2024

Reduce, Reuse, Reimagine

Materials Management Grants

Applicant Guidebook 2024
Version 1

DEQ

This document was prepared by
Oregon Department of Environmental Quality
Materials Management
700 NE Multnomah Street, Portland Oregon, 97232

Contact: RRRgrants@deq.oregon.gov
www.oregon.gov/deq

State of Oregon
DEQ Department of Environmental Quality

Table of contents

Grant Cycle Overview

About the Program

Oregon Department of Environmental Quality (DEQ) is offering grants through the relaunch of the Materials Management grants program, which has been renamed the Reduce, Reuse, Reimagine Grants Program.

The purpose of the Reduce, Reuse, Reimagine Grants program is to support statewide efforts to reduce the environmental and human health impacts of materials at all stages of their life cycle.

The goal of the program is to build local capacity and support community solutions that address the environmental, social and health impacts created by production, consumption, use and disposal of materials.

The objectives of the program are to:

- **Inspire** promising solutions to reduce the impacts of materials by funding innovative projects and programs.

- **Empower** community action to reach environmental solutions.

- **Create** environmental and health benefits that result from more sustainable consumption and use of materials.

- **Advance** equity and environmental justice by providing resources to historically underserved and underrepresented communities across Oregon.

To learn more about the statute and administrative rules associated with the program, please visit ORS 459A.120 and OAR 340-083.

Application Timeline

Grant Cycle Stage*	Deadline
May 2024: Pre-application posted	Pre-application solicitation period begins May 21, 2024
June 2024: Pre-application due	Pre-application must be completed by June 18, 2024
July 2024: Round 2 announcement	Qualified applicants will be notified of their invitation to the second round on July 19, 2024
September 2024: Main application due	Applications and all required documents must be submitted by September 2, 2024
December 2024: Grantee announcement	All grantees will be notified of conditionally approved grants
January 2025 (Tentative): Grant agreement and first disbursement of funds	Grantees will work with a DEQ grant administrator to sign a grant agreement and establish the schedule for disbursement of funds

*All dates are subject to change

Annual Funding Area

In an effort to make our application process more accessible and streamlined, the program will focus on one annual funding area each year. For the 2024 grant cycle, the annual funding area is **waste prevention**.

> **Waste prevention** is an environmentally centered approach to reduce the consumption of natural resources and generation of waste before something becomes trash or pollution. Waste prevention activities reduce waste by changing product design, by using less, by using something longer, or by repairing it.

DEQ may award grants for activities that reduce the environmental and human health impacts of materials such as:

- A farmers market purchasing reusable dishes to eliminate single-use products
- Establishing or expanding services for community tool libraries or other share libraries
- A small business buying a new technology to etch glass instead of applying plastic product labels
- A store investing in bulk storage for resupplying low-waste products

For a more detailed list of project examples, check out our [examples of waste prevention activities and projects](). This is not an exhaustive list, but we hope it helps inspire project ideas.

Eligible Applicants

- Local governments,
- Nonprofit (501(c)3 or 501(c)4 status) or fiscally sponsored organizations,
- Organizations created by an Oregon public entity,
- Tribal nations,
- Public schools,
- Public universities,
- Community colleges, or
- Small businesses of 50 people or less.

Available Funds

- Up to $ 1,000,000 is available for the 2024 grant cycle.
- $ 25,000 is the minimum available for individual grant awards.
- $ 125,000 is the maximum available for individual grant awards.

There are no matching funds requirements. If the requested grant funds cover only a portion of your project costs, additional information will be required to explain the full project budget. This information will be requested only if you are invited to submit a main application proposal.

Grant Term

DEQ anticipates that grant agreements will be drafted beginning in January 2025. The grant term begins the date that the grant agreement is signed. After signing the agreement, recipients must complete their projects within 24 months.

