



Sustainable Materials Management Grant Application

The Idaho Department of Environmental Quality (DEQ) is accepting applications for funding to implement or enhance sustainable materials management projects in Idaho. DEQ is interested in projects from eligible applicants from across Idaho which implement, enhance, or support innovative waste prevention, reuse, repair, or recycling programs, develop markets for recyclables, or prevent wasted food.

The U.S. EPA defines Sustainable Materials Management as an approach to serving human needs by using/reusing resources most productively and sustainably throughout their life cycles, from the point of resource extraction through material disposal. This approach seeks to minimize the amount of materials involved and all the associated environmental impacts, as well as account for economic efficiency and social considerations. Of particular interest are projects that target opportunities for source reduction upstream from the disposal lifecycle phase (i.e. landfilling, recycling, incineration, or other waste management scenarios).

More information on the EPA's Sustainable Materials Management Program available here: www.epa.gov/smm/

Funding availability: DEQ anticipates \$220,000 to be made available to support SMM projects through this solicitation.

Award Amounts: Funding requests may be made for any dollar amount up to the maximum funding availability of \$220,000. Based on previous SMM awards, DEQ anticipates funding requests will range from \$30,000 to \$60,000. Recipients will be reimbursed for expenses by submitting quarterly invoices as described in the Other Information section below.

Submission Date: Proposals are due **Wednesday, November 10, 2021, 5:00, MDT.**

Grant Period: January 1, 2022 – December 2, 2023

Eligibility: Local governments, solid waste districts, health districts, Indian tribes, public and private schools, public and private universities and colleges, non-profit institutions.

Eligible Project Activities

This opportunity is seeking projects which implement, enhance, or support innovative waste prevention, reuse, repair, or recycling programs, develop markets for recyclables, or prevent wasted food, with an emphasis on upstream solutions. Applicant proposals must address one or more of the following sustainable material management strategic priorities:

1. **Built Environment** –Projects should focus on increasing deconstruction of buildings to reuse building materials, salvage of building materials, safe reuse, recycling and/or disposal of industrial byproducts, building materials and debris.

2. **Sustainable Food Management** – Projects should address strategies to prevent the generation of food waste, promote donation of surplus edible food, divert food waste from the landfill, and promote sustainability across the community.
3. **Sustainable Packaging** – Sustainable packaging projects should focus on increasing the quantity and quality of materials reused and recycled from the municipal solid waste stream, development of sufficient public and private sector collection and processing infrastructure and end markets, and promoting the productive and sustainable use of materials across their entire life cycle, including minimization of packaging use.

These priorities are identified in EPA’s Sustainable Materials Management 2017-2022 Strategic Plan. Information on the SMM Strategic Plan can be found here:

https://www.epa.gov/sites/production/files/2016-03/documents/smm_strategic_plan_october_2015.pdf

Projects that do not address one or more of these project areas will not be considered for funding.

Grant Evaluation Criteria

Eligible projects will be evaluated based on the scoring methodology detailed on page 2. A total of 100 points are available for grant applicants.

1. **Outcomes Analysis:** Projects must estimate outcomes and describe methods for accurately reporting outcomes. (35 points)
 - a. Estimated outcomes: Proposals should estimate the amount of waste prevented, re-used, or recycled for assumptions used in calculating their projected outcomes. (25 points)
 - b. Outcomes calculations: Proposals should identify the methods that will be used to calculate actual outcomes from project tasks. (10 points)
2. **Financial/Program Sustainability:** Applicants should describe how the proposal will continue to have measurable impact after the end of the grant period. Documentation or description of future financial, community, technical or logistical support for continuation of project activities will be considered. (20 points)
3. **Targeting Barriers:** Projects should clearly describe how the project targets barriers to higher citizen, organization, or business participation in sustainable materials management programs. (10 points)
4. **Budget:** A separate page detailing the project budget shall be included in the grant application. Budgets will be evaluated on whether costs are realistic to implement the project and are clearly linked to project tasks. Budgets may include any of the following categories (labor, travel, equipment, supplies, contract work, direct and indirect costs). (10points)
5. **Timeline:** The project must be implemented by September 30, 2021. A timeline of proposed outputs and outcomes must be included with the grant application.

Proposals will be evaluated to determine if the timeline is reasonable to achieve project deliverables (10 points)

6. **Past Performance:** Applicants shall demonstrate that they have successfully managed grants and projects of a similar size and purpose in prior years. (5 points)
7. **Programmatic Capability:** Applicants should describe the organization's experience and capacity to complete project tasks, including staff expertise and knowledge and other resources that will be utilized for the project. (5 points)
8. **Partnerships:** Applicants that can show meaningful partnerships with other agencies, municipalities, non-profits, or other organizations that will assist them in producing outputs and achieving outcomes will receive favorable consideration. All potential partners must include a letter of support for the project detailing the tasks that they will accomplish. (5 points)

Other Information

Grant Application Format

- Grant narratives will be limited to **ten pages**, including the timeline and budget
- Letters of support do not count toward the ten page maximum, and shall be included after the work plan, budget, and timeline.
- A cover page (provided below) and the required applicant information do not count towards the ten page maximum.
- Grant applicants may utilize only 11pt Times New Roman or Arial fonts
- Grant applications must have 1 inch or greater side margins

Match Documentation

The funding request can be for no more than \$220,000. The total project budget can exceed this amount, however matching funds are not required. If matching funds are available, they should be identified in the application. Projects will not be evaluated based on match contributions but rather on program financial sustainability.

