

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF APPROVING)	RESOLUTION NO. 92-1699
THE ONE PERCENT FOR RECYCLING)	
PROGRAM CRITERIA, APPLICATION)	Introduced by Rena Cusma,
AND PROJECT LIST FOR FY1992-93)	Executive Officer

WHEREAS, the Metropolitan Service District established the 1% For Recycling Program in the 1988-89 fiscal year, and it is now in the fifth year of funding; and

WHEREAS, the 1% For Recycling Advisory Committee was created to develop project Criteria for the program and to make recommendations regarding projects for funding; and

WHEREAS, the Committee has developed recommendations for Criteria for the 1992-93 funding cycle, and conducted a public meeting on September 30, 1992 to solicit input from potential proposers responding to the program, and has finalized these recommendations for approval; and

WHEREAS, the Committee has prepared an application form and instruction booklet for use by proposers that the Executive Officer has submitted to the Council Solid Waste Committee for review, concurrence and recommendation to the Metro Council to approve; and


WHEREAS, the Council Solid Waste Committee has reviewed and concurs with the Executive Officer's recommendations to approve the Committee's recommendations for the Criteria, Application and Project List; now, therefore,

BE IT RESOLVED, that

- 1) The Metro Council approves the 1% For Recycling Criteria, Application and Project List for the 1992-93 fiscal year included in Attachments A and B to the staff report and incorporated herein by reference; and

2) Approves proceeding with soliciting proposals from the public for this program to implement innovative projects for reuse, recycling, and materials recovery from municipal solid waste generated in the Metropolitan region.

ADOPTED by the Council of the Metropolitan Service District this 22nd day of October, 1992.



Jim Gardner, Presiding Officer

JM:ay
October 9, 1991
1%\SW921699.RES

SOLID WASTE COMMITTEE REPORT

CONSIDERATION OF RESOLUTION 92-1699, FOR THE PURPOSE OF APPROVING THE ONE PERCENT FOR RECYCLING PROGRAM CRITERIA, APPLICATION AND PROJECT LIST FOR FY 1992-93

Date: October 21, 1992

Presented by: Councilor Buchanan

Committee Recommendation: At the October 20 meeting, the Committee voted 4-0 to recommend Council adoption of Resolution 92-1699. Voting in favor: Councilors Buchanan, McFarland, Van Bergen and Wyers. Councilor Hansen was excused.

Committee Issues/Discussion: Judith Mandt, Solid Waste Staff, explained the history of the One Percent Program, noting that 34 projects have received \$1.2 million in funding. For FY 1992-93 a total of \$200,000 in funding is available.

The One Percent for Recycling Advisory Committee, chaired by Councilor Buchanan, has held several meetings and conducted a workshop for those interested in submitting proposals for possible funding. As a result of this work, the criteria, application and project list contained in Resolution No. 92-1699 have been prepared for Council consideration. Mandt indicated that following Council adoption of the resolution, proposals will be accepted until about December 11. The proposals will then be evaluated by the advisory committee and a list of recommended projects will be submitted for Council approval in February 1993. Funding would then be available approximately April 1, 1993.

Mandt noted that the only significant changes for the coming year involved adding two evaluation criteria and increasing emphasis on pre-cycling projects. The new criteria relate to whether the proposal can serve as a model and be duplicated elsewhere and whether a proposal will generate positive publicity.

Councilor Wyers asked to what extent the funds would be spent during the current fiscal year, if they are will not be available until April 1, 1993? Mandt responded that historically funding for many projects has been spread over a two fiscal year period. She estimated that about 50% of the money would actually be spent during this fiscal year.

Bob Martin expressed concern that plastics recycling appears to remain a high priority. He noted that Metro has spent hundreds of thousands of dollars on plastics recycling with little result. He expressed concern that nationally the plastics industry has not been responsive to recycling efforts. Councilors Wyers and Van Bergen expressed similar concerns and noted that the Committee may want to consider having state legislation introduced to improve plastics recycling.