Eligible and Ineligible Activities and Costs

Grant funds may be used for the following activities and costs, as long as they are directly tied to the grant project and are supported by eligible proof of payment documentation. These activities include but are not limited to:

Eligible Activities:

- Education and outreach
- Training
- Research
- Program, project or policy development
- Workforce development

Eligible Costs:

- 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

Grant funds may not be used for the following types of costs or activities:

Ineligible Costs:

- Costs for which payment has been or will be received under another financial assistance program
- Costs associated with solid waste or materials management planning that are outside the scope the proposed project
- Costs incurred before DEQ issues a grant agreement (anticipated January 2025)
- Costs incurred after the expiration date of the grant agreement (anticipated January 2027)
- License applications or permit fees
- Ordinary operating expenses of the grant applicant that are not directly related to the project.
- Costs incurred for permitted facility closures
- Payment of fines, penalties, arrears, judgments, or other such obligations
- Costs associated with preparing a grant proposal, proposal, stock or debt offering, formation of partnerships, incorporations, fundraising or other forms of such business costs
- Any activity or program that supports mechanical, chemical or other forms of recycling of paper, packaging, food serviceware or other products*

*Recycling projects are not eligible for Reduce, Reuse, Reimagine grants. Oregon's new Plastic Pollution and Recycling Modernization Act (RMA) will leverage the resources of producers of packaging, printing and writing paper, and food serviceware to pay for many necessary improvements to the statewide recycling systems to ensure these materials are recycled successfully. Grants or loans will be available for activities that reduce the environmental impacts of these products through methods other than recycling and waste recovery, anticipated to begin in late 2026.

- For more information, visit the RMA webpage [here](#)
- Sign up for RMA email updates [here](#)
- For more information on the grant and loan program, visit the webpage [here](#)

Information Sessions and Office Hours

Information Sessions

DEQ will host information sessions to provide guidance to those who may be interested in applying. Registration is required. Information sessions will begin with a brief presentation about the program, including: the annual funding area, the application platform, and application process. There will be time for questions following the presentation. All sessions will take place over Zoom and will be recorded. The recordings will be posted to the DEQ website within a week. If you do not have stable internet access, require translation services, or have other needs or access barriers, please contact RRRGrants@deq.oregon.gov or 503-995-2698 at least five days in advance and we will provide assistance.

- Monday, May 13, 2024 – **3 pm-4 pm**
  - [Registration Link](#)
- Wednesday, May 22, 2024 – **6 pm-7 pm**
  - [Registration Link](#)
- Saturday, June 1, 2024 – **9 am-10 am**
  - [Registration link](#)

Office Hours

DEQ will host open office hours the week before the pre-application is due. This is an opportunity for interested applicants to drop-in and ask questions related to their project or application. There will be no formal presentation. These office hours will not be recorded, but questions will be collected and shared on the DEQ website. As a reminder, the pre-application is due on **June 18, 2024**.

- Monday, June 10, 2024 – **3 pm-4 pm**
  - [Registration link](#)
- Tuesday, June 11, 2024 – **3 pm-4 pm**

- o [Registration link](#)
- Wednesday, June 12, 2024 – **3 pm-4 pm**
  - o [Registration link](#)
- Thursday, June 13, 2024 – **3 pm-4 pm**
  - o [Registration link:](#)
- Friday, June 14, 2024 – **3 pm-4 pm**
  - o [Registration link](#)

DEQ will also host office hours the week before the main application is due. Registration links will be shared closer to that time.

Language Accessibility

The WebGrants online application platform is only available in English. Application and supplementary materials will be available in .pdf form in Spanish, Mandarin, Cantonese, Vietnamese, Russian, and German on the DEQ [website](#). Please email DEQ at RRRGrants@deq.oregon.gov with any additional language requests by June 11, 2024.

