



Investment and Innovation Grants

Program grant proposal handbook
2023

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

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For ZoomGrants help, contact the Help Desk at

Questions@ZoomGrants.com



TABLE OF CONTENTS

Investment and Innovation program grants	2
Application timeline.....	2
Purpose and objectives	3
Minimum qualifications	4
Equity requirement.....	8
Priority focus areas	10
Overview of the grant application process	14
Proposal instructions	15
After grant award: contracting and disbursement.....	16
Confidentiality of application and grant materials.....	18
Contact.....	19
Appendix A: Glossary of equity-related terms.....	20
Appendix B: 2023 I&I program grant evaluation criteria.....	21
Appendix C: I&I program grant proposal.....	23
Appendix D: Match for Investment and Innovation program grants.....	30
Appendix E: Evaluation metric examples from prior I&I grants	31

INVESTMENT AND INNOVATION PROGRAM GRANTS

The Metro Council initiated the Investment and Innovation program to invest in private sector efforts to reduce environmental and human health impacts associated with products consumed in the Metro region, and to promote a solid waste system that benefits communities of color and other marginalized groups. Since 2018, Metro’s Investment and Innovation program has awarded \$10.7 million in grants, leveraging more than \$10.2 million in additional private investments in these projects benefiting greater Portland.

A total of up to \$2 million will be available for the 2023 grant cycle to fund both program and capital grants. This solicitation is for **program grants between \$10,000 and \$100,000** for new or expanded projects or programs, or for ongoing work so long as the impacts of the work align with the I&I purpose and objectives. Throughout this solicitation, references to “project” can refer to a project or a program.

Capital grants are solicited through a separate process; see the *Capital Grants Handbook* at oregonmetro.gov/investmentandinnovation to apply for a grant up to \$500,000 for large equipment or construction of facility infrastructure.

2023 PRIORITY FOCUS AREAS

Metro encourages proposals in three priority focus areas: **Reuse and repair; food waste prevention and rescue and transition to reusable service ware/packaging; and recycling infrastructure.** Proposals for projects that qualify for these focus areas are automatically awarded additional scoring points. More information on the priority focus areas is on page 10.

Application timeline

January 17, 2023	Application available in ZoomGrants
January 24, 2023	Optional informational session; <i>link on page 15</i>
January 31 to Feb. 2, 2023	Optional virtual office hours for one-on-one support
February 23, 2023, 5:00 p.m.	Pre-proposals due in ZoomGrants
April 10, 2023	Responses to pre-proposals (invitations or declines)
April 25 to 27, 2023	Optional virtual office hours for one-on-one support
May 22, 2023, 5:00 p.m.	Full proposals due in ZoomGrants (by invitation)
July 26, 2023	Awards announced
August/September 2023	Contracts executed
September 2023 (anticipated)	Disbursement of 50 percent of grant

PURPOSE AND OBJECTIVES

I&I program purpose

The Investment and Innovation (I&I) grant program aims to reduce environmental and human health impacts associated with products consumed in the Metro region, and to provide benefits from the solid waste system for communities of color and other marginalized groups. The program funds for-profit businesses, not-for-profit organizations, and colleges and universities to develop and sustain efforts to reduce disposal of materials through waste prevention, reuse and repair, and material recovery (including recycling and composting).

The grants help reduce greenhouse gas emissions that drive climate change and emissions of toxic particulates—impacts which disproportionately burden communities of color. At the same time, the program supports efforts to advance racial equity in the solid waste system, including by expanding services and employment opportunities for underserved communities and reducing harms from facility operations. The I&I program advances progress towards achieving multiple goals of the [2030 Regional Waste Plan](#) and Metro's [Strategic Plan to Advance Equity, Diversity and Inclusion](#).

I&I program objectives

Projects funded by I&I grants are intended to:

- **Reduce harmful environmental and health impacts** by reducing the amount and toxicity of waste associated with products consumed in the Metro region.
- **Advance equity** by creating benefits from the solid waste system for marginalized groups including career opportunities, expanded access to waste-related services, and reduced harms from garbage and recycling operations; and by developing the capacity of businesses and organizations in the solid waste system to create more equitable workplaces.
- **Build system resilience** by strengthening, improving and increasing the capacity of the region's waste prevention, reuse/repair, and material recovery infrastructure and workforce.
- **Catalyze innovation** by encouraging projects that test or expand new strategies.

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 also seeks to build a more inclusive and equitable solid waste system through a range of actions and tools, including grant funding.