Councilor Wyers suggested that the advisory committee should work to help the Solid Waste Committee in evaluating the continuing need for the One Percent Program. She noted that no funding was included in the last budget and that a loan program was offered as a replacement. She noted that we may be beginning to run out of new and innovative programs to fund through the One Percent Program.

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 92-1699 FOR THE PURPOSE OF THE ONE PERCENT FOR RECYCLING PROGRAM CRITERIA, APPLICATION AND PROJECT LIST FOR FY 1992-93

Date: October 9, 1992

Presented by: Judith Mandt

FACTUAL BACKGROUND AND ANALYSIS

The 1% For Recycling Program was established by Metro in FY 1988-89 to provide grants for innovative recycling projects. Over the four years since the program began, 34 projects have been funded totaling \$1.2 million. For FY 1992-93, year five of the program, \$200,000 is allocated for expenditure.

An advisory committee chaired by Councilor Roger Buchanan and comprised of two members each from each of the three counties, conducts public meetings, solicits proposals, and makes recommendations about the program. The 1% For Recycling Committee met in August and September to review and develop program criteria for the next funding cycle. The application was updated and remains relatively the same as last year's, except that two new criteria were added for a total of eight. The two new criteria are listed below (all criteria are shown in Attachment B, 1% Project List).

- Model: The concept can serve as a model for other jurisdictions to further the efforts of waste reduction.
- Public relations: The concept will attract and generate publicity and positive media attention.

The advisory committee held a public workshop on the 1992-93 program criteria and application on September 30. Notices were mailed to about 800 individuals, businesses and organizations and meeting advertisements were placed in the Oregonian, Daily Journal of Commerce and Scanner newspapers. Approximately 40 people attended the workshop, where a history of the program was given, the application form and program criteria were reviewed, and evaluation and schedule information were disbursed. Most questions were procedural in nature, however the concept of precycling was raised and the committee was asked to consider this a priority this year. Additionally, there was some discussion of hazardous waste, and information about Metro's current programs was given.

The committee met again after the information workshop. At this meeting, members discussed the need for precycling programs and agreed that it should have important emphasis this year. Therefore, while all types of innovative waste reduction and recycling projects will be considered for funding, this year the committee recommends that special emphasis again be placed on developing or expanding markets for recycled materials *and* on precycling, or programs that

reduce the amount of waste produced. They further recommend that projects that achieve either objective will be *avored* over projects that do not.

As specified in Metro Code, 5.04.050 Administration, the 1% For Recycling Advisory Committee submits the following project list and criteria for approval:

Eligible Projects

All waste reduction and recycling projects that meet program criteria as shown in Attachment A. Special emphasis on market development for:

- * Plastics
- * Construction and demolition materials
- * Mixed wastepaper
- * Composted material
- * Used motor oil
- * Colored glass

Evaluation Criteria (all criteria are given equal weight)

1. Impact on the wastestream
2. Long-term viability
3. Manageability
4. Cost-benefit
5. Public acceptance
6. Innovation/creativity
7. Model for waste reduction
8. Public relations

Upon approval of Resolution No. 91-1520, the 1% For Recycling Committee will release the applications to interested parties who will have 45 days to prepare them. Application submittal deadline is 5:00 p.m. on Friday, December 11, 1992.

The Committee will review and evaluate proposals during December and January; presentation of recommendations to the Executive Officer and Council is scheduled for February 1993.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 92-1699 to approve the 1% For Recycling grant criteria, application and project list for FY 1992-93.

JM:ay
STAF1009.RPT
October 9, 1992

APPLICATION FOR FUNDING

1% FOR RECYCLING GRANT PROGRAM

**YEAR 5
1993**

* * * * *

**Metropolitan Service District
Solid Waste Department
2000 S.W. First Avenue
Portland, Oregon 97201-5398
(503) 221-1646**

October 1992

Printed on Recycled Paper

1% FOR RECYCLING GRANT PROGRAM

BACKGROUND AND INSTRUCTIONS FOR COMPLETING APPLICATION FORM

I. PURPOSE OF THE PROGRAM

The 1% For Recycling Program is part of Metro's overall Regional Waste Reduction Program. Its purpose is to reduce waste within the Portland metropolitan region and to benefit the area within the Metropolitan Service District which includes the urban portions of Clackamas, Multnomah and Washington Counties.

