



# Nature in Neighborhoods Capital Grants Handbook

Program Summary and Grant Guidelines

January 2025

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## Summary

Funded through the 2019 bond measure, the Nature in Neighborhoods Capital Grants program **will support community-led projects that benefit historically marginalized communities, protect and improve water quality and fish and wildlife habitat, support climate resilience and increase people's experience of nature at the community scale.** Chosen projects will emphasize community engagement, racial equity and climate resilience as well as meet the requirements of the 2019 Parks and Natural Areas bond measure for capital grants listed below. The projects funded will fulfill the purposes, principles, and criteria of the voter-approved 2019 parks and nature bond, centering community engagement and racial equity, to protect and improve water quality and fish and wildlife habitat, support climate resiliency, and increase people's experience of nature at the community scale.

## ELIGIBILITY REQUIREMENTS

Proposed projects must fulfill the following minimum requirements to be considered:

- The total project award must be at least \$100,000.
- The project must be on property owned by a state or local government and is within Metro's jurisdictional boundary.
- The project must demonstrate public and private partners (e.g. nonprofit or community-based organization).
- Matching funds must be identified and close to secured at the time of full application. Metro will provide no more than two-thirds of the total project costs of the capital project (2:1 match).
- A project must have minimal feasibility challenges and able to be constructed within three years. Contracts must be executed within two years of Metro Council grant award. Contract must be executed by 2027 and the grant awarded portion of the project must be completed by 2030.

## SCHEDULE

Pre-application due 4 p.m. Tuesday, January 21, 2025

Full applications due Tuesday, April 22, 2025

Recommendation to Metro Council in Summer 2025

Grant agreements and notice to proceed by Fall 2025 to Fall 2027

## PURPOSE, PRINCIPLES AND CRITERIA

Projects must meet the purpose and some of the principles, racial equity, community engagement and climate resilience and program area criteria. The whole package of Nature in Neighborhoods Capital Grants investments must meet the purpose, principles, community engagement and racial equity criteria, and at least one each of the climate resilience and program area criteria.

# Table of Contents

<b>I. INTRODUCTION</b>	<b>5</b>
<b>A. PROGRAM BACKGROUND</b>	<b>5</b>
<b>B. FUNDING AVAILABILITY</b>	<b>6</b>
<b>C. PROGRAM UPDATES</b>	<b>6</b>
<b>D. WHO CAN APPLY?</b>	<b>6</b>
<b>E. PARTNERS</b>	<b>6</b>
<b>F. MINIMUM PROJECT REQUIREMENTS</b>	<b>6</b>
<b>G. TYPES OF CAPITAL PROJECTS FUNDED</b>	<b>7</b>
<b>II. SELECTION CRITERIA</b>	<b>8</b>
<b>A. FUNDING PURPOSE, PRINCIPLES AND CRITERIA SUMMARY</b>	<b>8</b>
<b>B. PROJECT PLANNING</b>	<b>10</b>
<b>C. RESPONSIBILITIES OF PARTIES</b>	<b>10</b>
<b>D. DEFINITION OF CAPITAL PROJECT AND EXPENSES</b>	<b>11</b>
<b>E. MATCH</b>	<b>12</b>
<b>III. APPLICATION REVIEW PROCESS</b>	<b>13</b>
<b>IV. GRANT APPLICATION INSTRUCTIONS</b>	<b>14</b>
<b>A. PRE-APPLICATION QUESTIONS</b>	<b>15</b>
<b>B. DEMOGRAPHIC INFORMATION</b>	<b>17</b>
<b>V. POST-AWARD</b>	<b>19</b>
<b>A. REPORTING REQUIREMENTS</b>	<b>19</b>
<b>B. AGREEMENTS</b>	<b>19</b>
<b>C. CONTRACTING AND GRANT AGREEMENT</b>	<b>20</b>
<b>VI. RESOURCES</b>	<b>20</b>
<b>VII. ADDITIONAL INFORMATION</b>	<b>21</b>

# I. Introduction

## A. PROGRAM BACKGROUND

### 1) 2019 PARKS AND NATURE BOND

Since 1995, voters in greater Portland have passed three Parks and Nature bond measures that protect the region's air and water, restore fish and wildlife habitat and connect people with nature. In November 2019, voters in greater Portland approved a \$475 million bond measure to further protect clean water, restore fish and wildlife habitat and provide opportunities for people to connect with nature close to home.

### 2) THE NATURE IN NEIGHBORHOODS CAPITAL GRANTS PROGRAM

Across greater Portland, some of the best conservation and nature work is created by community members. Nature in Neighborhoods provides grants to projects led by neighborhood groups, community organizations, schools, park providers, soil and water conservation districts, local governments, and others. The capital projects must protect water quality and fish and wildlife habitat, support climate resiliency, and/or increase a community's connection to nature. Metro will provide up to \$40 million for grants funding community-led projects, with an emphasis on benefitting historically marginalized communities over the next ten years.

