

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING METRO )  
TO ISSUE A CALL FOR GRANTS AND AWARD GRANT )  
FUNDING IN PARTNERSHIP WITH THE CITY OF )  
PORTLAND FOR THE DEVELOPMENT OF SUFFICIENT )  
ORGANIC WASTE PROCESSING CAPACITY TO SERVE )  
THE REGION )

RESOLUTION NO. 03-3269

Introduced by: Mark Williams,  
Chief Operating Officer, with  
the concurrence of David  
Bragdon, Council President

WHEREAS, Metro is obligated under the Regional Solid Waste Management Plan to increase the number and quantity of materials that are recovered and recycled in the region; and,

WHEREAS, as part of this obligation, Metro and an intergovernmental work team developed a Commercial Organics Work Plan adopted by the Metro Council via Resolution 99-2856, "for the purpose of approving a FY 1999-2000 Organic Waste Management Work Plan, and authorizing release of budgeted funds" in December, 1999, designed to increase the recovery of food waste in the region and decrease the landfilling of this resource; and,

WHEREAS, Metro has established a goal of recovering 90,000 tons per year of organic waste, 60% of which is expected to be derived from the commercial sector; and,

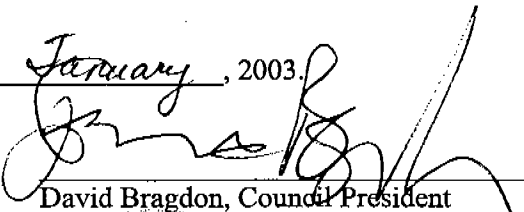
WHEREAS, The City of Portland currently enforces and monitors a recycling ordinance for businesses in the City and intends to add organics to the materials required to be separated for recycling by July 1, 2003; and,

WHEREAS, minimal processing capacity for these organic wastes currently exists in or near the region therefore a matching grant program has been established in partnership with the City of Portland to stimulate the development of organic waste processing to recover organic wastes otherwise destined for landfill; and,

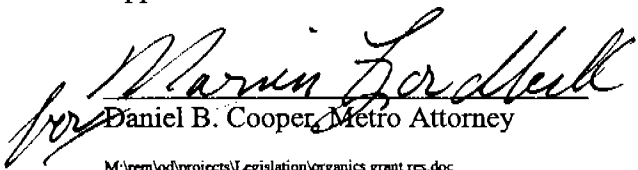
WHEREAS, the grants are funded in the 2002-03 budget and the City of Portland has committed an additional \$300,000 to co-fund these grants; now therefore,

BE IT RESOLVED, that the Metro Council authorizes Metro to issue a call for grants and award grant funding in partnership with the City of Portland for the development of sufficient organic waste processing capacity to serve the region.

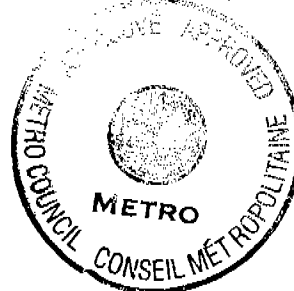
ADOPTED by the Metro Council this 23<sup>rd</sup> day of January, 2003.

  
David Bragdon, Council President

Approved as to Form:

  
Daniel B. Cooper, Metro Attorney

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## **STAFF REPORT**

IN CONSIDERATION OF RESOLUTION NO. 03-3269, FOR THE PURPOSE OF AUTHORIZING METRO TO ISSUE A CALL FOR GRANTS AND AWARD GRANT FUNDING IN PARTNERSHIP WITH THE CITY OF PORTLAND FOR THE DEVELOPMENT OF SUFFICIENT ORGANIC WASTE PROCESSING CAPACITY TO SERVE THE REGION

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Date: January 23, 2003

Prepared by: Jennifer Erickson

### **BACKGROUND**

In December 1999, Council adopted the Metro Regional Organics Work Plan, which is designed to increase the diversion and recovery of food waste and soiled paper from the waste stream. This plan takes a two-track approach to organic waste management. The first track emphasizes waste prevention, donation and diversion. This is considered to be a least-cost approach as preventing the generation of the material in the first place removes the need to manage it as a waste product; an established system to collect and redistribute donated food exists in the region. The second track focuses on developing a collection and processing infrastructure to manage the organic wastes that is not suitable for donation programs. Little infrastructure currently exists to support Track 2 efforts.