Application Instructions

WebGrants Application Access

The grants application will be hosted through an online platform called WebGrants. To apply, please register for an account by June 11, 2024. Upon registration, you will be approved by DEQ's grants coordinator. It may take 1-2 days to receive an email with your username and password.
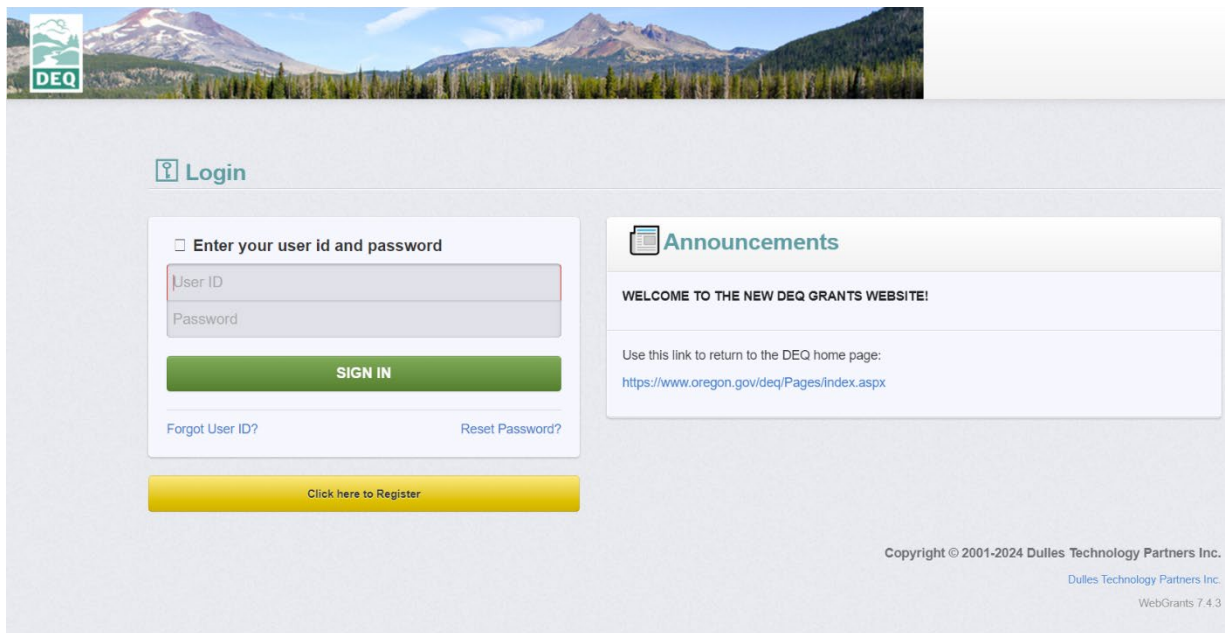

Figure 1. WebGrants Login/Registration Page

- If you already have a WebGrants account through another DEQ program, you will not need to create a new account.

- WebGrants can be accessed using any web browser (Chrome, Internet Explorer, etc.).

- WebGrants works best on a laptop or desktop. You may encounter problems using a cellphone or tablet.

- To register for a WebGrants account, please follow this link: https://deqgrants.oregon.gov/register.do

- For more information about how to register check out the WebGrants Registration Guidebook

- To access a step-by-step guide on navigating the application, review [DEQ's WebGrants Application Guidebook](#).

Important Tips for WebGrants

- Start your application early so you can ask for help with navigating the WebGrants platform, if needed.

- All information must be saved by clicking Save on the forms. If you do not click Save and back out of the form or section of the form, the information will be lost. **There is no autosave feature and the system may time out due to inactivity.**

- We recommend starting your application in a Word document and pasting it into WebGrants.

- Once you finish each section of the application, you must click **Mark as Complete**. Sections that have been marked as complete may still be edited until an application is submitted. Each section must be marked as complete to submit the WebGrants application. Applications may not be edited once they have been submitted.

Application Submittal and Deadline

- The pre-application deadline is June 18, 2024.

- If your project is selected to proceed to the main application round, the anticipated notification date is July 19, 2024.

- The anticipated main application deadline is September 2, 2024.

Application Process

The application process occurs in two stages: a pre-application and a main application.

Pre-application

The pre-application will ask narrative questions related to the below topics to gain an overview of the applicant's organization and project proposal.