While the grants only fund capital investments, a wide variety of projects may qualify. Following the successful capital grants program from 2006 to 2016, four major categories of projects will be considered: [Land acquisition](#) (e.g. Nadaka Nature Park, White Oak Savanna), [Urban transformations](#) (e.g., ReGreening I-205), [Restoration](#) (e.g. Mitchell Creek, Wapato Marsh), and [Neighborhood livability](#) (e.g., Westmoreland Park, Hawthorne Park).

This handbook describes and defines the 2025 Nature in Neighborhoods Capital Grants competitive grant program for the Metro region.

In addition, the bond also included a Nature in Neighborhoods Community Choice (i.e. Capital Grants Pilot) program that was designed by community members and awarded grants through a participatory process in 2024 in Metro Council District 4 (Washington County) and in 2026 in Metro Council District 2 (Clackamas County, east of Willamette River).

#### Nature in Neighborhoods Capital Grants Program background

The roots of Metro's Nature in Neighborhoods capital grants program can be found in the Regional Framework Plan which unites all of Metro's adopted land use planning policies and requirements including the 2040 Growth Concept and is designed to create sustainable and prosperous communities for present and future generations. Included in these plans is Metro's commitment to protect farm and forest land outside the urban growth boundary, while also preserving the character of urban neighborhoods inside the boundary. Metro has authority from the State of Oregon for managing the Metro region's urban growth boundary (UGB) and meeting the state's land use planning goals.

Metro has also used its land use authority to protect natural resources inside the region's urban growth boundary. Most significantly is the adoption by the Metro Council of Ordinance 05-1077B (a.k.a. Nature in Neighborhoods) in September 2005. The ordinance established standards for development in streamside and wetland areas to conserve and protect fish and wildlife habitat and included Title 13 of Metro's Urban Growth Management Functional Plan, which implements Oregon Statewide Planning Goal 5 (natural resources, scenic and historic areas and open spaces) and Goal 6 (air, water and land resources quality). Through Title 13, Nature in Neighborhoods, the framework plan includes requirements for conserving, protecting, and restoring the region's fish and wildlife habitat. In adopting Nature in Neighborhoods, the Metro Council chose to rely on a combination of land use protections designed to conserve the highest value habitats and voluntary measures to be implemented by public

and private partners, including land acquisition, habitat friendly development practices, and restoration and stewardship.

## **B. FUNDING AVAILABILITY**

The Nature in Neighborhoods Capital Grants metro-wide program will provide up to \$5 million for capital projects throughout the Metro region for the 2024-2025 third round of competitive funding.

The intent of this grant program is to fund capital projects. Therefore, the minimum grant request eligible for funding is \$100,000 and a maximum grant request eligible for funding is \$1 million for the 2024-25 Capital Grants program. Available funds will be divided into two funding areas, one for small projects and one for large projects. Small projects must have project grant requests between \$100,000 and \$250,000. Large projects must have project grant requests between \$250,000 and \$1 million.

## **C. PROGRAM UPDATES**

This handbook is intended to address the 2024-2025 funding cycle with the goal of clarifying programmatic elements that best achieve the program goals. Aspects of the program as defined in this handbook will need to be updated from time to time to best reflect the needs of Metro and the community.

## **D. WHO CAN APPLY?**

Capital grants are intended to support community-driven initiatives; therefore, partnerships are key to a successful proposal. Tribal governments, public schools, non-profits, community-based organizations, local governments and special districts can apply for grants.

The final capital asset must be publicly owned by a state or local government. Tribal governments, which have not yet been established as eligible state or local government for the purposes of the lending of credit prohibition in the Oregon Constitution, along with non-profits, and community-based organizations, must partner with a state or local government to apply for the capital grants.

## **E. PARTNERS**

The project must demonstrate public and private partners who will leverage human and financial resources. A partner is not simply an organization or individual that writes a letter of support. Partners are actively engaged in leveraging financial or in-kind services in order to make the project a success.

## **F. MINIMUM PROJECT REQUIREMENTS**

Grant applications must fulfill the following minimum requirements to be considered.

- To maximize the impact of investments, projects must demonstrate strong partnerships between community-based organizations and state or local government.
- Grant funds must be expended within the Metro jurisdictional boundary.
- Projects must be clearly achievable given the knowledge, skills and resources available or other organizational preparedness among project partners.
- Expenses must be associated with capital projects only. Funds cannot be used for general operating expenses. Administrative costs -directly related to the capital project are only eligible for up to 10% of the total grant award for reimbursement, this can include project management staff time or other expenses as outlined below.

Administrative costs are defined as: costs including staff costs and Overhead and Indirect Costs, up to a maximum of ten percent (10%) of the total Project Cost for each project. Metro will apply the 10% cap on a project-by-project

basis and each Grantee will be responsible for tracking and accounting for its costs to ensure compliance with the 10% cap.

