from becoming garbage, which could qualify for funding).
- Projects related to the cannabis industry.
- Projects related to human waste.
- Direct or indirect assistance to pay garbage or other utility bills.
- General marketing campaigns.
- Electronics recycling projects (as opposed to repair and reuse).
- Projects that only impact the proposer's own organization or business (for example, efforts to reduce waste generated by a single restaurant or hotel).

## Ineligible grant expenses

Investment and Innovation grant funds may not be used for:

- General operations, with the exception of 10 percent of the grant for indirect or overhead costs (see page 5).
- Costs not directly tied to the proposed project.
- Costs incurred outside the scope or timeframe (grant period) of the funding agreement, which will start in January or February 2021.
- Costs related to transactions with a company that is affiliated or related to the Investment and Innovation grant recipient.
- 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 for which payment has been or will be received under another financial assistance program. This includes pandemic-relief funding or loans.
- The purchase of land.
- Payment of fines, penalties, arrears, judgments or other such obligations.
- Activities that may degrade the quality of air, water and land resources.
- Costs for which the applicant cannot produce legible proof of payment documentation.

## Funding priorities:

To be competitive for this grant opportunity, consider the following:

- Certain products have significantly more negative environmental impacts than others because of the types of materials and processes used in their life cycles.<sup>2</sup> Metro encourages projects that focus on these high impact materials and products:
  - Food
  - Textiles/clothing
  - Electronics (repair and reuse projects are eligible; electronics recycling projects are not eligible—see page 6)
  - Building materials
  - Furniture
- Activities that focus on prevention, reuse (including donated food) and repair of materials generally have greater environmental benefit than recycling, composting or energy production activities. Metro encourages projects that develop, expand and strengthen the region’s prevention, reuse and repair efforts.
- Food waste projects will be most competitive if they focus on preventing food from becoming waste or increasing the capture of edible food, rather than on increasing the efficiency of existing food rescue systems.
- Educational programs will be most competitive if they target behavior changes that lead to improved environmental impacts, rather than general education or promotional/awareness campaigns.
- Proposals will be most competitive if there are clear opportunities for advancing racial equity, diversity and inclusion through the projects, programs and/or the applicants’ policies, practices and work culture. Refer to Metro’s Strategy for Advancing Equity, Diversity and Inclusion (see page 4) and Appendix D for additional guidance.

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<sup>2</sup> See Strategic Plan for Reuse, Repair, and Extending the Lifespan of Products in Oregon (Oregon Department of Environmental Quality, December 2016), available at <https://www.oregon.gov/deq/FilterDocs/wprStrategicPlan.pdf>, and Consumption-based GHG Emissions Inventory for Oregon, <https://www.oregon.gov/deq/mm/Pages/Consumption-based-GHG.aspx>.

## Match requirement (for-profit businesses only)

**For-profit business grantees** are required to contribute a minimum of 20 percent of the grant amount in match. For example, a \$10,000 grant would require the applicant to contribute at least \$2,000 in value to the project. This match may be cash or in-kind contributions, or a combination of both. There is no match requirement for not-for-profit organizations.

The following guidelines apply to match:

1. The contributions must be necessary for the accomplishment of the Investment and Innovation grant-funded project.
2. The matching funds must be spent (in the case of cash) or donations to the project made (in the case of in-kind contributions) during the grant term, which will begin in January or February 2021.
3. Match contributions to the project must be reported in the final report, which is due at the end of the grant term.
4. Match must be verifiable. Grantees must maintain records of the match and make them available for review by Metro upon request.
5. Cash match may be in the form of dollar contributions to the project from the grant recipient, individuals, businesses, organizations, other grants (as long as they have been awarded and available to the grantee), or loans from financial institutions.
6. In-kind contributions (i.e., third party contributions) must be reasonable and not excessively valued, and records must be maintained to support how the value of the in-kind contribution was determined. Acceptable forms of in-kind match for project-related activities include: donated professional services; volunteer time; donated real property supplies or equipment; and donated use of space or equipment.
7. Match may not be in the form of the following:
  - a. Cash spent on, or in-kind services donated to, expenses that are not *directly* tied to the proposed project.
  - b. Costs associated with preparing a grant proposal, proposal, stock or debt offering, formation of partnerships, incorporations, fundraising or other forms of such business costs.
  - c. Other Metro funding.
  - d. Money spent or donations to the project outside the grant term.
  - e. The purchase of land.
  - f. Indirect or overhead costs, including lease or rent payments.
  - g. Payments of fines, penalties, arrears, judgments or other such obligations.

