



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

October 24, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of an Intergovernmental Agreement with Metro for a Waste Reduction and Recycling Grant. Total Grant Value is \$793,880 for 1 year. No County General Funds are involved.

Previous Board Action/Review	<ul style="list-style-type: none"> Request for Consent: October 22, 2024 The BCC has approved this supplemental funding from Metro annually since 1991. 		
Performance Clackamas	-Ensure Safe, Healthy and Secure Communities -Honor, Utilize, Promote and Invest in our Natural Resources		
Counsel Review	NA	Procurement Review	NA
Contact Person	Rick Winterhalter	Contact Phone	(503) 742-4466

EXECUTIVE SUMMARY: Annually, Metro and Clackamas County collaborate to update plans for outreach, education, and technical assistance in waste reduction and recycling. Each year an Intergovernmental Agreement (IGA) is developed that covers these plans and the associated funding provided by Metro.

Staff are seeking approval of a Grant Lifecycle Form to receive these funds for FY 24-25.

The Annual Waste Reduction and Recycle at Work Program Plan, which is memorialized in an IGA, is designed to meet the goals and objectives of the Regional Waste Plan (RWP). In its role as the lead agency for RWP implementation, Metro reviews and approves the County’s plan.

In support of the annual plans, Metro redistributes revenue collected from disposal of garbage at Metro’s owned and franchised facilities. This year’s funding is \$793,880, which is greater than the prior fiscal year, as a result of additional funding for food scrap outreach and from population increase.

RECOMMENDATION: Staff respectfully requests the Board of County Commissioners approve a Grant Lifecycle Form to receive funds from Metro via an IGA to fund work related to the Annual Waste Reduction and Recycle at Work Program Plan.

Respectfully submitted,

Dan Johnson

Dan Johnson, Director
Department of Transportation and
Development

For Filing Use Only

Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

If renewal or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Award type: Direct Appropriation (no application) Subrecipient Award Direct Award

Award Renewal? Yes No

Lead Fund # and Department:	100-50: Transportation & Development (500508 - Sustainability & Solid Waste Program)
Name of Funding Opportunity:	Metro and Local Government Annual Waste Reduction Program (Under ORS 190)

Funding Source: Federal – Direct Federal – Pass through State Local

Requestor Information: (Name of staff initiating form)	Rick Winterhalter
Requestor Contact Information:	rickw@clackamas.us
Department Fiscal Representative:	Diedre Landon
Program Name & Prior Project #: (please specify)	Metro and Local Government Annual Waste Reduction Program

Brief Description of Project:

IGA establishing the responsibilities of the parties (Clackamas County / METRO) in implementing the FY 2024-25 Metro and Local Government Annual Waste Reduction Program. (See attached IGA for terms of the award agreement.)

Name of Funding Agency: METRO

Notification of Funding Opportunity Web Address: N/A -- See attached IGA for terms of the award agreement.

OR

Application Packet Attached: Yes No

Completed By: _____ Date: _____

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To Be Completed by Department Fiscal Rep

Competitive Application Non-Competing Application Other

Assistance Listing Number (ALN), if applicable:	N/A	Funding Agency Award Notification Date:	N/A
Announcement Date:	N/A	Announcement/Opportunity #:	N/A
Grant Category/Title	N/A	Funding Amount Requested:	\$793,880
Allows Indirect/Rate:	Yes	Match Requirement:	\$0
Application Deadline:	IGA Term: July 1, 2024 to June 30, 2025	Total Project Cost:	\$793,880
Award Start Date:	07/01/2024	Other Deadlines and Description:	
Award End Date	06/30/2025		
Completed By:	Rick Winterhalter / Diedre Landon	Program Income Requirements:	N/A
Pre-Application Meeting Schedule:	N/A		

Additional funding sources available to fund this program? Please describe:

This is an annual IGA between Clackamas County and METRO. \$473,115 is distributed based on per capita calculation to support overall implementation of Regional Waste Plan Required Activities, general education, state law and cooperatively implemented priorities of regional concern. The additional \$320,765 supports implementation of the Business Food Waste Requirement.

How much General Fund will be used to cover costs in this program, including indirect expenses?

None - \$0

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

None - \$0

In the next section, limit answers to space available.

Section III: Funding Opportunity Information - To Be Completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. *How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?*

2. *Who, if any, are the community partners who might be better suited to perform this work?*

3. *What are the objectives of this funding opportunity? How will we meet these objectives?*

4. *Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?*

Organizational Capacity:

1. *Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?*

2. *Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?*

3. *If this is a pilot project, what is the plan for sun setting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?*

4. *If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?*

Collaboration

1. List County departments that will collaborate on this award, if any.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

3. What are the fiscal reporting requirements for this funding?

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

Other information necessary to understand this award, if any.

