



2020 General Materials Management Grant Program Grant Applications Instructions – Updated Sept. 18

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

2020 Grant Schedule

Application materials available	Friday, July 24, 2020
Webinar for FAQs about application documents	Tuesday, Aug. 4 from 1-2 p.m. open to the public and Tuesday, Aug. 11 from 10-11 a.m. for Oregon Tribes
UPDATED: Completed applications due	Submitted by email by Friday, Oct. 30, 2020 (11:59 p.m. PDT)
Submit applications to	MMGrants2020@deq.state.or.us
Updated: Grant awards announced (estimated)	Monday, January 4 2020 (Because of the new deadline, the announcement date was pushed back to give DEQ enough time to properly evaluation all received applications.)
Grant funds available	After grant agreement is signed by all parties, see page 13 for next steps after announcements (may be two to six months after grant is awarded, but DEQ will work with grantees to meet desired timelines)

Instruction sections:

- [Background](#)
- [Specifics](#)
- [Completing the Application Form](#)
- [Contact](#)
- [Evaluation Factors](#)
- [Checklist](#)
- [Next steps after announcements](#)

Grant Program Overview

Our grants program helps recipients reduce the environmental impacts of materials at all stages of their lifecycle. The recipients help reduce waste, build capacity for reuse and repair, support responsible recycling, or otherwise advance the 2050 Vision. Since 1991, DEQ has awarded over \$9 million in materials management grants.

Grants matter because people and organizations need money to do this work, and our grant funding is often the one of the few sources of available for this type of work in Oregon. We cannot achieve the 2050 Vision without the contributions and creativity of local communities. Grants expand our reach by connecting with local governments, non-profits, schools and Tribal governments.

The Oregon Department of Environmental Quality's Materials Management grant program's purpose is to reduce the environmental and human health impacts of materials at all stages of their lifecycle and support solid waste and other materials management planning activities. The recipients help reduce waste, build capacity for reuse and repair, support responsible recycling, or otherwise advance the [2050 Vision and Framework for Action](#). Our program adheres to the following core values:

- Healthy environment for all.
- Dignity for all human beings.
- Social equity is an environmental issue.
- Collaboration makes us stronger.
- Research and measurement are valuable tools.
- We can move beyond business as usual.
- We must be adaptable to succeed in the face of change.
- The needs of all communities inform our work.

Since 1991, DEQ has awarded over \$9 million in materials management grants. At the most basic level, grants matter because people and organizations need money to do this work, and our grant funding is often the only source of funding available for this type of work in Oregon. The contributions and creativity of local communities are vital to achieving the 2050 Vision, where resources are conserved, the environment is protected and all live well.

What types of projects are eligible?

Grants are for projects that reduce environmental impacts of materials and products across their full lifecycle. The lifecycle of materials and products includes product design, raw material extraction, manufacturing, transport, consumption, use, reuse, repair, recovery through recycling, composting or anaerobic digestion, and disposal. For example, DEQ has supported projects linked to changing processes or materials to prevent waste; creating reuse infrastructure; processing and other waste prevention, recycling, composting and waste recovery initiatives. For specific examples of recently funded projects and a list of examples and ideas of projects that could be funded as well, visit the [Materials Management Grants webpage](#).

The Vision for Materials Management states that in 2050, people living in Oregon will produce and use materials responsibly, conserve resources, protect the environment and live well. In order to move toward this goal, DEQ prioritizes equity and supports the well-being of different Oregon communities, in particular historically marginalized communities, by considering the mission of applicant's organization, their commitment to diversity, equity and inclusion and their efforts to create a welcoming place of business. These priorities also support DEQ's pursuit of a more relationship-oriented, human-centered approach to business and work.

While DEQ is currently working towards its diversity, equity and inclusion (DEI) objectives and already has an Environmental Justice Policy, we lean on our partner Metro¹ to provide specific definitions of these important terms included in our application.