## Clean air standards for diesel-powered vehicles and equipment

Any diesel-powered truck or equipment funded in whole or in part with Investment and Innovation grant funds must comply with the following standards:

- All diesel-powered non-road equipment greater than 25 horsepower shall meet the U.S. EPA tier 4 off-road emissions standards
- All diesel-powered on-road vehicles/trucks must have engines that are 2007 or newer.

## Location

Investment and Innovation grant-funded projects must take place within Metro's jurisdictional boundary ([oregonmetro.gov/jurisdictional-boundaries-maps](https://oregonmetro.gov/jurisdictional-boundaries-maps)) or significantly advance Investment and Innovation program objectives for the Metro region.

## OVERVIEW OF THE GRANT APPLICATION PROCESS

### Submitting a proposal via ZoomGrants

Applicants must successfully submit a complete proposal in ZoomGrants that describes how the project or program meets the objectives of the Investment and Innovation program and is achievable. See important instructions about working in ZoomGrants in the following “Proposal Instructions” section on page 11. For reference, the proposal questions are attached as Appendix C.

### Proposal review and funding recommendations

Recommendations for funding will be made by a grant review team. When evaluating your proposal, the review team will apply the evaluation criteria in Appendix B. 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.

During the review process, Metro staff may contact you to ask questions that clarify or elaborate on your proposal.

### Final award decisions

The Metro Waste Prevention and Environmental Services Director will consider the grant review team’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 Director’s determination to request a briefing or take action to deny or approve the decision. After completion of the notice period to Council (and Council action, if applicable), the award decisions will become final.

### Diversity, equity and inclusion enhancement

Metro may suggest enhancements to individual proposals to create or strengthen diversity, equity and inclusion aspects of the 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. Successful applicants may be encouraged or required to attend Metro-sponsored equity trainings.

## PROPOSAL INSTRUCTIONS

### Proposal assistance

During the application period, Metro will provide two specific opportunities to assist you with your proposal:

- **Optional informational webinar (August 10, noon):** Registration is required; sign up at [https://us02web.zoom.us/webinar/register/WN\\_3e1gNQbtTGCHtIdJ67bVcQ](https://us02web.zoom.us/webinar/register/WN_3e1gNQbtTGCHtIdJ67bVcQ). The 60-minute session will be recorded and posted to the grant program website soon after for those unable to attend. Participants will be able to ask staff questions using the Q&A feature during the webinar.
- **Optional virtual “office hours” (August 24 in the morning):** Metro grant staff will be available to discuss your project specifically and answer questions. Sessions are on a first-come basis and advance registration is required; please sign up for an available 20-minute slot at <https://oregonmetro.wufoo.com/forms/mawy38k1cma7nq/>.

If you are unable to attend one or both of the above opportunities and have questions, email [investmentandinnovation@oregonmetro.gov](mailto:investmentandinnovation@oregonmetro.gov) and staff will respond as soon as possible.

### Online proposal

Metro accepts proposals only via the online system [ZoomGrants](#) at [oregonmetro.gov/grants](https://oregonmetro.gov/grants) or directly at <https://zoomgrants.com/gprop.asp?donorid=2199&limited=2929>. For your reference, see Appendix C for the proposal questions applicants will answer via ZoomGrants.