Metro has established the goal of recovering at least 90,000 tons per year of organic materials (e.g., all types of food wastes including pre- and post-consumer vegetative waste, post-consumer meats, seafood and dairy and non-recyclable or food-soiled paper) from the waste stream by 2005. According to the 2000 DEQ Waste Composition Study, the region disposed of over 233,000 tons of food and soiled paper in 2000. Approximately 60% of this waste is from the commercial sector and has been the first area targeted for recovery programs.

In order to help reach the region's recovery goal, Metro and the City of Portland have jointly created this grant program to assist with the development of sufficient organic waste processing capacity to serve the region. The City of Portland has committed \$300,000 to this effort; Metro staff is in the process of developing an Intergovernmental Agreement with the City to solidify the details and procedures for program implementation. Metro has \$700,000 in grants and loans dedicated to organic waste processing system development. Together, Metro and The City have built a funding pool of \$1 million in matching grant funds.

Businesses and not-for-profit entities are eligible for this grant program. Metro has set a floor of \$50,000 and a ceiling of \$500,000 for grant requests and awards. Grant applicants are required to match grant funds dollar for dollar to ensure a serious commitment to developing the necessary permanent organic waste management system elements. Metro and the City of Portland have been approached by four potential applicants that are committed to working with us to provide a variety of environmentally sound and economically feasible organic waste processing options for the region.

At the same time, Metro is developing the mechanisms to provide organic waste reload services at Metro Central Transfer Station. Staff is working with BFI/Allied, our contracted station operator, to develop a system for the receipt and handling of organic wastes enabling a rate to be posted for receipt of the material. Metro expects that by late Summer 2003, Metro Central Transfer Station will be prepared to accept source-separated loads of organic materials from haulers for reload to an approved processing facility. In addition, the City of Portland has the authority to require that commercial haulers operating

within the city urban services boundary collect source-separated organic wastes and deliver it to facilities that meet certain requirements.

State Law and City ordinance specifically prohibit the disposal of materials source separated for recycling. Since 1996, the City has required that commercial businesses recycle. The City currently enforces and monitors the recycling ordinance and has the authority to add organics to the materials required for recycling; it plans to implement the organic waste collection requirement in mid-2003.

Previous Council Review: The Metro Regional Organics Work Plan and budget has been previously reviewed and approved by the Council via Resolution No. 99-2856, "for the purpose of approving a FY 1999-2000 Organics Waste Management Work Plan, and authorizing release of budget funds."

The Metro Council reviewed and discussed the grant application materials during the January 14, 2003, informal work session.

## **ANALYSIS/INFORMATION**

### **1. Known Opposition:**

None.

### **2. Legal Antecedents:**

Metro developed a Regional Solid Waste Management Plan (a functional plan) adopted by Council via Ordinance 95-624, "for the purpose of adopting the Regional Solid Waste Management Plan."

The Metro Regional Organics Work Plan has been previously reviewed and approved by the Council via Resolution No. 99-2856.

### **3. Anticipated Effects**

This Metro/Portland cooperative grant program is designed to leverage the development of food waste processing capacity in the region. It is expected to promote business and employment growth and to help stimulate development of commercial, and eventually, residential food waste separation, collection and recovery programs throughout the region.

### **4. Budget Impacts:**

A total of \$700,000 has been approved for this program in the FY 2002-03 budget under grants and loans.

## **RECOMMENDED ACTION**

The Chief Operating Officer recommends approval of Resolution No. 03-3269.



