

BEFORE THE COUNCIL OF THE  
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF ADOPTING	)	RESOLUTION NO. 81-277
GUIDELINES FOR PROCESSING	)	
PROPOSALS SUBMITTED UNDER THE	)	Introduced by
\$75,000 RECYCLING SUPPORT FUND	)	Regional Services Committee

WHEREAS, The Metro Waste Reduction Plan calls for development of incentive systems to further recycling efforts through a support fund for distribution to local individuals, organizations, businesses and jurisdictions involved in recycling; and

WHEREAS, The Council has adopted a waste reduction plan for reducing the amount of solid waste entering solid waste facilities; now, therefore,

BE IT RESOLVED,

That the Council of the Metropolitan Service District hereby adopts the attached \$75,000 RECYCLING SUPPORT FUND GUIDELINES.

ADOPTED by the Council of the Metropolitan Service District this 3rd day of September, 1981.

  
Presiding Officer

RH:os  
4008B/267  
8/20/81

**REQUEST FOR PROPOSALS/GUIDELINES FOR APPLICANTS:**

**METROPOLITAN SERVICE DISTRICT (METRO)**

**RECYCLING SUPPORT FUND**

**FUNDING PERIOD: One year, starting January 1, 1982**

**DEADLINE FOR SUBMITTAL: October 16, 1981, 5:00 p.m. at  
Metro Solid Waste Office**

**or mail to:**

**RECYCLING SUPPORT FUND  
SOLID WASTE DEPARTMENT  
METROPOLITAN SERVICE DISTRICT  
527 S. W. Hall Street  
Portland, Oregon 97201  
221-1646**

**For further information contact Richard Hertzberg or  
Judy Ellmers at Metro.**

PROPOSED SEQUENCE OF EVENTS:  
METRO RECYCLING SUPPORT FUND PROGRAM

<u>STEPS</u>	<u>DATES (1981-2)</u>
1. Finalize Draft Guidelines/ Criteria-----	July 17
2. Draft Guidelines to Council Regional----- Services Committee	Aug. 11
3. Form Review/Evaluation Committee-----	Aug. 17
4. Finalize Guidelines/Criteria----- Through Council Approval	Sept. 3
5. Publicize Guidelines/Criteria-----	Sept. 7-18
6. Proposals Due-----	Oct. 16
7. Committee Evaluation of Proposals-----	Oct. 19-28
8. Recommendations to Executive Officer-----	Oct. 30
9. Recommendations to Regional Services----- Committee	Nov. 10
10. Recommendations to Council/-- Award Funds	Nov. 26
11. Negotiate Contracts-----	Nov. 27- Dec. 31
12. Program Monitoring/Administration/-- Evaluation	Jan. 1, 1982- Jan. 1, 1983

Metro Recycling Support Fund  
Guidelines for Applicants:

1. The Metro Recycling Support Fund:

The purpose of the Metro Recycling Support Fund program is to help develop, encourage and expand residential and/or commercial recycling in the Metro region of Washington, Multnomah and Clackamas Counties. Metro intends to provide partial or full funding for new or existing projects which recycle diverse waste materials.

The minimum allocation of funds will be approximately \$500 while the maximum will be approximately \$25,000. The total amount available in the Recycling Support Fund is \$75,000. The money is intended to be used for site improvements, capital purchases, public awareness and education activities. It can be used to cover the costs of supplies, equipment and construction as well as for contractual services in these categories. It is not intended to be used for wages, taxes, loan repayments or general operating costs.

Those eligible to receive money from the Recycling Support Fund include governmental agencies, municipalities, private organizations/businesses of profit or nonprofit status and community groups.

To qualify for support funds, any existing and/or proposed operations must occur within the Metro region and conform with local zoning regulations.

Proposals may include but are not limited to the following types of projects:

- a. Expanding or modifying existing recycling facilities or constructing new facilities for recycling materials from solid waste.
- b. Purchasing equipment for the storage, processing and/or transporting of recyclable materials that are collected at drop-off centers or through curbside pick-up programs.
- c. Signs for recycling centers.
- d. Designing, assembling and implementing recycling education programs for use in public schools or for the general public.
- e. Secondary materials market development or expansion.

2. Preparing Your Proposal:

Keep your proposal brief and to the point. Make sure your proposal contains:

- a. Name, address and title of contact person. Name and address of your organization, agency or municipality. Brief history of involvement in the recycling/waste management field.
- b. Statement of the problem or opportunity you wish to address and how your proposed action(s) is consistent with the goals of the Metro Waste Reduction Plan. (Copies of the Plan are available from Metro's Portland office.)
- c. Description of what you intend to do and what you expect to accomplish. Include how you intend to measure the quantities and types of recyclable materials to be recovered during the funding period.
- d. Reasonably detailed budget which identifies in-kind services or matching funds, as well as separate items such as materials, equipment, supplies, contractual, personnel and other program costs. We suggest that proposals contain two alternative program budgets specifying different funding levels and project scopes.
- e. When the project will begin and when you expect to complete the project.
- f. A statement of what you expect to learn or demonstrate and how this end product can be useful to other recycling programs.

Proposals are due in Metro's Solid Waste office by 5:00 p.m., October 16, 1981.

### 3. Review and Evaluation of Proposals:

You will be notified by mail when your proposal is received. Your proposal will be reviewed by an evaluation committee. This committee will make funding recommendations to Metro's Executive Officer, who will take the recommendations to Metro's Regional Services Committee and Council for approval.

