



State of Oregon Department of Environmental Quality

# 2020 Repair and Reuse Workforce Development Grant Program Application Instructions

**APPLICATION DEADLINE: Friday, June 5, 2020**  
**Updated April 6, to offer more flexibility on types of costs covered**

## 2020 Grant schedule

Application materials available	Monday, March 30, 2020
Webinar for FAQs about application documents	Tuesday, April 21 from 10:00-11:00 a.m. open to the public and Tuesday, April 28 from 10:00-11:00 a.m. for Oregon Tribes
Completed applications due at DEQ offices	Submitted by email by Friday, June 5, 2020 (11:59 p.m. PDT)
Submit applications to	<a href="mailto:workforcegrants2020@deq.state.or.us">workforcegrants2020@deq.state.or.us</a>
Grant awards announced (estimated)	Friday, July 17, 2020
Grant funds available	After grant agreement is signed by all parties, see page 10 for next steps after announcements (may be 2 to 6 months after grant is awarded, but DEQ will work with grantees to meet desired timelines)

All dates listed are subject to change at Agency’s discretion.

### Use these instructions with the application for Reuse and Repair Workforce Development Grants ONLY

These are **not** the Instructions for the General Materials Management Grant Program, which will be available later in 2020.

## Background

The purpose of the reuse and repair workforce development grants is to keep products in service longer, reducing environmental impacts of upstream production as well as reducing wastes, while also creating new jobs in Oregon. DEQ also wants to support the continuing operations of reuse and repair businesses and help them weather the disruptions brought on by the COVID-19 outbreak.

The overarching goal of DEQ's Strategic Plan for Reuse, Repair and Extending the Lifespan of Products in Oregon ("Strategic Plan"), is to extend the lifespan of products in Oregon in a manner consistent with Oregon's 2050 Vision for Materials Management. Reuse and repair are both important means of achieving this goal, and one of the four concepts of DEQ's Strategic Plan is to develop infrastructure and build capacity so that repair and reuse are convenient and cost effective choices for households and businesses.

- View: “[Materials Management in Oregon: 2050 Vision and Framework for Action](#)”
- View: The “[Reuse, Repair and Product Lifespan Extension Strategic Plan](#)” and related documents

The Strategic Plan specifically calls out a need for financial support for workforce development for the reuse and repair sectors. Growing these sectors (both businesses and nonprofits) can enhance the viability of reuse and repair, thereby extending the lifespan of products and materials and reducing environmental impacts both upstream and downstream of the consumer. Research, including engagement with small businesses and nonprofits, indicates that the most flexible option to support reuse and repair in Oregon is a ‘micro-grant’ (up to \$10,000 per grant) program to support workforce development in these organizations. This funding is to be used to offset some of the costs of retaining current employees, and training and hiring new employees, resulting in the creation and retention of long-term or permanent jobs. In 2017, DEQ tested this approach as a pilot program, awarding five grants to reuse and repair businesses and organizations in the state.

The Vision for Materials Management also states that in 2050, people living in Oregon will produce and use materials responsibly, conserve resources, protect the environment and live well. In order to move toward this goal, DEQ prioritizes equity and supports the well-being of different Oregon communities, in particular historically marginalized communities, by considering the mission of applicant’s organizations, their commitment to diversity, equity and inclusion and their efforts to create a welcoming place of business. Materials Management has embedded these priorities in its efforts to support the extension of the lifespan of products and materials. These priorities also support DEQ’s pursuit of a more relationship-oriented, human-centered approach to business and work.

While DEQ is currently working towards its diversity, equity and inclusion (DEI) objectives and already has an Environmental Justice Policy, we lean on our partner Metro<sup>1</sup> to provide specific definitions of these important terms included in our application.

**Diversity** - The variance or difference amongst people. This variance includes race, ethnicity, gender, age, religion nationality, language preference, socioeconomic status, disability, sexual orientation, gender identity and others. These differences are tied to a variety of other aspects of diversity such as experience, work styles, life experience, education, beliefs and ideas.  
– Metro (2012). Diversity Action Plan.