The 1% For Recycling Program sets aside funds from Metro's Solid Waste budget to provide grants for innovative recycling projects. The objectives of the 1% program are to 1) reduce the amount of waste generated, 2) reduce the amount of waste disposed in landfills, and 3) encourage the development of products made from recovered materials and the markets for those products. The expected benefits are extension of the life of the landfill, protection of the environment, and conservation of natural resources.

This year projects that increase the demand for recycled materials in products and/or reduce the amount of waste produced (pre-cycling) will be *avored* over those projects that do not.

II. FUNDS AVAILABLE AND ELIGIBILITY

In FY 1992-93, \$200,000 is available for 1% grants. Individuals, companies, governments and non-profit organizations with creative ideas for waste reduction are eligible to apply. The program is intended to provide financial support for experimental projects and new technologies that are small-scale and may not yet be tested or commercially viable. It is not intended to provide funding for tested recycling programs and technologies, or projects that can receive private financing or other types of government funding.

Listed below are types of projects that will NOT be considered under the 1% program.

- Programs currently receiving funding through other Metro Solid Waste Department sources.
- Research projects or feasibility studies, unless they are part of a phased project and are accompanied by an implementation plan and estimated costs of implementation.
- Projects that will use grant funds to subsidize ongoing operations or to pay for prior expenditures.
- Enforcement programs that are the responsibility of other governmental jurisdictions.
- Neighborhood cleanup events.

III. PROJECT TYPES AND LENGTH OF CONTRACTS

Two general categories of proposals will be considered: 1) Waste Reduction projects that directly reduce the amount of waste going to landfills, and 2) Promotion and Education programs. Market development projects may be in either category.

Funding is generally for one-year from the start date to final implementation; however, the time period may be less depending on the proposal. The Committee may also recommend funding for multi-year proposals if a budget and implementation schedule are included.

IV. EVALUATION CRITERIA

Projects will be evaluated using the following criteria (all criteria are of equal value):

1. Impact on wastestream: Results in measurable waste reduction with little residue, and targets materials that are a significant part of the wastestream. If project focuses on promotion/education, it targets a specific audience and promotes behavior resulting in waste reduction.
2. Long-term viability: Can become financially viable and self-sustaining without continued subsidies.
3. Manageability: Has a sound approach, rationale and design and is manageable based on the experience of the applicant.
4. Cost benefit: The project is cost effective or has the potential for cost savings. The potential benefits to the Metro region justify the proposed costs.
5. Public acceptance: Is environmentally sound, non-polluting and publicly acceptable.
6. Creativity: The concept is creative and innovative. However, the project is also technically feasible with a reasonable level of risk.
7. Model: The concept can serve as a model for other jurisdictions to further the efforts of waste reduction.
8. Public relations: The concept will attract and generate publicity and positive media attention.

In addition to these criteria, the clarity and effectiveness of the response to the questions and ability to follow instructions will be considered in evaluating proposals.

V. DECISION PROCESS

A seven-member advisory committee reviews applications for 1% grants. The committee is made up of two citizens from each of the three counties in the district (Clackamas, Multnomah and Washington), who have an interest in waste reduction and preserving the environment. The chair of the committee is a Metro Councilor. The committee is assisted by staff members from Metro's Solid Waste and Public Affairs Departments.

The 1% For Recycling Advisory Committee ranks proposals based on the criteria described above. They conduct an initial screening of applications and eliminate proposals that are not complete, are not innovative, duplicate existing programs/facilities or do not serve the Metro area.

The committee interviews applicants receiving the highest ranking. They may request additional information at this time, such as a business or marketing plan. They reserve the right to reconsider proposals after the interviews are held. Following the oral interviews, the committee recommends projects to Metro's Executive Officer and the Metro Council. The Metro Council gives final approval to the committee's recommendations.