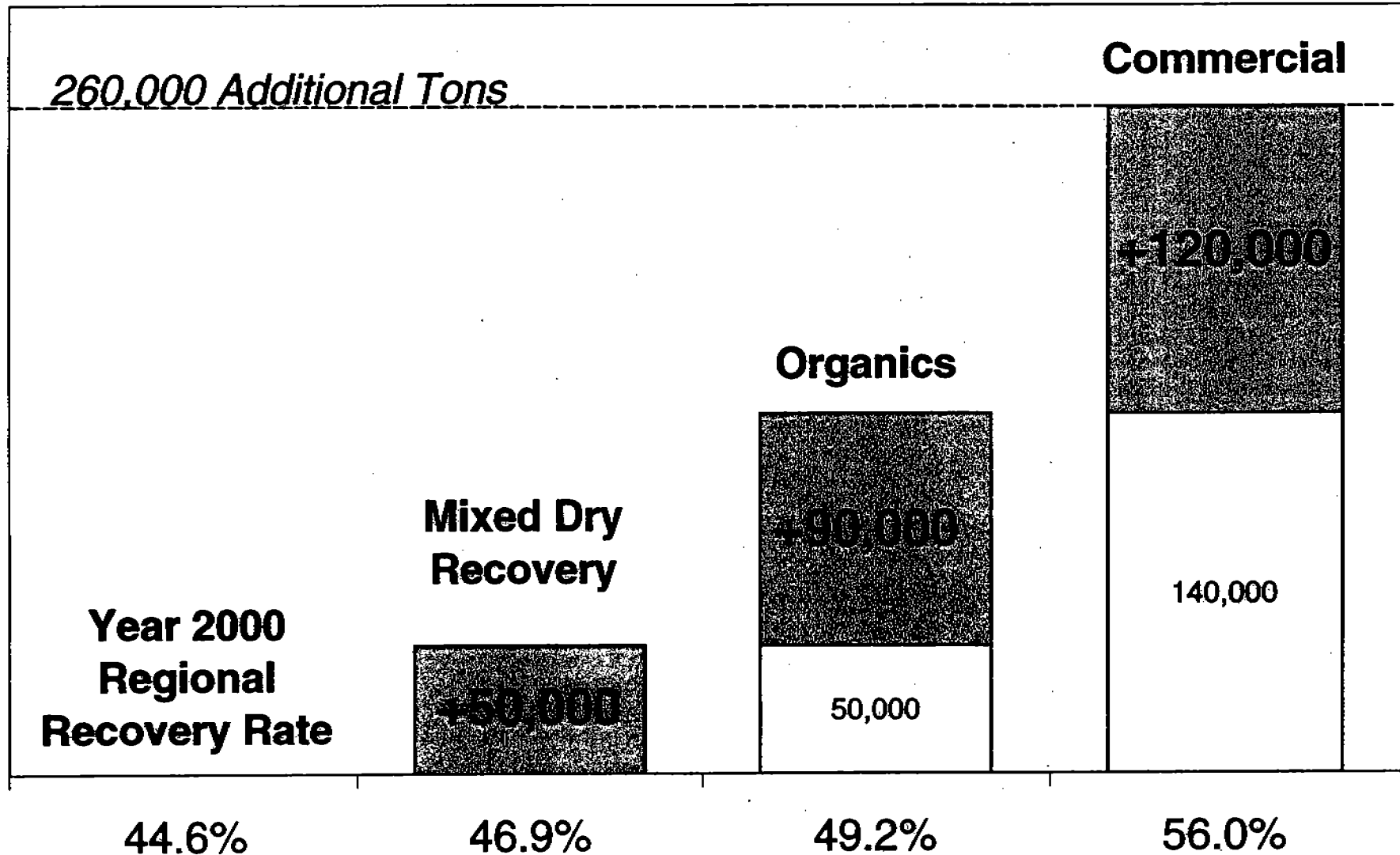
**METRO**

## **FACT SHEET**

### **Food Waste Recovery and Processing Capacity Development Grant Program January 2003**

- The Metro region currently recovers 54.9% of the waste generated. To reach our state-mandated recovery goal of 62% in 2005, we must recover an additional 90,000 tons of food waste and non-recyclable paper.
- Over 181,000 tons of food waste and 52,000 tons of non-recyclable paper were disposed in the Metro region in 2000. These 233,000 tons represent 20% of the region's disposed waste stream. Food waste is the single largest portion of the waste stream with no system in place for its collection and recovery.
- The Department's strategic plan speaks to targeting remaining sources of greatest material recovery potential to achieve 2005 recovery goals.
- To forward this effort, the Metro Council adopted three waste reduction initiatives in December 1999, one of which is the Organic Waste Management Plan.
- This plan has a two-track approach to recovering food wastes: 1) Waste prevention and food donation; and 2) collection and processing of food not fit for human consumption.
- The donation track has been implemented and is well established. Over \$500,000 in grant funding has been spent over the past three years to enhance the region's food donation infrastructure. A recent report to the Council showed a \$31 benefit for every \$1 spent. Outreach efforts to encourage donation will continue, but the grant program has concluded.
- Funds have been budgeted to help develop collection and processing of food waste that cannot go to food banks, but no significant programs have gone forward as of yet.
- Metro has dedicated our budgeted infrastructure funding to support the City of Portland in their efforts to secure a food waste processor.
- City efforts resulted in only one possible candidate, located 150 miles away with a high tip fee and a capacity to handle only 10,000 tons of material. Therefore the candidate did not meet our requirements.
- Since then, Metro and the City have been approached by three additional potential food waste processors, one of which is local.
- These grants are intended to keep food waste processing tip fees substantially below that of solid waste by helping to fund one-time initial capital improvements. As a result, we expect that food waste collection and processing services will cost substantially less and at a minimum, no more, than solid waste.
- The City of Portland has committed \$300,000 to this grant program and an IGA to formally secure this commitment is currently in process. Metro has \$700,000 available to support this grant.
- Grants require a dollar-for-dollar match that not only leverages private sector funds, but also requires a serious financial commitment on the part of the recipient.
