



# 2020 Materials Management Grant Program

Materials Management Grant Application **Updated Sept. 18**

**Applications must be received by 11:59 p.m. PDT, Oct. 30, 2020**

## Application sections:

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## General information

Name of applicant:	Federal taxpayer ID #:	<a href="#">Dun &amp; Bradstreet</a> D-U-N-S #:
Type of applicant: <input type="checkbox"/> Local Government <input type="checkbox"/> Nonprofit ( <i>must attach as reference piece proof of 501(c)(3) and (c)(4) status</i> ) <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Organizations created through intergovernmental agreements <input type="checkbox"/> Public School, Public university or Community College (for a food waste prevention project) <input type="checkbox"/> Small business (50 employees or less)		
Do you have a certification with the office for business inclusion and diversity ( <a href="#">COBID</a> )? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which one:		
Organization address:		
County:		
State Legislative Districts (one district only): Indicate district numbers where project is based, not of project reach. House:                      Senate: (For help with your Senate and House Districts, see: <a href="http://bluebook.state.or.us/state/legis/legis.htm">http://bluebook.state.or.us/state/legis/legis.htm</a> )		
Phone:	Website:	
Contact person:	Title:	
Mailing Address (if different from above):		

Phone:	Email:
Name of project or plan:	
Amount requested from DEQ (this must match the total indicated in budget section):	Total cost of project:
Matching funds (not required): Yes <input type="checkbox"/> No <input type="checkbox"/>	If applicable, amount of matching funds:
<p><b>How did you learn about this opportunity?</b> Click all that are appropriate.</p> <input type="checkbox"/> Colleagues, partners <input type="checkbox"/> Word of mouth <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Social media <input type="checkbox"/> Email <input type="checkbox"/> Seen or received flyer online <input type="checkbox"/> DEQ staff directly <input type="checkbox"/> GovDelivery/subscription to DEQ email list <input type="checkbox"/> Other:	
<p><b>Did you receive a Materials Management grant in the past?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Is your project complete? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>If so, provide the grant agreement number here (whether project is completed or not):</li> </ul>	
<p><b>Is this a Focus Area proposal?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Focus Area Proposal are projects that increase or improve online or other access to activities that reduce the environmental and human health impacts of materials (materials management activities). Access must comply with <a href="#">state COVID-19-related guidelines and restrictions</a>. Additional points will be awarded for projects that increase or improve access for historically marginalized communities.</li> </ul>	
<p>If a Focus Area proposal, describe how your project meets the requirements for the <b>Focus Area</b>. (2000 character limit with spaces)</p>	

Will you use a subcontractor? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, fill out subcontractor information below:	
Subcontractor name, if known:	Contact person:
	Contact person title:
Mailing address:	Email address:
Phone:	Web address:

## Applying entity's culture

Refer to the instructions for assistance and additional details. **All questions have a set limit of characters; respecting the character limits is strongly recommended.** Please see instructions for additional aid.

### Question A. Values

What are your organization's mission and core values? In what ways are your mission and/or core values linked to diversity, equity and inclusion? **(2000 character limit with spaces)**

**Question B. Accountability**

How does your organization hold itself accountable for racial equity, diversity, and inclusion?  
(2000 character limit with spaces)

**Question C. Training**

What informal or formal training is provided to staff and leadership to learn about **racial equity, diversity, and inclusion**? Please be as descriptive as possible. (3000 character limit with spaces).

**Question D. Sustainability**

What does sustainability mean to your organization? How do you put it into practice? (3000 character limit with spaces)

# Applying entity's project details

## Question 1. Project description

- a) Provide a project/plan description. What environmental need does this project address? Does it address economic and environmental needs as well? (3500 character limit with spaces)

**b)** Where will this project be implemented? (e.g., cities, counties, statewide) (1000 character limit with spaces)

**c)** What are the goals of the project and how will the project success be measured? Describe if your outcome measurement tools are culturally responsive to the population to be served, such as describing strengths and challenges of the outcome measurement tools for the population. (3500 character limit with spaces)

## **Question 2. Project resources and commitment**

- a) Identify the key people who will be involved in developing and implementing the project and describe their roles. The personnel and supplies mentioned in your budget, later in the application, must be mentioned here, so DEQ understands the link between what is being funded in your budget and your project. In addition, explain the stakeholders or community support. (3000 character limit with spaces)

b) If applicable, provide a list of in-kind contributions to the project. (2000 character limit with spaces)

**Question 3. Potential for Project Continuity/Ongoing Benefits**

Describe how this project will achieve benefits beyond the grant period. (2000 character limit with spaces)

# Budget

Complete all sections of the budget. **“Matching Funds” are cash contributions ONLY**, used to support the grant project. (**“In-kind contributions”** such as office space, goods or services, and labor should NOT be reported here, but listed in Question 2b) above.) Please note: any matching funds from local governments, partners, or other sources that may potentially be funds that came from the federal government MUST be disclosed.