The plan can be found at oregonmetro.gov/regional-waste-plan.

MINIMUM QUALIFICATIONS

Applicants are encouraged to submit their **highest priority proposal** for funding. If multiple applications are submitted, staff may request that applicants indicate the priority of their requests.

Applicants and projects must meet all of the following criteria to be eligible for I&I funding:

Applicants must:

- Be one of the following:
 - Non-profit organization (or fiscal sponsor) with a federal 501(c) designation.
 - For-profit business.
 - Institution of higher education (college or university).
- Be in compliance with all applicable local, state, and federal laws, rules, or other requirements applicable to its operations, including any regulatory, licensing, or franchise requirements of Metro and other regulators, in all jurisdictions where the applicant conducts business.
- Demonstrate a clear commitment to integrating diversity, equity and inclusion principles into its grant project and/or internal structures and operations. (See page 8-9 for more detail about this requirement.)
- If applicable, secure all relevant permitting, licensing, approvals, waivers and other authorizations for the grant-funded project at the time of full proposal submission, or have these processes substantially completed with a plan for completion included in the proposal.
- For-profit business and college/university applicants: demonstrate matching funds to share in the cost of the project. See Appendix D for more information on match requirements.

This section describes minimum qualifications and eligibility requirements for all applicants, projects and expenses. Review this section to ensure your proposal is eligible for funding. Contact I&I staff on page 18 if you have questions about these requirements.

Projects must:

- Align with the I&I purpose and demonstrate clear, quantifiable impacts that will advance one or more of the I&I program objectives listed on page 3.
- Impact the regional solid waste system, as opposed to a single business or organization. Projects that only impact a single organization or business will not be competitive. For example, grants will not be awarded for equipment for food waste prevention efforts at a single restaurant.
 - **Examples of how a project can “impact the regional solid waste system” include (but are not limited to):** Investments in new technology or infrastructure that will improve ability to sort and process comingled recyclables; Projects to significantly reduce the amount of waste generated across multiple sites or large campuses; Creation or expansion of opportunities in the garbage and recycling

system for underserved communities such as jobs, career ladders, or expanded services; Applied research that could lead to systemic improvements in the regional solid waste system. *Contact program staff if you are unsure about whether your project impacts the regional solid waste system.*

- Take place within [Metro's jurisdictional boundary](#) or, if the project will take place outside Metro's jurisdictional boundary, significantly advance I&I program objectives for the Metro region.
- Take place within an 18-month grant term, including completion of all project activities and expenditure of grant and match funds. The grant term begins upon signing the grant contract (anticipated August or September 2023). Grant recipients may request a longer grant term for extenuating circumstances.
- Be described in a complete proposal using the process described in this handbook and submitted online through ZoomGrants (see page 15).

Eligible grant expenses

Grant funds may be used for the following costs, so long as they are directly tied to the grant project and supported by legible proof of payment documentation:

- Staff salaries: Costs directly attributable to designing, implementing and/or evaluating the project. May include benefits such as health insurance, retirement funds, FICA, etc.
- Professional (consultant or contractor) services hired for the purpose of the project.
- Equipment.¹
- Materials and supplies.
- Indirect or overhead costs: Up to 10 percent of the total grant award.²
- For nonprofit applicants for projects within the Reuse and Repair Priority Focus Area only: Purchase, rent, lease, or lease to own, including land, buildings and office space (see page 10).

Are you requesting grant funds to purchase a vehicle? Contact program staff to determine whether to apply for a program or capital grant.

¹ Grant budgets that exclusively include equipment or infrastructure improvement costs should be submitted as capital grant proposals. Projects that include eligible staffing or other programmatic costs should be submitted as program grant proposals. If you are unsure, contact program staff to clarify the right grant type for your project.

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. To be an eligible grant expense, overhead must directly relate to the project completion and no more than 10 percent of the grant award.

Ineligible projects and costs

Grant funds cannot be used for:

- Costs not directly tied to the grant project.
- Costs incurred outside the scope or timeframe of the funding agreement (grant term), which is anticipated to start in August or September 2023.
- Basic costs related to collection and hauling services, such as purchase of recycling bins.
- 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 human waste.
- Purchase, rent, lease, or lease to own, including land, buildings, office space, etc., except for grants to nonprofit applicants for projects within the Reuse and Repair Priority Focus Area (see page 10).
- Financed vehicles, equipment, supplies, etc. funded by a loan where the grant recipient does not hold the title or rights to the item. For example, a truck financed through a bank or a dealership where the financier holds the title will not be an eligible grant expense until the loan is paid in full and the grant recipient owns the title free and clear.
- Costs for which payment has been or will be received under another financial assistance program.
- Costs associated with preparing a grant proposal, proposal, stock or debt offering, formation of partnerships, incorporations, fundraising or other forms of such business costs.
- Payment of fines, penalties, arrears, judgments or other such obligations.
- Activities that may degrade the quality of air, water and land resources.
- Costs related to transactions with a company that is affiliated or related to the I&I grant recipient.