Within 24 hours of your submission, Metro staff will send an email via ZoomGrants confirming the proposal has been received. To ensure that you are receiving emails, 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 send an email to [investmentandinnovation@oregonmetro.gov](mailto:investmentandinnovation@oregonmetro.gov).

### 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 (e.g. bullets, hyphens) before pasting into ZoomGrants.
- You may add partners or a fiscal sponsor on ZoomGrants. However, 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](https://help.zoomgrants.com) or contact the ZoomGrants Help Desk at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com).

## AFTER GRANT AWARD: CONTRACTING AND DISBURSEMENT

### Grant agreement and insurance requirements

Metro staff will work with successful applicants to enter into grant agreements with Metro. These contracts will outline specific responsibilities and legal obligations of each party, including insurance requirements, reporting and acknowledgements. Please visit the Investment and Innovation document library in [ZoomGrants](#) to review the grant agreement template. You may also email [investmentandinnovation@oregonmetro.gov](mailto:investmentandinnovation@oregonmetro.gov) to request a copy of the template.

All grant recipients will be required to have the following types of insurance and provide proof of coverage during the contracting phase:

- Commercial general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability must be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. **Metro, its elected officials, departments, employees and agents must be named as an ADDITIONAL INSURED.**
- Automobile bodily injury and property damage liability insurance. Insurance coverage must be a minimum of \$1,000,000 per occurrence. **METRO, its elected officials, departments, employees, and agents must be named as an ADDITIONAL INSURED.**
- Worker's compensation coverage in compliance with Oregon law.

Please email [investmentandinnovation@oregonmetro.gov](mailto:investmentandinnovation@oregonmetro.gov) if these insurance requirements would present a barrier to your organization or business.

### Payment of grant funds

Metro will disburse grant funds in three installments. The first two are advances of funds, and the final payment is a reimbursement at the end of the grant.

- **Installment 1 (50 percent of the grant)** will be disbursed to grantee upon execution of the grant agreement.
- **Installment 2 (40 percent of grant)** will be disbursed after grantee has spent first installment and provided Metro with a report documenting expenditures to date.
- **Installment 3 (10 percent of grant)** will be a reimbursement payment, disbursed to grantee after Metro receives the final report demonstrating how 100 percent of the grant funds were spent. See the grant agreement template in the document library in [ZoomGrants](#) for final report content.

## **Evaluating success and grant reports**

In your proposal, you will be expected to describe in Table 2, as concretely as possible, the metrics your team will use to evaluate success of the grant-funded project. If awarded a grant, these metrics will be incorporated into the grant agreement. Grant recipients will be required to report on the project's status, successes and challenges in quarterly progress reports, and on the impacts in a more detailed final report at the end of the grant.

If you are awarded a grant, Metro may suggest refinements to your proposed metrics during the contracting phase.

## CONFIDENTIALITY OF APPLICATION MATERIALS

Proposals, including supporting documents such as financial materials, reports and records, will be read and evaluated only by Metro staff and grant review committee members who are required to sign confidentiality agreements in advance of reviewing application materials. Application and grant materials will be maintained at Metro with restricted access, and periodically destroyed as allowed by audit policies and state law.

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. **You 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.

### INSTRUCTIONS FOR MARKING CONFIDENTIAL INFORMATION

- To mark individual responses in ZoomGrants as confidential, type "CONFIDENTIAL" in your answers to application questions in each of the relevant text boxes containing confidential information.
- To mark documents to be uploaded in ZoomGrants as confidential, stamp, type or write "CONFIDENTIAL" on each page of the document that contains confidential information. Please DO NOT mark the first page only of a document if you intend for the whole document to be treated as confidential, so it is very clear to Metro staff what you are intending.