Program Approval:

Rick Winterhalter

10/7/24

Rick Winterhalter

Name (Typed/Printed)

Date

Signature

**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR****

****ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)

Cheryl Bell

Cheryl Bell

Digitally signed by: Cheryl Bell
DN: CN = Cheryl Bell email =
cbell@clackamas.us C = UM O =
Clackamas County
Date: 2024.10.08 14:32:19 -07'00'

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Dan Johnson

Dan Johnson

Digitally signed by Dan
Johnson
Date: 2024.10.09 14:07:14
-07'00'

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Name (Typed/Printed)

Date

Signature

EOC COMMAND APPROVAL **WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY**

Patrick Williams

Patrick Williams

Name (Typed/Printed)

Date

Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)

For applications \$150,000 and below:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

For applications up to and including \$150,000 email form to BCC staff at CA-Financialteam@clackamas.us for Gary Schmidt's approval.

For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at and

Grants Manager at financegrants@clackamas.us when fully approved.

Department: keep original with your grant file.

Intergovernmental Agreement



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Metro Contract No. xx-xxxx

THIS AGREEMENT, entered into and under the provisions of ORS Chapter 190, is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and Clackamas County, hereinafter referred to as “County”, whose address is 2051 Kaen Road, Oregon City, OR 97045.

In exchange for the promises and other valuable consideration set forth below, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish the responsibilities of the parties in implementing the FY 2024-25 Metro and Local Government Annual Waste Reduction Program.

2. Term. This Agreement is effective July 1, 2024, and remains in effect through June 30, 2025 unless earlier terminated in conformance with this Agreement, or extended by written amendment signed by both parties. Costs for this project may be incurred by County beginning July 1, 2024.

3. Services Provided and Deliverables. County and Metro will perform the services described in the attached Scope of Work, which is made part of this Agreement by reference, and otherwise fully comply with the provisions in the Scope of Work.

4. Payment for Services. Metro will pay County for Annual Waste Reduction services performed and materials delivered in the maximum sum of 793,880.00 in the manner and at the time designated in the Scope of Work. Metro has appropriated sufficient funds to provide the funding required by this Agreement during the current fiscal year. Funding may be subject to budget adjustments in Metro’s discretion at any time during the term of the Agreement. Grant Funds due after June 30 of any given year are subject to funds being appropriated by the Metro Council. The parties must not interpret this Agreement as a pledge of any source of Metro funds, including but not limited to its ad valorem property taxes, the full faith and credit of Metro, nor any other legally available revenues, taxes or other funds to make the payments described in the Scope of Work. Metro will provide 60 days’ written notice to County prior to a budget adjustment that reduces grant funds to the County. If Metro reduces grant

Intergovernmental Agreement



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

funds to the County, the parties will execute an amendment to this Agreement that reduces the County's responsibilities under this Agreement to correspond to Metro's reduction in grant funds.

5. Insurance. County agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement to levels necessary to protect against public body liability as specified in ORS 30.272. County also agrees to maintain for the duration of this Agreement, Workers' Compensation Insurance coverage for all its employees as a self-insured employer, as provided by ORS chapter 656, or disability coverage under its Disability, Retirement and Death Benefits Plan.

6. Indemnification. Subject to the provisions of the Oregon Constitution and Oregon Tort Claims Act, County must indemnify, defend, and hold Metro and Metro's agents, employees, and elected officials harmless from any and all claims, demands, damages, actions, losses, and expenses, including attorney fees, arising out of or in any way connected with, County's performance under this Agreement.

7. Termination. Either party may terminate this Agreement without cause upon giving 90 days' written notice of intent to terminate. Either party may terminate this Agreement with less than 90 days' notice if the other party is in default of this Agreement's terms. In the case of a default, the party alleging the default must give the other party at least 30 days' written notice of the alleged default, with opportunity to cure within the 30-day period. Termination is without prejudice to any obligations or liabilities of either party already accrued before the termination.

8. State Law Constraints. Both parties must comply with the public contracting provisions of ORS chapter 279A, B & C and to the extent those provisions apply, they are incorporated into this Agreement by reference. Specifically, it is a condition of this Contract that all employers working under this Agreement are subject employers that will comply with ORS 656.017.

9. Notices. Legal notice provided under this Agreement shall by e-mail to the following individuals:

Intergovernmental Agreement



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

For County:

Office of County Counsel
Clackamas County
smadkour@clackamas.us
2051 Kaen Road
Oregon City, OR 97045

For Metro:

Office of Metro Attorney
Metro
Shane.Abma@oregonmetro.gov
600 NE Grand Avenue
Portland, OR 97232-2736

The following designated Project Managers will conduct informal coordination of this Agreement:

For County:

Rick Winterhalter
Clackamas County
Rickw@clackamas.us
150 Beaver Creek Road
Oregon City, OR 97045

For Metro:

Casey Mellnik
Metro
Casey.Mellnik@oregonmetro.gov
600 NE Grand Avenue
Portland, OR 97232-2736

Either party may change the above- designated Project Manager by written notice to the other party.

10. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any condition, be assigned or transferred by either party without prior written approval by the other party.

11. Integration. This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

12. Severability. If a court of competent jurisdiction finds any portion of this Agreement illegal or unenforceable, this Agreement nevertheless remains in full force and effect and the offending provision is stricken.

Intergovernmental Agreement



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

This Agreement is dated as of the last signature date below.

CLACKAMAS COUNTY

METRO

By: _____

By: _____

Print name and title

Print name and title

Date

Date

DRAFT

Scope of Work



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

- a) Term: July 1, 2024 to June 30, 2025.
- b) County’s responsibilities:
 - 1. Provide to Metro a copy of County’s Resolution, Ordinance, or signature of authorized representative approving this Intergovernmental Agreement including all its attachments.
 - 2. Ensure that by June 30, 2025, the activities specified in this Scope of Work have been completed.
 - 3. Reporting is conducted for each calendar year. On or before January 31, 2025, submit a completed report to Metro’s Project Manager demonstrating compliance with this Agreement for activities from July 1 – December 31, 2024.
 - 4. Reporting is conducted for each calendar year. On or before January 31, 2026, submit a completed report to Metro’s Project Manager demonstrating compliance with this Agreement for activities from January 1 – June 30, 2025.
- c) Metro Responsibilities:
 - 1. Provide technical assistance to County as necessary to develop, execute, monitor, and evaluate the project.
 - 2. Assist County on promotional and educational activities.
 - 3. Monitor the general project progress and review as necessary County’s accounting records relating to project expenditures.
 - 4. Provide County with any necessary reporting templates.
- d) Budget and Terms of Payment:
 - 1. Upon completion of section b) 1. of this Scope of Work, Metro will pay County \$793,880.00 in one lump sum. County’s billing invoices must include the Metro contract number, County name, remittance address, invoice date, invoice number, and line-item invoice amounts for each of the program areas listed in d) 2. below. County must send its billing invoices to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or metroaccountspayable@oregonmetro.gov. The Metro contract number must be referenced in the email subject line. County must submit its billing invoices for goods and services through June 30 to Metro by July 15. Metro will pay County on a Net 30-day basis upon Metro’s approval of County’s invoice.
 - 2. County must provide services described in this Scope of Work in exchange for the following funding:

<u>Per-capita distribution</u>	<u>\$473,115.00</u>
Supports overall implementation of Regional Waste Plan Required Activities, general education, state law and cooperatively implemented priorities of regional concern.	
Unincorporated Clackamas County	\$201,174
Barlow	\$156
Canby	\$21,207
Estacada	\$6,403

Scope of Work



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Gladstone	\$13,518
Happy Valley	\$29,841
Johnson City	\$568
Lake Oswego	\$46,095
Milwaukie	\$23,764
Molalla	\$11,508
Oregon City	\$42,368
Rivergrove	\$622
Sandy	\$14,653
West Linn	\$30,466
Wilsonville	\$30,771

Business Food Waste Requirement distribution \$320,765.00

Supports implementation of the Business Food Waste Requirement.

Staffing \$313,666.00

Supplies \$7,099.00

3. County and Metro recognize that the Metro and Local Government Annual Waste Reduction Program is a multi-year program and that future rounds of funding will depend in part on County’s performance in implementing program activities during the term of this contract.

This Scope of Work delineates the activities, reporting and associated funding for local governments for fiscal year 2024-25.

FUNDING METHODS AND USE OF FUNDS

The following methods are currently used to calculate funding distributions for this agreement. Funds provided by Metro are to be used solely to implement the activities, programs and services as set forth in this scope of work.

- **Per-capita distributions:** Supports overall implementation of RWP *Required Activities*, general education, state law and cooperatively-implemented priorities of regional concern.
- **Business Food Waste Requirement distribution:** Supports implementation of the *Business Food Waste Requirement* where applicable. Distributed on a per-business technical assistance hours basis plus internal container cost offset for businesses subject to the requirement.

WORK GROUPS

Local governments will continue to actively participate in work groups to collaboratively implement programs and activities in the region as appropriate.

Scope of Work

COMPLIANCE WITH METRO REGIONAL SERVICE STANDARD

County must comply with Metro Code 5.15 and associated Administrative Rules:

- **Single Family and Multifamily Residential Service Standard** (Metro Code and Administrative Rule 5.15-2000 through 2065)
- **Business Service Standard and Recycling Requirement** (Metro Code and Administrative Rule 5.15-3000 through 3055)
- **Business Food Waste Requirement** (Metro Code and Administrative Rule 5.15-4000 through 4085) See Attachment C
- **General Education Standard** (Metro Code and Administrative Rule 5.15-5000 through 5020)

County cooperatives will make best efforts to encourage cooperative cities to adopt and comply with Metro’s Regional Service Standard in Metro Code and Administrative Rule.

