



STATE OF IDAHO

DEPARTMENT OF  
ENVIRONMENTAL QUALITY

1410 North Hilton • Boise, ID 83706 • (208) 373-0502  
[www.deq.idaho.gov](http://www.deq.idaho.gov)

Brad Little, Governor  
John H. Tippets, Director

## 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 local governments and non-profits across Idaho that implement, enhance, or support innovative recycling programs, develop markets for recyclables, or reduce food waste.

The U.S. Environmental Protection Agency (EPA) defines sustainable materials management as an approach to serving human needs by using or reusing resources most productively and sustainably throughout their life cycles, from resource extraction through material disposal. This approach seeks to minimize the amount of materials involved, reduce associated environmental impacts, and account for economic efficiency and social considerations.

More information on EPA's Sustainable Materials Management Program is available here:

[www.epa.gov/smm/](http://www.epa.gov/smm/)

### **Award Amount**

\$30,000. Recipients will be reimbursed for expenses by submitting quarterly invoices as described in the "Other Information" section below.

### **Submission Date**

Proposals are due August 28, 2020, at 5:00 p.m. MDT.

### **Grant Period**

October 1, 2020–September 30, 2021.

### **Eligibility**

Local governments, solid waste districts, health districts, Indian Tribes, public and private universities and colleges, and public and private nonprofit institutions operating within the state of Idaho. Grant proposals must be for work that principally takes place within the state of Idaho.

### **Eligible Project Activities**

Projects that implement, enhance, or support innovative recycling programs, develop markets for recyclables, or reduce food waste. Proposals must address one or more of the following sustainable material management priorities:

- **Built Environment**—Increase safe reuse, recycling, and disposal of industrial byproducts, building materials, and debris.
- **Sustainable Food Management**—Address strategies to divert food waste from the landfill and promote sustainability across the community.
- **Sustainable Packaging**—Increase the quantity and quality of reused and recycled materials from municipal solid waste, develop sufficient public and private sector collection and processing infrastructure and end markets, and promote the productive and sustainable use of materials across their entire life cycle.

These priorities are identified in EPA’s Sustainable Materials Management 2017–2022 Strategic Plan. Information can be found here: [https://www.epa.gov/sites/production/files/2016-03/documents/smm\\_strategic\\_plan\\_october\\_2015.pdf](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 two. A total of 100 points are available:

- **Outcomes Analysis:** Projects must estimate outcomes and describe methods for accurately reporting outcomes. (35 points)
- **Estimated outcomes:** Proposals must estimate the amount of waste prevented, reused, or recycled for assumptions used in calculating their projected outcomes. (25 points)
- **Outcomes calculations:** Proposals should identify the methods that will be used to calculate actual outcomes from project tasks. (10 points)
- **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)
- **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)
- **Budget:** A separate page detailing the project budget must 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, or direct and indirect costs. (10 points)
- **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)
- **Past Performance:** Applicants must demonstrate that they have successfully managed grants and projects of a similar size and purpose in prior years. (5 points)

- **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)
- **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**

Applications should include the following elements:

- 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 must 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 11-pt. Times New Roman or Arial fonts.
- Grant applications must have one-inch or greater side margins.

### **Match documentation**

The funding request can be for no more than \$30,000. 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 expected outcomes per dollar spent and demonstration of financial sustainability.

### **Reimbursement for expenses**

Recipients will be required to sign a subaward agreement with DEQ and will be refunded for expenditures by submitting an invoice(s). Documentation of expenditures with a 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:

- January 30, 2021
- April 30, 2021
- July 30, 2021
- October 30, 2021

### **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**

DEQ reserves the right to make partial awards to fund specific task items from one or more proposals.

### **Selection**

A review panel of DEQ solid waste, hazardous waste, and environmental outreach and assistance staff and EPA Region 10 Sustainable Materials Management Division staff will evaluate projects. Only those proposals addressing one or more of the three eligible project activities will be evaluated.

### **Quarterly Reports**

Awardee must submit quarterly reports describing progress made on the project, including outputs and measurable outcomes from the start of the award. Due dates for quarterly reports are as follows:

- January 30, 2021
- April 30, 2021
- July 30, 2021
- October 30, 2021

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 Reporting**

The awardee must submit annual Minority-owned Business Enterprise / Women-owned Business Enterprise reports to DEQ by October 20, 2020, for the duration of this agreement. A final 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 any grant outputs and tasks related to the implementation of the proposed project:
  - 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 (e.g., 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, etc.).

## Idaho DEQ Materials Management Assistance Grant Application

Applications must be U.S. postmarked or received by 5 p.m. MDT on August 28, 2020. Send materials to:

Idaho Department of Environmental Quality

Attn: Ben Jarvis

1410 N Hilton

Boise, ID 83706

Fax: (208) 373-0342

[ben.jarvis@deq.idaho.gov](mailto:ben.jarvis@deq.idaho.gov)

### **Proposed Application/Award Process Timeline:**

- July 22, 2020: Release of grant application
- August 28, 2020: Deadline for submission of grant application
- September 10, 2020: Final decision made and awardees notified by phone
- September 15, 2020: Award letters are mailed
- October 1, 2020: Grant agreement is executed and work begins
- September 30, 2021: Project deliverables accomplished
- November 30, 2021: Final invoices due to DEQ
- November 30, 2021: 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 to 3 sentences provide a description of your project.):