- Projects that involve the acquisition of properties or easements must be negotiated with willing sellers.
- Grantees will be required to evaluate and report progress on their projects
- Upon entering into a grant agreement with Metro, the grantee will have up to three years to complete the project. Contracts must be executed within two years of Metro Council grant award. Metro’s Chief Operating Officer may approve extensions up to a maximum five-year term if a project encounters unforeseeable delays.

## **G. TYPES OF CAPITAL PROJECTS FUNDED**

The project must result in a publicly owned capital asset within Metro’s jurisdictional boundary. The definition of a capital asset may vary depending on how the public agency accounts for the project. The chief financial officer for the public agency must confirm that the line items funded by the capital grants is properly recorded as assets in the jurisdiction’s audited financial statements and that the accounting treatment for this project is consistent with other similar transactions. Metro will require a letter of support from the jurisdiction will be required to meet this requirement.

Metro may fund four types of capital projects:

### **1) LAND ACQUISITION OR CONSERVATION EASEMENT**

Acquisition of real property (including easements) by a state or local government. Acquisition projects may include natural areas, wildlife habitat and trail corridors, nature-related parks or other opportunities for increasing people’s connections to nature and/or restoring ecological systems. State or local governments may use funds acquire any interest in land only with willing sellers.

#### *Allowable costs*

Costs associated with the acquisition including appraisals, appraisal review, surveys, environmental review and closing costs.

Costs necessary to “stabilize” the property including a survey, the demolition of unwanted structures and other hazards, installation of signage and fencing to control access and the initial removal of invasive species and planting of natives.

#### *Required conservation easement*

Government agencies taking fee title ownership to property being acquired with grant funds shall grant Metro a conservation easement. If the agency is acquiring a conservation easement of their own from the property owner, then this requirement does not apply.

### **2) CAPITAL IMPROVEMENT PROJECTS**

Projects will result in the creation of a capital asset such as a park, natural area, trail, boardwalk or nature play area, with a discrete useful life of at least 20 years; OR projects will significantly extend the useful life of an existing capital asset.

#### *Allowable costs*

A project must have a grant request of at least \$100,000. Such costs can include design and engineering costs, bid documents and permits, as well as materials and construction expenses.

The project must be consistent with the intent of the bond measure under which the project was acquired and the management goals at the time of acquisition. If an Intergovernmental Agreement (IGA) with a local jurisdiction for the management of the property is in place, the project must comply with that agreement.

- **Restoration** projects that either create or renovate an asset to enhance fish habitat and/or wildlife connectivity such as enhancing stream complexity with large woody debris, removing or replacing culverts, and providing viewing platforms to reduce people’s impact on sensitive habitat.
- **Urban transformation** projects that seek to change development norms in the region’s most urban settings by balancing human needs with the health of natural systems and providing people with opportunities to learn about and experience nature.
- **Neighborhood livability** projects that give people a place to walk, reflect and connect with nature close to home.

## II. Selection Criteria

### A. FUNDING PURPOSE, PRINCIPLES AND CRITERIA SUMMARY

Since 1995, voters in greater Portland have passed three bond measures that protect the region’s air and water, restore fish and wildlife habitat and connect people with nature. When voters overwhelmingly passed the 2019 bond measure, they endorsed three critical aspects to this work: racial equity, community engagement and climate resilience.

#### 1) PURPOSE

**These projects will protect and improve water quality and fish and wildlife habitat, support climate resiliency and/or increase people’s experience of nature at the community scale.**

The Nature in Neighborhoods Capital Grants program will fund community-led projects, with an emphasis on benefitting historically marginalized communities.

#### 2) PRINCIPLES

Based on community and partner engagement and input from stakeholders, the Metro Council approved the following principles to guide the 2019 parks and nature bond measure.

***All of the following principles will guide the Nature in Neighborhoods Capital Grants program in its selection of the whole package of grant investments. Individual projects must meet one or more of the following principles.***

- Serve communities through inclusive engagement, transparency and accountability.
- Advance racial equity through bond investments.
- Protect clean water for people, fish and wildlife.
- Protect and restore culturally significant native plant communities.
- Protect, connect and improve habitat for native fish and wildlife.
- Take care of what we have.
- Make parks and natural areas more accessible and inclusive.
- Connect more people to the land and rivers of our region.
- Invest in trails for biking and walking.



- Support community-led parks and nature projects.
- Make communities more resilient to climate change.