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<sup>1</sup> Metro, 2016, Strategic plan to advance racial equity, diversity and inclusion, downloaded at <https://www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion>

**Equity** – This is a working definition: “The region is stronger when all individuals and communities benefit from quality jobs, living wages, a strong economy, stable and affordable housing, safe and reliable transportation, clean air and water, a healthy environment and sustainable resources that enhance our quality of life. We share a responsibility as individuals within a community and communities within a state. Our future depends on the success of all, but avoidable inequities in the utilization of resources and opportunities prevent us from realizing our full potential.”

– Updated quote based on Metro’s Equity Strategy Advisory Committee (2014).

**Inclusion** - Inclusion refers to the degree to which diverse individuals are able to participate fully in the decision-making process within an organization or group. While a truly “inclusive” group is necessarily diverse, a “diverse” group may or may not be “inclusive.”

– Metro (2012). Diversity Action Plan

### **How much funding is available?**

The total amount of funding available in 2020 is approximately \$120,000. **Applicants may apply for no more than one (1) grant of up to \$10,000.** Entities that apply for this workforce development grant will be able to apply to the General Materials Management grant program later in 2020.

### **Who may apply?**

Both for-profit small businesses (50 or fewer employees) and nonprofit 501(c)(3) and (c)(4) organizations may apply for these grants. Organizations must be located and registered in Oregon.

Applicants must be either:

- An organization that has reuse and/or repair of materials as a core component of its activities, or
- An organization that has (or is looking to introduce) an ongoing reuse/repair program or position.

### **What types of projects are encouraged?**

DEQ is seeking proposals for projects that will extend the lifespan of products and materials already in circulation through reuse, repair, refurbishment or remanufacturing (together referred to as “reuse and repair”). Since not all materials have the same environmental impacts, the potential benefits of reuse or repair may vary across materials. Some of the products with the most significant environmental impacts include textiles, building materials, appliances, furniture, consumer electronics, and machinery.

DEQ is seeking to support businesses and nonprofits involved in the reuse and repair industries that are facing significant disruption and loss of business during the COVID-19 outbreak.

## **Please consider these definitions when applying:**

- Reuse: maintaining a product or material in its original form and keeping it in service. This is in contrast to recycling, which typically involves destroying the product and converting it into primary materials (resins, pulp, scrap metal, etc.) for use in making new products.
- Repair: restoring the function of a product by replacing or fixing broken components.
- Refurbishment: cleaning, repairing and/or reconditioning a product that has been returned to a retailer or manufacturer so it can be resold.
- Remanufacturing: complete disassembly and overhaul of the entire product and its parts to return it to "like-new" condition.
- Workforce development: recruitment, training and retention of skilled labor to create and sustain a viable workforce.

## **How do I apply?**

Application materials and grant agreement terms and conditions are available [here](#). Applications will be accepted starting Monday, March 30 through Friday, June 5, 2020. Watch this web page, or subscribe for updates about our grants by email or text message by [clicking here](#).

## **What may the funding be used for?**

Projects must fit with the purpose of this grant program, which is workforce development in the area of reuse and repair. To be eligible for funding, the applicant must demonstrate (to the best of their ability) that:

- The funding will result in the reuse and/or repair of products or materials, thus extending the life of products or materials already in circulation, and either
  - The funding will result in new work for at least one person, and that work will be self-sustaining beyond the time period directly funded by the grant, or
  - The funding will be used to support the retention of current staff necessary for ongoing operations.

Examples of acceptable uses of these grant funds:

- Covering the cost of wages and benefits for a new hire (hourly wage + benefit cost).
- Provision of training for existing or new employees (e.g. specific skills training, pre-apprenticeship courses).
- Internal training - covering costs of staff time and training materials when existing staff dedicate time to training a new employee.
- Capital equipment essential for the existing or new position created – e.g. new repair machinery (a maximum of 50% of the grant funds may be used for capital equipment).
- Covering the cost of current employee wages and benefits.