- The Department would like to release the call for grant applications in order to allow for the allocation of funds by March. This would give recipients the lead-time needed to secure equipment and make improvements necessary to accommodate the food waste collection programs scheduled to commence this Fall.
- Council will review and approve all grant awards and funding allocations once initial grant applications have been screened.

## Tons of New Recovery Needed to Meet Goal



## **APPLICATION MATERIALS**

### **FISCAL YEAR 2002-03 ORGANIC WASTE PROCESSING CAPACITY DEVELOPMENT GRANT PROGRAM**

January 14, 2003

#### **I. Overview:**

The Metro region has established the goal of recovering at least 90,000 tons per year of organic materials (e.g., all types of food waste including vegetative waste and post-consumer meats, seafood and dairy and non-recyclable or food-soiled paper) from the waste stream by 2005. Currently, the region disposes of over 233,000 tons of food waste and soiled non-recyclable paper annually. It is estimated that approximately 60% of this waste is from the commercial sector and 40% from residences.

The Metro region comprises 3 counties and 24 cities with a combined population of 1.5 million people. The City of Portland, the largest city within the region, has a population of roughly 500,000. Within the City of Portland urban services boundary, commercial waste is collected by 65 independent hauling companies that are licensed to provide this service. The City does not set collection rates in the commercial sector, nor does it set service territories. The City does have the authority to require that these haulers collect organic wastes and that the waste be taken to only those facilities that meet certain requirements. State Law and City ordinance specifically prohibit the disposal of materials source separated for recycling. Since 1996, the City has required that commercial businesses recycle. The City currently enforces and monitors the recycling ordinance and has the authority to add organics to the materials required for recycling; it plans to implement this requirement in mid 2003.

Other local governments within the region franchise the collection of commercial solid waste and recycling and set rates for services. None of these jurisdictions requires businesses to recycle. Instead, businesses are provided the opportunity to recycle and to choose whether or not to participate. Collection rates set by these cities and counties include the costs of recycling services. It is expected that if Metro offers a rate for source-separated organic waste at its transfer stations, local governments will work with their franchised haulers to set a rate for this service.