Diversity – The variance or difference amongst people. This variance includes race, ethnicity, gender, age, religion nationality, language preference, socioeconomic status, disability, sexual orientation, gender identity and others. These differences are tied to a variety of other aspects of diversity such as experience, work styles, life experience, education, beliefs and ideas.²

¹ Metro. (2016). Strategic plan to advance racial equity, diversity and inclusion. Retrieved from: <https://www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion>

² Metro. (2012). Diversity Action Plan. Retrieved from the 2017 plan: <https://www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion>

Equity – This is a working definition: “The region is stronger when all individuals and communities benefit from quality jobs, living wages, a strong economy, stable and affordable housing, safe and reliable transportation, clean air and water, a healthy environment and sustainable resources that enhance our quality of life. We share a responsibility as individuals within a community and communities within a state. Our future depends on the success of all, but avoidable inequities in the utilization of resources and opportunities prevent us from realizing our full potential.”³

Inclusion - Inclusion refers to the degree to which diverse individuals are able to participate fully in the decision-making process within an organization or group. While a truly “inclusive” group is necessarily diverse, a “diverse” group may or may not be “inclusive.”⁴

Specifics about the 2020 cycle

Who may apply for a Materials Management Project Grant?

- Government entities in Oregon responsible for materials management. This includes but is not limited to cities, counties, metropolitan service districts, regional parks districts, sanitary districts and county service districts.
- 501(c)(3) and (c)(4) nonprofit organizations registered in Oregon (please see additional application requirements).
- Federally-recognized tribal governments located in Oregon.
- Organizations created through intergovernmental agreements as allowed by ORS 190.010.
- Public universities, colleges, community colleges and public schools, but only for projects that prevent the wasting of food. See below for “food waste prevention” project examples.
- Small businesses (50 or fewer employees).*

Eligible applicants may partner with other public or private entities or individuals.

Repeat applicants will have to state the stage of their previous grant projects. DEQ will consider the progress of the previous project during the evaluation of this new application project.

*Small businesses are eligible to apply directly. This is a new component for the General Materials Management grant 2020 cycle. The small business is required to use the funds to reduce the environmental and human health impacts of materials at all stages of their lifecycle.

Is there a separate application for planning grants?

No. In the past, the program had a separate application for local governments that were seeking grant funds to cover developing a Materials Management plan (e.g., local strategies to reduce generation of waste or use of toxics, reuse of products or purchase of more durable products or a local guide to help ensure safe management of waste and provide a path toward achieving watershed and statewide recovery goals). This year, we are no longer requiring applicants fill out a separate “planning grant” form, and use the standard applications. There will not be a separate application for plan proposals. Planning grants are for local Solid Waste Management Plans and Materials Management Plans. A plan-type project can only be requested by a local government to receive funds to develop their own plan or may contract with private individuals, consulting firms, non-profit organizations or others.

May I apply for more than one grant?

Yes. There are no limits on the number of proposals you may submit. For example, you might propose

³ Metro. (2014). Updated quote based on Metro’s Equity Strategy Advisory Committee. Retrieved from the 2017 plan: <https://www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion>

⁴ Metro. (2012). Diversity Action Plan. Retrieved from the 2017 plan: <https://www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion>

purchasing a baler to increase plastics recovery and an education/outreach program to increase quantity/quality of plastics recovered. Please file separate applications for different proposals.

What is a “Focus Area” Project?

DEQ is awarding Focus Area points to encourage grant proposals that further the current priorities for implementing Oregon’s 2050 Vision for materials management.

A proposal may receive Focus Area points for the following type of proposal:

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 state [COVID-19-related guidelines and restrictions](#). Additional points will be awarded for projects that increase or improve access for historically marginalized communities.

Up to 20 points

- A project can touch on either or both of these characteristics. The scoring committee will allocate from zero (0) to twenty (20) points for projects that are linked to the focus area. The number of points attributed to a focus area project will depend on how directly it embodies the focus area and how they explain they are providing a service that is needed by the community targeted (Is somebody else doing similar work? Is there a population not being served right now? Is the community targeted the one saying they need this or it is assumed by the applicant?)