## **What may the funding NOT be used for?**

Funding cannot be used for:

- Costs that are already covered by another financial assistance program, such as wage subsidies from WorkSource Oregon.
- Costs outside the scope of the grant agreement.
- Motor vehicle (including engine) reuse or repair work.
- Reuse or repair work on whole buildings, or portions thereof.
- Capital costs for planning/administrative activities (e.g. computers, desks).
- Costs incurred before issuance of or after expiration of any grant contract with DEQ.
- License applications or permit fees.
- Projects focused on reusable items, like replacing single use food service ware (e.g. cups, plates and straws, carry-out bags and to-go containers) with a reusable option. This type of project has merit as a waste prevention strategy but is not the focus of this grant opportunity.
- Projects where reuse should be avoided, such as for highly inefficient or polluting products including old appliances, lighting and other equipment that is not as energy efficient or emits more pollutants than newer options. For example, repairing an old woodstove can save up to \$1,500 over the cost of replacement, but emissions are higher than for a new low-emitting certified stove.

## **May I apply for more than one grant?**

Each organization may apply for one workforce development grant per funding round. For larger projects or projects that do not focus solely on workforce development, qualifying nonprofit organizations may consider applying for a grant in the larger General Materials Management Grant Program later this year (unfortunately, businesses are not eligible). Sign up for updates on the General Grant page [here](#). Qualifying entities can apply to both grant programs in the same year.

## **Are matching funds required?**

No, matching funds are not required. However, these grants are intended to result in ongoing employment, so evidence of how the work will be supported beyond the grant funding period is expected in the application.

## **What are the terms and conditions for the grant?**

The submitted Application Form and the Standard Grant Agreement Terms and Conditions are combined to constitute the agreement. Please review the terms of the standard grant agreement (found on the [DEQ grants website](#)) when considering whether to apply for this grant. Please also note that a site visit by a DEQ representative is required before the grant agreement is signed, to ensure eligibility criteria have been met. Note: DEQ reserves the right to alter the Grant Agreement language to bring the terms and conditions into compliance with updated laws, policies, rules, and procedures.

If Agency elects to conduct additional round(s), Agency shall provide written notice to all Proposers describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue a Notice of Intent to Award to the highest ranking Responsible

Proposer; (2) elect to conduct an alternative round of competition; (3) cancel the solicitation; or (4) suspend the solicitation.

## How will grant funds be disbursed?

DEQ will reimburse the grant recipient upon receiving an invoice for costs incurred and prepared as required in the grant agreement. Funds will not be provided in advance. The grant recipient must be prepared to spend its own funds before requesting reimbursement from DEQ. In most instances DEQ will reimburse the grant recipient within six weeks of receiving a properly completed reimbursement request. The project's reimbursable expenses can only start after the grant agreement has been signed, which usually takes two to six months after announcing the recipients.

## Instructions for filling out the application form

Fill out all applicable items in each section. Adherence to character limits will be considered in the evaluation of all applications.

### Administrative questions, general information

Only electronic submissions will be accepted. The Application Form is designed to be filled in from your computer, and [can be found here](#). Use these instructions to help answer the questions fully. To ease editing your answers, if interested, write them in a separate text document, then copy and paste them in to the response rectangles in the application. You can use the fillable PDF version of the application offered or the Word document version of the application posted on the DEQ website. Please save your final version as a PDF when submitting your application.

Instructions for obtaining a Dun & Bradstreet number [can be found here](#). Please allow two days to obtain the number. There is no cost. If selected as a grantee, DEQ will require you to register with SAM and your grantee status will only be confirmed if DEQ receives your [SAM registration number](#). You will be able to work with DEQ staff to make sure you can properly register.

### Organization's mission and internal culture

Please review the Background portion of this Instructions document on pages 1-2 to understand DEQ's perspective on placing people and relationships first in any type of business and work pursued.

- (A) Provide a brief description of your organization - Activities, services, number of employees, years in operation, mission and values, which can include your values linked to diversity, equity and inclusion. You can share your organizational values here and how they are reflected in your work. (2500 character limit with spaces)

(B) How is your entity committed to creating a welcoming and equitable environment for patrons/clients in the community that you are serving? If applicable, provide data to support evidence of this commitment (e.g. Is your building accessible for people with disabilities? Do you offer communication material in different languages? What are your organization’s efforts to hire or support the community it serves? Various actions can be considered here.) (3000 character limit with spaces)

(C) Bonus and Informational Question (5 points): Does your business have a Minority/Women Business certification with the Certification Office for Business Inclusion and Diversity (COBID) with Business Oregon? If not, while considering the criteria to do so online [here](#), would your business be eligible? You will be eligible for bonus points if you qualify, but do not have the certification, even as a nonprofit. Check the appropriate box on the application document.

