



**DAN JOHNSON**  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING

150 BEAVERCREEK ROAD OREGON CITY, OR 97045

December 4, 2025

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of a Financial Assistance Application to receive state funds from Circular Action Alliance for recycling education and outreach. Assistance Value is \$1,279,701 for 1 year. Funding is through Senate Bill 582. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	No previous action/review has occurred. This is the first time these state funds have been available.		
<b>Performance Clackamas</b>	-Healthy people -Safe, secure and livable communities		
<b>Counsel Review</b>	NA	<b>Procurement Review</b>	NA
<b>Contact Person</b>	Rick Winterhalter	<b>Contact Phone</b>	(503) 742-4466

#### **EXECUTIVE SUMMARY:**

In 2021 the Oregon legislature passed Senate Bill 582, the [Recycling Modernization Act](#) (RMA). The new law became effective January 1, 2022 and associated recycling program changes began in July 2025.

The statewide RMA was created to make recycling more efficient, environmentally responsible, and consistent across Oregon. The law encourages smarter packaging, and will facilitate system improvements like upgrading recycling facilities, and improving tracking systems for materials to ensure proper disposal.

Under the RMA, consumers no longer bear the full cost of recycling. The law requires large corporations (i.e. Proctor & Gamble, Unilever, Coca Cola, etc.) to be financially responsible and to work with the state's approved producer responsibility organization (PRO), [Circular Action Alliance](#) (CAA), to implement their approved program plan facilitating the rollout of RMA. One key element of the plan is to invest in education and outreach on contamination reduction to minimize the amount of trash that is placed in recycle bins.

Local governments are responsible for performing the required contamination reduction education efforts, and the RMA requires CAA to fund local governments to recover eligible costs incurred in conducting contamination reduction programming. Under ORS 459A.890(4), a local government, or other person authorized by a local government to receive payment, receives up to \$3 per capita of funding or reimbursement each fiscal year (July 1 through June 30). This state funding makes

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Clackamas County eligible for reimbursement of up to \$1,279,701 for fiscal year 2025-2026.

Similar to our annual IGA with Metro, the cities within the county have authorized the County, through the Oregon Department of Environmental Quality, to receive their RMA funds to perform the required contamination reduction education and outreach.

Staff are seeking approval of a Financial Assistance Application Lifecycle Form to develop the Primary Funding Agreement (PFA) in order to be compensated from these state per capita funds for the contamination reduction education and outreach work performed by the County for FY 25-26.

**RECOMMENDATION:**

Staff respectfully recommends the Board of County Commissioners approve the attached Financial Assistance Application Lifecycle Form to receive funds from CAA, via a Primary Funding Agreement, for work related to Contamination Reduction education and outreach.

Respectfully submitted,

*Dan Johnson*

Dan Johnson, Director  
Department of Transportation and Development

## 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

Direct Appropriation (no application)

Award type:

Subrecipient Award

Direct Award

Award Renewal?

Yes

No

Lead Fund # and Department:	
Name of Funding Opportunity:	

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

Requestor Information: (Name of staff initiating form)	
Requestor Contact Information:	
Department Fiscal Representative:	
Program Name & Prior Project #: (please specify)	

Brief Description of Project:

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Name of Funding Agency:

Notification of Funding Opportunity Web Address:

**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:		Funding Agency Award Notification Date:	
Announcement Date:		Announcement/Opportunity #:	
Grant Category/Title		Funding Amount Requested:	
Allows Indirect/Rate:		Match Requirement:	
Application Deadline:		Total Project Cost:	
Award Start Date:		Other Deadlines and Description:	
Award End Date			
Completed By:		Program Income Requirements:	
Pre-Application Meeting Schedule:			

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

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

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

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*

\_\_\_\_\_  
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)

11/12/25

Cheryl Bell

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

11/18/25

D. J. [Signature]

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Ethel Gallares

11/20/25

[Signature]

Name (Typed/Printed)

Date

Signature

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

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:	Denied:
Name (Typed/Printed)	Date	Signature

**For applications up to and including \$150,000 email form to BCC staff at [CA-Financialteam@clackamas.us](mailto: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](mailto: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](mailto:financegrants@clackamas.us)  
when fully approved.

Department: keep original with your grant file.