### 3) COMMUNITY ENGAGEMENT AND RACIAL EQUITY CRITERIA

The whole package of Capital Grants investments must satisfy **all of the following community engagement and racial equity criteria**. *Individual projects must meet one or more of the following criteria.*

- Meaningfully engage with communities of color, Indigenous communities, people with low incomes and other historically marginalized communities in planning, development and selection of projects.
- Prioritize projects and needs identified by communities of color, Indigenous communities, low-income and other historically marginalized groups. Metro has found ways to prioritize these communities in ways that do not violate the law, like outreach or reducing barriers.
- Demonstrate accountability for tracking outcomes and reporting impacts, particularly as they relate to communities of color, Indigenous communities, people with low incomes and other historically marginalized communities.
- Improve the accessibility and inclusiveness of developed parks.
- Include strategies to prevent or mitigate displacement and/or gentrification resulting from bond investments.
- Set aspirational goals for workforce diversity and use of COBID contractors and work to reduce barriers to achieving these goals; demonstrate accountability by tracking outcomes and reporting impacts.

### 4) CLIMATE RESILIENCE CRITERIA

The whole package of Capital Grants investments must satisfy **at least one of the following climate resilience criteria**. *Individual projects must meet one or more of the following criteria.*

- Protect, connect and restore habitat to support strong populations of native plants, fish and wildlife that can adapt to a changing climate.
- Protect and restore floodplains, headwaters, streams and wetlands to increase their capacity to handle stormwater to protect vulnerable communities from flooding.
- Increase tree canopy in developed areas to reduce heat island effects.
- Use low-impact development practices and green infrastructure in project design and development.

### 5) PROGRAM CRITERIA

The whole package of Capital Grants investments must satisfy **at least one of the following program criteria**. *Individual projects must meet one or more of the following criteria.*

- Build wealth in communities of color, Indigenous communities, low-income and other historically marginalized communities through contracting and jobs.
- Improve human mental and physical health, particularly in communities of color, Indigenous communities, low-income communities and other historically marginalized communities.
- Nurture a relationship with land and create educational opportunities (including Science, Technology, Engineering, Art and Math [STEAM] opportunities) and promote careers in the environmental and agricultural sector, especially for people and youth of color.

- Demonstrate leadership by Black, Indigenous, and People of Color in project identification, selection, design and implementation.
- Increase accessibility of public, park, and other natural spaces.
- Create easy access to nature from transit and for people walking or biking.
- Consider and approach the issue of houselessness in a sensitive and humanizing way.

## **B. PROJECT PLANNING**

The strongest projects have been well thought-out and based on thorough research and planning. This includes looking at the project in the broadest context and framing the need for the project within the entire watershed basin or the needs of the surrounding neighborhoods. Building relationships with a variety of stakeholders can allow the project to more holistically address multiple elements of a livable community such as public safety, health, affordable housing and jobs. Metro is willing to provide suggestions to potential applicants and help to identify potential resources. Applicants are encouraged to contact Metro staff as early in the project planning phase as possible.

## **C. RESPONSIBILITIES OF PARTIES**

Each party will have responsibilities in alignment with their strengths and capacities.

### **1) LOCAL JURISDICTION**

#### **Leading government-to-government consultation**

Local governments will lead government-to-government consultation with Tribes that have interest in the project area.

#### **Holding fee title or easement**

Local governments must hold a real estate interest in the site sufficient to comply with state law regarding bond expenditures.

#### **Formal resolution in support of project**

State and local government partners must take legislative action to support the project, such as a formal resolution, letter of support, or other documentation of support of the project prior to the full application submission.

#### **Ensuring project compliance with the following rules and regulations, if applicable:**

- Protections for Native American burial sites and objects (Oregon Revised Statute 97.740 et seq.)
- Protections for archaeological objects and sites (ORS 358.905 et seq.), permit requirements for site alteration (ORS 390.325 et seq.), and permit requirements for state public and private land (Oregon Administrative Rule 736-051-0080 to 0090)
- National Historic Preservation Act of 1966 (16 United States Code 470 et seq.)
- Archaeological Resources Protection Act of 1979 (16 USC 470 et seq.)
- Native American Graves Protection and Repatriation Act of 1990 (25 USC 3001 et seq.)
- Other applicable local, state, and federal regulations

#### **Community partner**

The specific roles of the community partner are much more flexible depending on the capacity and relationship of the organization.

### Roles determined by project needs

Many roles for delivering a capital project of this scale are necessary. However, this handbook is not intended to prescribe those roles, rather to simply identify a few key roles that are necessary. The organization responsible for these roles should be determined based on negotiations amongst the project partners.

- Project Management
- Community Engagement Lead
- Operations and Maintenance Lead
- Project Fiduciary
- Project Attorney
- Other roles as determined necessary by the partnership and as may be recommended by Metro Staff

### D. DEFINITION OF CAPITAL PROJECT AND EXPENSES

Land or other assets acquired or created with Metro bond funds must be owned by the public and capitalized by a state or local government.

Expenses must be a capital expense. Funds cannot be used for general operating expenses.