Additional exclusions apply specific to projects within the Priority Focus Areas; see pages 10-13.

Match requirement (for-profit businesses and institutions of higher education only)

For-profit business and colleges/universities are required to share in the costs of grant-funded projects and leverage the public investment by contributing a minimum of 20 percent of the grant amount. 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. Match guidelines are detailed in Appendix D. *There is no match requirement for nonprofit organizations.*

Clean air standards for diesel-powered vehicles and equipment—engines and fuel

Any diesel-powered vehicle 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 engine model years that are 2010 or later.
- A low emissions fuel must be used in grant-funded diesel equipment for (at a minimum) the duration of the grant term, whether or not the cost of the fuel is funded by the grant.

Low emissions fuel is defined as any fuel that has a carbon intensity that is lower than the Oregon Clean Fuel Standards for 2021 set in Oregon Administrative Rule (OAR) 340-253-8010 and using the most current (as of July 6, 2021) list of carbon intensity values published by the Oregon Department of Environmental Quality. The standard for diesel and diesel substitutes in 2021 is to have a carbon intensity value of less than 96.12 grams of carbon dioxide equivalent per megajoule (gCO₂e/MJ). As of September 30, 2021, the diesel fuels that meet the definition of low emissions fuel include renewable diesel and biodiesel.

Commercially available B5 diesel meets this minimum standard and is what is being sold as conventional diesel fuel at all Oregon gas stations. However, Metro encourages grant applicants to investigate the larger selection of lower emissions fuel available at card lock fuel stations including Pacific Pride, as well as some general retail gas stations including Sequential and Jay's Garage in the Portland region. Card lock pricing for B20, B50, B99 and R99 (made from renewable sources) may even be available at the same or lower cost than B5 diesel fuel.

EQUITY REQUIREMENT

To be considered for an I&I grant, all applicants must demonstrate a clear commitment to integrating diversity, equity and inclusion (DEI) principles into their grant projects and/or internal structures and operations. I&I grants are intended to advance Regional Waste Plan goals and actions related to racial equity by:

- Increasing access to economic and other benefits generated by the region’s garbage and recycling system;
- Reducing harms of the system on BIPOC and other underserved communities; and
- Building the capacity of businesses and organizations operating in the system to advance diversity, equity and inclusion.

The list below illustrates some of the ways that applicants could demonstrate a commitment to DEI principles. This list is not exhaustive, and the application provides an opportunity for applicants to describe other DEI-focused actions and practices.

Economic benefits

- Applicant organization or business is owned, led by and/or primarily serves BIPOC individuals and communities.
- Project includes COBID-certified (or COBID-eligible) contractors and subcontractors to complete project activities.
- Project directly adds new jobs for BIPOC individuals, particularly those that provide living wages and benefits.
- Project includes new measures to recruit, retain and develop career ladders for BIPOC employees.

Organizational/business capacity

- Project improves facility or operations improvements to ensure safe and healthy working environments for frontline employees, the majority of which are BIPOC.
- Project includes meaningful DEI training opportunities and/or the development of inclusive organizational policies and practices.

Community benefits

- Project includes new or expanded culturally-responsive programs and services for BIPOC communities.

This section describes the minimum threshold to be eligible for a grant. The more significantly an applicant demonstrates that the project or program will advance racial equity, the higher the application will be scored and greater the chances of being awarded a grant.

A glossary of equity-related terms can be found in Appendix A.

- Project includes investments in the surrounding community by reducing harms (such as odor and noise).
- Grant project will be co-created with community in which it will take place (i.e., community is informing and shaping the work, as well as benefitting from it directly).

Inclusive contracting

- Develop a strategy for hiring BIPOC/COBID-certified contractors and subcontractors.
- Demonstrate that all contracted professional services funded by I&I grant will be paid living and/or prevailing wages for all work on the I&I grant-funded project.