Reimbursement for Expenses

Recipients will be required to sign a subaward agreement with DEQ and will be refunded for their expenditures by submitting an invoice(s). Documentation of expenditures with a brief summary of progress will be required for reimbursement. Unless otherwise communicated and agreed to with DEQ, invoices shall be submitted quarterly along with quarterly reports. Dates for quarterly invoices are listed in the "quarterly reports" section below.

Disallowable Expenses

Proposed expenditures using grant dollars, such as equipment exceeding \$5,000, must adhere to federal and state law. DEQ reserves the right to disallow requested expenses due to incompatibility with federal and state law.

Failure to Adhere to Subaward Conditions

DEQ reserves the right to withhold payout of grant funds if project tasks remain uncompleted by targets identified in the project timeline. Payout of grant funds for expenditures that exceed project deadlines will be at the discretion of DEQ.

Partial Awards

In appropriate circumstances, DEQ reserves the right to make partial awards to fund specific, discrete task items from one or more proposals.

Selection

DEQ will convene a review panel composed of staff from the solid waste, hazardous waste, and environmental outreach and assistance divisions. Additionally, up to two staff from the EPA Region 10 Sustainable Materials Management Division will be included on the review panel. Only those proposals addressing one or more of the three eligible project activities will be evaluated.

Reporting Requirements

Quarterly Reports

The awardee must submit quarterly reports describing progress made on the project. Any outputs and measurable outcomes from the start of the award and subsequent to previously submitted reports should be included. Due dates for quarterly reports are as follows:

- April 30, 2022
- July 31, 2022
- October 31, 2022
- January 31, 2023
- April 30, 2023
- July 31, 2023
- October 31, 2023
- December 31, 2023 (final report)

Additionally, DEQ will work with the grant recipient to arrange for a status update call with the project officer one week prior to the submission of each quarterly report and invoice.

Minority-owned Business Enterprise / Women-owned Business Enterprise (MBE/WBE) Reporting

The awardee must submit annual MBE/WBE reports to DEQ annually by October 20 for the duration of this agreement. A final MBE/WBE report is due 60 days after project completion.

Final Report

The awardee will submit a final report detailing all project outputs and any outcomes that have resulted from project implementation.

- **Outputs:** The awardee will identify and describe grant outputs and tasks related to the implementation of the proposed project. These may include:
 - Partnerships established
 - Advertising and media materials published and distributed
 - Meetings conducted
 - Contractors hired
 - Materials purchased
 - Matching funds acquired
 - Architectural renderings completed
 - Site leases or purchases finalized
 - Supply chains established
 - Distribution networks established
- **Outcomes:** The awardee will identify and quantify outcomes achieved as a result of project implementation. These outcomes can include but are not limited to
 - Pounds of solid waste prevented, reused, or diverted from landfill or other final disposal site
 - Pounds of hazardous waste prevented, reused, or diverted from disposal.

Applications must be U.S. postmark-dated or received electronically no later than 5 p.m. MDT, November 10, 2021, to:

Idaho Department of Environmental Quality

Attn: Ben Jarvis

1410 N Hilton

Boise, ID 83706

Fax: (208) 373-0342

ben.jarvis@deq.idaho.gov

Proposed Application/Award Process Timeline

September 17, 2021: Release of grant application

November 10, 2021: Deadline for submission of grant application

December 10, 2021: Final decision made on grant awards and awardees notified by phone

January 1, 2022: Grant agreement is executed and work begins

December 31, 2023: Project deliverables accomplished

December 31, 2023: Final invoices due to DEQ

January 31, 2024: Final report due to DEQ

Applicant Information Cover Page

Organization Name: _____

Organization Mailing Address: _____

City: _____ State: _____ Zip: _____

Organization Email: _____

Federal Tax ID #: _____

Organization DUNS #: _____

Liability Insurance Policy #: _____ Expiration Date: _____

Workers Comp Policy #: _____ Expiration Date: _____

Project Manager

Contact Name: _____ Job Title: _____

Phone: _____ Email: _____

Signature Authority

Contact Name: _____ Job Title: _____

Address (if different than organization address): _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Application Overview

Descriptive Project Title: _____

Total Amount Requested: _____

Total Amount of Match Contributed (not required): _____

Total Project Cost: _____

Brief Overview (In 2-3 sentences provide an Executive Summary description of your project.):