Focus Area definitions and examples:

Compliance with COVID-19 guidelines

The COVID-19 pandemic has fundamentally changed and disrupted the lives of everybody living in Oregon with unprecedented levels of economic and health turmoil. The effects of this global health crisis deeply exacerbate the existing and persistent inequities experienced by families, children, people living in rural communities and communities of color. An example of qualifying for this focus area includes a project like a clothing repair shop adding the production of protective face masks fabricated with reused clothing material. This project is eligible because it is using reused material (recycling project is linked to materials management) to fabricate a product needed by the community to stay safe during the pandemic. More project examples are shared below. All organizations have been impacted differently, and this focus point acknowledges the adaptations many organizations have needed to make for this crisis.⁵

Historically marginalized communities

A limited term that refers to groups who have been denied access and/or suffered past institutional discrimination in the United States and, according to the Census and other federal measuring tools, includes African Americans, Asian Americans, Hispanics or Chicanos/Latinos and Native Americans. This is revealed by an imbalance in the representation of different groups in common pursuits such as education, jobs, housing, etc., resulting in marginalization for some groups and individuals and not for others, relative to the number of individuals who are members of the population involved. Other groups in the United States have been marginalized and are currently underrepresented. These groups may include but are not limited to other ethnicities, adult learners, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds.⁶

⁵ Office of Governor Kate Brown. (2020). State of Oregon Equity Framework in COVID-19 Response and Recovery. Retrieved from: https://www.oregon.gov/gov/policy/Documents/EquityFrameworkCovid19_2020.pdf

⁶ University of California, Berkeley. (2015). Berkeley Diversity – Glossary of Terms. Retrieved from: https://drive.google.com/file/d/1uxXow_se_f1iNbZlftRz2H7Jw161Mp7G/view

Why do these two themes go together?

A key learning from COVID-19 both in Oregon and across the country is how deeply this virus exacerbates existing racial and economic inequities with wide-ranging health, social and economic implications. For example, long-standing health inequities have caused higher rates of chronic health problems within communities of color compared to white communities. Similarly, economic inequities result in more people of color employed in essential hourly wage jobs, which require them to travel to work and interact with people on the job, putting them at higher risk of exposure to the virus.⁷

Examples of focus area projects included:

- An online food waste prevention educational project between a black-led nonprofit and a local government
- A nonprofit expert in repairing clothes hosting a series of online repair workshops in a Latinx community
- A tribal government purchasing recycling infrastructure for a community that does not have access to curbside recycling. Logistics of sharing the infrastructure purchased have now been divided in individual team to respect physical distancing measures.
- Providing bilingual services for online hearings, workshops, and outreach related to materials management projects in non-English speaking communities.
- Individually or online, adaptive reuse trainings in a community with the help of a local government in the spirit of updating buildings while still keeping the character of the neighborhood.

Find more examples with this [link](#) and the list of past funded projects in [2015](#), [2016](#), [2017](#), [2018](#) and [2019](#).

What costs are eligible for funding?

Project costs that DEQ funds may be used for (but are not limited to):

- Administrative costs, such as travel, office expenses, and overhead
- Salaries and benefits for project personnel and payments to consultants or contractors
- Publications and other printed materials
- Machinery, vehicles, equipment, signs, containers and project-related supplies

What costs are NOT covered?

- Costs incurred for activities outside the scope of the grant agreement; however, DEQ reserves the right to reassign unused funds, due to finishing tasks under budget, to new/other tasks that fulfill or advance the mission of the Materials Management Program.
- Costs for which payment has been or will be received under another financial assistance program. (This includes funding that another organization is passing through to you the Grantee.)
- Costs incurred before issuance of, or after the completion date of a signed grant agreement with DEQ, unless expressly authorized by DEQ in the grant agreement
- Ordinary operating expenses (i.e., staff time that is already a part of your current work)
- DEQ permit fees or costs incurred for solid waste facility closure

Is there a limit on the amount that can be requested?

No. Historically, the average award amongst all grant categories offered in this program has been approximately \$25,000, ranging from \$1,500 to \$148,550. Up to \$600,000 may be awarded in this 2020 grant round. DEQ may offer an award for less than the amount requested.

What are matching funds?