- Organizational overview
- Project overview
- Demonstrated community need
- Diversity, Equity, Inclusion, and Environmental Justice

Main application

The main application will ask more in-depth narrative questions related to the below topics to better understand the project proposal.

- Project Resources and Commitment
- Environmental Benefits
- Project Continuity

The main application will also include work plan and project budget tables, as well as supplemental questions related to financial management tools.

Three letters of support are required with the main application.
- At least one letter of support must come from someone who will directly benefit from the proposed project such as residents, neighbors, local environmental justice groups, or others.
- Letters may also come from:
  - Former or current grantors
  - Former or current partner organizations
  - Local governments or jurisdiction representatives
  - Subject matter experts

Grant Review and Award Process

Pre-application Review Process

After the close of the pre-application period on June 18, 2024, a DEQ evaluation committee will review for completeness, eligibility, alignment with the Reduce, Reuse, Reimagine program's purpose, goal and objectives; connection to the waste prevention funding area; and the evaluation committee's professional judgement and subject matter expertise. Scoring criteria will be published with the pre-application on May 21, 2024. An invitation to submit a main application proposal will be determined by score as well as by the evaluation committee's deliberation. Applicants will be notified by July 19, 2024 if they are invited to submit a main application proposal.

Main Application Review Process

Main application proposals will be due September 2, 2024. Main application grant reviewers will have access to pre-application proposals in order to gain a full understanding of the project. Pre-application proposals will not impact how a main application is scored.

All complete and eligible applications will be reviewed, scored, and placed in rank order based on the combined score from each reviewer. Scoring criteria will be published with the main application questions. Scores do not solely determine the final funding recommendations. Final funding recommendations are made through the committee's group deliberations.

The program will fund projects totaling up to $1 million. All eligible applicants must be in compliance with applicable local, state and federal laws, rules, or other requirements applicable to its operations, including any regulatory, licensing, or franchise requirements of DEQ and other relators, in all jurisdictions where the applicant conducts business.

Grant Award Process

Applicants will be notified in December 2024 if their project will receive funding. Grant recipients will then work with a DEQ grant administrator to develop a grant agreement and signed contract with DEQ to determine project details, timeline, schedule for disbursement of funds and reporting.

Grant Program Administration

Grant Recipient Submission Requirements

Grant Agreements

DEQ grant administrators will work with grant recipients to enter into grant agreements. These agreements will outline specific responsibilities and legal obligations of each party, including eligible expenses and activities, reporting timeline, disbursement timeline and reporting. Template grant agreements will be shared at a later date.

Unique Entity ID (UEID #)

The Unique Entity ID is the official identifier for doing business with the U.S. Government as of April 4, 2022. Grant recipients will be asked to provide or obtain one prior to signing a grant agreement with DEQ.

Taxpayer Identification Number

Grant recipients will be asked to provide an Employer Identification Number (EIN) (or Social Security Number) and a completed W-9 form in order to be entered into the State's payment system. The Department of Administrative Services will confirm the information with the Internal Revenue Service before DEQ completes any disbursements of funds.

Reporting Process

Grant recipients will be required to report on the project's status, successes, and challenges in quarterly progress reports. The quarterly report will include a few short narrative questions and receipt submissions indicating how grant funds were spent during the quarter.

Grant recipients will also be required to submit a more detailed final report once the grant term is completed. The final progress report will address overall project impact, successes, challenges, and lessons learned. A copy of the template quarterly and final progress reports will be shared with the grant recipient at the time of signing the grant agreement.

Payment Request Process

Oregon DEQ will disburse funds in three installments:

1. Installment 1 (50 percent of grant) will be disbursed upon the execution of the grant agreement.

2. Installment 2 (40 percent of grant) will be disbursed after grant recipient has spent the first installment and provided DEQ with all receipts and a report documenting how the grant funds were spent with supporting documentation.

3. Installment 3 (10 percent of grant) will be disbursed after grant recipient has spent the second installment and provided DEQ with all receipts and a report documenting how the grant funds were spent with supporting documentation.