Bond proceeds must be spent on capital costs, which could include, but are not limited to, costs for land acquisition, design, planning and construction. Projects may be required to partner with a jurisdiction to help develop (i.e., plan, engineering or architectural plans) and jurisdictions would be required to own the capital asset.

### Funding Source Limitations

Metro is constrained by legal and fiscal constraints around the use of parks and nature bond funding. Per the Metro bond measure and the Oregon constitution (ORS 310.140), bond proceeds must be spent on 'capital costs.' Funding for project scoping, feasibility studies, and other preliminary project development costs are not considered capital costs and thus will need to be paid for from a source other than bond funds. Capital projects funded by the bond measure must also be on public land, meaning a state or local government agency are the landowners or easement holders of the land. Therefore, the project development process is adapted to meet those constraints.

### What are the budgets that will be required for Capital Grant projects?

Each grant recipient jurisdiction will be required to submit a project budget with their full application. The project budget submitted should outline the total project cost summarized by major spending category and should include whether each line item is a direct project cost or an administrative capital cost and whether that cost will be covered by the grant or match. Metro will provide a template and instructions for the budget document. The grantee should prepare project scopes and budgets with care, applying conservative estimates. A percentage of project budget should be set aside as contingency to cover unforeseen expenses. The amount of contingency should be based on each jurisdiction's standard project management practices. It is anticipated that project budgets will be best estimates and construction costs will likely fluctuate over the life of each grant agreement (e.g., intergovernmental agreement (IGA) or grant contract. If a grantee has received upfront funds and the project becomes infeasible or otherwise did not utilize the upfront payment, grant recipients will return the unspent funds. Alternatively, Metro does not have additional funds to cover added expenses or project budget overages. Budget overages are the responsibility of the grant recipient.

### What is the definition of capital costs for the Capital Grants?

*“Administrative Costs”* means Capital Costs that are not Direct Project Costs, including program development expenses, administrative and finance staff support, expenses related to board, community engagement and outreach, and any other payments that are required to facilitate bond-funded capital projects but are not directly tied to a project.

*“Capital Costs”* means costs that are considered capital under generally acceptable accounting principles (GAAP), which costs include the costs of capital construction, capital improvements or other capital costs, as those terms are defined by the relevant provisions of the Oregon Constitution and Oregon law (including ORS 310.140). Each jurisdiction should also ensure that the costs incurred as capital adhere to their own internal capital policies. Capital costs can include staff time to the extent it is allowable under each jurisdiction existing financial policies.

*“Direct Project Costs”* means Capital Costs that are expended for the acquisition, development, or construction of a Metro parks and nature bond-funded project.

### *Eligible capital costs*

The Nature in Neighborhoods Capital Grants are being funded using general obligation bond proceeds. General obligation bonds (sometimes referred to as GO bonds) may only be used to pay for expenditures that constitute qualified capital costs, consistent with Oregon law. Capital costs are costs that can be capitalized under generally acceptable accounting principles (GAAP). Capital costs can include the costs of capital construction, capital improvements or other capital costs as defined by the relevant provisions of the Oregon Constitution and Oregon law (including ORS 310.140). Each grantee should refer to and abide by its own policies regarding what constitutes a capital cost.

As outlined in ORS 310.140, capital costs include land and other assets having a useful life of more than one year, and can include costs associated with acquisition, construction, improvement, remodeling, furnishing and equipping. Capital costs do not include costs of routine maintenance, supplies or general operating expenses.

Each grant recipient jurisdiction may, based on its financial policies, make its own determination as to what constitutes a capital cost, so long as it is consistent with state law. *The only reimbursable costs are related to the capital project plus up to 10 percent for related administrative costs.*

## **E. MATCH**

### What are the funding requirements and mechanisms for the Capital Grants?

- The program will encourage projects that leverage additional government and private funding to increase the overall program impacts. Match may be cash, in-kind donations of goods or services, staff time or volunteer hours. Funds from other Metro programs or Metro staff time can be utilized in the project but cannot be counted as matching funds.
- Metro will provide no more than two-thirds of the total project costs of the capital project (i.e., 2:1 Match). Matching funds must be identified and close to secured at the time of full application.
- Metro may award funds to a project with conditions of approval, including the need to meet matching requirements.
- Applicants must demonstrate that there are long-term designated funds available to maintain the project for its intended purpose. Examples of this include a commitment in writing of who is paying long term maintenance (e.g., government asset owner, applicant or partner) and audited financial statements from the organization who is paying for the long-term maintenance with a clean audit opinion.

- Grant funds are typically provided on a reimbursement basis.
- No more than 10 percent of grant funds will be used for staff time directly related to a project.