REQUIRED ACTIVITIES FROM THE 2030 REGIONAL WASTE PLAN 4-YEAR WORK PLAN

2030 RWP Actions: 6.2, 6.3, 6.5, 8.1, 8.5, 9.1, 9.3, 10.1, 10.2, 10.3, 10.5, 10.6, 15.1

The activities listed above are required under one or more of the following:

- Metro Code and administrative rule;
- state law; and
- cooperative implementation of programs and activities of regional concern.

The requirements are primarily directed at ensuring that the local government provides comprehensive and consistent recycling and garbage services across the region. They include education, information and technical assistance programs for residents and businesses about waste prevention, reuse and recycling and are a condition of funding.

GUIDANCE ACTIVITIES FROM THE 2030 REGIONAL WASTE PLAN 4-YEAR WORK PLAN

2030 RWP Actions: 1.1, 1.3, 5.4, 11.1, 14.4, Goal 17, Goal 18, Goal 19

The above listed goals and actions reflect a collaborative and coordinated approach among Metro, local governments, community-based organizations and private sector service providers. *While they are not required*, Metro and local governments have identified them as priorities.

COMPLIANCE WITH STATE LAW

Local governments are responsible for ensuring their jurisdiction’s compliance with state law (ORS 459A and OAR 340-90). Region-wide programs implemented by Metro serve to fulfill some of the minimum obligations under state law. The State has designated Metro as the reporting agency for Clackamas, Multnomah and Washington Counties in their entirety and local jurisdictions must provide data to Metro to assist with this annual reporting responsibility. (See Attachment A)

Scope of Work

REPORTING

Local governments must report on the following. Metro will provide the plan and reporting template.

Reporting Requirement	Format
<p>Demonstrate compliance with Regional Service Standard</p> <ul style="list-style-type: none"> ➤ Metro Code Chapter 5.15 and Administrative Rule ➤ Residential Service: Actions 10.1, 10.2, 10.3, 10.5 and 10.6 ➤ General Education: Actions 6.2, 6.3, 6.5, 8.1, 8.5, 9.1, 9.3 and 15.1 	<ul style="list-style-type: none"> ➤ Excel spreadsheet ➤ Action Status Updates
<p>Business Food Waste Requirement (see Attachment C)</p> <ul style="list-style-type: none"> ➤ Metro Code Chapter 5.15 and Administrative Rule ➤ Actions 6.5, 8.1 and 10.1 	<ul style="list-style-type: none"> ➤ FRED quarterly updates ➤ Narrative within AWRP template ➤ Action Status Updates
<p>Business Recycling Requirement Compliance</p> <ul style="list-style-type: none"> ➤ Metro Code Chapter 5.15 and Administrative Rule 	<ul style="list-style-type: none"> ➤ Excel spreadsheet ➤ Action Status Updates
<p>Implementation status of required cooperative regional priorities (see Attachment D)</p> <ul style="list-style-type: none"> ➤ Actions 6.2, 6.3, 6.5, 8.1, 8.5, 9.1, 9.3, 15. <p>*Encouraged to share 2-3 highlights/success stories from work in your jurisdiction which may be included in the annual Regional Waste Plan Progress Report</p>	<ul style="list-style-type: none"> ➤ Action Status Updates ➤ County annual highlights for possible inclusion in RWP Progress Report
<p>ReTRAC hauler reports</p>	<ul style="list-style-type: none"> ➤ Annual reporting (Feb)
<p>Opportunity to Recycle Report (see Attachment A)</p>	<ul style="list-style-type: none"> ➤ DEQ-issued reporting form
<p>Regional Waste Plan Indicators (see Attachment B). Due January 31, 2025 for calendar year 2024.</p>	<ul style="list-style-type: none"> ➤ RWP Indicators Excel spreadsheet
<p>Guidance Activities (if implemented) (see Attachment D)</p> <ul style="list-style-type: none"> ➤ Actions 1.1, 1.3, 5.4, 11.1, 14.4 ➤ Goals 17, 18, 19 <p>* Encouraged to share 2-3 highlights/success stories from work in your jurisdiction which may be included in the annual Regional Waste Plan Progress Report</p>	<ul style="list-style-type: none"> ➤ Action Status Updates ➤ County annual highlights for possible inclusion in RWP Progress Report
<p>Individual local government activities (if implemented)</p>	<ul style="list-style-type: none"> ➤ Action Status Updates