VI. APPLICATION/CONTRACT CONDITIONS

Objectivity During Proposal Review. So that the advisory committee can remain objective during the proposal evaluation and selection process, applicants may not make reference to their individual, corporate, business, or organizational identity in the text of their application. **APPLICATIONS THAT DO NOT COMPLY WITH THIS REQUIREMENT WILL BE ELIMINATED.** Applicants must complete the application transmittal sheet. The transmittal sheet will be withheld until the initial review of the proposals has been completed by the committee. The identification of applicants will be made known to the committee prior to interviews and following completion of the final list of potential grant recipients.

Coordination with Public Affairs Department: All projects that receive grants will be required to recognize the 1% Well Spent! program in promotional materials and signage. The Metro Public Affairs department will assist selected applicants with design aspects of this requirement. However, the project budget must include estimated dollar amounts for this component. Applicants for Promotion and Education projects must also consult with Metro's Public Affairs Department to present their idea prior to submitting their application.

Validity Period and Authority. The application shall be considered valid for a period of at least one hundred twenty (120) days and shall contain a statement to that effect. The application shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind the company contacted during the period in which Metro is evaluating the proposal.

Limitation and Award. This application does not commit Metro to award a contract, or to pay any costs incurred in the preparation and submission of applications in anticipation of the contract. Metro reserves the right to accept or reject any or all proposals received as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this application.

Performance Bonds. Performance bonds are not required for projects. However, proposals must contain a list of references of individuals and/or organizations who may be contacted by the committee for experience verification. If this is not possible because the newness of the project precludes applicant's performance record, references may be supplied which speak to applicant's performance in similar areas.

Contract Type. Metro will enter into a public contract with the selected grantees. A copy of the standard contract which the successful applicants will be required to execute is available to applicants upon request.

Billing Procedures. Applicants are informed that the billing procedures of the selected firm may be subject to review and prior approval by Metro before reimbursement of services can occur. The terms of payment will be negotiated between the contractor and Metro during development of the contract for services and will be specified in the contract scope of work.

Subconsultants: Disadvantaged Business Program. A subconsultant is any person or firm proposed to work for the prime consultant on this project. Metro does not wish any subconsultant selection to be finalized prior to contract award. For any task or portion of a task to be undertaken by a subconsultant, the prime consultant shall not sign up a subconsultant on an exclusive basis.

In the event that any subconsultants are to be used in the performance of this agreement, the consultant agrees to make a good faith effort, as that term is defined in Metro's Disadvantaged Business Program (Section 2.04.160 of the Metro Code) to reach the goals of subcontracting 5 percent of the contract amount to Disadvantaged Businesses and 5 percent to Women Owned Businesses. The consultant shall contact Metro prior to negotiating any subcontract. Metro reserves the right, at all times during the period of this agreement, to monitor compliance with the terms of this paragraph and Metro's Disadvantaged Business Program.

References and credit rating. Applicants must submit three business and/or personal references as part of the application form. Metro reserves the right to conduct a credit reference check on both companies and individuals who are finalists for grant awards.

Confidentiality. Information in this application will be treated as confidential, as permitted in ORS 192.501(2), if the information constitutes a trade secret as recognized by the Oregon Public Records Act and if requested by the proposer in the application form.

**1992-93
APPLICATION FOR 1% FOR RECYCLING GRANT
TRANSMITTAL SHEET**

NAME OF INDIVIDUAL, ORGANIZATION OR COMPANY:

PROJECT MANAGER/CONTACT PERSON:

ADDRESS:

TELEPHONE:

Describe your business or organization:

Project Title:

Do you wish to have the information contained in this application treated as confidential?

Yes **No (check one)**

If yes, list page(s) where confidential information appears _____.

Amount of 1% Well Spent! funds requested: \$ _____.

Applicant's Signature

This transmittal sheet must be signed by an individual or individuals with authority to bind the company during the period in which Metro is evaluating the application.

