



Oregon Department of Environmental Quality

HOUSEHOLD HAZARDOUS WASTE GRANT APPLICATION INSTRUCTIONS

APPLICATION DEADLINE: POSTMARKED BY OCTOBER 15, 2010

2010 Schedule

Completed applications due at DEQ offices	Postmarked by October 15, 2010
Grant awards announced	No later than December 1, 2010
Grant funds available	When grant contract is signed by all parties

DEQ technical assistance staff members are available to help you develop your ideas and put together your application. Information about how to reach them is on page 3 of the instructions. We encourage you to plan for enough time to make use of technical assistance.

Who Can Apply

Local governments responsible for solid waste management are eligible to apply, including cities, counties, tribes, metropolitan service districts, regional parks districts, sanitary districts, county service districts, and regional air quality control authorities. Local governments may receive grant funds to conduct their own projects or may partner with community groups, private individuals, non-profit organizations, schools, or businesses, who will work under contract with the local government.

If you are not a local government, you must contact a local government responsible for solid waste management to see if it is willing to apply for a grant for your project. You should contact the local government at least one month before the application deadline to allow time for the decision-making process.

Available Grant Funds

This year a total of \$95,000 is available for the household hazardous waste grant program.

What Types of Projects are Eligible

This year only household hazardous waste collection facilities are eligible to receive DEQ grants.

Grants are available for two types of HHW facilities, however, priority will be given to Tier I facilities.

- Tier I facilities – These provide new permanent HHW collection opportunities in areas without existing facilities. The grant amount for which each county is eligible is \$40,000, plus \$1 per person served, up to a

maximum of \$100,000 per facility. (Though the grant formula authorizes the grants to be for up to \$100,000, due to budgetary limitations, this year the maximum grant amount will be \$95,000.) Only one Tier 1 facility grant is available per county.

- Tier II facilities – These provide supplemental collection opportunities for areas already served by a permanent facility. Any Tier II permanent facility must be located at least 20 miles from the county’s Tier I facility. Maximum of \$30,000 in Tier II grants per county for eligible costs. Only one Tier II facility is eligible per county.

HHW Facility Grant Eligibility Requirements:

- They must collect at least two categories of high-hazard waste (poisons, heavy metals, flammables, and reactives/ corrosives).
- They must be open a minimum of 8 days per year (at least 4 hours per day).
- They must hold at least one collection in at least 4 different months per year.
- They must be available by appointment for special circumstances.
- The local government must have a DEQ approved HHW Plan which has been adopted by affected local governments.

What Costs Are Covered?

Project costs that DEQ funds may be used for:

- Administrative costs
- Salaries and benefits for project personnel and consultants or contractors
- Equipment, signs, containers
- Building acquisition, design, construction, renovation, and expansion
- Up to 50% of waste management fees for the first year of operation (purchased through DEQ’s contract)
- Mobile facilities or vehicles (Tier II grants only)

What Costs Are NOT Covered?

- Costs incurred for activities outside the scope of the grant agreement unless approved by DEQ;
- Disposal site engineering, design, or hydrogeologic study required by DEQ permit or enforcement;
- Costs for which payment has been or will be received under another financial assistance program;
- Costs incurred before issuance of, or after the expiration date of, a signed grant agreement with DEQ;
- License application or permit fees; and
- Ordinary operating expenses of local government that are not directly related to the project.

Contracting Requirements

If awarded a grant, the local government will enter into an agreement with DEQ and will administer the funding, oversee the project, and invoice DEQ for reimbursement. A grant agreement will not be issued unless the applicant, DEQ, and any subcontractors agree to the amount of money granted, how it will be spent, and what work will be performed before the grantee is paid. The general terms of this agreement are available on request from the technical assistance staff listed below. The final agreement will include information on specific tasks, timelines, and data or other recordkeeping required; the amounts budgeted for project tasks; and how to invoice for grant expenditures. Advance payments will be approved only in special cases, such as to purchase equipment in order to do the project.

Grant recipients will file semi-annual progress and expenditure reports and must complete a final report at the end of the project. The final report will contain complete results of the project, including evaluation and measurement data. Copies of reporting forms are available at <http://www.deq.state.or.us/lq/sw/grants/index.htm>.

Is Your Application Complete? Have you?:

- Completed the application form, including:
 - narrative questions;
 - budget, including matching resources and who will provide them;
 - project work-plan and schedule; and
 - required signatures.
- Sent **2 copies** of your completed application with original signatures (on each copy) and any attachments to your nearest regional DEQ office (see below). **Please remove these instructions before sending.** You can send the application form electronically. **If you file electronically**, the electronic file must be sent by **October 15, 2010** and the signature page (mailed or delivered in person) must be postmarked by **October 15, 2010**.