Attachment A: State Opportunity to Recycle Requirements

General Requirements	
1. Ensure a place for collection source separated recyclables is located at each permitted disposal site or at a more convenient location.	
2. Cities with a population of 4,000 or more and all cities within the Metro urban growth boundary must provide on-route collection service for source-separated recyclable materials at least once per month for all collection service customers within County limits and the County must provide that service to customers within the urban growth boundary but outside County limits.	
3. The County or County responsible for solid waste management must implement a public education and promotion program that meets the following minimum requirements: <ol style="list-style-type: none"> a. Provide initial notice to all residential and commercial generators of their opportunity to recycle. b. Provide a semi-annual notice of the opportunity to recycle, including: materials collected, collection schedule, material preparation instructions, and why recycling is important. c. Provide educational and promotional materials to local media. Examples would be newspapers, television and radio stations, community groups, neighborhood associations, newsletters, social media, etc. d. Identify an official contact person for recycling education and promotion in the jurisdiction. e. Have a procedure for citizen involvement in the County’s education and promotion program. This is usually a solid waste advisory committee or contact person. f. Distribute written recycling information describing how and what to recycle and why it is important to recycle, to disposal site users when site attendants are present. g. Have posted signs at non-attended disposal sites notifying users of materials accepted and hours of operation 	
Recycling Program Elements	
Program Element	Components Local Governments are responsible for (if implementing) ¹
a. Residential Recycling Containers	Ensure provision of at least one durable recycling container of 12 gallons or more
b. Weekly Residential Curbside Recycling	Ensure provision of recycling service on same day as garbage
c. Expanded Education & Promotion Program	Provide a recycling education and promotion program that is expanded from the minimum requirements described in the General Requirements
d. Multi-Family Recycling	Implement collection program & provide educational and promotional information to multifamily residents
e. Residential Yard Debris and Home Composting	Implement program to collect and compost yard debris and promote home composting
f. Commercial and Institutional Recycling	Implement program for regular, on-site collection of source-separated recyclables and an education and promotion program
g. Expanded Recycling Drop-Off Depots	Establish additional recycling depots according to formula in Oregon Administrative Rules

¹ Local governments are not required to implement all program elements but must select which program elements they wish to implement based on the criteria and minimum number of elements required in statute.

Attachment A: State Opportunity to Recycle Requirements

h. Collection Rates as Incentives	Establish collection rates for single family customers according to Oregon Administrative Rules
i. Commercial & Institutional Composting	Implement a system to collect food waste from commercial and institutional entities, promote the program, and encourage food rescue
j. Required Recycling, Large Commercial Generators	Implement a program that requires large commercial generator to source-separate recyclables and provide education and promotion
k. Residential Food Waste Collection & Composting	Implement a program for on-route collection of food waste from residential customers and provide education and promotion
l. Construction & Demolition Debris Recovery	Provide waste reduction and reuse education to C&D generators and promote regional program
m. Required Food Waste Collection, Large Non-Residential Generators	Implement a food waste collection program requiring large nonresidential generators to source-separate food waste for recovery and provide education and promotion
Waste Prevention Education and Reuse Elements	
Program Element	Components Local Governments are responsible for (if implementing)²
2. General Waste Prevention and Reuse Education and Promotion	Provide waste prevention education to residential and commercial generators at least four times a calendar year
3. Residential Waste Prevention Campaign	Provide a waste prevention outreach campaign targeting residential generators and focus on one or more toxic or energy intensive materials or consumer purchasing practices
4. Commercial Waste Prevention Campaign	Provide a waste prevention outreach campaign targeting a commercial or institutional generator and focus on one or more toxic or energy intensive materials or consumer purchasing practices
5. School Education Program	Provide a waste prevention and reuse education program in elementary and secondary schools. Education should increase knowledge about actions that support waste prevention and reuse and identifies at least one specific waste generation behavior or practice targeted for change and barriers to that change
6. Funding or Infrastructure Support for Reuse, Repair, Leasing or Sharing Efforts	Provide a program for County or watershed funding or infrastructure support to promote and sustain reuse, repair, leasing or sharing efforts
7. Technical Assistance Program to Promote Reuse, Repair, Leasing or Sharing Efforts	Provide a program for the provision of County or watershed technical assistance to promote and sustain the reuse, repair or leasing of materials or other sharing of efforts to reduce waste
8. Food Rescue Program	Provide County or watershed support for a food rescue program that diverts to residents food that would otherwise be composted or disposed

² Local governments are not required to implement all program elements but must select which program elements they wish to implement based on the criteria and minimum number of elements required in statute. Metro programming helps cities and counties meeting some of these requirements.

Attachment B: 2030 Regional Waste Plan (RWP) Indicators Reporting

The RWP indicators represent a new form of reporting to Metro. The indicators aim to shift reporting from output to outcome-focused data that measures impacts at a high level to inform regional policy and track progress toward RWP goals. The definition of desired impacts for certain RWP actions and goals is in progress; hence, the scope and format of some indicators will evolve toward outcomes measurement as recommendations from regional work emerge.

Local governments are invited to contribute to these RWP Indicators and be represented in the annual RWP Progress Reports. This Indicator reporting could involve providing Metro with primary data using a report template as well as assisting Metro in collecting data (through, for instance, providing information or coordinating with haulers).

The following table contains a list of RWP Indicators that Metro is collecting data on for the calendar year 2024. The goal is to receive indicators from the priority indicators section. The first section identifies priority indicators for any jurisdiction to report on. The second section identifies indicators that may relate to some but not all jurisdictions. Metro may contact individual jurisdictions about specific indicators in this section.