## CONTACT

For more information, visit [oregonmetro.gov/investmentandinnovation](https://oregonmetro.gov/investmentandinnovation), or contact:

### **Suzanne Piluso**

Investment and Innovation program manager  
[suzanne.piluso@oregonmetro.gov](mailto:suzanne.piluso@oregonmetro.gov)

### **Laura van der Veer**

Investment and Innovation program assistant  
[laura.vanderveer@oregonmetro.gov](mailto:laura.vanderveer@oregonmetro.gov)

## 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: 2020 I&I PROGRAM GRANT EVALUATION CRITERIA

A grant review team will review proposals based on the following criteria. Scoring is intended to help the review team sort and assess proposals by quality, but may not determine the final funding recommendations. Additional considerations may apply, including past funding an applicant has received from the Investment and Innovation grant program.

Proposal Review Criteria	Possible Points
<p><b>Waste Stream, Environmental, or Health Impacts</b></p> <ul style="list-style-type: none"> <li>Project will prevent waste, increase reuse/repair of products, increase recycling, increase composting or increase production of energy from materials that would otherwise go to landfill, <b>and/or</b></li> <li>Project will improve environmental and human health impacts of the products manufactured, consumed or disposed in the region.</li> </ul>	<p><b>Up to 25 Points</b></p>
<p><b>Equity Impacts</b></p> <ul style="list-style-type: none"> <li>Project will directly benefit or reduce negative impacts for people of color or other historically marginalized communities, <b>and/or</b></li> <li>Applicant organization or business is implementing or planning specific activities to advance diversity and equity in its work place.</li> </ul>	<p><b>Up to 25 Points</b></p>
<p><b>Project Plan and Applicant Capacity</b></p> <ul style="list-style-type: none"> <li>Proposal provides a thorough and complete description of the project plan, and the activities seem well thought out and adequate to achieve desired impacts.</li> <li>Applicant appears to have the capacity to successfully complete the project, including identification of key people and partnerships, and descriptions of their roles and qualifications.</li> </ul>	<p><b>Up to 20 points</b></p>
<p><b>Project Budget</b></p> <ul style="list-style-type: none"> <li>Project budget is complete, reasonable, and clearly demonstrates how the grant funds will be spent on the project.</li> <li>Applicant identifies the total budget for the project, including additional sources of funding for the project.</li> </ul>	<p><b>Up to 10 points</b></p>
<p><b>Evaluation of Impacts</b></p> <ul style="list-style-type: none"> <li>Proposal clearly describes how progress and impacts will be measured, including specific metrics related to waste reduction, environmental, and/or human health and equity impacts.</li> </ul>	<p><b>Up to 10 points</b></p>
<p><b>TOTAL SCORE</b></p>	<p><b>Up to 90 points</b></p>

## APPENDIX C: I&I GRANT PROPOSAL

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

### **Project Name**

**Amount grant funds requested \$** *(between \$10,000 - \$50,000)*

**Total project or program 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.*

## Proposal questions (3000 characters = approx. 1 page)

Please answer the following as appropriate to your project. Indicate “not applicable” if a question does not apply to your project. All references to “project” may also apply to a program.

### Project summary

1. Provide a succinct description of the project and its anticipated impacts as related to the Investment and Innovation objectives. (*maximum 1000 characters*).

### Project impacts

2. Describe any impacts on the waste stream anticipated as a direct result of the project. Include specific estimates, where possible. Only include impacts that can be directly attributed to the project. (*maximum 2500 characters*)

**Examples include:** *Quantity of material that will be reused or repaired; Quantity of commercially prepared edible food that will be recovered for donation.*

3. Describe the environmental and/or human health impacts anticipated as the result of the project. Include specific estimates, where possible. (*maximum 2500 characters*)

**Examples include:** *Estimates of greenhouse gas emissions reductions as a result of the proposed project; Estimates of reduced diesel particulates or toxic air contaminants as a result of the project.*

4. Describe how your project will directly benefit or reduce negative impacts for communities of color or other marginalized communities. Your answer may include demographic information such as race, ethnicity and socio-economic status. Letters from community partners describing your collaboration can be included as an attachment. (*maximum 2500 characters*)