Metro owns and contracts for the operation of two transfer stations. These transfer stations handle roughly 60% of the putrescible solid waste generated and disposed in the region. Ninety percent of the solid waste generated overall in the region and destined for disposal is sent to the Columbia Ridge Landfill in Arlington, Oregon. Metro sets the rates for the delivery of materials to its two transfer stations. In January of 2001, Metro passed an ordinance amending its solid waste code (Chapter 5.02) to create a charge at its transfer stations for the receipt, handling transfer and processing of compostable organic wastes. Once a suitable processor for the materials is established, Metro is prepared to post a rate and begin accepting compostable organic wastes from the region's solid waste haulers.

#### **II. Relationship to the Regional Solid Waste Management Plan**

The Regional Solid Waste Management Plan (RSWMP) gives the metropolitan region direction for meeting solid waste needs from 1995 through 2005. It serves as a regional framework for the coordination of solid waste practices, provides the region with a prioritized program of solid waste

system improvements, establishes regional solid waste goals and objectives, and satisfies state law requiring a waste reduction plan for the Metro region.

The overall goal of the RSWMP is to “continue to develop and implement a solid waste management plan that achieves a solid waste system that is regionally balanced, environmentally sound, cost-effective, technologically feasible and acceptable to the public.”<sup>1</sup> The specific goals of the RSWMP are as follows:

**Goal 1: The Environment.** *Solid waste practices that are environmentally sound, conserve natural resources and achieve the maximum feasible reduction of solid waste being landfilled.*

**Goal 2: Education.** *Residents and businesses of the region are knowledgeable of the full range of waste management options, including waste prevention and reduction, that are available to them.*

**Goal 3: Economics.** *The costs and benefits of the solid waste system as a whole are the basis for assessing and implementing alternative management practices.*

**Goal 4: Adaptability.** *A flexible solid waste system exists that can respond to rapidly changing technologies, fluctuating market conditions, major natural disasters and local conditions and needs.*

**Goal 5: Performance.** *The performance of the solid waste system will be compared to measurable benchmarks on an annual basis.*

**Goal 6: Plan Consistency.** *The RSWMP shall be integrated with other Metro, state, local government, community and planning efforts and shall be consistent with existing Metro policies for managing solid waste.*

**Goal 7: Regional Waste Reduction Goal.** *The regional waste reduction goal is to achieve at least 62% recovery by 2005.*

**Goal 8: Opportunity to Reduce Waste.** *Participation in waste prevention and recycling is convenient for all households and businesses in the urban portions of the region.*

**Goal 9: Sustainability.** *Secondary resource management is a self-sustaining operation.*

**Goal 10: Integration.** *Develop an integrated system of waste reduction techniques with emphasis on source separation, not to preclude the need for other forms of recovery such as post-collection material recovery.*

A successful applicant will provide sufficient detail to demonstrate that their approach to organic waste management reflects the region's Regional Solid Waste Management Plan goals.

### **III. Purpose of the Grant Program:**

In order to reach the region's recovery goal, Metro and the City of Portland have jointly developed this grant program to assist with the development of sufficient organic waste processing capacity to serve the region.

### **IV. Eligibility Criteria and Deadline:**

Businesses and not-for-profit entities are eligible for funds from this grant program.

Metro will entertain funding requests starting at \$50,000, with a maximum request limited to \$500,000. Examples of requests may include, but are not limited to:

- Funds to purchase organic waste management handling systems or equipment.

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<sup>1</sup> Regional Solid Waste Management Plan, p.5-3.

- Funds to assist with facility upgrades or improvements to accommodate the handling, reload or processing of organic wastes.

Applicants interested in this program must complete and submit the enclosed application form with all required attachments no later than **4:00 p.m., February \_\_\_\_\_, 2003**. Completed applications must be delivered to:

Metro, REM Department  
600 NE Grand Avenue  
Portland, OR 97232  
Attention: Jennifer Erickson.