For calendar year 2024, jurisdictions will have the option of providing the indicator information for **Goal 9: Garbage, recycling and reuse education** in total and/or broken down by implementation programs. The program areas include:

- Business food waste;
- Business recycling;
- Waste prevention, reuse and repair;
- General garbage and recycling; and
- Other (solid waste-related content that doesn't fall into the above categories).

Providing the information by program area, where available, will enable the RWP indicator and progress report to represent the impact of implementation of specific regional programs included in the 4-year work plan.

Priority Indicators (any jurisdiction)
Goal 9: Garbage, recycling and reuse education: website views, social media followers and social media posts
Additional Indicators (relevant to some jurisdictions)
Goal 1 Indicator 1: Number and demographics of youth and adults participating in solid waste internship or leadership programs
Goal 1 Indicator 2: Demographics of committee members serving on local government solid waste advisory boards

Attachment B: 2030 Regional Waste Plan (RWP) Indicators Reporting

Goal 6 Indicator: Number, geographic location, and demographics of youth reached through education programs

Goal 14 Indicator: Jurisdictions that offer reduced rate program for residential collection services

Goal 17: Establishment of County and County plans that delineate jurisdictional roles in managing disaster debris

DRAFT

Attachment C: Business Food Waste Requirement Implementation

- 1) Term: July 1, 2024 to June 30, 2025.
- 2) County's responsibilities. County shall:
 - a) Hire and train a minimum of 2 FTE as staff or contractor who works in the County's offices or external contractor whose primary responsibilities and duties are to provide technical assistance to subject businesses for implementation of the business food waste requirement in compliance with the minimum standards of Metro Ordinance No 18-1418 and associated Administrative Rules.
 - b) Utilize funding to hire staff and to purchase program-related equipment with funding allocated as described in section d) 2. above (Scope of Work).
 - c) Local governments will continue to actively participate in work groups in order to collaboratively implement programs and activities in the region as appropriate.
 - d) Utilize the Food Scraps Program Evaluation System developed for this program to collect and report data to Metro to demonstrate compliance with the business food waste requirement and assist with program evaluation.
 - i) Determine business compliance by conducting site visits at 100% of non-participating businesses and 20% of participating businesses subject to the requirement to assure that the required conditions of compliance are met by the end of the applicable implementation period based on the judgment of staff conducting the site visit.
 - (1) There are some exceptions to this compliance activity with regard to quick serve and fast food chain restaurants, where assessments are prioritized at the highest volume locations to determine Group placement and need for site visit.
 - ii) On a quarterly basis submit business food waste compliance reports in the agreed upon format.
 - e) Report annually on expenditures.
 - i) Overall expenditures including local government and Metro funds spent on business food waste assistance program during the fiscal year (July 1, 2024 through June 30, 2025);
 - ii) List of staff who worked on food waste business assistance during the fiscal year (July 1, 2024 through June 30, 2025), their level of full-time equivalent (FTE) work time dedicated to providing technical assistance to businesses subject to the food scraps requirement, total labor hours funded by Metro funds, and total number of businesses served.
 - iii) Establish and describe an auditable accounting method for any labor hours funded by Metro funds. Preserve records for a minimum of five years after the end of the program and allow reasonable access to Metro upon request and as may be deemed necessary by Metro.
 - iv) Provide documentation to demonstrate appropriate expenditure of funds provided for food waste collection containers.
- 3) Metro Responsibilities. Metro shall:

Attachment C: Business Food Waste Requirement Implementation

- a) Provide resources and staff time to County to develop, execute, monitor, and evaluate the program.
- b) Monitor general progress and review as necessary.
- c) Convene and facilitate the work groups or committees involved in program implementation.
- d) Analyze data from business food waste compliance reports submitted by jurisdictions on a quarterly and annual basis and provide quarterly reports to County that include graphical and numerical summaries of the compliance and performance data.
- e) Report to Metro Council annually through the 2030 Regional Waste Plan Progress Report on progress towards program goals.

DRAFT

Attachment D: Regional Waste Plan 4-year work plan activities

*Note regarding the annual 2030 Regional Waste Plan (RWP) Progress Report: each year, Metro reports on progress toward the RWP goals and actions. An important component of the annual report is examples of programming and activities organized and led by local jurisdictions and community partners. Metro would like to see the work done by/in your County represented in the progress report. Each year as a part of the AWRP report, jurisdictions will have the opportunity to share a highlight/success story with quotes and/or images that *may be* incorporated in the final RWP progress report for that calendar year. Metro encourages cities/counties to share such highlights at the time you are completing your annual AWRP report.

REQUIRED ACTIVITIES FROM THE 2030 REGIONAL WASTE PLAN 4-YEAR WORK PLAN

2030 RWP Actions: 6.2, 6.3, 6.5, 8.1, 8.5, 9.1, 9.3, 10.1, 10.2, 10.3, 10.5, 10.6, 15.1

The requirements are primarily directed at ensuring that the local government provides comprehensive and consistent recycling and garbage services across the region. They include education, information and technical assistance programs for residents and businesses about waste prevention, reuse and recycling and are a condition of funding.