#### Types of Match Allowed

- The match can be a combination of financial resources and in-kind services.
- The match needs to be identified and close to being secured at the time of application.
- The value of donated or acquired property can be used as a match if the property was donated or acquired within one year of the grant pre-application, as long as no Metro funds were used to acquire the property.
- Volunteer time should be valued based on the Independent Sector’s value of volunteer time. The most current information can be found at: <https://independentsector.org/resource/value-of-volunteer-time/>
- Metro funds or in-kind support of Metro staff cannot be used as a match.

### III. Application Review Process

#### Application review

A Review Committee, staffed by Metro, will be established to review all projects and make funding recommendations to the Metro Council. With support from Metro staff, the Review Committee comes from a wide variety of backgrounds including those with academic, professional, and lived experience on best practices related to racial equity, community engagement, and climate resilience and water quality, habitat restoration and traditional ecological knowledge to create the greatest benefits for people, plants and wildlife. Committee members are committed to Metro’s parks and nature mission and to supporting opportunities for communities of color and other historically marginalized groups to design and build access to nature for their communities. This group will review applications and make funding recommendations to the Metro Council.

Applications and pre-applications will be evaluated based on the information submitted, responsiveness to the grant’s purpose, principles and criteria and the review committee’s professional and collective judgment. It is up to the applicant to ensure the proposed program is sufficiently defined so the review committee can understand how well it meets the grant program purpose and evaluation criteria.

The application process has two stages: a pre-application phase and a full application phase. Potential applicants must submit a pre-application that describes how the program meets the purpose of the grant program and is achievable.

Full applications will only be accepted from applicants who have been invited to apply. Feedback from the grant review committee about how well the pre-application meets the program purpose and criteria may be provided. Upon request, information about other funding sources or suggestions for strengthening an application for a subsequent funding cycle may be provided.

During the full application period, the Review Committee may conduct site visits. Site visits are intended to provide a more in-depth understanding of the proposal in order to form a stronger basis for comparison with other proposals.

The Metro Council will make all grant awards.

## IV. GRANT APPLICATION INSTRUCTIONS

### Application assistance

Applicants are encouraged to contact Metro staff to discuss the proposed program or project, partners and grant criteria. Staff is available to help you make your application as strong as possible. Optional information sessions and office hours to assist you with your grant proposal will be announced on the website and by email. Please email [CommunityInvestments@oregonmetro.gov](mailto:CommunityInvestments@oregonmetro.gov) to be added to the email list and notified of upcoming information sessions and office hours.

### Online application

Metro accepts applications via the online system **ZoomGrants** at [oregonmetro.gov/grants](https://oregonmetro.gov/grants) or directly at [zoomgrants.com/gprop.asp?donorid=2199](https://zoomgrants.com/gprop.asp?donorid=2199). The pre-application will be available starting in January 2024 and due by 4 p.m. Tuesday, January 21, 2025.

An email will be sent within 24 hours by Metro staff via **ZoomGrants** confirming your pre-application has been received. To ensure that you are receiving emails, please add to your “safe senders list” the email address [Notices@zoomgrants.com](mailto:Notices@zoomgrants.com). If you do not receive a confirmation, please let Crista Gardner know.

### Important notes for working in ZoomGrants

- Each answer has a character limit, which includes spaces. For example, 4,000 characters is approximately one page.
- Answers are saved automatically when you move to another text box.
- Please remove all text formatting before cutting and pasting into ZoomGrants (e.g., bullets, hyphens).
- An applicant may add partners, a fiscal sponsor, or colleagues as collaborators on ZoomGrants. Only the applicant may submit the application.
- For additional detailed questions, use the Help button at the top of the ZoomGrants page, access their ZoomGrants University tutorials at [help.zoomgrants.com](https://help.zoomgrants.com) or contact the Help Desk at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com).

### Review of your pre-application

The grant review committee will use following evaluation questions to review pre-applications.

**Project narrative:** How well does it describe the project and its importance? For example, does it describe how the activity will be organized, best practices, and the importance for the organization and community?

**Purpose and criteria:** How well does the project address the grant purpose, principles and criteria? For example, does it demonstrate how the project aligns to the grant purpose, principles and program area criteria? Does the organization’s strategic mission, project expected results and outcomes and plans to evaluate project effectiveness align with the grant goals?

**Meaningful community engagement and racial equity:** How well does the project address the Parks and Nature Bond criteria of meaningful community engagement and racial equity? How and by whom is the need for this proposal being identified? Who is designing and implementing the project? Is diversity, equity and inclusion part of the applicants' vision, mission, or objectives?

**Climate resilience:** How well does the project address the Parks and Nature Bond criteria of climate resilience? In what ways does the project further the region's climate resilience?

**Partnerships:** How well are strong and active partnerships demonstrated? For example, how are partnerships and collaborations formed, strengthened and/or extended through the project? Are there committed partners and future funding sustainability for the operation and maintenance of the project?

**Organizational preparedness:** How well does it demonstrate leadership support, organizational capability and experience, and landowner permission to implement the project? For example, does it describe the key personnel roles and their qualifications and confirm that leadership has given approval for the project?

