



Oregon Department of Environmental Quality

Reduce, Reuse, Reimagine Grants

Reference for Questions on the Main Application

July 2024

Main application narrative questions

Applicant information:

State Legislative Districts (one district only) *Indicate district numbers where project is based, not of project reach:*

House:

Senate:

View the [Oregon Blue Book](#) for help with your Senate and House Districts.

Applicant email:

Note to applicant:

Main Applicant grant reviewers will have access to your pre-application proposal in order to gain a full understanding of your project proposal. Your pre-application proposal **will not** impact how your main application is scored.

Project resources and commitment (limit 3000 characters per question):

1. Please describe how your organization has the capacity and experience to implement the proposed project.
 - Describe who will be responsible for project work and oversight (including managing the financial elements of the grant and evaluation activities).
 - Include any partners involved in developing the project or that will be involved in project implementation.

Project's environmental benefits (limit 3000 characters per question)

2. Describe the impacts related to waste prevention that the proposed project will have. You may also address the impacts the project will have on your community, natural resources, the environment, human health, and/or community resilience.
 - Include specific goals and objectives.
 - You may include both direct and indirect environmental impacts, but please specify whether impacts are direct or indirect.

Direct impact: The immediate, observable effects of a project

Example: Units of waste prevented, such as: Number of disposable plates and cups avoided by using durable items instead, pounds of surplus food collected and redistributed, etc.

Translation or other formats

Español | 한국어 | 繁體中文 | Русский | Tiếng Việt | العربية

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov



State of Oregon
DEQ Department of Environmental Quality

Indirect impact: Secondary effects that occur as a result of the project's direct impacts

Example: behavior change as a result of educational programming

Potential for project continuity (limit 3000 characters per question)

3. Describe how this project will achieve environmental and community benefits beyond the grant period.

Project work plan and schedule

Please identify all major activities required for project completion, in chronological order where possible, to the best of your ability for the entire grant term (up to, but not exceeding, 24-months). Please include dates for quarterly progress reports and the final report. You may add additional rows as necessary.

Note: It can take up to six months from funding announcement to grant agreement and funds are available. Please consider this timing when developing your timeline and anticipated start date. Only expenses incurred after the grant agreement is signed and incurred during the term of the agreement are eligible for grant funds, unless expressly agreed in the grant agreement. Please keep this task list concise.

Task Number	Project Activities Describe the work that will be completed to accomplish the project goals, include any milestones or deliverables	Person/Group Responsible for Completion	Anticipated Time Frame (recommend to begin no earlier than February 2025) month/year - month/year
1	Example: Connect with Waste Center volunteer at local farmers market to document historical knowledge and procedures on current Waste Center set-up.	Program Staff: Oscar T. Grouch Volunteer: Scruff McGruff	Feb 2025 – March 2025
2	Example: Solicit feedback from market vendors on switching to reusable service ware	Program Staff: Oscar T. Grouch	March 2025 - April 2025
3			
4			

Project Work Plan and Schedule

I understand that there may be a delay of up to 45-days between the time I request additional funds and the funds are disbursed.

Project budget

Complete all sections of the budget. Tables should only include funds requested of DEQ.

(A) Personnel costs - List the key people who will be working on the project. Include their names, titles, salaries including benefits. Include the indirect cost rate. Indirect costs are costs that are not readily assignable to a particular project but are necessary for operations. Indirect cost rates can include personnel and administrative salaries. Please note the maximum rate is 10% unless your organization has a negotiated indirect rate with the federal government. Please give subtotals of funds requested 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
Subtotal			

(B) Professional services - List consultants, subcontractors (if applicable/known), etc. Please give subtotals of funds requested, and total costs in the spaces provided. (add same total costs sentence here, if want it)

List Consultants or Contractors Name, Title	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested
Subtotal			

(C) Services and Supplies - Include items not listed in “Personnel Costs” and “Professional Services.” or “Equipment and Infrastructure” 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. Please review our [list of ineligible costs](#) to be sure the service and supply you are requesting is allowed.

If you need to clarify further, you may provide additional information below. Please give subtotals of funds requested in the spaces provided.

List Services and Supplies	DEQ Grant Funds Requested
Subtotal	

(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, and total costs in the spaces provided. 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. Please give subtotals of funds requested in the spaces provided.

List Equipment Items	DEQ Grant Funds Requested
Subtotal	

(E) Project budget summary - Fill in all applicable spaces. Please give subtotals of funds requested in the spaces provided.

Project Budget and Summary	DEQ Grant Funds Requested
A. Personnel Costs	
B. Professional Services	
C. Services and Supplies	
D. Equipment and Infrastructure	
E. Total DEQ Funds Requested	
F. Total Project Costs	

(F) Additional funding (limit 250 words per question)

1. If the proposed project is being funded through sources in addition to those requested from DEQ, please describe those sources, including amount, funding entity, and funding period. If not, enter "N/A." Please note that additional funds or matching funds are not required.

Letters of support

Applicant must submit three letters of support that meet the following requirements:

- At least one letter of support **must** come from residents, neighbors, local environmental justice groups, community organizations, etc. who will be directly benefiting from or participating in the proposed project.
- Other options for letters of support:
 - Former or current grantor
 - Former or current partner organization
 - Local government or jurisdiction representative
 - Subject matter experts

Signature of authorized representative

Authorized Representatives for 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.

_____ (Signature of Authorized Representative)

_____ (Date)

_____ (Title)

_____ (Telephone Number)

Reduce, Reuse, Reimagine: Materials Management Grants

Contact: RRRgrants@deq.oregon.gov

July 2024

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).