Good jobs and inclusive workforce

- Demonstrate that all workers at grantees' business or organization are paid a living wage and benefits by describing employee compensation structure, healthcare and other benefits provided to employees. Details should include wage scales, annual cost of living adjustments (COLA), healthcare program, vacation and sick time, and any other related benefits or incentives to provide a clear picture of how applicant defines "living wage."
- Demonstrate diversity of the applicant business/organization and project team, as well as any proposed contractors/subcontractors, including race, gender, veteran status and disability, as well as other measures of diversity. Distinguish between staff and management to demonstrate diversity at all levels, not just frontline staff.
- Identify a meaningful activity promoting workforce equity, diversity and inclusion within applicant business or organization that will be undertaken if awarded the grant, and explanation of how the results will be reported to Metro. Examples include support for employee resource groups for staff that identify as people of color, LGBTQ, or other marginalized identities, or an accessibility audit or facilities improvements to improve access for staff and customers with disabilities.
- Identify a meaningful activity promoting workforce diversity within applicant's local community that will be undertaken if awarded the grant, and explanation of how the results will be reported to Metro. Examples could include partnering with a community workforce/training organization to provide mentoring, technical job shadows or hosting job fairs targeting underserved communities.

PRIORITY FOCUS AREAS

In the 2023 grant cycle, Metro encourages and will prioritize proposals addressing the three focus areas described below: (1) Reuse and repair; (2) Food waste prevention and rescue and transition to reusable service ware/packaging; and (3) Recycling infrastructure. These types of projects will automatically be awarded additional scoring points according to the grant evaluation criteria in Appendix B. In addition to the qualifications below, priority focus area projects must also comply with eligibility requirements in the “Minimum Qualifications” section starting on page 4. Projects that don’t fall into one of the priority focus areas still qualify for funding if they meet the minimum qualifications.

Note: The focus area descriptions are the same in both the capital and program solicitations. Some outcomes and examples will apply more to capital grants than program grants, and vice versa.

Reuse and Repair

Description: Projects that increase the reuse, repair and donation of materials and consumer products. Specifically, this focus area includes sustaining and expanding the region’s reuse and repair infrastructure that helps residents and businesses extend the lifespan of products and materials already in circulation through effective repair, collection, processing and resale/redistribution.

Grants for purchase, lease, or rent of real property are limited to nonprofit applicants in this focus area only.

Desired outcomes:

- Creation or expansion of collection opportunities and markets for reuse, repair and share of electronics, building materials, textiles, bulky waste (furniture, appliances, etc.) and other high impact products and packaging.
 - *Example projects include:* “Value added” applications of building materials such as repurposing into furniture; Supply chain improvements to allow contractors to order larger quantities of reused dimensional lumber in one place; Replacement of single-use packaging with reusable packaging used to transport or distribute goods for a collaborative/consortium of like business types.
- Build capacity and employment opportunities within the region’s reuse and repair organizations and businesses.
 - *Example projects include:* Coalition building to develop shared strategies and training opportunities (DEI, trauma-informed care, business skills, marketing and cross-promotion, etc.); Specific skills training or pre-apprenticeship courses; Expansion or retrofitting facilities for additional space for processing donations, off-season storage, accessibility improvements and education/workshop spaces.
- Improved customer knowledge, repair skills, and adoption of best practices for extending the lifespans of projects and materials already in circulation.

- *Example projects include:* Targeted educational and outreach campaigns informed by data to increase the quantity of high-value materials that are kept in use rather than disposed; Projects to reduce barriers to reuse/repair such as language translation to enable greater access to reuse opportunities.

Exclusions:

- Projects that involve repair of automobiles.

Food waste prevention and rescue; transition to reusable service ware/packaging

Description: Projects that establish or expand food waste prevention efforts to reduce the amount of food being disposed in landfills or composted, and projects that encourage the transition from disposable to reusable service ware and packaging. As with all Investment and Innovation grants, projects in this focus area must impact more than a single business.