Goal 6: Reduce product environmental impacts and waste through educational and behavioral practices related to prevention and better purchasing choices.

Action 6.2: Provide culturally responsive community education and assistance about the connections between consumer products, people and nature. Activities listed in table below.

Provide critical program materials in multiple languages including English, Spanish, Russian, Vietnamese, Simplified Chinese, Korean, and Thai.

Work with culturally specific partners to research and understand barriers and solutions to effective communication.

Form partnerships with Community-Based Organizations to implement culturally relevant engagement programs with communities of color; implement activities that build community-based organization capacity.

Action 6.3: Provide and increase accessibility to education and tools to help residents and businesses reduce their use of the single- use products with the greatest negative environmental impacts. Activities listed in table below.

Work with culturally specific partners to research and understand barriers and solutions to effective communication.

Provide residents and businesses with technical assistance, information and tools to reduce the use of single-use products.

Create and implement communication plan to promote bag ban.

Action 6.5: Assist households and businesses in the adoption of practices that prevent the wasting of food and other high-impact materials. Activities listed in table below.

Provide technical assistance to food businesses and implementation of business food waste requirement.

Use data to focus efforts on those food business sectors producing the most food.

Attachment D: Regional Waste Plan 4-year work plan activities

Support Food Waste Stops with Me campaign through collaborative projects.
Develop Oregon Food Share Guide for schools to prevent the wasting of Food in partnership with Oregon Food Bank, Oregon Department of Education, Oregon Green Schools, DEQ and EPA.
Work with culturally specific partners to research and understand barriers and solutions to household and business food waste prevention.
Form partnerships with Community-Based Organizations to implement culturally relevant engagement programs with communities of color; implement activities that build community-based organization capacity.
Expand Eat Smart, Waste Less audience and opportunities beyond tabling and adjusting messaging based on recent survey findings on what resonates with target audience.

Goal 8: Increase the reuse, repair and donation of materials and consumer products.

Action 8.1: Support efforts to ensure that surplus edible food desired by agencies serving communities experiencing hunger in the region is made available to them. Activities listed in table below.
Provide one-on-one technical assistances to food businesses in a position to donate surplus edible food desired by agencies serving communities experiencing hunger.
Develop and use regionally consistent materials about the why and how of food donation in the region.
Develop and maintain ongoing partnership with food donations agencies of all types and sizes throughout the region.
Enhance local food donation infrastructure by helping build capacity and partnerships for local donation organizations.

Action 8.5: Invest in neighborhood-scale reuse and repair services and infrastructure. Activities listed in table below.
Create plan for incorporating Repair Fair and repair resources across local governments' programming.

Goal 9: Increase knowledge among community members about garbage, recycling and reuse services.

Action 9.1: Provide culturally responsive education and assistance for garbage, recycling and reuse services to residents and businesses. Activities listed in table below.
Use culturally responsive education guidance, when available, to update annual education materials by 2023.
Partner with community-based organizations to create recycling and garbage collateral that can be used across the region and aligns with Recycle or Not and multifamily decals.
Increase outreach and technical assistance to multifamily sector prioritizing underserved communities.
Work with culturally specific partners to research and understand barriers and solutions to effective communication.
Explore expanding Environmental Promoters program to all jurisdictions to engage multifamily residents on recycling contamination reduction and reuse.

Attachment D: Regional Waste Plan 4-year work plan activities

Action 9.3: Ensure that community education and volunteer development courses, such as Master Recycler, are relevant, accessible and culturally responsive to all communities. Activities listed in table below.

Support capacity building within Master Recyclers.

Form partnerships with community-based organization to designed culturally relevant Master Recycler courses with communities of color; implement activities that build community-based organization capacity

Work with culturally specific partners to research and understand local barriers and solutions to effective communication.

Goal 10: Provide regionally consistent services for garbage, recyclables and other priority materials that meet the needs of all users.

Action 10.1: Provide comprehensive collection services and supporting education and assistance for source-separated recyclables, source-separated food scraps and garbage, in compliance with state, regional and local requirements, including the Regional Service Standard, Business Recycling Requirement and Business Food Waste Requirement in Metro Code. Activities listed in table below.

Work towards updating local government code, rule or franchise or license agreements to reflect recently adopted Metro multifamily service standards (Metro Code Chapter 5.15 and associated Administrative Rule).

Implement local government code, rule or franchise or license agreement for business food waste requirement (beginning March 2022).

Continue to monitor and maintain business recycling requirement.

Demonstrate compliance with regional service standards (Metro Code Chapter 5.15 and associated Administrative Rules 5.15 2000-5000).