## Content-based questions

### Question 1. Project description and goals

**Provide a brief summary of your project.** Include the types of materials/products to be reused and/or repaired, the types of work that the current or new employee will be performing, and the general nature of the training (if applicable) that would be funded by this grant. Include the outcomes linked to workforce development you hope to achieve and how you will measure them. For example you might include:

- A description of the training provided within the industry,
- The length of the training period,
- How you will measure the efficiency of the training experience (e.g. seeking to obtain a certification where it is applicable),
- How will you use the funding to keep your current staff employed,
- If you plan to receive feedback from clients and colleagues,
- If you will measure the increase in material sales or the number of services provided,
- If you will measure the number of products fixed,
- If you will measure the number of repairs, or
- If you will measure the number of new employees, etc.

(3500 character limit with spaces)

### Question 2. Overview of how funds will be used

**Provide an overview of how the grant funds will be used in your project (e.g. wage subsidies, training programs, capital equipment). Please refer to the instructions to review the allowed uses (and limits) of funds.**

Provide a general overview of the expected costs. This should not include a detailed breakdown of costs; those details will be entered into the project budget table below. Keep in mind the restrictions on how funds may be used, as described in the “What may the funding be used for?” and “What may the funding NOT be used for?” sections in these instructions starting on page 4. (3000 character limit with spaces)

### Question 3. Ongoing work (beyond grant period)

#### How will the new or current position(s) created or maintained with the help of these grant funds be continued and supported after the end of the grant period?

One of the goals of these grants is to help add a new staff member within an organization, with the intention that the new staff member holds a position that is self-sustaining in the medium-to-long term and as the business' needs evolve. This grant can also be used to retain a current employee or provide training if they do not have the appropriate skills and knowledge. This means that any position supported by this grant will ultimately generate enough income to cover the position's expenses (wages + benefits) and other costs. You can include other sources of funding that will sustain this position beyond the grant period. Explain how the position will be sustained after the grant ends. If the grant will be used to cover the cost of current employees, please describe how these funds help keep the business running beyond the grant period? (2500 character limit with spaces)

### Project timeline

Include on the form all major activities planned and their expected dates of completion.

## Financial questions

### Project budget

Fill out all applicable tables. You may not need to fill out all of tables A-D, however, you must fill out at least one, as well as Section (E), the Project Budget Summary table. You also need to answer the Question (F) about your financial management.

#### Section (A), Personnel Costs

List staff that is employed directly by the applicant and whose wages will be partially covered using the grant. This may be an existing employee, the new employee/trainee, and/or a trainer. Up to 100% of the hourly wage of existing staff may be covered to maintain ongoing operations or to conduct training for a new hire. Please specify if your organization is receiving any other financial assistance for new employee or training in the section below table A and provide details about this other source of funding if applicable.

#### Section (B), External Training

If grant funds are being used to pay for external (i.e. outside the organization) training for new or current employees, enter those costs in this section. Explain the purpose of the training, and how that training will achieve the goal of the proposed project. Explain how the training was selected. Provide documentation showing how you determined these costs. If not using any external training programming, leave this section blank and select "Not Applicable" in this section. Documentation (such as a pricing schedule, website link, or brochure) should be provided to demonstrate the content and cost of the training.

#### Section (C), Equipment and Supplies

List all items proposed to be purchased with grant funds, regardless of value. Include a description of how the item will be used, if not obvious. This includes capital equipment essential to the new position created – e.g. new repair machinery. **Keep in mind that no more than 50% of the grant funds may be used for capital purchases like repair machinery**, and capital costs for planning/administrative activities or items not related to the repair activities, (desks, computers, etc.) cannot be funded using grant funds. If not purchasing any items, leave this section blank and select "Not Applicable" in this section.