Applications will be evaluated and scored based on answers supplied on the application form in light of the following criteria:

- Clear and complete summary of the overall project describing specifically how the grant funds will be used including a clear goal statement, justification of need and clear benefit to the region;
- Dollar amount requested is reasonable for the proposed project;
- Time frame for the use of the grant is reasonable;
- Estimate of the amount of organic materials to be managed, diverted and processed annually (if applicable);
- Clear and complete budget forms (included with this application); and
- End-products and markets established for end-products (if applicable).

#### **V. Required Match:**

Applicants are required to provide a 100% match (dollar for dollar) to funds requested to demonstrate a serious commitment to the recovery of organic wastes. Metro reserves the right to determine the suitability and value of proposed matches and to request an additional or revised match that, in Metro's sole discretion, equals 100% of the grant funds requested.

#### **VI. Evaluation and Award:**

Applications will be reviewed and evaluated by an evaluation team using the criteria listed above and the scoring system noted below. There is no minimum or maximum number of grants to be awarded. This is a competitive process, therefore the likelihood of award is based on the number and quality of applications received and the dollar amounts requested. Metro reserves the right to deny any and all requests or to provide partial funding. If a particular question on the application form does not pertain to you, please mark it "not applicable" and provide one sentence explaining why the question does not apply. ***Incomplete applications will not be considered.***

##### Scoring:

- Proven experience in handling, processing or otherwise managing wastes -- 30 points
- References from communities and regulators demonstrating the facility (if currently operating) is meeting expected performance, environmental, health and safety standards and regulations, or if planned, whether the facility is welcomed in its host community and appropriately sited and permissible -- 20 points
- Ability to begin accepting organic wastes in calendar year 2003 -- 20 points



- Facility handling or processing tonnage capacity (actual or planned) meets a significant percentage of the region's needs -- 15 points
- Approach to organic waste management reflects and demonstrates understanding of the region's Regional Solid Waste Management Plan goals -- 15 points

***Please note: Grant funds may only be utilized to support handling, management and/or processing of organic wastes collected, from within the Metro region. If a processor also utilizes wastes from sources outside the region, Metro reserves the right to reduce grant funding awards proportionately. Applicants must fully comply with any and all applicable local, regional, state and federal laws, rules, regulations, ordinances, orders and permits pertaining in any manner.***

#### **VII. Reporting:**

A successful grant recipient will be required to submit four reports over the course of one year: three short quarterly progress reports as well as a final report due 30 days after completion of the project. Reports must demonstrate how the project has met the stated criteria and documents the impacts the project has had on recovery of organic waste in the region. Reporting forms detailing requirements will be supplied by Metro to the successful applicant(s).

#### **VIII. Funds Available:**

A combined total of \$1,000,000 is available for these grants.

#### **IX. Information Release and Confidentiality:**

All applicants are hereby advised that Metro may solicit and secure background information based on the information, including references and regulatory history, provided in response to this grant offering. By submitting a request for funding, all applicants agree to such activity and release Metro from all claims arising from such activity.

This paragraph shall apply to information that the applicant is submitting to Metro which the applicant considers to be confidential and proprietary and which the applicant does not want Metro to disclose to third parties. Such confidential information shall be separately contained in a sealed envelope, clearly and prominently marked "confidential information" and bearing the title and date of this grant program application, and the sealed envelope shall be attached to the rest of the application materials. To the extent permitted by law, Metro will not disclose such properly identified confidential information to any person outside Metro and the eight-member Organics Team. However, applicants should be aware that Oregon Law (ORS Chapter 192) requires public disclosure of most records deemed to be "public records." Metro cannot, therefore, guarantee to protect the confidentiality of any records submitted to Metro, even if the applicant believes them to be exempt from disclosure.