(A) **Personnel Costs** - List key people of your organization who will be working on the project. Include their names, titles, salaries and costs of benefits, such as quoted payments for insurance, retirement, social security, etc. Include the indirect cost rate, which is expected to be included in your budget. Please give subtotals of funds requested, matching funds, and total costs in the spaces provided.

**DEQ will compare the budget wages to the current minimum wage or prevailing wage for your region and industry. If you are budgeting a “trainee/apprenticeship wage”, explain below the table what wage you plan to eventually assign to the trained staff.**

List Project Personnel Name, Title	Hourly Rate Including Benefits	Est. Hours on Project	DEQ Grant Funds Requested per person	Matching Funds (if applicable)	Total Costs
1.					
2.					
3.					
4.					
5.					
6.					
SUBTOTAL					

Source of matching funds:

Have you provided documentation of matching funds?  Yes  Not applicable

If applicable, add details to accompany this budget table. (1000 character limit with spaces)

(B) **Professional Services** - List consultants, subcontractors, etc. Please give subtotals of funds requested, matching funds, and total costs in the spaces provided. If matching funds are claimed, state the source and attach documentation.

List Consultants or Contractors Name, Title	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Funds (if applicable)	Total Costs
1.					
2.					
3.					
4.					
SUBTOTAL					

Source of matching funds:

Have you provided documentation of matching funds?  Yes  Not applicable

(C) **Services and Supplies** - Include items not listed in “Personnel Costs” and “Professional Services.” Examples are computer services, materials/supplies, postage, publication charges, telephone, fuel, travel, etc. Please review the standard [Materials Management Grant Agreement](#) for more information regarding State of Oregon travel reimbursement policy. The services and supplies listed in this section should be discussed (at a minimum) in your answers to Question 2(a) above. If you need to clarify further, you may provide additional information below. Please give subtotals for funds requested, matching funds, and total costs. If matching funds are claimed, state the source and attach documentation.

List Services and Supplies	DEQ Grant Funds Requested	Matching Funds (if applicable)	Total Costs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
SUBTOTAL			

Source of matching resources:

Have you provided documentation of matching funds?  Yes  Not applicable

Additional Information (1000 character limit with spaces):

(D) **Equipment and Infrastructure** – List all items to be purchased with a value greater than \$5,000. Include equipment, land, structures, and items pertaining to them. Give subtotals of grant funds requested, matching funds, and total costs in the spaces provided. If matching funds are claimed, state the source and attach documentation. For equipment, provide **at least a single** bid or specification sheet that demonstrates the anticipated cost. For real estate, provide the address and a copy of the listing, showing the asking price. If matching funds are claimed, state the source and attach documentation.

List Equipment Items	DEQ Grant Funds Requested	Matching Funds (if applicable)	Total Costs
1.			
2.			
3.			
4.			
SUBTOTAL			

(E) **Project Budget Summary** - Fill in all applicable spaces. Please total grant funds requested, matching funds, and total costs.

Project Budget and Summary	DEQ Grant Funds Requested	Matching Funds (if applicable)	Total Costs
A. Personnel Costs			
B. Professional Services			
C. Services and Supplies			
D. Equipment and Infrastructure			
E. Total DEQ Grant Funds Requested			
F. Total Matching Funds Committed to the Project			
G. Total Project Cost			



# Non-profit organization and small business supplemental questions

Complete this section only if the APPLICANT is a nonprofit organization or small business (does not apply to non-profit subcontractors to local governments).

## 1. Financial statements

- a. Does your organization have an independent audit of its financial statements conducted annually?  
Yes  No

If no, why doesn't your organization have audited financial statements? (1000 character limit with spaces)

- b. If yes, what opinion did the auditor report? (Unqualified or "Clean")  
(A 'clean' audit report means the auditors have provided an Unqualified Opinion. That means the financial statements were presented in accordance with GAAP (Generally Accepted Accounting Principles), and there were no reported material weaknesses with the data presented or with the internal controls of the entity.)  
 Unqualified (or "Clean")  
 Finding other than Unqualified (or "Clean")

For findings other than "Clean," what were those findings and what steps are being taken to address audit issues? (1000 character limit with spaces)

- c. If you have received previous grant or contract awards from DEQ, please provide the contract/document numbers.