### **Section (D), Other Costs**

List any items in the budget that do not fit into the above three categories here. If all your items do fit it in the categories above, leave this section blank and select “Not Applicable” in this section. Provide clarification on items in this table if needed in the section below table D like your indirect cost rate.

Some organizations assess an indirect cost to cover facilities and administration. If your organization does not have a standard indirect cost, you may select “not applicable”. You may follow these links for additional information about [modified direct total costs](#). Please note: If your organization is charging an indirect rate, that indirect rate CANNOT be greater than 10%, unless you have a negotiated indirect rate with the federal government. If you have a negotiated agreement with the Federal Government, please supply an executed letter with Federal Agency. Additionally, the indirect rate that is charged to DEQ cannot be higher than what is charged against any other provider of funding.

### **Section (E), Project Budget Summary**

The Total DEQ Grant Funds Requested listed here must match the figure listed on the cover page, and must be the sum of funds requested in tables A-D.

### **Section (F), Financial Management**

Describe briefly your financial management and accounting procedures and include:

- Accounting/Bookkeeping systems for tracking/monitoring
- Roles/Responsibilities of those who work with the finances
- Financial Policies/Procedures

(1000 character limit with spaces)

### **Signatures**

Obtain all authorized signatures required. Ensure enough time to secure them prior to the deadline. *A scanned copy of the completed Signature Page must be attached to the application submission.*

### **Required documentation**

Some financial information is required to verify the financial standing of each organization. For nonprofit organizations, the two most recent IRS tax returns (Form 990) are required and your nonprofit 501(c)(3) and (c)(4) documents to prove status. For small businesses, annual financial statements (like income statements or others) from the past two years are required. If your organization is less than two years old, include whichever documents are available. If applicable, for businesses and nonprofits, documentation of your organization’s indirect cost rate is also required.

## Need help?

We encourage you to work with DEQ staff as early as possible (well before the June 5, 2020 deadline) as you develop your grant application. They can answer questions about the application form throughout the application period or discuss your proposed project.

Name and Address	Contact
<b>Marie Diodati</b> Oregon Dept. of Environmental Quality 700 NE Multnomah St Portland, OR 97232	503-229-5446 <a href="mailto:Diodati.Marie-Helene@deq.state.or.us">Diodati.Marie-Helene@deq.state.or.us</a>

*See evaluation criteria on the next page.*

## How will proposals be evaluated?

A panel of DEQ staff will review applications based on the following selection criteria. The more points received, the higher the priority for an application to receive funding. Additional considerations may apply based on Materials Management program objectives.

Selection Criteria and Examples of Evaluation Factors	Possible Points 105
<p><b>Organization’s Mission and Internal Procedures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organization’s mission and purpose is linked to project objectives. DEI included in their values.</li> <li><input type="checkbox"/> Diversity, equity and inclusion is reflected in work (e.g. it is not only named in their annual report, but it is reflected in their business practices.)</li> <li><input type="checkbox"/> Organization creates a welcoming environment for its clients and staff. See examples below:                             <ul style="list-style-type: none"> <li>○ Organization shared its efforts to hire or support the community it serves.</li> <li>○ Organization has developed an approach to language accessibility with the populations it serves.</li> <li>○ If applicable, business space is accessible for people with disabilities.</li> <li>○ Other valid examples acceptable.</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Up to 20 Points</b></p>
<p><b>Bonus Points</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business has a Minority/Women Business certification with the Certification Office for Business Inclusion and Diversity (COBID) with Business Oregon or would qualify for it (nonprofits can answer this as well).</li> </ul>	<p style="text-align: center;"><b>Up to 5 Points</b></p>
<p><b>Project Description and Overview based on Content-Based Questions 1-2, Timeline and Financial Questions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project is clearly and concisely summarized, and includes:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed outcome(s) linked to workforce development, and</li> <li><input type="checkbox"/> Method(s) employed to achieve and measure (named specific metrics) outcome(s).</li> </ul> </li> <li><input type="checkbox"/> Work described is likely to achieve Project goals in timeframe provided.</li> <li><input type="checkbox"/> Project Budget is complete and clearly described; project costs are reasonable for the work to be completed and outcomes achieved.</li> <li><input type="checkbox"/> Project timeline is clearly described; timeline demonstrates project will be completed in realistic and reasonable timeframe.</li> </ul>	<p style="text-align: center;"><b>Up to 50 points</b></p>
<p><b>Long-Term Potential of Work based on Content-Based Question 3 and overall application</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project is likely to result in at least one (1) ongoing paid position that is self-sustaining, based on the business’s needs.</li> <li><input type="checkbox"/> Project is likely to continue or support reduction of impacts of materials.</li> </ul>	<p style="text-align: center;"><b>Up to 30 points</b></p>