DEQ Staff Can Help You Put Your Application Together

We encourage you to work with DEQ's technical assistance staff as you develop your grant application. They can help you make sure that your ideas can be translated into workable projects that can qualify for grant funds.

Counties	TA Name and Address	How to Contact
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	Cathie Rhoades Oregon Dept. of Environmental Quality 750 Front St. NE, Suite 120 Salem, OR 97310	(503) 378-5089 Rhoades.Cathie@deq.state.or.us Fax (503) 378-4196
Coos, Curry, Douglas, Jackson, Josephine, and Lane	Craig Filip Oregon Dept. of Environmental Quality 165 East 7th St., Suite 100 Eugene, OR 97401	(541) 686-7868 Filip.Craig@deq.state.or.us Fax (541) 686-7551
Deschutes, Grant, Harney, and Klamath	Susan Christensen Oregon Dept. of Environmental Quality 475 NE Bellevue, Suite 110 Bend, OR 97701	(541) 633-2007 Christensen.Susan@deq.state.or.us Fax (541) 388-8283
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington	Leslie Kochan Oregon Dept. of Environmental Quality 2020 SW 4 th Ave., Suite 400 Portland, OR 97201-4987	(503) 229-5529 Kochan.Leslie@deq.state.or.us Fax (503) 229-6945
Crook, Jefferson, Lake, and Wheeler	Shari Harris-Dunning Oregon Dept. of Environmental Quality 475 NE Bellevue, Suite 110 Bend, OR 97701	(541) 633-2010 Harris-Dunning.Shari@deq.state.or.us Fox (541) 388-8283
Baker, Malheur, City of Milton-Freewater, Gilliam, Sherman, Union, Morrow, Umatilla, and Wallowa	Larry Brown Oregon Dept. of Environmental Quality 475 NE Bellevue, Suite 110 Bend, OR 97701	(541) 633-2025 Brown.Larry@deq.state.or.us Fax (541) 388-8283
Hood River and Wasco	Bruce Lumper Oregon Dept. of Environmental Quality 400 E Scenic Drive, Suite 307 The Dalles, OR 97058	(541) 298-7255 ext. 240 Lumper.Bruce@deq.state.or.us Fax (541) 298-7330

How Will Applications Be Evaluated?

Applications will be reviewed and ranked competitively by a panel of DEQ staff using selection criteria contained in Oregon Administrative Rules 340-083-0070. DEQ expects to notify applicants of the selection results by December 1, 2010. **No application will be considered unless it is complete.** In addition, grant applications must demonstrate a realistic scope, budget, and funding and meet a minimum qualifying score. The more points received, the higher the priority for an application to receive funding.

Selection Criteria and Examples of Evaluation Factors

An application must receive a minimum score of 50 points (100 possible) to be considered for a grant.

Scoring Points Possible

Potential for environmental enhancement

20 points

- Project achieves direct and demonstrable or measurable results.
 - Project prevents generation or collects high-hazard wastes or addresses local HHW problem.
 - Extent to which project will educate and/or promote HHW waste prevention, reuse, or recycling.
 - Project addresses local environmental problem/need.
 - Severity of environmental problem.
 - Potential for project to improve environment.
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Potential for continuity

10 points

- Proposal demonstrates continuing benefit beyond the time of grant funding.
 - Project maximizes partnerships in the community (if applicable) that show commitment to continuing the project or building upon the project results beyond the time of grant funding.
 - Value as a model for others.
 - Ability to be used as a model program.
 - Anticipated lifespan of project.
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Program commitment

35 points

- Quality of proposal, including a complete, detailed, and realistic budget and timeline.
 - Proposal demonstrates that the key participants were involved in identifying the need, developing the proposal, and planning for implementation of the project
 - Indications of commitment may include obtaining matching funds, letters of support, public involvement, or in-kind donations from the public and/or private sector.
 - Coordinator and consultant experience.
 - Proposed resources are adequate to accomplish project goals.
 - The following apply to facility grants only:*
 - Demonstrates funding commitment for a minimum of five years.
 - Stability of funding source.
 - Availability (number of days/hours open each year).
 - Project maximizes community partnerships and commitment from partners is demonstrated.
 - Project is consistent with local HHW plan.
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Need/cost effectiveness

35 points

- Proposal demonstrates an effective strategy to meet an identified need for HHW prevention and management.
- HHW proposal describes the wastes targeted, population served, distance to other HHW services, relationship to other waste management services and (for facility grants only) site suitability/availability.
- Proposal demonstrates that project is cost-effective.
- Adequate, well-described budget.
- Solid source of funding.