## A. PRE-APPLICATION QUESTIONS

For your reference, please see below for the questions included in the pre-application.

### Project Name

### Amount Requested \$

*Up to \$250,000 or \$1 million for grants of up to three years*

### Estimated Match \$

### Applicant Information

First Name

Last Name

Telephone

Email

### Organization Information

Organization Name

Address 1

Address 2

City

State/Province

Zip/Postal Code

Country

Telephone

Fax

Website

EIN (XX-XXXXXXX)

### CEO/Executive Director/Department Director

First Name

Last Name

Title

Email

## Collaborators for this application

*Collaborators can only edit application data (questions). They cannot submit, archive or delete this application.*

Email Address

Editing Access

Status/Invite

## Additional Contacts for this Application

*Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.*

## Questions

### 1. Project summary (45 words, 255 characters)

*Provide a brief summary that describes your project.*

### 2. Fiscal agent

*If different than the lead organization. If no fiscal agent, please write "not applicable".*

### 3. Property owner

*Committed local or state government owner of the public asset*

### 4. Project partners

*Committed partner organizations.*

### 5. Potential partners

*Potential partner organizations.*

### 6. Project length

*(Select only one) Does not include up to two years for contract or IGA execution.*

- One year
- Two years
- Three years

### 7. Project narrative (up to one page, 4000 characters)

*Provide a narrative that describes the project. Explain why the project is important for your community and organization, such as how it fits your organization's strategic plan or mission.*

### 8. Goals (up to one page, 4000 characters)

*Describe how the project addresses the Nature in Neighborhood Capital Grants purpose, principles and program criteria.*

### 9. Meaningful community engagement and racial equity (up to one page, 4000 characters)

*How do communities of color and the community served help to identify the need for, design, and deliver this project? How is the project culturally relevant or culturally responsive? How does your organization's mission or values address equity? For demographic data, see [School districts](#) or [Social Vulnerability Index](#).*



**10. Climate resiliency (up to one page, 4000 characters)**

*Describe how the project address the Parks and Nature Bond criteria and further the region’s climate resilience.*

**11. Partnerships (up to one page, 4000 characters)**

*Show how partnerships and collaboration with other individuals, organizations and groups in your community will be formed, strengthened and extended through this project.*

**12. Organizational preparedness (up to one page, 4000 characters)**

*Explain why your organization and your partners have the experience and capacity to conduct the project, including identification of key personnel, their roles in the project and their qualifications.*

## MAPS AND DEMOGRAPHICS

### Documents Requested:

#### Location and project reach (two pages)

Provide a location/vicinity map that shows where the project and/or participating communities are located within the region, such as on Google Maps, [MetroMap](#), [Social Vulnerability Index](#).

#### Demographic form (two pages)

Please download and fill out the Nature in Neighborhoods demographic form, which **will not be used for the review of your grant application**.

### B. DEMOGRAPHIC INFORMATION

In order to serve the region’s communities as broadly as possible, Metro is conducting a survey to learn whom our grants currently serve and to help improve community access. The demographic information you provide will not be used for the review of your grant application.

1. How did you find out about the Nature in Neighborhoods grants?

Website

Our Big Backyard Newsletter

Email

Metro Employee

Friend or colleague

Workshop, meeting or other event

Newspaper

Other (Please specify):

2. Does your organization consider itself to be a culturally-specific community based organization?

Primary Applicant  Yes  No please specify: \_\_\_\_\_

3. Please indicate, to the best of your ability, whether your project partners consider themselves to be a culturally-specific community based organization:

Co-Applicant  Yes  No please specify: \_\_\_\_\_

Partner 1  Yes  No please specify: \_\_\_\_\_

Partner 2  Yes  No please specify: \_\_\_\_\_

Partner 3                     Yes    No   please specify: \_\_\_\_\_

4. For the project outlined in your Nature in Neighborhoods grant proposal, do you expect to engage a majority (more than 51%) non-white population?

Yes

No

5. If yes, which population(s)?

Asian

American Indian/Alaskan Native

Latino /Hispanic

Native Hawaiian or Other Pacific Islander

African

Slavic

Black/African American

Other (Please specify):

Middle Eastern/North African

6. Please tell us what you based your answer(s) on (e.g., staff input, staff observation, census data, school demographic data, previous project).

7. To inform our evaluation outcomes reporting, Metro would like to learn what demographic information our grant applicants already collect. What demographic data does your organization collect about the population you serve?

Race and ethnicity

Gender

English proficiency

Age

Primary language

Special needs

Geography/location

Other (Please specify):

Income

8. Please tell us about how you collect and use demographic data in your project.

9. We understand that demographic data can be highly personal both for individuals and organizations. Please describe any concerns you would have about sharing your demographic data about participants related to this grant application.