## Is your application complete?

Ensure that you have a complete application package, including:

Small Business Checklist	Non-Profit Checklist
<ul style="list-style-type: none"> <li><input type="checkbox"/> All applicable questions answered</li> <li><input type="checkbox"/> Completed project timeline</li> <li><input type="checkbox"/> Completed project budget</li> <li><input type="checkbox"/> Required signatures scanned and attached to electronic document</li> <li><input type="checkbox"/> Financial statements from last 2 years</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All applicable questions answered</li> <li><input type="checkbox"/> Completed project timeline</li> <li><input type="checkbox"/> Completed project budget</li> <li><input type="checkbox"/> Required signatures scanned and attached to electronic document</li> <li><input type="checkbox"/> IRS Form 990 from last 2 years</li> <li><input type="checkbox"/> Nonprofit 501(c)(3) and (c)(4) documents to prove status</li> </ul>

## Ready to submit?

Attach the completed application form saved in .pdf format and all required documentation to an email, and send to [workforcegrants2020@deq.state.or.us](mailto:workforcegrants2020@deq.state.or.us). **Applications must be received by 11:59 pm PDT, June 5, 2020.**

If you are having problems submitting electronically, please contact Marie Diodati, [Diodati.Marie-Helene@deq.state.or.us](mailto:Diodati.Marie-Helene@deq.state.or.us), 503-229-5446, before 5 p.m. on June 5, 2020.

Applications must be received by 11:59 p.m. (PDT), June 5, 2020. Applicants are encouraged to participate in the conference call DEQ is hosting to answer any questions about the application document on Tuesday, April 21 for reuse and repair entities thinking about applying and Tuesday, April 28 for Oregon Tribes that are thinking about applying. The conference-line number will be shared on the DEQ website shortly. You can find the recording of the call on the [website](#) as well.

**Emails have a 10MB limit. Most applications exceed 10MB.** If your application exceeds 10MB, submit it in parts. Add to the subject line “Part 1 of (total number of parts),” “Part 2 of (total number of parts)” etc. Please list the items you are attaching to the email in the email body, list all attachments that are included in the email.

## What happens if my project is funded?

Prior to awarding the grant, a site visit will be conducted to verify eligibility. If awarded a grant, the applicant will enter into an agreement with DEQ, administer the funds, oversee the project, provide DEQ with requested expenditure documents for payment or reimbursement, and, at the completion of the project, submit to DEQ a final report. A grant agreement will not be issued

unless the applicant and DEQ agree to the amount of money granted, how it will be spent, and what work will be performed before the grant recipient is paid. If a grant recipient uses a subcontractor, the grantee is responsible for monitoring the subcontractor’s work and ensuring that it meets the grantee’s obligations under the grant agreement with DEQ. The standard terms of this agreement can be reviewed [here](#). **It can take two to six months from the time a grant is awarded to the time a grant agreement is signed—please consider this when developing your project timeline.** Finally, you the “Grantee,” must register and have an active, accurate account with [sam.gov](http://sam.gov) prior to any Grant Agreement execution.

## Next steps after announcements

<input type="checkbox"/> Site Visit with DEQ
<input type="checkbox"/> Workshop with all Grantees to Review Grant Agreement Requirements, Reporting Strategy and Reimbursement Procedures
<input type="checkbox"/> Develop Grant Agreement with your DEQ Regional Specialist and Signature
<input type="checkbox"/> Start Spending Project Funds and Can Start Requesting Reimbursements