Desired outcomes:

- Prevention of food waste from being generated at the source (i.e., before excess food is created).
 - *Example projects include:* Modifications to production, manufacturing or distribution processes to prevent loss or waste of food and ensure food; Technology to support food waste tracking, inventory management and other practices shown to reduce food waste; Technologies that extend the shelf-life of food; Education and training to a consortium of chefs and food service staff on food waste prevention practices; Resale markets or post-retail channels that enable the sale of surplus food inventory.
- Rescue of high-quality, edible food that would otherwise be disposed, and redistribution of that food to people experiencing, or at risk of experiencing, hunger. Projects that demonstrate collaboration with other organizations and culturally responsive food distribution services to diverse populations will be most competitive.
 - *Example projects include:* Purchase of refrigerated trucks or other capital equipment to expand transportation and distribution capacity; Technology and program solutions to connect food donors with recovery organizations.
- Creation of high-quality products from surplus food and food byproducts (upcycling).
 - *Example project includes:* Production of marketable baked goods from spent grains or sauces from produce scraps.
- Investments in transitioning from using disposables (including compostable/biodegradable materials) to durable service ware and packaging materials.
 - *Example projects include:* Developing infrastructure and systems for a collaborative or consortium of like businesses, or a large campus, to transition from disposable service ware to reusable materials.

Exclusions:

- Projects relating to designing, engineering, or building a food de-packaging facility.
- Projects related to compostable or biodegradable service ware and packaging.
- Projects related to collection equipment or improving on-site collection areas at food waste-generating businesses.
- Projects where the majority of the food relevant to the project is purchased, rather than rescued/diverted from disposal.

Recycling Infrastructure

Description: Projects that strengthen and build resiliency into the recycling system that serves residents and businesses in the Metro region, to ensure that materials collected now and in the future are as marketable as possible.

Desired outcomes:

- Expanded capacity for local processors of recyclables and manufacturers of recycled content products, to encourage development of local end markets (including attracting new entrants) that produce a consistent and reliable supply of high-quality feedstock.
- Opportunities to increase recovery of materials that are not collected curbside from residents and businesses, such as depots or collection events located in underserved communities where residents can drop materials for recycling or reuse for free.
- Expanded capacity for new entrants to the recycling system, particularly small businesses and community-based organizations that are providing neighborhood-level services.
 - *For example:* Planning and/or consulting efforts that help small businesses and community-based organizations develop the qualifications needed to be able to participate in the future funding opportunities provided by the Recycling Modernization Act.
- Material Recovery Facilities (MRFs) are set up to maximize effective sorting of recyclables and removal of contaminants, so that the region's recyclables are clean and can meet the specifications of markets. This includes investments in modern sorting technologies to more effectively remove contaminants or sort recyclables into higher grade commodities.

Recycling Modernization Act funding implication

Oregon's new Recycling Modernization Act (RMA) will leverage the resources of producers of packaging, paper products and food service ware to pay for many of the necessary improvements to the statewide recycling system to ensure these materials are recycled successfully. Producers will fund these necessary upgrades through Producer Responsibility Organizations (PROs).

Commingled processing facilities that are certified by the State of Oregon under the new law will be eligible to receive fees from PROs to compensate them for the cost of removing covered products that are contaminants to the recycling system and to support the increased costs associated with

processing and marketing of recyclables. Small businesses and community organization may have opportunities to contract directly with PROs to operate community collection events or recycling drop-off locations. Rulemaking is underway to develop details related to this funding, which is anticipated to become available in 2025-2026.

Investment and Innovation (I&I) grants are intended to fund efforts to prevent waste and the disposal of materials where there are not producer-funded opportunities to pay for costs associated with those efforts. I&I grant contracts for 2022-23 grant awards may include a condition requiring certain grant recipients to pursue PRO funding if it becomes available during the grant term and the grant budget includes expenses that are eligible for PRO funding.

For more RMA information:

- <https://www.oregon.gov/deq/recycling/Pages/Modernizing-Oregons-Recycling-System.aspx>
- <https://www.oregon.gov/deq/recycling/Pages/Commingled-Processing-Facilities.aspx>

OVERVIEW OF THE GRANT APPLICATION PROCESS

The proposal process occurs in two stages: a **pre-proposal phase** and a **full proposal phase**. A grant committee will review all pre-proposals and make recommendations to Metro on which applicants should be invited to submit full proposals. The committee will then review the invited full proposals and make funding recommendations to Metro. The committee is comprised of community and local government members and Metro staff.

Proposals will be evaluated based on the information submitted by applicants; alignment with the I&I purpose, objectives, and review criteria; and the review committee's professional and collective judgment.

Pre-proposal phase

The first step in the grant proposal process is submission of a complete pre-proposal. While multiple proposals will be accepted, applicants are encouraged to only submit their highest priority proposal for funding. Pre-proposals must be submitted via ZoomGrants (see page 15). For reference, pre-proposal questions are included in Appendix C. The purpose of a pre-proposal is to provide the review committee with enough information about your proposed project for the committee to determine whether it aligns with the grant program purpose and objectives and meets the minimum qualifications.

