

# STANDARD OPERATING PROCEDURE

## Climate Action Partner Grant Program

Date: August 5, 2026

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### BACKGROUND

This document describes the Climate Action Partner Grant Program (the “Program”). The City’s Administrative Policy titled ***Sponsorship & Grant Program Awards*** establishes the general framework and basic requirements for the Program. This document provides additional Program-specific information, including its purpose, eligibility criteria, application process, and evaluation methodology.

The Program was established by City Council Resolution 3429, adopted on June 4, 2025 (the “Resolution”). Pursuant to the City Manager’s authority established in the Resolution, the City Manager has authorized amendments to the Program contained in this document in order to implement and administer the Program consistent with the intent of the Resolution. In addition, to implement and administer the Program efficiently and effectively, the City Manager has authorized this document to replace the Program Overview attached as Exhibit A to the Resolution. This document is consistent with the Program Overview and the intent of the Resolution.

The Program funds will provide financial assistance directly to registered non-profits, government entities, and higher education institutions operating in Bend. These entities are essential to creating a more resilient Bend. To recognize and support their contributions, the Program is designed to support community-driven projects that advance the City’s goals for sustainability, emissions reduction, and climate resilience to help with implementation of the City’s Community Climate Action Plan (CCAP).

The CCAP, available [here](#), was adopted in 2019 and updated in 2025. The CCAP includes strategies and actions that can be taken across the community to collectively reduce Bend’s community greenhouse gas emissions to achieve the City’s community climate action goals of 40% greenhouse gas emission reduction by 2030 and 70% by 2050 (compared to a 2016 baseline). The CCAP was intended to have broad community participation, as the City recognizes it cannot achieve community-wide emission reduction goals on its own. As such, the CCAP includes specific actions that identify community organizations or other local government partners as potential lead implementation partners. The Program is a mechanism



through which the City can facilitate and provide support to other organizations to help lead actions in the CCAP. The Program also provides a mechanism to formalize partnerships between the City and community partners that help achieve its climate action goals.

The Environment and Climate Committee, which serves as the City's environment-facing advisory body, will review and score Program applications for projects proposing climate-related projects. Staff, after considering the ECC's scoring input, will make award recommendations to the City Manager.

## PURPOSE & ELIGIBLE PROJECTS

The Program provides financial assistance to registered non-profits, government entities, and higher education institutions operating in Bend for eligible projects. Activities may be subcontracted to third-party entities, including private companies, but this must be clearly stated in the application. This Program does not fund for-profit organizations, individuals, or political campaigns.

To be eligible for funding, your project must directly support at least one action within the CCAP that has "community partner" identified as an implementation lead. The comprehensive list of eligible CCAP actions can be found in Appendix A and the [program webpage](#).

This Program funds community projects across the four CCAP focus areas:

1. **Energy Supply:** Expanding local renewable energy and clean power options
  - a. Examples: community solar, promoting clean energy-transitions, small-scale renewable energy infrastructure.
2. **Energy in Buildings:** Improving energy efficiency and reducing fossil fuel reliance in buildings.
  - a. Examples: Home energy audits, clean energy retrofits, building electrification, heating/cooling upgrades
3. **Transportation:** Lowering vehicle emissions and supporting clean and accessible moving options.
  - a. Examples: Programs that encourage transit use, bike community, and alternative transportation modes, expanding electric vehicle (EV) charging access, neighborhood bike/pedestrian safety.
4. **Materials & Waste:** Advancing local waste prevention and reduction, local recycling, and commercial/residential composting.
  - a. Examples: Commercial or event food-waste recovery, tool-lending libraries, repair cafes, community-wide waste prevention and reuse initiatives.

## Examples of Eligible Projects

- **Outreach and Education:** Projects that increase awareness of CCAP focus areas (energy, buildings, transportation, waste), including events, campaigns, and educational materials



- **Workforce Development:** Training and education programs that build skills in clean energy, transportation, and waste reduction sectors.
- **Technical Assistance and Direct Service Programs:** Initiatives that directly help residents or businesses reduce emissions or improve resilience (e.g., energy audits, reuse programs).
- **Program Scoping and Planning:** Early-stage project development activities such as feasibility studies, planning, and detailed design. These requests are typically for smaller funding amounts.