#### **Questions?**

Inquiries about this program may be directed to:

Jennifer Erickson  
Metro - REM Department  
600 NE Grand Avenue  
Portland, OR 97232  
(503) 797-1647 phone  
(503) 797-1795 fax  
ericksonj@metro.dst.or.us

## Application Forms

### Fiscal Year 2002-03 Organic Waste Processing Development Grant Program

#### A. Applicant Profile

Legal name of business, organization, or individual: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

Name and title of project manager: \_\_\_\_\_

Mailing address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Type of business organization (check one, if applicable):

- ☐ Corporation
- ☐ Limited Liability Corporation (LLC)
- ☐ Partnership
- ☐ Sole proprietorship
- ☐ S-Corporation
- ☐ 501(c3) Not-for-Profit
- ☐ Other \_\_\_\_\_

**Please provide a copy of your company's business plan with this application.**

Amount of grant funding requested: \_\_\_\_\_

Other Organizations/Companies involved in this project: \_\_\_\_\_

**B. Project Information:**

**1. All applicants please answer the following:**

- a) Describe the purpose of the project and the overall project you need these grant funds to support. Include all companies and organizations involved and their respective roles. Include a clear justification of need, the benefit to the region and how the grant funds will be used within the overall project. Be specific in all instances.
- b) What is the estimated time frame for the grant-funded portion of this project?
- c) From what specific source(s) will you receive food waste? What do you estimate the total amount (in tons per year) you will receive for the next five years? How are these materials currently being handled and what is their current disposition?
- d) Describe all feedstock materials and their relative proportions (including bulking agents or other process additives) that your company will accept and/or process.
- e) From what geographic area and from what types of waste generators will you source material? What percentage of your overall feedstock will be derived from inside the Metro region?
- f) What is your facility's current permit status (e.g., land use, DEQ composting permit, etc.). If you are not yet permitted to accept all food wastes, have you applied for permits and what is your estimated time frame for obtaining these permits?

**2. For applicants requesting grants for food waste processing:**

- a) What is your tip fee for each of the feedstocks you will accept? Will you pay for any of your feedstock? If so, which materials and how much will you pay?
- b) Describe the various end-products you will produce (and their ratios), and your intended markets for the end products. Have any of these markets been secured by binding agreements?

**3. For applicants requesting grants for equipment:**

- a) Describe the equipment you will purchase. Include a schematic drawing or specific product information with the name and address of the equipment manufacturer as an attachment to this application.
- b) Describe how this equipment will be used and how it fits in your overall process.
- c) If you are currently a compost operator or food waste processor, explain how the equipment will affect or alter your current system. Include information about your current operational capacity and how this equipment will affect capacity over the next three years.
- d) Who will operate and maintain the equipment? What is your contingency plan should you have an equipment failure?

**4. For applicants requesting grants for facility upgrades and site improvements:**

- a) Describe the upgrade or improvement and how it will fit with or change your facility's existing system and operations. Include specific information about the type and estimated cost of these upgrades as an attachment to this application.
- b) What is your estimated total operational capacity during your first, second and third year of accepting food wastes? (List as total for each year and break out each feedstock as a percentage of the total.) On what assumptions are these projections based?
- c) How will the upgrades you propose affect the amount of organics that are received and processed at your facility?

**C. Financial Information:**

1. What other sources of financing have you secured for this project? Please include contact information for other financial sponsors.
2. Describe in detail the match your or another organization associated with this project will provide to the funds supplied by this grant.

**D. Applicant Disclosure Information:**

1. List the names and addresses of all concerns that are parent companies, subsidiaries or affiliates of the company.
2. Year company was established \_\_\_\_\_

If a corporation, indicate state in which incorporated and year of incorporation.

3. Year present management assumed control of business \_\_\_\_\_
4. Are the company or its principals presently involved in any pending or threatened litigation which could have a material adverse effect on the company's and/or the principals' financial condition?  
No \_\_\_\_\_ Yes \_\_\_\_\_ (if Yes, explain)

5. Has the company or its principals ever been involved in bankruptcy, creditor's rights, or receivership proceedings or sought protection from creditors?