Matching funds are available cash given to or committed by a third party (e.g., local governments, partners or other sources), to the applicant to support their project. This includes funds specifically set aside for the

⁷ Office of Governor Kate Brown. (2020). State of Oregon Equity Framework in COVID-19 Response and Recovery. Retrieved from: https://www.oregon.gov/policy/Documents/EquityFrameworkCovid19_2020.pdf

proposed project. Acceptable matches are additional resources, not just an allocation of the grant recipient's existing resources. Requested documentation must be provided before matching funds are considered. Matching funds will be subject to rigorous review by DEQ's Business Office. Note: any matching funds from local governments, partners, or other sources that may potentially be funds originating from the federal government MUST be disclosed.

Examples of matching fund documentation:

- Letters of commitment by local governments
- Grant awards
- Bank statements
- Approved local government budget showing a line item for project

Are matching funds required?

No. No evaluation factor is based on the availability of matching funds.

What are the terms and conditions for the grant?

Please review the SAMPLE terms of the Materials Management grant agreement when considering whether to apply for this grant. The grant agreement is found [here](#). After announcement of grant awards, the grantee(s) and DEQ will need to sign a grant agreement before funds become available. Note: DEQ reserves the right to alter the grant agreement language to bring the terms and conditions into compliance with updated laws, policies, rules and procedures.

How will grant funds be disbursed?

DEQ will reimburse the grant recipient upon receiving an invoice prepared as required in the grant agreement with all required backup documentation. The grant recipient must be prepared to spend its own funds before requesting reimbursement from DEQ. In most instances DEQ will reimburse the grant recipient within six weeks, at most, of receiving a properly completed reimbursement request. The project's reimbursable expenses can only start after the grant agreement has been signed, which usually takes two to six months after announcing the recipients.

Completing the Application Form

General Information

Please submit applications electronically. The Application Form is designed to be filled-in electronically, and can be found [here](#).

All questions have a word limit. Clear and concise responses are strongly encouraged. **Respect of word limits will be accounted for during the evaluation.**

Fill out all applicable items on the page. If more than one entity is part of the proposed project, list all entities that will be participating.

Instructions for obtaining a Dun & Bradstreet D-U-N-S® Number [can be found here](#). Please allow two days to obtain the number. There is no cost. If selected, your grantee status will only be confirmed if DEQ receives your [SAM registration number](#). DEQ will require your SAM registration number only if you are selected for a grant.

Fill out the information about previous Materials Management grants you might have received.

Further information about qualifying for Focus Area points can be found in the “What is a ‘Focus Area’ Project?” section above.

Applying Entity’s Culture

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?

Include examples on how diversity, equity and inclusion takes shape in your work and how you do business. (2000 character limit with spaces)

Question B. Accountability

How does your organization hold itself accountable for racial equity, diversity, and inclusion?

Describe the structures, reports, scheduled conversations, activities, actionable items, etc. that keeps the applicant accountable to embodying its values. An example could be regularly scheduled surveys of staff about their experience in the workplace or annually evaluating the demographics of the hired staff and planning actions to adjust or continue the work after the evaluation. (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.

The type of training provided can be formal or informal. DEQ understand that providing training to staff can take multiple forms depending on the size of your organization and financial resources. An example of formal training could be hiring a third party expert to share information about institutional racism. An example of informal training can be planned conversation with staff after participating to in a free presentation online about bystander interventions for workplace aggressions and anti-black harassment training. (3000 character limit with spaces)

Question D. Sustainability

What does sustainability mean to your organization? How do you put it into practice?

Focus your answer on examples of actions the entity takes to include sustainability in internal management. Examples that could be included here are sharing the development of a sustainability plan for your organization, sharing your certification as a B Corporation, replacing single use cups with reusable ones in the kitchen (even if you are currently working from home), purchasing a dishwasher for your staff kitchen, reimbursing public transport passes for staff, etc. (3000 character limit with spaces)

Applying entity’s Project Details

Question 1. Project Description

- a) **Provide a project description. What environmental need does this project address? Does it address economic and environmental needs as well?**

Describe the need this project will address and its **relevance to reducing environmental impacts of materials**. There can also be economic and social benefits to your project, if so, you need to address this is your answer. How was the need determined? Describe how your project relates to the priorities of DEQ’s [Materials Management program](#). Please reference case studies or data to support your

answer. You can attach reference documents to your application if applicable. Remember: The materials management approach includes waste prevention and discard management (e.g., recycling, composting, etc.), while seeking to reduce environmental impacts by managing materials through all stages of their life. It identifies impacts and actions to address those impacts across the full cycle of materials and products as they move through the economy from raw material extraction to product design and manufacture, transport, consumption, use, reuse, recycling and disposal. (3500 character limit with spaces)

b) Where will this project be implemented?