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, staff may request that you include a response to specific feedback or questions from the committee.

Full proposal phase

Metro will accept full proposals only from applicants who are invited to apply based on the success of their pre-proposal. Full proposal requirements are included in Appendix C.

An invitation to submit a full proposal does not guarantee funding. The review committee will evaluate full proposals using the criteria attached in Appendix B to make funding recommendations to the Metro Waste Prevention and Environmental Services Director ("Metro WPES Director") and Metro Chief Operating Officer ("Metro COO"). During the review process, Metro staff may contact you to ask questions that clarify or elaborate on your proposal.

The full proposal is included in this handbook in Appendix C so applicants know what will be expected at the later stages of the grant process. Do not submit full proposal materials with your pre-proposal; they will not be considered at the pre-proposal phase.

Final award decisions

The Metro COO will consider the grant review committee and Metro WPES Director's recommendations and make a final determination on grant awards. The Metro Council will have seven days after notice of the Metro COO's determination to request a briefing or take action to deny or approve the decision, if it so chooses. After completion of the Council notice period (and Council action, if applicable), the award decisions will become final. At that point, all applicants will be notified of the outcome of their proposal.

PROPOSAL INSTRUCTIONS

Proposal assistance

During the application period (outlined on page 2), Metro will provide opportunities for assistance:

- **Optional informational webinar (January 24, 2 p.m.):** Registration is required; sign up here: https://us06web.zoom.us/webinar/register/WN_zweamK-qT7qgxK5LrTeEEw. 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.
- **Optional pre-proposal virtual “office hours” (January 31 to February 2):** 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; sign up for an available 20-minute slot at <https://oregonmetro.wufoo.com/forms/rgq48dq11f03ji/>.
- **Optional full proposal virtual “office hours” (April 25 to 27):** Link to be provided for applicants invited to submit full proposals.

If you are unable to attend the above opportunities, email your questions to 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 or directly at <https://www.zoomgrants.com/gprop.asp?donorid=2199&limited=4356>. 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 receipt. 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 send an email to investmentandinnovation@oregonmetro.gov.

Important notes for working in ZoomGrants

- You will need to have a [ZoomGrants account](#) in order to be able to submit an application.
- Each answer has a character limit, which includes spaces. For example, 3,000 characters is approximately one page (single spaced).
- 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. Remove all formatting (e.g., bullets, hyphens) before pasting into ZoomGrants.
- You may add partners or a fiscal sponsor as [collaborators](#) on ZoomGrants. However, only the applicant may submit the proposal.
- For technical support, use the Help button at the top of the ZoomGrants page, access tutorials at help.zoomgrants.com or contact the Help Desk at 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 current grant agreement template. You may also email 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 and throughout the grant term as policies are renewed:

- 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.** Alternatively, Metro may waive required auto insurance at its discretion where the grantee provides sufficient assurances that all persons driving personal vehicles in performance of the grant carry personal auto insurance at statutorily required minimums.
- Worker's compensation coverage as required by law that meets applicable state statutory requirements including Employer's Liability with limits not less than \$1,000,000 per accident or disease where required.

Please email investmentandinnovation@oregonmetro.gov if these insurance requirements would present a barrier to your organization or business.

Payment of grant funds

Metro will disburse program grant funds in three installments:

- **Installment 1 (50 percent of grant)** will be disbursed upon execution of grant agreement.
- **Installment 2 (40 percent of grant)** will be disbursed after grantee has spent first installment and provided Metro with a report documenting how the grant funds (and any required match) were spent.
- **Installment 3 (10 percent of grant)** will be a reimbursement payment, disbursed to grantee after Metro receives and approves the final report demonstrating how 100 percent of the grant funds (and any required match) were spent.

Evaluating success and grant reports

In the full proposal applicants will be required to identify the metrics the project team will use to evaluate project impacts. If awarded a grant, grantees will work with Metro staff to refine these

metrics and incorporate them 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 overall project impacts in a more detailed final report at the end of the grant.

CONFIDENTIALITY OF APPLICATION AND GRANT MATERIALS

Proposals, including supporting documents such as financial materials, will be read and evaluated by grant review committee members and Metro staff. In addition, Metro staff may share proposals (excluding financial statements and trade secrets that are marked by applicant as confidential) with other Metro departments and/or external public partners as needed to conduct due diligence on funding requests.

For proposals selected for funding, Metro staff may share grant materials, including grant scopes of work and progress or final reports, with external public partners, for example to help inform policy development.