10. Do you have any comments about this survey?

## V. Post-Award

### A. REPORTING REQUIREMENTS

Grant recipients will be required to report on the progress and outcomes of the project throughout the project period. A final report will be required that includes full and final accounting of all expenditures, the value and source of matching funds, a description of work accomplished, volunteer hours and participation, Project photos (including a photo of the signage acknowledging the Nature in Neighborhoods Capital Grants Program participation), and data on evaluation measures.

To evaluate the impact of the PN Bond, grant recipients will provide information about community engagement, contracting and workforce activities annually as part of their regular reporting and participate in brief interviews and surveys. More detail about the PN Bond related reporting requirements will be articulated in the grant agreement.

Metro is committed to successful project implementation for all grant recipients and will work cooperatively to ensure project success.

### B. AGREEMENTS

#### Agreements

Metro staff will work with the successful applicant to enter into the necessary agreements for the project between Metro and the applicant and any partner (e.g., local government partner). There are three potential agreements that may be used.

- Intergovernmental Agreement (IGA): This template is used when the applicant is a government agency.
- Grant Agreement: This template is used when the applicant is a community-based organization.
- Government Sponsor IGA: This template is used for the government agency when the applicant is a community-based organization. It is used together with the Grant Agreement discussed above.

*Metro staff will provide a first draft agreement to the grantee(s) based on Metro templates. Grantees may propose edits and once both parties are satisfied, the agreement can be executed.*

#### Changes to Scope of Work or Budget after Executed Agreement

Amendments to the agreement can be made to extend the grant period up to three years, make necessary budget adjustments or make other alterations that are still consistent with the project scope and conditions approved by the Metro Council.

If the need arises to redirect capital grant funding to a new project element that was not part of the original scope of work, the following criteria will be considered.

- The new project element addresses the same problem or need identified in the grant application.
- The originally funded project element is not feasible, was funded by some other funding source, or did not cost as much as anticipated at time of application.
- The new project element is consistent with the intent of the Nature in Neighborhoods Capital Grant program as defined by the 2019 natural areas bond measure.

## C. CONTRACTING AND GRANT AGREEMENT

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

- Commercial general liability insurance covering personal injury, property damage and bodily injury with automatic coverage for premises and operation and product liability with a minimum of \$1,000,000 per occurrence is required. The Agreement is conditional upon review and approval of Metro's Risk Manager. Grantee must provide Metro with a certificate of insurance and endorsements that names "Metro, its elected officials, departments, employees and agents" as **additional insured**.
- Automobile bodily injury and property damage liability insurance with a minimum of \$1,000,000 per occurrence. If this is not included in your general liability certificate of insurance, a separate certificate will be needed. If you do not use vehicles and/or do not transport participants as part of your program or project, and therefore don't carry this insurance, please reach out to us via email so we can discuss waiving this requirement with Metro's risk manager.
- Proof of worker's compensation insurance is required for agencies with staff. A worker's compensation exemption form (provided by Metro) is required for those without staff or who are otherwise exempt from carrying this insurance.

## VI. Resources

The following are data and information sources that applicants may find useful in the preparation of letters of interest and/or full applications. Applicants are encouraged to find resources listed here, and otherwise, that best support their project and grant application.

[Metro's web site](https://gis.oregonmetro.gov/metromap) has a variety of maps and tools to assist with project research: MetroMap (<https://gis.oregonmetro.gov/metromap>) This is Metro's web mapping service for viewing and printing maps or data specific to an area of interest. MetroMap allows viewers to see map-based information about a location of choice. View information on parcel and tax assessment, zoning, political boundaries, planning, flood plain and special districts. The results can be displayed in text-only format or on a map.

Urban Growth Boundary tool (<https://www.oregonmetro.gov/library/urban-growthboundary/lookup>) Enter an address to see a map that shows whether a specific property is inside, was added to, or removed from the urban growth boundary.

[Social Vulnerability Index](#)

### Resources and interpretation of bond and program criteria

As potential applicants think about whether and how their projects can address the bond and program criteria stated above, please refer to the following resources and toolkits on the [Local Share Website](#):

- Community engagement [toolkit](#), [planning guide](#) and [presentation](#)
- Climate resilience criteria [guidance](#)
- [Anti-displacement and gentrification presentation](#) and [memo](#)

- [Metro’s construction career pathways program](#) presentation and [construction careers regional framework](#)  
[Contract equity and workforce equity presentation](#) and [memo](#)
- [Outcomes and evaluation presentation](#)
- [Accessibility presentation](#)
- [Culturally specific engagement and partnerships presentation](#)

## **VII. ADDITIONAL INFORMATION**

### **1) PUBLIC INFORMATION**

All applications are subject to the Oregon Public Records Law.

### **2) PRE-AWARD ACTIVITIES**

Notwithstanding any oral or written assurances, there is no obligation on the part of Metro to cover pre-award costs.