## ELIGIBLE COSTS

Eligible costs include but are not limited to expenditures incurred for the following in an eligible project:

- Staffing and technical experts
- Program materials and translation
- Supplies and capital costs
- Event-related expenses (e.g. room rental, food)
- Participant stipends

Additional costs may be considered for eligibility at the City's discretion. Applicants are permitted to allocate up to 10% of their total requested budget to cover indirect or administrative costs. Applicants may request a maximum award of \$50,000. The City has discretion to determine the award amount, which may be less than the amount requested.

In addition to the ineligible costs stated in the City's ***Sponsorship & Grant Program Awards*** Administrative Policy, ineligible costs for the Program also include:

- **Public Infrastructure & Capital Development:** Projects that fall under municipal development or city engineering control, such as constructing bike lanes, altering public roads, or installing city-owned utility infrastructure.
- **Private Property Improvements:** Upgrades to a single private residence or commercial property that do not offer a clear benefit to the broader public.

## ELIGIBILITY CRITERIA

Applications must meet the following criteria to be considered eligible for Program funding:

- The applicant must be a registered non-profit, government entity, or higher education institution.
  - Activities may be subcontracted to third-party entities, including private companies, but this must be clearly stated in the application.
- The proposed program, project, or service must take place within the City of Bend and/or serve Bend residents.



- The proposed project support must align with one or more CCAP actions that identify a “community partner” as an implementation lead.

## APPLICATION PROCESS

The application process and award shall be as follows:

1. **Initial Application** – Entity submits a completed application and required documents.
2. **Staff Screening** – City staff screen applications for completeness and eligibility based on program parameters. Staff provide a preliminary score of applications.
3. **Advisory Body Review** – ECC reviews eligible applications. The ECC may invite applicants to present their proposals at a public meeting to gather additional information. The ECC will apply the evaluation scoring criteria below, then provide feedback to staff. Applications will be reviewed on a nondiscriminatory basis in accordance with state, federal, and local law, as well as the evaluation factors described below.
4. **Staff Recommendation** – Considering the ECC’s feedback, staff will make grant award recommendations to the City Manager for approval. Applications will be considered and recommended on a nondiscriminatory basis in accordance with state, federal, and local law, as well as the evaluation factors described below.
5. **Award** – The City Manager considers staff’s recommendations when making final funding decisions but retains full discretion over grant award outcomes. Final awards will be granted on a nondiscriminatory basis in accordance with state, federal, and local law, as well as the evaluation factors described below. The maximum amount of each individual award is \$50,000.
6. **Grant Agreement** – Applicants selected for an award will enter a grant agreement prepared by the City. The grant agreement will be a contract establishing the terms for the grant, including insurance requirements and reimbursement details. Grants will be awarded once per calendar year, and grantees will have up to one (2) year from the grant agreement date to complete the project. The City may allow extensions at its discretion.
7. **Reporting Requirements** – Quarterly, grantees will submit a quarterly report and invoice. At the end of the project, grantees must submit a close-out report.

## APPLICATION REQUIREMENTS

Applications must include:

- 1) Completed application form
- 2) Clear description of the project to be funded (summary, scope)
- 3) Amount of funds requested and proposed budget for the project



- Applicants may request a maximum award of \$50,000. The City has discretion to determine the award amount, which may be less than the amount requested.
- 4) Identify how the requested funds will be used to support one or more actions in the CCAP.

All submissions may be subject to public disclosure under the Oregon public records law. Materials which the applicant deems exempt from disclosure under the public records law must be clearly marked by the applicant as "Proprietary." Marked pages must be placed in a group separate from the remainder of the application. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. The City will attempt to maintain the confidentiality of materials clearly marked "Proprietary" to the extent allowable under Oregon public records law.