Application and grant materials will be maintained electronically on a Metro server with access generally restricted to staff involved with the I&I grant program. These materials will be periodically destroyed as allowed by audit policies and Oregon public records law.

As allowed by Oregon law, you may identify as confidential any trade secrets and financial statements in your materials that are directly related to the proposal and that are submitted to or reviewed by Metro. **You must prominently mark any information that is claimed as a confidential trade secret or financial statement 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 financial statements and trade secrets marked as confidential unless Metro's refusal to disclose would be contrary to applicable Oregon law, including, without limitation, ORS Chapter 192. In addition, committee members are required to sign confidentiality agreements in advance of reviewing application materials to protect these financial documents and trade secrets.

INSTRUCTIONS FOR MARKING TRADE SECRETS AND FINANCIAL STATEMENTS AS CONFIDENTIAL

- Only mark trade secrets and financial statements as confidential.
- 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 (financial statements and trade secrets).
- To mark documents to be uploaded in ZoomGrants as confidential, stamp, type or write "CONFIDENTIAL" on each page of the document that contains trade secrets or financial statements. 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.
- Please note that Metro will make a good faith effort not to disclose the financial statements and trade secrets marked as confidential unless Metro's refusal to disclose would be contrary to applicable Oregon law, including, without limitation, ORS Chapter 192.

CONTACT

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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: 2023 I&I PROGRAM GRANT EVALUATION CRITERIA

A grant review committee will review full proposals based on the following criteria. Scoring is intended to help the committee sort and assess proposals to assist the committee deliberation process, but scores do not solely determine the final funding recommendations. Final funding recommendations are made through the committee’s deliberations as a group.

Proposal Review Criteria	Possible Points
<p>Waste stream, environmental, or health impacts <i>Proposal demonstrates <u>one or both</u> of following:</i></p> <ul style="list-style-type: none"> • Project will prevent waste, increase reuse/repair of products, increase recycling, or increase composting of materials that would otherwise be disposed as garbage. • Project will improve environmental and human health impacts of the products manufactured, consumed or disposed in the region. 	5
<p>Equity impacts <i>Proposal demonstrates <u>one or both</u> of following:</i></p> <ul style="list-style-type: none"> • Project will directly benefit people of color or other marginalized communities. • Applicant is currently demonstrating a commitment to equity through its workplace practices or community impact, or applicant has identified specific actions it will take during the grant term to build its capacity to advance equity. 	10
<p>Project plan and applicant capacity <i>Proposal demonstrates <u>all</u> of following:</i></p> <ul style="list-style-type: none"> • Proposal provides a thorough and complete description of the project plan, and the activities reasonably relate to achieving desired impacts. • Applicant has the capacity to successfully complete the project, including identification of key people and partnerships, and descriptions of their roles and qualifications. 	10
<p>Project budget <i>Proposal demonstrates <u>all</u> of following:</i></p> <ul style="list-style-type: none"> • Project budget is complete, reasonable, and clearly demonstrates how the grant funds will be spent on the project. • Applicant identifies the total budget for the project, including additional sources of funding for the project. 	10
<p>Evaluation of impacts <i>Proposal demonstrates <u>all</u> of following:</i></p> <ul style="list-style-type: none"> • 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. 	5
TOTAL POSSIBLE GENERAL EVALUATION CRITERIA POINTS	40

<p>Bonus points for Priority Focus Area projects <i>Proposal aligns with one of the following Priority Focus Areas, as defined in the grant solicitation:</i></p> <ul style="list-style-type: none"> • Reuse and repair • Food waste prevention and rescue • Recycling infrastructure 	<p>10 (automatic)</p>
<p>TOTAL POSSIBLE SCORE (general evaluation criteria points + bonus points)</p>	<p>Up to 50 points</p>

APPENDIX C: I&I PROGRAM GRANT PROPOSAL

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

Project Name

Amount grant funds requested \$ *(between \$10,000 - \$100,000)*

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.

Pre-proposal questions (3000 characters = approx. 1 page)

Please answer the following as appropriate to your project. All references to “project” may also apply to a program.

Project summary

1. Provide a summary of your proposed project. Include the following: What are the primary goals for this project? What activities will be completed? What is the approximate timeline? How will the grant funds be used? (*maximum 3000 characters*)

Project impacts

2. Describe the impacts that your project will have on the waste stream, environment and/or human health, if any. Include specific estimates where possible. Only include impacts and estimates that can be directly attributed to the project. (*maximum 2500 characters*)

Examples include: Quantity and types of additional material that will be reused, repaired, recycled, composted, or food rescued for donation; Description of collection events and the number of participants that will be reached; Estimates of reduced diesel particulates or toxic air contaminants as a result of the project; Description of system improvements as a result of investments in training or new technology.