No \_\_\_\_\_ Yes \_\_\_\_\_ (if Yes, explain )

6. Has management or any principal stockholder of the company been convicted of any felony?

No \_\_\_\_\_ Yes \_\_\_\_\_ (if Yes, explain )

7. Has the company or any principal been under indictment or investigation by a public agency for a violation of a state or federal statute?

No \_\_\_\_\_ Yes \_\_\_\_\_ (if Yes, explain )

8. Is the company currently in compliance with all applicable local, state and federal requirements (permit, zoning, OSHA, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_ (if No, explain )

9. Are there currently any unpaid liens or judgments filed against the company or its principals?

No \_\_\_\_\_ Yes \_\_\_\_\_ (if Yes, explain )

### **E. Project Budget:**

All applicants are required to complete the project portion of this application. Any areas which do not pertain to applicant's project may be marked "N/A". Areas where grant funding will not be supplied are marked "N/A".

1. **Personnel Services:** list principal project personnel by name directly on this form.

Project Personnel	Hourly Rate	Est. Hours to be Spent on Project	Grant Funds Requested	Matching Resources	Total Costs
1.			N/A		
2.			N/A		
3.			N/A		
4.			N/A		
5.			N/A		
6.			N/A		
<b>SUBTOTAL</b>					

2. **Professional Services:** (consultants, contractors, etc.).

Consultant or Contractor	Hourly Rate	Est. Hours to be Spent on Project	Grant Funds Requested	Matching Resources	Total Costs
1.			N/A		
2.			N/A		
3.			N/A		
4.			N/A		
5.			N/A		
6.			N/A		
<b>SUBTOTAL</b>					

3. **Capital Outlay:** List all items of equipment, land and structures and items pertaining to them, to be purchased as part of this project.

List Capital Outlay Items	Grant Funds Requested	Matching Resources	Total Costs
1.			
2.			
3.			
4.			
5.			
6.			
<b>SUBTOTAL</b>			

4. **Services and Supplies** - Include items not itemized in the other categories of "Personnel", "Professional Services", and "Capital Outlay", such as: permit fees, computer services, duplicating, materials/supplies, postage, publication charges, telephone, fuel, automobile mileage, travel, etc.  
*Note: grant funds will not be provided for telephone, fuel, mileage or travel. Applicant must provide resources to cover these expenses. These resources will be considered part of your match.*

List Services and Supplies	Grant Funds Requested	Matching Resources	Total Costs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
SUBTOTAL			

5. **Project Budget Summary** - Fill in all applicable spaces, making sure to total grant funds, matching funds, and total project cost.

Project Budget and Summary	Grant Funds Requested	Matching Resources	Total Costs
A. Personnel Services			
B. Professional Services			
C. Capital Outlay			
D. Services and Supplies			
E. Total Grant Funds Requested			
F. Total Matching Resources Committed to the Project			
G. Total Project Cost			

6. **Project Timeline:** Please make sure that all major activities required for project completion are identified on this form.

**Planned Project Beginning Date:** \_\_\_\_\_ **Planned Project Ending Date:** \_\_\_\_\_

Task or Activity	Beginning Date for Each Task or Activity	Ending Date for Each Task or Activity	Person/Group Responsible for Completion

**F. Tax Credit Information:**

Equipment and facilities used exclusively for composting may be eligible for tax credit under the Oregon Department of Environmental Quality pollution control facility tax credit program. The amount of the tax credit is **up to 50%** of the facility or equipment cost as an offset to state taxes owed. The eligible facility cost does not include those portions paid for with government grants. Tax credit applications should be submitted after the facility is in operation. For more information, visit DEQ's website at <http://waterquality.deq.state.or.us/wq/taxcredits/txcp.htm> or contact William R. Bree at (503) 229-6046 or [Bree.William.R@deq.state.or.us](mailto:Bree.William.R@deq.state.or.us)

**Completed application forms and required attachments are due to Metro  
no later than 4:00 p.m. February \_\_\_\_, 2003.**