Proposals will be evaluated by the Evaluation Committee through use of the following standards:

- a. Expected immediate and long-term reduction/recycling of waste materials;
- b. Efficient use of money;
- c. Ability to increase public involvement and support of waste reduction/recycling;
- d. Contribution of matching funds or personal services, volunteer services or real/personal property to the project;

- e. Adaptability and usefulness of project methods or technology to other communities or locations in the Metro region and the State;
- f. Originality of approach;
- g. Potential to establish or strengthen markets for recovered materials in the region;
- h. Potential to establish a self-supporting operation; and
- i. The extent to which the proposed program/project involves or promotes cooperation among different groups, organizations and agencies.

#### 4. Funding Awards and Conditions of Awards:

You will be notified by mail whether your proposal is approved for funding. Expenditures incurred before the effective date of the award\* may not be charged against the award. Expenditures after the scheduled expiration date of the funding award may be charged only to honor commitments made prior to the expiration date.

Before Metro will disburse money under the Recycling Support Fund, a funded organization must submit to Metro a written acceptance of the funding award signed by the authorized agent of the organization or municipality.

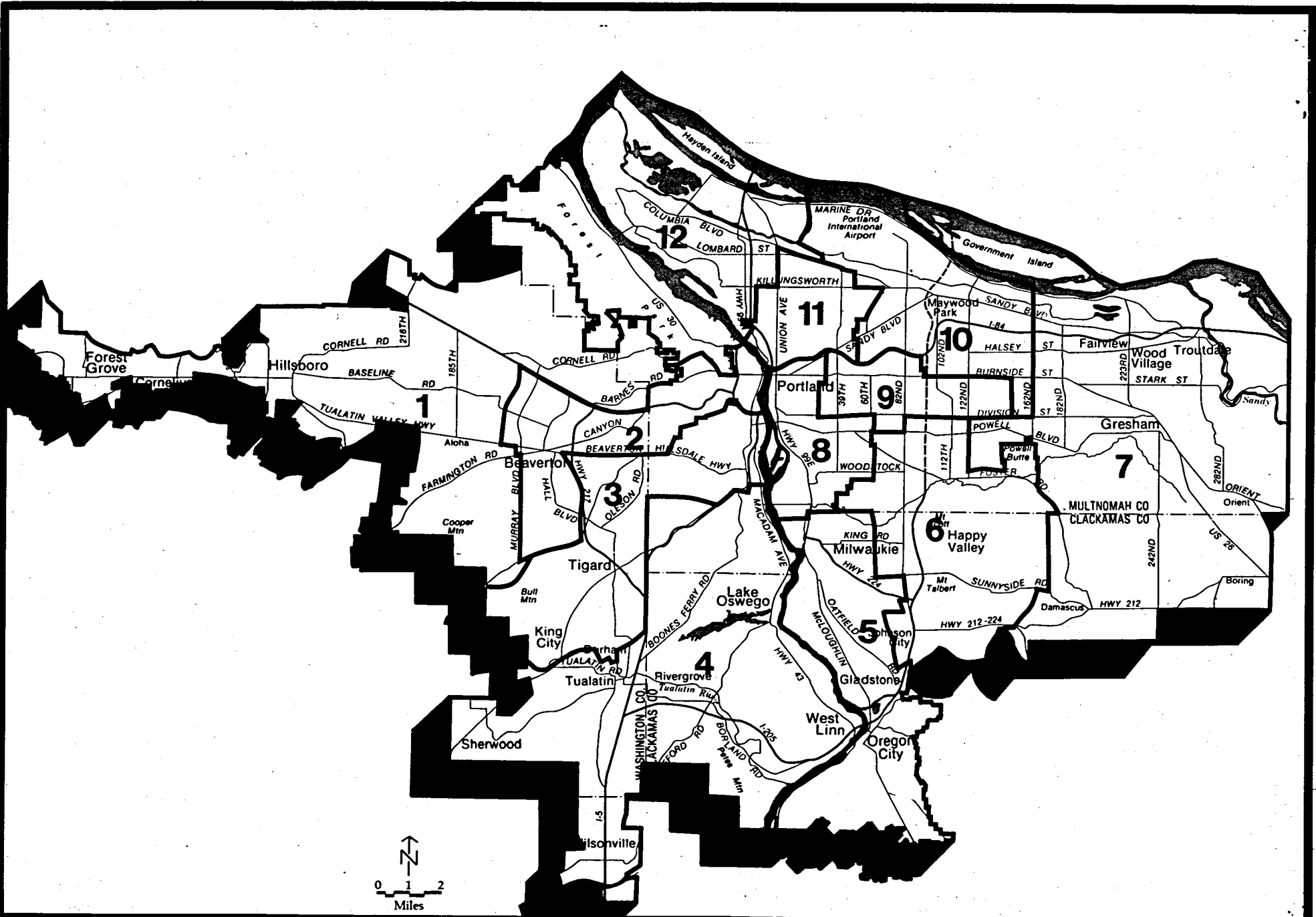
#### 5. Reports and Records:

The funded organization will be required to submit to Metro periodic progress reports and a final report soon after the completion of the project. The specific content, format and frequency of these reports will be determined shortly after funds are awarded in meetings between Metro staff and representatives from the specific entities receiving financial support through the Recycling Support Fund.

You must maintain records accounting for actual expenditures of the project. These records must clearly separate eligible costs for the Recycling Support Fund from the costs of the project which are not eligible. These records will be made available to appropriate Metro personnel upon request.

\*Effective date of award: The date the funding agreement is signed by the Metropolitan Service District and the party awarded the recycling support funds.

RH/os  
3662B/238



# METRO COUNCIL DISTRICTS