3. How will your project meet the I&I Equity Requirement described on page 8-9 of the Proposal Handbook? Include any or all of the following that are applicable: (1) how the grant will directly benefit marginalized communities; (2) how your organization or business is demonstrating an ongoing commitment to advancing equity at work or in your community; and/or (3) any specific actions your organization or business will take to grow its capacity to advance equity. (*maximum 3000 characters*)

Miscellaneous

4. 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. (*maximum 1000 characters*)
5. (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)
- No, not COBID-Certified
- No, nonprofit applicant, does not apply

6. Do you acknowledge that you have reviewed the Confidentiality section of the Proposal Handbook (page 18) and accept that your proposal will become part of the public record

(except for financial statements and trade secrets, which you have marked Confidential as required)?

Yes

No

Full proposal questions—BY INVITATION ONLY

Full proposal questions and document uploads are included for your information only. Please do not submit full proposal materials unless invited to do so by Metro staff. The full proposal builds on the pre-proposal, and includes the following additional questions, tables and documents:

Applicant capacity

- 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)*

Response to committee feedback

- If you received feedback on your pre-proposal from the grant review committee (via Metro staff), please respond directly to that feedback here. *(maximum 10000 characters)*

Full proposal tables

Table 1: Work plan

In the table below, describe the work plan for your project. Include all of the significant activities 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 18-month grant term. If there are elements of your proposed project that will use funding other than I&I grant funds, please indicate in the work plan and budget.

Task number	Project Activities 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.	Would I&I grant funding be used to complete this? (yes/no)	Who will complete this task? Include any partners and consultants.	Timeframe month/year - month/year
1	Example: Develop training modules for deconstruction contractor capacity building program.	Yes	ACME Deconstruction Training, Inc. (consultant)	01/21 - 02/21
2	Example: 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? Focus on impacts directly attributable to the project. 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.**

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

Table 3: Matching Contributions—required for for-profit businesses and college/university applicants; optional for nonprofit applicants

In the table below, provide the requested information for each source of your match, associated task(s) from your Work Plan (Table 1), and whether the match is secured.

Source of match <i>(examples below)</i>	Match amount	Associated task(s) from Work Plan	How \$ amount was calculated	Whether the match is secured and currently available <i>(if not, when anticipated)</i>
Cash from applicant	\$			
Loan/credit from financial institution	\$			
Other grants	\$			
TOTAL MATCH	\$	N/A	N/A	N/A

Table 4: 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. Metro may complete additional due diligence with other Metro departments and public partners to review this requirement.

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

Budget at full proposal stage (Excel template)

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)				
TOTAL EXPENSES				
Section 3: <u>I&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 (full proposal only)

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 January 31, 2023. Must include balance sheet, income (P&L) 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**. Letters will be accepted only from the stakeholders 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: MATCH FOR INVESTMENT AND INNOVATION PROGRAM GRANTS

For-profit business and colleges/universities are required to share in the costs of grant-funded projects and leverage the public investment by contributing a minimum of 20 percent of the grant amount. 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 nonprofit organizations.*

The following guidelines apply to match:

1. The contributions must be necessary for, and directly related to, the 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. The “grant term” means between the grant start date (anticipated July or August 2023) and end date, as set forth in an executed grant contract.
3. Match contributions to the project must be reported in the final report.
4. Match must be verifiable. Grantees must maintain records of the match sources, expenditures and how they relate to the grant project, 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.

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

Anticipated deliverables and impacts	Metric/data to evaluate deliverables and impacts
Environmental Impacts	
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 term.
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"> - quantity of plastic forks/spoon waste prevented by substituting metal utensils - quantity of milk carton waste avoided by installation of milk dispensers - quantity of paper trays avoided by implementing reusable trays.
Deliver 2-day deconstruction training to 20-30 participants (<i>Note: could also be an equity impact, depending if training targeted BIPOC or other underserved contractors.</i>)	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.
Equity Impacts	
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 COVID-certified firms for materials and contracting.	Number of firms contracted with during grant term and percentage of which are COVID-certified.
Enhanced culturally responsive services at repair events	Description of event materials translated into different languages, and description of interpretation services provided.