## 2. Financial management controls

Describe briefly your financial management and accounting procedures:

Include: (1500 character limit with spaces)

- Your financial management structure (i.e., who has control of finances), including the roles and responsibilities of those (including Board members) involved, and your financial reporting systems and policies.
- Financial controls (e.g., expense tracking and approval procedures, and separation of duties)
- Systems for monitoring project finances (e.g., reports or software that provide an overview of current financials against project budgets).

## 3. Revenue

Describe your organization's primary sources of revenue for the last three years.

What percentage of your annual revenue for each of the last three years was supplied by your largest three revenue sources (e.g., largest donors, grantors, fees for service, etc.)? (1000 character limit with spaces)

## 4. Financial records

Attach copies of the following for the most recent three years, or all available if the organization is less than three years old. Examples:

- Income statements
- IRS Form 990
- Profit & Loss statements

I have attached final records copies to this application: Yes  No

## 5. Indirect costs (overhead)

If your organization is charging an indirect cost rate, what is your rate? Charging an indirect cost rate is expected.

Not Applicable

Please note: If your organization is charging an indirect rate, that indirect rate CANNOT be greater than 10%, unless you have a negotiated indirect rate with the federal government. If you have a negotiated agreement with the Federal Government, please supply executed letter with Federal Agency.

Additionally, the indirect rate that is charged to DEQ cannot be higher than what is charged against any other provider of funding.

## 6. References

Provide three former/current grantor references or partner references. Include name, title, email address and telephone number, along with a one sentence summary of the work performed with the grant funding.

	Reference 1	Reference 2	Reference 3
Grantor/Partner			
Contact Name			
Title			
Email			
Phone			
Work Performed			

## 7. Support of local jurisdictions

It is not mandatory, but DEQ encourages applying entities to learn about their local government's current objectives and plans. Maybe your city or county is working within a similar industry as your project. If so, it is important to complement each other's efforts. Did you explore your city's or county's solid waste management or materials management plan? Describe your efforts to seek **support from jurisdictions** within the service area of your project and the outcome of those contacts. Letters of support from local governments in the service area of your proposed project are highly recommended. (1500 character limit with spaces)

## Tribe/government/schools supplemental questions

Only complete this section if the APPLICANT is a tribe, government or school.

1. When was your last independent audit? (1000 character limit with spaces)

2. What opinion did the auditor report?

(A 'clean' audit report means the auditors have provided an Unqualified Opinion. That means the financial statements were presented in accordance with GAAP (Generally Accepted Accounting Principles), and there were no reported material weaknesses with the data presented or with the internal controls of the entity.)

Unqualified (or "Clean")

Finding other than Unqualified (or "Clean")

For findings other than "Clean," what were those findings and what steps are being taken to address audit issues? (1000 character limit with spaces)

3. If you have received previous awards from DEQ, please provide the grant contract numbers.

Not applicable

4. If your organization is charging an approved indirect cost rate, what is your rate?

Not applicable

## Signatures

Authorized Representatives of the applicant must sign the application. An Authorized Representative is an official who has the authority to obligate the applicant's resources. All necessary Authorized Representative signatures must be provided at the time of the grant application submittal for your project to be considered.

*I certify that, to the best of my knowledge, the information provided in this application and attachments is correct. I understand and agree that if grant money is awarded as a result of this application, I will comply with all applicable statutory provisions and with applicable terms, conditions, and procedures of the DEQ grant agreement.*

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Signature of Authorized Representative

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Date

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Title

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Telephone Number

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Signature of Authorized Representative

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Date

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Title

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Telephone Number

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Signature of Authorized Representative

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Date

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Title

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Telephone Number

***Scan signed page and attach to completed application form prior to emailing.***

# Is your application complete?

Ensure that you have a complete application package, including:

Tribe/Government/School Checklist	Nonprofit Checklist	Small Business Checklist
<input type="checkbox"/> Obtained Dun & Bradstreet D-U-N-S® Number <input type="checkbox"/> All applicable questions answered <input type="checkbox"/> Bids, specification sheets, or required real estate listing information for any capital expenditures of \$5,000 or more <input type="checkbox"/> Budget, including matching funds and source (matching fund are not required, but good to have) <input type="checkbox"/> If applicable, documentation of matching funds (see acceptable documents to ensure compliance) <input type="checkbox"/> Project work plan and schedule <input type="checkbox"/> Tribe, Government and School Supplemental Questions Answered <input type="checkbox"/> If applicable, letter of commitment from project partners, including any resource contributions <input type="checkbox"/> If applicable, letters of support from community and stakeholders <input type="checkbox"/> If applicable, documentation of your organization's indirect cost rate <input type="checkbox"/> Required signatures scanned and attached to electronic document <input type="checkbox"/> W-9 form, if you are a new applicant or the FEIN has changed	<input type="checkbox"/> Obtained Dun & Bradstreet D-U-N-S® Number <input type="checkbox"/> All applicable questions answered <input type="checkbox"/> Documentation confirming your nonprofit official status <input type="checkbox"/> Bids, specification sheets, or required real estate listing information for any capital expenditures of \$5,000 or more <input type="checkbox"/> Budget, including matching funds and source (matching fund are not required, but good to have) <input type="checkbox"/> If applicable, documentation of matching funds (see acceptable documents to ensure compliance) <input type="checkbox"/> Project work plan and schedule <input type="checkbox"/> Nonprofit/Small Business Supplemental Questions answered <input type="checkbox"/> If applicable, letter of commitment from project participants, including any resource contributions <input type="checkbox"/> If applicable, letters of support from community and stakeholders <input type="checkbox"/> Letters of local government support, if applicable and available <input type="checkbox"/> List of reference contacts, if applicable <input type="checkbox"/> Required annual income statements and IRS Form 990 (three most recent for both) <input type="checkbox"/> If applicable, documentation of your organization's indirect cost <input type="checkbox"/> Required signatures scanned and attached to electronic document <input type="checkbox"/> W-9 form, if you are a new applicant FEIN has changed	<input type="checkbox"/> Obtained Dun & Bradstreet D-U-N-S® Number <input type="checkbox"/> All applicable questions answered <input type="checkbox"/> Bids, specification sheets, or required real estate listing information for any capital expenditures of \$5,000 or more <input type="checkbox"/> Budget, including matching funds and source (matching fund are not required, but good to have) <input type="checkbox"/> If applicable, documentation of matching funds (see acceptable documents to ensure compliance) <input type="checkbox"/> Project work plan and schedule <input type="checkbox"/> Nonprofit/Small Business Supplemental Questions answered <input type="checkbox"/> If applicable, letter of commitment from project participants, including any resource contributions <input type="checkbox"/> If applicable, letters of support from community and stakeholders <input type="checkbox"/> Letters of local government support, if applicable and available <input type="checkbox"/> List of reference contacts, if applicable <input type="checkbox"/> Required financial statements from last 2 years (e.g. profit and lost statement) <input type="checkbox"/> If applicable, documentation of your organization's indirect cost rate <input type="checkbox"/> Required signatures scanned and attached to electronic document <input type="checkbox"/> W-9 form, if you are a new applicant FEIN has changed

## Ready to submit?

Attach the completed Application form and all required documents to an email, and send to:

[mmgrants2020@deq.state.or.us](mailto:mmgrants2020@deq.state.or.us)

If you are having problems submitting electronically, please contact your DEQ Headquarters staff listed on page 10 of the Project Grant instructions **before 5 p.m. PDT on Oct. 30, 2020**. Applications must be received by 11:59 p.m. (PDT), **Oct. 30, 2020**.

Applicants are encouraged to participate to the conference call DEQ is hosting to answer any questions about the application document on **Tuesday, Aug. 4, 2020, from 1 – 2 p.m. for the general public and Tuesday, Aug. 11, 2020, from 10 – 11 a.m. for Oregon Tribes**. The webinar link is on the DEQ website [here](#). You will be able to find the recording of the webinar on the website as well.

Applicants are encouraged to submit their application before the due date and confirm receipt with DEQ staff listed in the grant application instructions. **The email subject line format should be “[organization name] project grant application.”**

**Emails have a 10MB limit.** If your application exceeds 10MB, submit it in parts. Add to the subject line “Part 1 of (total number of parts),” “Part 2 of (total number of parts)” etc. **Please confirm list the items you are attaching to the email in the email body, list all attachments that are included in the email.**