In what jurisdictions (e.g., cities, counties, statewide) will the project be implemented? If you are applying as a nonprofit that is based somewhere else than Oregon, you need to be registered in Oregon. The majority of the benefits of your project need to be for people in Oregon. (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.

Describe how you will **measure and track results** from this project. What milestones or interim goals will you measure during the term of the grant? Please provide baseline information if known. Your quantitative or qualitative goals need to be measurable. You decide what is best to track, whether it be **qualitative or quantitative** it is up to the applicant. Please see the list of answers on our [website](#) that properly describe how to answer this core question. This question is important to be able to learn from your experience. How is your project **innovating** compared to the status quo? (3500 character limit with spaces)

Question 2. Project Resources and Commitment

a) Identify the key personnel who will be involved in developing and implementing the project and describe their roles. In addition, explain the stakeholders or community support.

Discuss relevant experiences, accomplishments and qualifications of the project manager and key personnel. If you will use a subcontractor, include their personnel. You may additionally attach resumes of key personnel. Clearly describe who will be responsible for each portion of the proposed project. Explain what experience do the entity or entities developing and implementing the project have with similar projects. **These can be the key partners identified in focus area justification or other partners.** (3000 character limit with spaces)

- List additional parties (e.g., advisory committee) who will be involved in developing, approving or providing staff for the project. Describe their roles. You may attach resumes of key personnel.
- List the training or support provided to staff and partners to achieve project, if applicable.
- Attach letters of commitment from **all** entities that have agreed to participate in the project. If those entities are providing resources, this should be identified in the letters of commitment.

b) Provide a list of in-kind contributions to the project

Describe the in-kind contributions to this project; this means non-cash contributions to your project such as donated office space, goods or services, and volunteer time. Local support and the financial viability of the project factors into the evaluation of the proposal, but no evaluation factor is based on the availability of in-kind contributions. Cash contributions should not be listed here. In-kind contributions are not matching funds. If you are a small business, maybe you do not have any in-kind contribution and that is acceptable. (2000 character limit with spaces)

Question 3. Potential for Project Continuity/Ongoing Benefits

Describe how this project will achieve benefits beyond the grant period?

To the best of your capacity especially during these unprecedented times, describe how you will determine whether this project will continue to achieve benefits beyond the grant period. If the project is planned to continue, describe the plans for how the continuing project will be carried out and funded (e.g., efforts to enlist community partners, methods of making the project self-funding, adjusting rates to provide on-going funding). Describe on-going benefits from this project after the grant period. (2000 character limit with spaces)

Project Budget

Fill out the form completely, including any matching funds, if applicable, in the appropriate columns.

Section (A) - Personnel Costs

List staff employed directly by the applicant who will work on the project. If matching funds are not part of your project proposal, leave this section blank and select "Not Applicable." Include the indirect cost rate applied, which is expected by the Program.

DEQ will evaluate the wages budgeted by the applicant. They must at the least meet the minimum wage standard and will be compared to prevailing wages in similar industries in similar geographic regions.

Section (B) - Professional Services

Please fill out every column in this table, if applicable. If matching funds are not part of your project proposal, leave this section blank and select "Not Applicable."

Section (C) - Services and Supplies

If awarded, all travel related expenses will be reimbursed in accordance with the Oregon Department of Administrative Services policy and the Grant Agreement. This information can be found in the sample grant agreement on the main grants webpage. If matching funds are not part of your project proposal, leave this section blank and select "Not Applicable."

Section (D) – Equipment and Infrastructure

List only items to be purchased with a value greater than \$5,000. If your project involves capital equipment purchases of \$5,000 or more, **you must attach at least a single bid specification and quote**. You may optionally attach additional pages of photographs, diagrams, and relevant supporting documents, if you feel this is an added value to your application, remember that a concise application is highly valued. For capital real estate purchases, include a property description including address, plot number, property size and a copy of the listing showing asking price. If matching funds are not part of your project proposal, leave this section blank and select "Not Applicable."