**Examples include:** *Addressing negative impacts (noise, traffic, odor) from a solid waste facility located in an underrepresented community; Providing employment opportunities or job training; Providing community a meaningful role in project implementation and decision-making; Increasing access to waste-related services.*

### Applicant capacity and culture

5. Describe how your organization or business has the capacity and experience to implement the project. Describe who will be responsible for project work and oversight (including managing the financial elements of the grant and evaluation activities). Include any partners involved in developing the project or that will be involved in implementation. (*maximum 2500 characters*)
6. Describe any efforts your organization or business is taking to advance diversity, equity and inclusion in your workplace. (*maximum 2000 characters*)

**Examples include:** *Increasing diversity of staff and board of directors (can include demographic information); Active efforts to recruit and retain diverse workers, including providing a living wage and health benefits; Workforce training and professional*

*development for staff, which could include ongoing skill building, trainings to reduce harassment or discrimination in the work place or in customer service, bystander intervention trainings, etc.; Support for employee resources groups for staff that identify as people of color, LGBTQ+ or other marginalized identities; Accessibility audits of facilities to improve access for staff and customers with disabilities.*

### **Miscellaneous**

7. Has your organization or business received funding from Metro or the Oregon Department of Environmental Quality (DEQ) in the past five (5) years? If yes, please briefly describe the purpose and amount of the funding.

- Yes, please explain: \_\_\_\_\_ (maximum 255 characters)  
 No

8. (For-profit businesses only) Is your business COBID-Certified through the state of Oregon? (COBID=Certification Office for Business Inclusion and Diversity)

Check all that apply:

- Emerging Small Business (ESB)  
 Minority/Women Business Enterprise (M/WBE)  
 Service Disabled Veteran (SDV)  
 Disadvantaged Business Enterprise (DBE and ACDBE)  
 (Check here if Nonprofit applicant, does not apply)

9. Have you reviewed the Confidentiality section of the Proposal Handbook (page 14) and marked your proposal accordingly, if applicable?

- Yes  
 No

**Table 1: Project plan and timeline**

In the table below, describe the work plan for your project. Include all of the significant tasks that you will need to complete, in chronological order where possible, to achieve the impacts described in your proposal. Include information for the entire project or program for the 12-18 month grant period, and indicate which elements would use grant funding.

<b>Task number</b>	<b>Project Tasks</b> Describe the work that will be completed to accomplish the project goals. Include tasks that do not use grant funds but are necessary to the project or program.	<b>Would I&amp;I grant funding be used to complete this? (yes/no)</b>	<b>Who will complete this task? Include any partners and consultants.</b>	<b>Timeframe</b> month/year - month/year
<b>1</b>	<b>Example:</b> Develop training modules for deconstruction contractor capacity building program.	Yes	ACME Deconstruction Training, Inc. (consultant)	01/21 - 02/21
<b>2</b>	<b>Example:</b> Deliver 2-day deconstruction training to 20-30 participants	No	Friends of Deconstruction (grant applicant)	08/21

**Table 2: Evaluation of project impacts**

In the table below, describe how you will evaluate the impacts associated with the project or program deliverables. How will you know whether your project succeeded in reaching its goals? Include data and metrics related to waste reduction, environmental and/or health impacts and equity, and be as specific as possible. **See Appendix E for examples of metrics from past grants.**

<b>Anticipated deliverables and impacts</b>	<b>Metric/ data to evaluate the deliverables and impact</b>
See Appendix E for examples.	

**Table 3: Permits, Licenses, Authorizations, Approvals or Waivers**

Provide a summary of all federal, state and local permits, licenses, authorizations, approvals, waivers and other authorizations that will be necessary to implement the project. Briefly explain each and whether they are in-hand, or, if not, the anticipated timeline for receiving them.