REFERENCES

Please include at least three business and/or personal references. Include addresses and phone numbers and the relationship of the reference to you or your firm/organization.

1.

2.

3.

1% FOR RECYCLING APPLICATION FORM

Respond to every question on the application. If a question is not relevant to your project, state "not applicable." All applications must be typed. If you choose to use a personal computer, please use the same format as the application form and do not exceed the 18 PAGES in the application. Supplemental materials may be submitted as an attachment, but they will not be reviewed by the committee members until the oral interview stage of the evaluation process.

The 1% Committee requires applicant anonymity to ensure that proposals are judged solely on merit. **DO NOT REFERENCE YOUR INDIVIDUAL OR COMPANY NAME EXCEPT WHEN SPECIFICALLY REQUESTED.** Rather use general terms, such as the "company," "organization" or "applicant." Applicants that use individual or company names in their proposal will be eliminated.

Make 10 COPIES of your completed application and applicable supplemental materials. Copies must be printed **DOUBLE-SIDED** on **RECYCLED PAPER**. Submit your application to the Metro Solid Waste Department by Friday, December 11, 1992, 5:00 P.M. **Late applications submitted after the 5:00 p.m. deadline will not be accepted.**

PROJECT ABSTRACT

Summarize the key elements of your project below. Include the objective and scope of work. Indicate whether the project focuses on waste reduction, markets for recycling and/or promotion and education.

GEOGRAPHIC AREA SERVED
(entire Metro area or subarea)

AMOUNT OF 1% FUNDS REQUESTED: \$ _____.

The information contained in this application shall be considered valid for 120 days.

I. PROJECT DESCRIPTION

In the space provided below describe your proposal in detail. Please include the following information:

- The objective of the project
- The problem you are addressing
- How your project contributes to solving that problem

If the project can be reduced in scale to a lesser amount of funds than requested, please specify the amount and the way in which it can be cut back.

PROJECT DESCRIPTION (continued)

PROJECT DESCRIPTION (continued)

II. WORKPLAN AND SCHEDULE

Describe below the specific work tasks required to carry out your project and a schedule with estimated timelines. Assume that funds will be available for project start-up in April 1993.

Task

Estimated time
Required

Start

End

WORKPLAN AND SCHEDULE (continued if appropriate)

III. BUDGET

Please provide the following budget information. Items that do not apply to your proposal should be left blank. Try to estimate costs at the time funds will be available (about April 1993). Contingency is included to account for unexpected costs and emergencies. If you want to provide additional budget information or present it in a different way, use the reverse side of this form.

<u>REVENUES</u>	<u>METRO GRANT</u>	<u>OTHER FUNDS</u> (if applicable)	<u>TOTAL</u>
EXPENSES	_____	_____	_____
Salaries, Wages, Benefits	_____	_____	_____
Materials and Services			
Office supplies	_____	_____	_____
Promotion and education (detail)	_____	_____	_____
Maintenance & repair	_____	_____	_____
Training	_____	_____	_____
Outside consulting	_____	_____	_____
Overhead	_____	_____	_____
Miscellaneous (list items)	_____	_____	_____
Total Materials & Services	_____	_____	_____
Capital Outlay			
Office equipment	_____	_____	_____
Machinery	_____	_____	_____
Buildings	_____	_____	_____
Leasehold improvements	_____	_____	_____
Total Capital Outlay	_____	_____	_____
CONTINGENCY			_____
TOTAL EXPENSES	_____	_____	_____

ADDITIONAL BUDGET INFORMATION IF APPROPRIATE

IV. PROJECT FOCUS

Please indicate the primary focus of your project. You may check more than one box.

- a. Waste Reduction
 - Collection of recyclables _____
 - Processing of recyclables _____
 - Uses recycled materials in new products or manufacturing process, or produces product that minimizes waste generated _____
 - Other (Describe)

- b. Promotion and Education
 - Source reduction (precycling) _____
 - Market development (buying recycled) _____
 - Other (Describe)

V. EVALUATION CRITERIA

Please answer the following questions as they relate to your project. Indicate if a question is not applicable and explain why not.