Provide education and outreach materials to haulers to meet state opportunity to recycle requirements. (See Attachment A)

Regularly monitor and review solid waste collection system to ensure compliance with state, regional and local rules and regulations.

Track and report information to Metro to evaluate outcomes of business recycling and food waste requirements.

Provide technical assistance to businesses to support compliance with business recycling requirement and business food waste requirement.

Action 10.2: Implement minimum service levels or performance standards for all collected materials for multifamily and commercial tenants. Activities listed in table below.

Develop implementation plans for the minimum volume and service level requirements for multi-family properties.

Collaborate with Metro and other local governments on efforts to operationalize the requirements.

Action 10.3: Implement regional standards for collection container colors, signage and other related informational materials for single-family, multifamily and commercial services. Activities listed in table below.

Engage with collection companies, property management companies and local housing organizations in order to distribute signage.

Support efforts to operationalize the requirements in jurisdiction.

Actively participate in coordination of regional efforts to install new multifamily signage, prioritizing low-income and diverse communities first.

Attachment D: Regional Waste Plan 4-year work plan activities

Action 10.5: Provide regularly occurring bulky waste collection service, with particular emphasis on multifamily communities and lower-income households. Activities listed below.

Participate in local government-led regional planning for multifamily bulky waste program and local bulky waste pilot projects.

Action 10.6: Establish standards for collection areas for existing and newly constructed multifamily properties to ensure residents have adequate access to garbage, recyclables and food scraps collection containers. Activities listed below.

Participate in local government-led regional planning for multifamily enclosure standards to determine scope and next steps.

Goal 15: Improve the systems for recovering recyclables, food scraps and yard debris to make them resilient to changing markets and evolving community needs.

Action 15.1: Implement regionally consistent contamination reduction efforts to improve material quality, including education, sorting instructions, collection equipment changes, and customer feedback methods. Activities listed in table below.

Incorporated Recycle or Not (RoN) messages and content into existing English and Spanish language recycling education programs and activities.

Align messaging to be regionally consistent with newly created multifamily decals and RoN talking points.

Have quarterly calibrations with Metro Recycling Info Center for materials acceptance and align on public facing names and descriptions.

GUIDANCE ACTIVITIES FROM THE 2030 REGIONAL WASTE PLAN 4-YEAR WORK PLAN

2030 RWP Actions: 1.1, 1.3, 5.4, 11.1, 14.4, Goal 17, Goal 18, Goal 19

The above listed goals and actions reflect a collaborative and coordinated approach among Metro, local governments, community-based organizations and private sector service providers. *While they are not required*, Metro and local governments have identified them as priorities.

Goal 1: Increase engagement of youth and adults historically marginalized from garbage and recycling decision-making by enhancing civic engagement and leadership opportunities.

Action 1.1: Increase representation of historically marginalized community members, including youth, on advisory committees, such as Metro and local government solid waste advisory committees.

Action 1.3: Partner with organizations to engage youth in leadership opportunities for social, economic and environmental issues related to garbage and recycling.

Goal 5: Reduce the environmental and human health impacts of products and packaging that are made, sold, used or disposed in Oregon.

Attachment D: Regional Waste Plan 4-year work plan activities

Action 5.4: Advocate for product stewardship legislation and other policy approaches that can achieve the greatest reduction in environmental and human health impacts from products and packaging made, used or disposed in the region.

Goal 11: Address and resolve community concerns and service issues.

Action 11.1: Provide cultural competence training to customer service representatives at Metro, local governments and collection service providers.

Local government and Metro co-led activities listed below.

Identify training and other professional development opportunities for customer service representatives to build skills in de-escalation, unconscious bias, cultural humility and inclusion.

Goal 14: Adopt rates for all services that are reasonable, responsive to user economic needs, regionally consistent and well understood.

Action 14.4: Implement a low-income rate assistance program for residential collection services. **Local government and Metro co-led activities listed below.**

Form a joint local government/Metro project team to identify options for implementation of local government low-income rate assistance programs.

Project team will develop a project work plan that identifies project purpose, goals, budget and roles and responsibilities for members of the project team.

Project team will identify any specific problems within the local government rate structures that cause insufficient or inequitable access to services, conduct necessary research to gather information and propose effective options that local governments can adopt to reduce or eliminate identified problems.

Goal 17: Effectively coordinate public and private partners in planning for the impact of disasters on the solid waste system.

Goal 18: Ensure routine garbage and recycling collection, processing, transport and disposal operations can be restored quickly following a system disruption.

Goal 19: Plan disaster debris response operations to expedite the clearance and removal of debris, making the best use of locally-based services and materials and maximizing recovery.

Local government and Metro co-led activities

Establish Standard Operating Procedures (SOP) for the group per the Regional Disaster Preparedness Organization (RDPO) guidelines.

Take stock and consider legacy work completed within RWP goal areas.

Select RWP actions for implementation in FY 20-23.

Co-develop work plans to implement selected actions including roles and responsibilities and estimated resource needs.