Permit, license, authorization, approval or waiver	Purpose	Status (obtained or anticipated)	If anticipated, timeline for submitting and receiving it

**Budget**

Your grant budget must include the grant funds requested and other resources (dollars and in-kind services or donations) necessary to complete the project or program during the grant term. Please carefully follow the instructions in the Excel template that is in the “Documents” tab of ZoomGrants.

Section 1: What is the <u>total budget</u> for the project/program?				
Section 2: <u>Budget detail</u>	GRANT TERM ONLY			Total Project/ Program Budget
PROGRAM OR PROJECT EXPENSES	I&I Grant Funds (provide detail below)	Other Funds (cash)	Other Resources (in-kind contributions)	
Applicant salary costs				
Contracted professional services				
Materials and supplies				
Equipment				
Overhead (up to 10 percent of grant)				
Other (specify)				
Other (specify)				
<b>TOTAL EXPENSES</b>				
Section 3: <u>I&amp;I grant costs narrative</u>				
Please describe how you came up with the numbers in the first column in your budget above (the I&I grant funds). Include enough detail so grant reviewers understand how the costs in your budget were calculated and how they relate to the project. Use more space or attach another form as needed.				
<u>Applicant salary costs:</u> List the people directly charging salaries (including benefits) to the project or new positions to be funded by the grant, the rates they will be paid, and the project-related work they will do.				

<u>Contracted professional services:</u> Describe the name of the individual and/or company, the project-related work they will do, rate they will be paid, and estimated number of hours (or full contract price), and any other relevant information to provide a clear understanding of this budget item.
<u>Materials and supplies:</u> List items, quantities and prices.
<u>Equipment:</u> List items, quantities, and prices.
<u>Overhead:</u> May be up to 10 percent of the grant award.
<u>Other:</u> Describe how you calculated the costs in your "other" line item(s), if applicable.

## Documents

### **Mandatory:**

- Applicant or fiscal sponsor's 501(c) IRS determination letter or tax-exempt status statement**, if applicable.
- For individual equipment purchases of \$5,000 or more each, **vendor bid specifications and official quotes**.
- Most recent set of **financial statements** for full year (calendar or fiscal year), or less than a year if the business or organization has not been in operation for a full year through July 31, 2020. Must include balance sheet, income (profit and loss) statement and cash flow statement (with notes, if applicable).
- Metro's W-9 form**.

### **Optional:**

*The following materials are optional and you may submit them if you feel it provides important context for the grant request.*

- Additional material** such as photos, diagrams and relevant supporting documents that help to describe or illustrate the project. No more than 10 pages.
- Letters of support (3 pages maximum)**. Letters will be accepted only from the community that will be impacted by the project. Examples include local jurisdictions, project partners, community-based organizations or neighborhood associations.
- Your business or organization's overall **budget**.

## APPENDIX D: EQUITY, DIVERSITY AND INCLUSION PROMPTS

The following prompts are intended to assist applicants for Metro’s Investment and Innovation grants in generating ideas for incorporating equity, diversity and inclusion into grant projects and proposals. They are just a few of many possibilities, and this list is not intended to be exhaustive.

### **Internal efforts at your business or organization to advance equity**

- What type of health and welfare benefits does your business/organization provide to employees? Are there opportunities to extend these benefits to all employees?
- Where could you develop opportunities to create pathways for career advancement for existing employees?
- What type of job training or professional development opportunities are in place for existing staff?
- What policies or practices does your organization have in place to advance equity? Examples of policies and practices could include a diversity and equity plan; requirements for staff micro-aggression training; or clear policies about how staff can report any harassment to business ownership.
- What types of supports, such as Employee Resource Groups, does your organization offer employees of color, LGBTQ employees or employees from other traditionally marginalized communities?
- If you have a board of directors, does it include members from underrepresented communities? What type of plans are in place to proactively diversify your board?
- Is your business/organization interested in participating in no- and low-cost diversity and equity trainings provided by Metro? What types of trainings would you be interested in?