1. Impact on the wastestream
 - a. Explain how the project reduces waste going to the landfill through source reduction, reuse, recycling, marketing or promotion and education. What type or types of material will your project target? If possible, describe the generators of the waste (e.g., residential, retail, manufacturing)?

b. What method or technology will your project use to recover and recycle this material?

c. If possible, estimate the amount of material your project will collect, process or reuse in a product. What percentage of the material will require disposal after recycling? (The standard measurements used are tons, pounds, or cubic yards for yard debris.)

d. Who will provide the supply of materials? Is there an adequate supply available?

e. Identify the specific audience or customers you plan to reach and the size of that group.

f. Describe the techniques you will use to implement the promotion and education program.

g. Describe the methods you will use to measure and evaluate the effectiveness of your project.

2. Long-term viability

a. How will your project continue after grant funds are spent? What is the potential for the project to become self-sustaining? Describe your long-term financing plan.

b. What will be the "end use" for the recovered material? Do you have agreements with individuals or companies who will use or purchase the recycled materials or products?

3. Manageability

a. Describe your experience in solid waste management, business or other areas and explain how this experience or knowledge will help you manage this project.

b. Have other funding sources besides the 1% grant been sought? If matching funds or in-kind services have been identified, please describe the amount and source of funds, or kinds of services. (Identify these funds in your budget.)

- c. **If your project develops a product from recycled materials, explain why it is an economically feasible project. Discuss competitive products, cost of production and distribution, and your marketing strategy. (A more detailed business plan may be requested by the 1% Committee.**

4. **Cost-benefit**

- a. What is the estimated cost/benefit ratio of the project? If your project focuses on waste reduction you may be able to project the cost by dividing the total cost of the project by the amount that you estimate will be recycled.

Total cost of project = cost per unit (\$)

Amount recycled (in tons, pounds, cubic yards, etc.)

- b. If this is a start-up project, estimate and explain how it will be cost effective once the program is fully operational. If you cannot determine actual figures, describe in a narrative the proposed project and how it will result in long-term benefits for the Metro region.

5. Public Acceptance

Describe why your project is environmentally-sound and non-polluting. Explain why the project would be acceptable to the community. What impacts would there be on existing recycling activities, neighborhoods, or land uses in the Metro region?

6. Creativity

Explain why your project is creative and innovative. Describe the risks associated with implementing the project.

7. Model for Waste Reduction

Explain how this concept can serve as a model for other jurisdictions to use in order to further their waste reduction efforts.

8. Public relations potential

Describe how this concept will attract and generate publicity and positive media attention.

**1% For Recycling Program
Fiscal Year 1992-93**

PROJECT LIST

All innovative recycling projects will be considered. Projects that increase the demand for recycled materials in products and that reduce the amount of waste produced (precycling), will be favored. The project list for 1992-93 includes the following:

- Plastics
- Construction/demolition materials
- Mixed wastepaper
- Composted material
- Used motor oil
- Colored glass

Evaluation Criteria for projects is as shown below. All criteria are given equal weight.

1. Impact on wastestream
2. Long-term viability
3. Manageability
4. Cost-benefit
5. Public acceptance
6. Innovation/creativity
7. Model for other waste reduction efforts
8. Public relations

LIST OF REFERENCE MATERIALS AVAILABLE UPON REQUEST

1% FOR RECYCLING APPLICATION

1. **Regional Solid Waste Management Plan, Waste Reduction Chapter, November 1989**
2. **1989-90 Waste Characterization Study, Final Report***
3. **1991 Recycling Level Survey**
4. **Solid Waste Information System Report, August 1992**
5. **Map of Metro Region**
6. **Metro's 1% For Recycling contract form**
7. **Summary of projects previously funded by 1% program**
8. **Recycling Markets Information**
9. **Recycled Products Index**

JMIFCT1%.APP
September 4, 1992

* The next study will be conducted this year, 1992-93.