## EVALUTION CRITERIA

Eligible applications may be evaluated and scored based on the criteria below. Applying the criteria, the ECC will provide feedback to staff on project competitiveness. Staff will then consider the ECC's feedback in making final recommendations to the City Manager for grant award. These evaluation criteria align with CCAP.

| Category                          | Description                                                                                                                                                                                                                                                                           | Points |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Project Impact</b>             | Assess the project's ability to reduce greenhouse gas (GHG) emissions and the extent to which the project engages and benefits the local community. Impact will also take into account the cost effectiveness of the proposal and alignment with other City and community priorities. | 42     |
| <b>Organizational Capacity</b>    | Consider the organization's relevant experience in executing similar projects and review the organization's track record of past project successes.                                                                                                                                   | 12     |
| <b>Feasibility</b>                | Assess the projects budget and implementation plan (project steps and timeline) to ensure it's realistic and sustainable.                                                                                                                                                             | 12     |
| <b>Alignment with CCAP goals</b>  | Determine how well the project supports and aligns with CCAP goals.                                                                                                                                                                                                                   | 12     |
| <b>Equity &amp; Accessibility</b> | Ensure the project includes strategies to involve and benefit marginalized communities, and how effectively the grant supports organizations with fewer resources.                                                                                                                    | 22     |



## **APPENDIX A. ELIGIBLE LIST OF CCAP ACTIONS**

Funded projects must directly support at least one specific action in the CCAP that has “community partner” identified as an implementation partner. Eligible program areas include the following CCAP actions:

### Energy Supply

- (ES3A) Increase community education about renewable energy and available incentives
- (ES3B) Develop and deliver educational programs targeted at builders, developers and contractors focused on renewable energy, energy storage, and available incentives
- (ES3C) Support and expand local workforce development programs in renewable energy trades
- (ES3D) Develop programs that encourage residents and businesses to pursue renewable energy and energy storage projects
- (ES4B) Support the development of local community solar projects that residents can subscribe to for access to offsite renewable energy

### Energy in Buildings

- (EB2A) Increase community education on energy efficiency topics and available incentives
- (EB2B) Develop and deliver targeted outreach and education to builders, developers, and contractors on high performance building topics and incentives
- (EB2C) Support and expand local workforce development programs in energy trades (i.e. renewable energy, electricity generation and distribution, energy efficiency, HVAC systems, etc.)
- (EB2D) Develop programs that encourage residents and businesses to pursue energy efficiency, electrification, and other emissions reductions upgrades
- (EB2F) Promote energy efficiency and load management through smart controls and demand response participation
- (EB3B) Support and expand low cost energy audit programs

### Transportation

- (T1A) Expand access to community-wide public EV charging
- (T1B) Expand access to multifamily EV charging
- (T1C) Expand workplace EV charging
- (T1D) Conduct outreach and education to promote EV adoption
- (T4A) Encourage carpooling to City and community events
- (T4B) Partner with large employers to promote carpooling and vanpooling for daily commutes
- (T2A) Prioritize Bend's Bike, Pedestrian, and Complete Streets policies in the Transportation System Plan. These policies include expanding bike and pedestrian infrastructure
- (T2B) Prioritize TSP projects and programs that develop safe alternate routes to schools
- (T2C) Use crash analysis data to improve safety by implementing projects and programs from the Transportation Safety Action Plan



- (T2D) Expand bicycle parking at mobility hubs and other key destinations

#### Materials & Waste

- (MW1B) Improve multifamily recycling by expanding and improving outreach and education at multifamily buildings
- (MW1C) Create a recycling and waste reduction program aimed at tourists, including hotels and resort communities
- (MW1D) Work with Deschutes County and waste haulers to reduce recycling contamination through targeted outreach and education
- (MW1E) Develop new programs to recover materials that make up the largest portion of the waste stream
- (MW3A) Increase participation in and access to food waste collection services, particularly in multifamily and commercial sectors
- (MW3B) Develop and deliver educational programs that teach and encourage residents to compost their food waste
- (MW4A) Expand and develop new programs that increase the recovery of construction and demolition (C&D) materials
- (MW4B) Encourage reuse of construction and demolition (C&D) materials
- (MW5A) Conduct outreach campaigns to promote waste prevention and reducing consumption by connecting residents and businesses to local resources, like repair cafes
- (MW5B) Implement industry-specific training programs to prevent waste, targeting sectors like building construction and food and restaurants
- (MW5C) Promote and support the use of reuseable serviceware in food services
- (MW5D) Promote reuse by supporting gearswap events, community garage sales, and neighborhood repair cafes
- (MW5F) Research models of and support the development off centralized materials exchange forums
- (MW6A) Conduct outreach campaigns that promote food waste prevention
- (MW7B) Conduct outreach campaigns that promote low-carbon food choices