



## Portland Water Bureau Lead Hazard Reduction Program Community Education and Outreach Grants

The Portland Water Bureau's Lead Hazard Reduction Program (LHRP) is an innovative program that focuses not just on hazards from lead in water but all hazards posed by lead, while targeting those most at risk. The LHRP seeks to provide education, outreach, testing, and remediation to high-risk populations through partnerships with local agencies and non-profits who are experienced in lead education, working with those most at-risk for lead poisoning or providing resources to reduce lead hazards.

The LHRP is currently accepting applications for lead education and outreach programs for the 2022-23 funding cycle (July 1, 2022 through June 30, 2023). Any non-profit or agency capable of working to reduce the incidence of lead poisoning is encouraged to apply. Funding is provided to programs throughout the [Portland Water Bureau Service Area](#) and the service areas of its wholesale customers. Applications will be evaluated based on the proposed project's ability to:

- Address the leading causes of lead poisoning, such as lead paint and dust and home remodeling.
- Engage people most at risk for lead poisoning (children ages six and under and pregnant people) as well as diverse communities (such as communities of color, people with low-incomes, people with disabilities, or people with limited English proficiency).
- Adapt services and activities to meet the needs of the community during the continued pandemic.
- Connect with a well-established community-based program.
- Coordinate with other community partners.
- Evaluate the project goals and objectives.
- Report the success of the project.
- Provide diverse and stable matching funds.

**Program funding note:** The Portland Water Bureau anticipates this is the last grant cycle for the LHRP. Program funding is dependent on the performance of the Improved Corrosion Control Treatment facility. If the treatment facility performs as expected in lowering lead levels at the tap, Portland Water Bureau anticipates ending this program June 30, 2023. After ending the program, the Portland Water Bureau will not be providing funding for lead education and outreach.

**Application instructions are outlined in the following pages.**

**All applications are due on March 31, 2022 by 5:00 PM**

### Questions? Please contact:

Sarah Messier, Portland Water Bureau  
Lead Hazard Reduction Program  
503-823-1547, [sarah.messier@portlandoregon.gov](mailto:sarah.messier@portlandoregon.gov)

# APPLICATION INSTRUCTIONS

The application consists of three parts:

1. Staff contact information (one page)
2. Grant proposal narrative (no more than **six** pages)
3. Itemized budget (one page)

All applications are due on March 31, 2022 by 5:00 PM. Submit applications as one PDF to [sarah.messier@portlandoregon.gov](mailto:sarah.messier@portlandoregon.gov).

Successful applicants will be required to obtain a Portland Business License, equal opportunity employer certification and provide proof of workers compensation, liability and automobile insurance. Proof of these are not required with the application.

## 1. Staff contact information

**Instructions:** This one-page contact sheet will be on your organization's letterhead and include the following information:

Portland Water Bureau Grant Proposal  
FY 2022 – 23  
(July 1, 2022 to June 30, 2023)

Organization Name:

Contract Manager:

Name:

Title:

Phone:

Email:

Address:

Individual Responsible for Signing Legal Contracts:

Name:

Title:

Phone:

Email:

Address:

## 2. Grant proposal narrative

**Instructions:**

Please address the following sections completely. Your responses will be used to evaluate the quality of your proposal and the level of funding awarded. You may choose to use the section headers in your application, but do not include the italicized text in your application materials. The narrative should not exceed six pages. **NOTE:** The page limit for the narrative section is longer to allow for explanation of adaptations to services and activities during the pandemic.

**Grant Request:**

Total amount of funding requested for this proposal.

**Description of Organization:**

In a few paragraphs, state your organization's history and mission. Include your organization's qualifications for conducting the project you propose and the communities your organization typically reaches and engages with.

**Program Description:**

1. Provide an overview of the lead hazard prevention service you propose (tell us who, what, where, when and why). PWB encourages organizations to propose new services or activities to meet the needs of your communities or that improve community engagement.
2. Describe how your organization is adapting and providing services and activities during the pandemic.

3. How does this proposed project address those most at-risk from lead exposure?
4. Provide the specific goals that the described program will meet during the contract period. For example: Will provide 50 workshops reaching 500 community members, will attend 15 community fairs, will test 630 community members, etc.

**Program Evaluation:**

Please detail the evaluation processes or procedures of the program. This will outline steps you will implement to measure short-term and/or long-term changes in client knowledge, awareness, attitudes, or behaviors. If your organization participated in the LHRP program evaluation process in 2016-2017, include evaluation efforts that you and the Portland Water Bureau agreed to since December 2017.

**Reporting on Program Implementation:**

All grantees are expected to report, on a quarterly basis, on the progress towards meeting the above program and evaluation objectives. Please outline reporting activities that will describe the extent to which your organization has been able to implement program activities as planned and the results from your evaluation efforts. For example, considering this quarter and year to date: number of individuals educated, trainings given, client demographics, number of tests carried out, blood lead level results, etc.

**Partnerships:**

Lead Prevention:

Please list and describe partnerships with other lead prevention or public health organizations. Please detail referrals and partnerships with the other lead poisoning prevention partners. Current lead partners include: Community Alliance of Tenants, Community Energy Project, Growing Gardens, Multnomah County Health Department, Oregon Health Authority, Portland Public Schools District, and the Portland Housing Bureau.

Other Community Organizations:

If applicable, please list and describe proposed project partnerships with other organizations not directly related to a lead program. Please briefly detail partnerships with these other organizations. For example: SUN Schools, Head Starts, parenting classes, community event planners, and medical centers.

**Other Information:**

If applicable, please share any other pertinent information that will aid in selection of the proposed project, such as new directions in the organization or changes to existing lead programs.

**3. Itemized budget**

**Instructions:** In one page, outline an itemized budget for the project. Break out personnel expenses, direct costs, and indirect costs. Include other sources of funding for the proposed project, what percentage they will cover and if they are pending or secured.