### **Staff and contractors**

- Will you be hiring new staff for this grant funded work? If so, where are opportunities for recruiting applicants from underserved communities? How can you create hiring panels that are diverse and trained in how to eliminate bias in hiring interview and application reviews? What opportunities exist to work directly with workforce development organizations to recruit and train applicants?
- Will you be hiring contractors for this grant-funded work? If so, what opportunities exist to work with COBID contractors?
- If you will be reducing staffing due to this grant-funded work, will you take proactive, meaningful steps to help the displaced staff secure good jobs elsewhere?

### **Communities served or impacted**

- Will your grant-funded project include providing services to the public? If so, how can efforts be made to remove barriers to service or facility access to underrepresented communities?

Examples include providing sliding scale fees, transportation access to a facility, staff training on customer service to diverse customers.

- Is your project in close proximity to a traditionally underserved community/neighborhood? If so, what opportunities exist to reduce any negative impact the nearby community may experience due to your project? What opportunities exist to incorporate a community benefit to the neighborhood such as installation of playground equipment, landscaping, or providing a room in your facility that could be used by the community as a free meeting space? Could your staff donate volunteer hours to support a community project near your facility?

### **Partnerships**

- How can you create opportunities to partner with a community organization serving underrepresented communities, for example by including them in project planning or implementation, or by providing tours or job training to their constituents?

## APPENDIX E: EVALUATION METRIC EXAMPLES FROM PRIOR I&I GRANTS

Anticipated deliverables and impacts	Metric/data to evaluate deliverables and impacts
<b>Environmental Impacts</b>	
Additional items fixed at additional repair events (target= 160 items)	Number and type of items fixed at the additional repair events funded by the grant
Recover an additional 45 tons of lumber (including increased purchase and resale of large beams by 20 percent or 6.5 additional tons), with resulting reductions in CO2 equivalents	Volume of wood from large beams and percent change over baseline of prior year(s); calculated CO2 reductions based on tons of lumber diverted from disposal during the grant period.
Increased recovery of food rescued for donation	Pounds and increase in pounds over prior year of donated foods; breakdown of prepared foods vs. grocery items
12+ schools will reduce disposable waste by 30 percent: milk; food-serving boats; plastic food boxes; disposables at events; school supplies, or water bottles	Number of schools participating in program; estimate of percent increase of waste avoided by material type, including: <ul style="list-style-type: none"> <li>- quantity of plastic forks/spoon waste prevented by substituting metal utensils</li> <li>- quantity of milk carton waste avoided by installation of milk dispensers</li> <li>- quantity of paper trays avoided by implementing reusable trays.</li> </ul>
Deliver 2-day deconstruction training to 20-30 participants	List of participants trained, including associated businesses and organizations represented.
Six new construction firms begin implementing deconstruction best practices	Interviews with firms three months after training to collect data about any specific best practices they have been implementing since the training and quantities of materials (by type) they have reclaimed for reuse from deconstruction jobs.
<b>Equity Impacts</b>	
Hire two new employees, with goal of hiring from underserved communities	Number of jobs created, position description, hourly wages and scheduled hours, regular or temp status, wage/benefits provided, demographics (gender/race/ethnicity) of new hires  Narrative description of recruiting process and partners

Updated employee handbook and other internal policies to address equity, including policies on recruitment, hiring and promotion	Details on any updates to organizational policies and practices to address equity.
Investments in diversity, equity and inclusion professional development training for staff and management	Details on DEI trainings for staff and management, including who provided training, information covered, number of staff and managers trained, and follow-up activities (including relevant updates to policies or procedures)
Hiring and purchasing from COBID-certified firms for materials and contracting.	Number of firms contracted with during grant period and percentage of which are COBID-certified.
Enhanced culturally responsive services at repair events	Description of event materials translated into different languages, and description of interpretation services provided.