Other important process considerations:

- Grant recipients may request the next installment when they have less than $10,000 of the previous installment remaining.

- It may take a minimum of 45 days from when the invoice is submitted for grant recipients to receive the funds, so please plan accordingly to avoid project delays.

- Due to DEQ's fiscal year schedule, there will be no fund disbursement in the month of June. Please plan accordingly to avoid project delays.

- A final project report and proof of recipients must be submitted upon the completion of the grant project. Failure to submit receipts and complete final project report will result in a repayment of the final disbursement of funds back to DEQ.

Glossary

Key terms used throughout the applicant guidebook, application materials and other supporting documents:

- **Community need:** An opportunity for improvement or intervention to enhance well-being, address disparities, fill gaps in services and/or foster community resilience that has been identified or prioritized by the communities most impacted.

- **Diversity:** Honoring and including people of different backgrounds, identities, and experiences collectively and as individuals. It emphasizes the need for sharing power and increasing representation of communities that are systemically underrepresented and under-resourced. These differences are strengths that maximize the state's competitive advantage through innovation, effectiveness, and adaptability.[1]

- **Environmental Justice:** Equal protection from environmental and health risks, fair treatment and meaningful involvement in decision making of all people regardless of race, color, national origin, immigration status, income or other identifies with respect to the development, implementation and enforcement of environmental laws, regulations and policies that affect the environment in which people live, work, learn, and practice spirituality and culture.[2]

- **Equity:** Acknowledges that not all people, or all communities, are starting from the same place due to historic and current systems of oppression. Equity is the effort to provide different levels of support based on an individual's or group's needs in order to achieve fairness in outcomes. Equity actionably empowers communities most impacted by systemic oppression and requires the redistribution of resources, power, and opportunity to those communities.[3]

- **Inclusion:** A state of belonging when persons of different backgrounds, experiences, and identities are valued, integrated, and welcomed equitably as decision-makers, collaborators, and colleagues. Ultimately, inclusion is the environment that organizations create to allow these differences to thrive.[4]

- **Life cycle assessment (or analysis), LCA:** A standardized process used to estimate the impact that a product or process has over the whole of its lifespan, including extraction of raw materials, production, transport, use, and disposal.[5]

---

[1] Source: https://www.oregon.gov/das/Docs/DEI_Action_Plan_2021.pdf (pg. 41)
[2] Source: https://www.oregon.gov/gov/policies/pages/environmental-justice-council.aspx
[3] Source: https://www.oregon.gov/das/Docs/DEI_Action_Plan_2021.pdf (pg. 42)
[4] Source: https://www.oregon.gov/das/Docs/DEI_Action_Plan_2021.pdf (pg. 42)
[5] Source: https://www.oregon.gov/deq/FilterDocs/MManagementOR.pdf (pg. 41)

- **Materials:** Non-fuel materials that flow through our economy: paper, plastic, metal, glass, food, wood, etc. Materials include those that are important for their structural properties (e.g. paper, plastics, metals, concrete) and those that are important as energy carriers to humans (e.g. food) and machines (e.g. fuels).[6]

- **Materials management:** An approach to reduce environmental impacts by managing materials through all stages of their life. Materials management identifies impacts and actions 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.[7]

- **Upstream:** Those actions and impacts that occur before that point in the life cycle, at any point on a product's life cycle. For example, as viewed by a consumer, upstream impacts are those associated with extraction of raw materials, production, distribution, and sale of the product.[8]

- **Waste Prevention:** An environmentally centered approach to reduce the consumption of natural resources and generation of waste before something becomes trash or pollution. Waste prevention activities reduce waste by changing product design, by using less, by using something longer, or by repairing it.

---

[6] Source: https://www.oregon.gov/deq/mm/Pages/What-is-Materials-Management.aspx
[7] Source: https://www.oregon.gov/deq/FilterDocs/MManagementOR.pdf (page 41)
[8] Source: https://www.oregon.gov/deq/FilterDocs/MManagementOR.pdf (page 42)

Acknowledgements