

Sustainability Revolving Fund Process

Introduction

The Hillsboro City Council has made sustainability a priority, for both internal operations and the broader community. The Hillsboro 2020 Vision and Action Plan, and City-wide Strategic Plan support this imperative through their goals and actions. The City's [Sustainability Plan](#) includes long term sustainability goals, principles and numerous projects to achieve those goals. Funding for sustainability projects may come from existing departmental budgets, but the need for a dedicated funding source as well as a means to capture project savings has been addressed with the Sustainability Revolving Fund (SRF).

Revolving funds have been used through the years in many areas, such as economic development, resource conservation, and energy efficiency. A revolving fund is established for a specific purpose and is replenished by establishing a return on the grant, often through a defined percentage of the grant that is put back into the fund. This maintains the fund over time after the initial "seed" investment.

The purpose of the SRF is to capture and track savings from sustainability projects and to utilize some of those savings for subsequent projects. The fund provides a resource for employees to access funds for **internal** sustainability projects, and a structure for use, replenishment and management of those funds.

Who Can Apply for SRF Funds?

The SRF is structured in levels, so any employee can access funds for sustainability efforts. Smaller grant requests (\$0 – \$5,000) can be made by anyone, and larger requests (\$5,000 up to \$25,000) must be coordinated with the Sustainability Implementation Core Team and Sustainability Project Manager.

- **Small grant request (up to \$1,000).** Projects that require relatively small investments and that may not realize cost savings but directly or indirectly address at least one sustainability goal
 - Who can apply:
 - City employees
- **Medium grant request (\$1,000 – \$5,000).** Projects must directly address at least one sustainability goal and ideally will realize cost savings or avoided costs:
 - Who can apply:
 - City employees. Requests must be coordinated with an Implementation Core Team member or Sustainability Project Manager.
- **Large grant request (\$5,000 – \$10,000).** Projects must directly address at least one sustainability goal and must demonstrate cost savings or avoided costs
 - Who can apply:
 - City employees. Requests must be coordinated with an Implementation Core Team member or Sustainability Project Manager.

- **Major grant request (\$10,000 – \$25,000).** Projects must directly address more than one sustainability goal and must demonstrate significant cost savings or avoided costs:
 - Who can apply:
 - Implementation Core Team member or Sustainability Project Manager.

*No single proposal may request more than \$25,000. In all cases, proposals should be considered in the context of total funds available.

**Bonus points will be given to proposals that demonstrate leveraged funds from City or external sources. Leveraged funds must be secured for the project and not assumed to be available.

How can SRF Funds be Used?

Per the application below, funds may be used for:

- Projects that demonstrate an economic, environmental and/or social return on investment
- Projects that directly address one or more of the City's sustainability goals
- Projects that primarily cover equipment, materials and other 'hard' costs that have a high impact; other (i.e., personnel) costs may be covered but should be the exception and justified in the proposal

How will Funds be Allocated?

The process below is used for selection and prioritization of projects.

1. Applications are submitted to the Sustainability Project Manager (peter.brandom@hillsboro-oregon.gov) with application deadlines of every other month on the following timeline (applications due by the end of the following months): **November, January, March, May, July, and September.**
2. Applications are reviewed by five staff including two Implementation Core Team members, Finance Director or delegate, Senior Leadership Team representative and the Sustainability Project Manager. Members who propose a project must remove themselves from the process.
3. Applications are reviewed and scored against the established criteria (see application), and are allocated based on availability.
4. Applications are accepted throughout the year based on the schedule above. City management may provide the SRF with additional funds at any time.

Contact

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