Section (E) - Project Budget Summary

The Total Project Cost listed here must match the total cost of the project listed on the cover page.

Project Work Plan and Schedule

Include on the form all major activities planned, interim milestones, and expected dates of completion. **It can take one to six months from the time a grant is awarded to the time a grant agreement is signed to start requesting reimbursements, please consider this timing when developing your project timeline and your project's 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 on in the grant agreement.

Nonprofit Organization or Small Business Supplemental Questions

Only nonprofit and small business applicants complete this section. These questions apply to grant applicants and do not apply to nonprofit organizations performing work on behalf of a local government applicant.

Question	Character limit with spaces
Question 1a),	1000
Question 1b)	1000
Question 2	1500
Question 3	1000
Question 7	1500

Questions 1 through 4 (Financial Viability)

Provide information needed to confirm the financial stability of your organization and ensure sufficient financial controls are in place to adequately manage grant funds. (limit characters with spaces, Question 2 characters with spaces and 1000 characters with spaces.)

Question 5 (Indirect Costs)

Some organizations assess an indirect cost to cover facilities and administration, which is expected. If your organization does not have a standard indirect cost, you may select “not applicable.” You may follow these links for additional information about and [modified direct total costs](#).

Question 6 (References)

Provide references for grant-funded work your organization has done in the past, if available.

Question 7 (Support of local jurisdictions)

If possible, provide confirmation that affected local jurisdictions are aware of your potential grant-funded project, and that the project aligns with, or does not conflict with, a jurisdiction(s)’ materials management priorities. The applicant should describe efforts to contact local jurisdictions, including any specific responses from the local officials contacted. While not generally required, DEQ highly recommends that applicants obtain letters of support from local jurisdictions in the service area for the proposed project. DEQ may contact local jurisdictions as part of the application review process. (1500 character limit with spaces)

If your proposed project is not limited to specific local jurisdictions within the state, you need not provide this information.

Tribes, Government or Schools Supplemental Questions

Only tribal, government and school applicants complete this section

Question	Character limit with spaces
Question 1	1000
Question 2	1000

Questions 1 through 3: Provide information needed to confirm the financial stability of your organization and ensure sufficient financial controls are in place to adequately manage grant funds. (Question 1 and 2: 1000 character limit with spaces each.)

Question 4: Some organizations charge an indirect cost on top of their expenses, to cover the costs of facilities and administration. If your organization does not have a standard indirect cost, you may select “not applicable.” For further information about indirect costs, you may follow this link.

Signatures

Obtain all signatures needed to commit to implementing the grant proposal. Please ensure enough time to secure them prior to the deadline. **A scanned copy of the completed Signature Page must be attached to the application submission.**

Need help?

We encourage you to work with DEQ's Grant Coordinator Marie Diodati as early as possible before the **Oct. 30, 2020**, deadline as you develop your grant application. She will answer questions about the completion of your application form and will coordinate with DEQ's regional offices to support the completion of your application.

Counties	Name and Address	How to Contact
All	Marie Diodati DEQ Headquarters, 700 NE Multnomah St., Suite #600 Portland, OR 97232	503-229-5446 Diodati.Marie-Helene@deq.state.or.us

Note: there will be a conference call hosted by DEQ to walk through the grant application and to answer any questions you might have about the application document. This call will be **Tuesday, Aug. 4, 2020 at 1 p.m.** and **Tuesday Aug. 11, 2020 at 10 a.m.** More information about the call and other events to talk about the application process can be found [online](#). **See evaluation factors on next page.**

How will proposals be evaluated?

A panel of DEQ staff will review applications based on the following selection criteria. The more points received, the higher the priority for an application to receive funding. Additional considerations may apply.

