



Sustainable Materials Management Grant Application Instructions

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 funding projects that have a regional approach and maximize the investment for the long-term benefit of the community.

The U.S. Environmental Protection Agency 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 associated environmental impacts, as well as account for economic efficiency and social considerations. Projects may address any or all aspects of the product life cycle (extraction, manufacturing, use, disposal), although particular interest is focused on 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 is available here: www.epa.gov/smm/

Grant Evaluation Criteria: Eligible projects will be evaluated based on the scoring methodology detailed below. A total of 135 points is available for grant applicants.

1. **Eligible Project Activities:** Applicant proposals must address one or more of the following sustainable material management priorities: (15 points)
 - a. Increase source reduction, reuse, and/or recycling by enhancing existing or initiating new programs (5 points);
 - b. Promote and implement zero waste programs and practices in the community (5 points);
 - c. Decrease food waste by increasing prevention, donation, composting, and/or anaerobic digestion (5 points). More information may be found here: www.epa.gov/osw/consERVE/materials/organics/index.htm
2. **Product Life Cycle Focus:** Projects will be scored in part based on which phase or phases of the lifecycle they target. Projects emphasizing source reduction over disposal will garner more points over those that focus strictly on disposal. For example, projects that focus on preventing food waste and packaging from school lunches will have greater environmental benefits than those that only focus on recycling or composting excess packaging and food generated by school lunch programs. More information on the food recovery hierarchy can be found here: <http://www.epa.gov/smm/foodrecovery/index.htm>. These areas are not mutually exclusive, and projects focusing on more than one aspect of sustainable materials management are allowed and encouraged. (maximum of 30 points)
 - a. Projects that focus on reducing consumption: 15 points
 - b. Projects that focus on repurposing existing products: 10 points
 - c. Projects that recycle, compost, or otherwise divert from the landfill: 5 points

3. **Cost & Outcomes Analysis:** Projects will be evaluated based on their overall return on investment, including matching funds, based on volume of waste reduced or diverted per dollar of total project budget. (25 points)
 - a. **Dollars/Diversions Ratio:** Applicants will estimate the anticipated amount of waste that will be reduced or diverted over the project period ending August 2nd, 2014. Projects with the highest amount of total source reduction and/or diversion per budget dollar (including match) will be awarded 15 points. 10 points will be awarded to the application with the second highest diversion to dollars ratio. All other projects that adequately demonstrate their estimated diversion ratio will be awarded 5 points. (max: 15 points)
 - b. **Cost & Outcomes Methodology:** Recipients must describe the methodology used for estimating waste reduction and budget projections. Projects failing to adequately address the assumptions used in calculating these figures and the applicability of those assumptions to current conditions (existing infrastructure and resources, market demand) will not receive the full ten points possible for this section. (10 points)
4. **Financial/Program Sustainability:** Applicants must prove ongoing financial and program stability and sustainability. Evidence of other funding sources is strongly considered when scoring program sustainability. (20 points)
5. **Targeting Barriers:** Projects should clearly identify and target barriers to higher citizen, organization, or business participation in sustainable materials management programs. Projects that propose outcome-based solutions to such barriers will be graded higher than proposals lacking such information. (10 points)
6. **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 and/or support that they will provide. (10 points)
7. **On-Time Performance:** Applicants will provide assurance of on-time completion of grant deliverables and describe any previous successful, on-time completion of similarly sized projects. (10 points)
8. **Timeline:** The project must be implemented by August 2, 2014. A timeline of proposed outputs and outcomes must be included with the grant application. (10 points)
9. **Budget:** A separate page detailing the project budget must be included in the grant application. This should be separate from the cost and outcomes analysis. (5 points)

Grant Application Requirements

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.

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- A cover page and the required applicant information do not count toward 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

Eligible applicants include:

- Local governments
- Solid waste districts
- Health districts
- Indian tribes
- Public and private universities and colleges
- Public and private non-profit institutions

The funding request can be for no more than \$20,000. 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 measurable outcomes per budgeted dollar and demonstration of financial sustainability.

Recipients will be required to sign a sub-grant 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.

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.

Reporting Requirements

Quarterly Reports

- The awardee must submit quarterly reports detailing progress made on the project. All associated outputs and any measurable outcomes from the start of the award should be included in the reports. Due dates for quarterly reports are as follows:
 - December 28, 2013
 - March 29, 2014
 - June 28, 2014

Final Report: October 4, 2014

- 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 such as
 - Partnerships established
 - Advertising and media materials published and distributed
 - Meetings conducted
 - Contractors hired
 - Materials purchased
 - Matching funds acquired
 - Architectural renderings completed

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- Site leases or purchases finalized
- Outcomes: The awardee will identify and quantify outcomes achieved as a result of project implementation. These outcomes can include:
 - 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.
 - Gallons of water reduced or reused/dollars per gallon of water saved
 - Dollars per pound of solid or hazardous waste reduced, reused, or diverted from disposal

Applications must be U.S. postmarked or received electronically or by fax no later than 5 p.m. MDT, October 4, 2013, to:

Idaho Department of Environmental Quality

Attn: Ben Jarvis

1410 N Hilton

Boise, ID 83706

Fax: (208) 373-0315

ben.jarvis@deq.idaho.gov

Proposed Application/Award Process Timeline:

September 3, 2013	Release of grant application
October 4, 2013	Deadline for submission of grant application
October 11, 2013	Final decision made on grant awards and awardees notified by phone
October 11, 2013	Award letters and grant agreement paperwork is mailed
August 2, 2014	Project deliverables accomplished
September 6, 2014	Final invoices due to DEQ
October 4, 2014	Final report due to DEQ