Selection Criteria and Evaluation Factors	Possible Points 100
<p>Focus area</p> <p><input type="checkbox"/> Project that increases or improves online or other access to activities that reduce the environmental and human health impacts of materials (materials management activities). Access must comply with state COVID-19-related guidelines and restrictions. Additional points will be awarded for projects that increase or improve access for historically marginalized communities. (<i>List of project examples on the website.</i>)</p>	<p>Up to 20 Points</p>
<p>Applying Entity</p> <p><input type="checkbox"/> Applicant provided examples on how sustainability, diversity, equity and inclusion takes shape in their work and how they do business.</p> <p><input type="checkbox"/> Describes approaches for holding itself accountable for racial equity, diversity, and inclusion.</p> <p><input type="checkbox"/> Applicant provides training for staff on cultural responsiveness, racial equity, diversity and inclusion and they describes how training has had a meaningful impact on the organization and its work.</p>	<p>Up to 20 points</p>
<p>Project Description</p> <p><input type="checkbox"/> Project addresses an environmental impact related to materials. Included economic and social needs as well.</p> <p><input type="checkbox"/> Application includes objective criteria for measuring or tracking the project progress during and at the completion of the project.</p> <p><input type="checkbox"/> Application demonstrates how selected 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.</p> <p><input type="checkbox"/> There is a balance with the innovative component of the project.</p> <p>Work plan</p> <p><input type="checkbox"/> Implementing the Work Plan is likely to achieve project goals in a reasonable timeframe. At page 10 of the application.</p> <p><i>(see next page)</i></p>	<p>Up to 30 points</p>

<p>Project Resources and Commitment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Key personnel are identified, along with clear descriptions of their roles and qualifications. <input type="checkbox"/> Applicant demonstrates stakeholder or community support. <input type="checkbox"/> Application demonstrates how program staff are trained and receive ongoing support to achieve the project. <p>Budget</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Budget is complete and clearly described; project costs are explained. Budget does not include staff time that is already part of current work. <input type="checkbox"/> Applicant demonstrates ability to complete project by demonstrating the organization's financial viability and including documentation of past performance. 	<p>Up to 20 points</p>
<p>Potential for Project Continuity/Ongoing Benefits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project is likely to continue or support other projects that reduce impacts of materials. <input type="checkbox"/> Future plans, if applicable, are guided by program evaluation and include a funding mechanism. 	<p>Up to 10 points</p>

See next page for your application checklist

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 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

If you are having problems submitting electronically, please contact the staff listed on page 10 of the Project Grant instructions **before 5 p.m. 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, August 4 for the general public and Tuesday, August 11, 2020 for Oregon Tribes. The webinar link will be shared [here](#). You can find the recording of the call on the website as well.

Applicants are encouraged to submit their application before the due date and confirm receipt with DEQ staff, Marie Diodati. Her contact information is listed above at page.

The email subject line format should be “[organization name] project grant application.”

Emails have a 10MB limit. Most applications exceed 10MB. 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 list all items you are attaching to the email in the email body, confirm all attachments that are included in the email.

What happens if my project is selected for a grant?

If selected for a grant, an applicant accepting the grant will have the opportunity to enter into an agreement with DEQ, oversee the project, and provide DEQ with requested expenditure documents for reimbursement. A grant agreement will not be issued unless the applicant and DEQ agree to the amount of money granted, how it will be spent, and what work will be performed before the grant recipient is paid. Unless otherwise stated in the grant agreement, DEQ must approve all reports submitted by the grant recipient before final reimbursement of the grant amount is made.

If a grant recipient uses a subcontractor, the grantee is responsible for monitoring the subcontractor’s work and ensuring that it meets the grantee’s obligations under the grant agreement with DEQ. 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 on in the grant agreement. The SAMPLE terms of the grant agreement can be found at the [Materials Management Grants Program page](#). **It can take one to six months from the time a grant is awarded to the time a grant agreement is signed—please consider this when developing your project timeline.** Finally, you the “Grantee,” must register and have an active accurate account with sam.gov prior to any Grant Agreement execution.

Next steps after announcements

- | |
|---|
| <input type="checkbox"/> Site visit with DEQ live or virtually |
| <input type="checkbox"/> Workshop with all grantees to review grant agreement requirements, reporting strategy and reimbursement procedures |
| <input type="checkbox"/> Develop grant agreement with your DEQ Regional Specialist and have agreement signed by all parties |
| <input type="checkbox"/> Start spending project funds and can start requesting reimbursements |

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.