



Request for Proposals

Integrated Solid Waste Management (ISWM) Plan Funding

Deadline: October 31, 2010

The Integrated Solid Waste Management (ISWM) Plan program is funded by the U.S. Environmental Protection Agency (EPA) and administered by the Alaska Native Tribal Health Consortium (ANTHC). ANTHC is currently accepting proposals for funding to write Integrated Solid Waste Management (ISWM) Plans during the 2011/12 calendar year. Funding amounts will be up to \$10,000 and will be awarded through a competitive process to approximately 8 Alaska Native Tribes. Selected proposals will reflect a Community developed Waste Management Plan.

What is an Integrated Solid Waste Management (ISWM) Plan?

An ISWM Plan addresses *all* of the waste that a town or village creates, which includes:

- Household/consumer waste
- Commercial & industrial waste
- Hazardous waste
- Junk cars, snow machines, ATVs
- White goods (refrigerators, stoves, etc.)
- Recyclable and reusable, persistent (plastics) and biodegradable waste
- Clinic medical wastes

ISWM Plans also take into consideration changing circumstances such as population growth or decline, Elder advice and suggestions, development of commercial and industrial waste streams, future funding for waste management activities, planned waste facility construction or improvements, waste management equipment, maintenance and replacement costs.

The ISWM Plan will include strategies to manage all types of waste in the community in a long-term sustainable manner. Ideally, the entire community will have the chance to give input into the development of the plan in some way. It is expected that a community survey, interviews, and/or meetings take place during the planning process in order to provide the opportunity for everyone to be heard. The final plan will serve as a living document that can be referred to on a daily basis if needed and changed as the Tribe's needs and situation changes.

An ISWM Plan should be written in a way that is easy to understand and includes a timeline of activities that are clearly explained. The budget and scope of work should be realistic. The community's commitment to the plan should be obtained before the planning process begins and it is important that the Tribal and City governments agree on pursuing this funding opportunity and will cooperate with one another to improve the chances of a successful planning process.

Although there are few solid waste management funding opportunities in the state of Alaska, the federal funding that does exist calls for a plan to be in place before larger grants can be obtained. This mini-grant is a step in the right direction towards attaining more and larger sums of funding that can be used to improve the solid waste management practices and situation in your community.

Basic Award Information

Award floor: \$5,000

Award ceiling: \$10,000

Expected number of awards: 8

Match requirement: no match required. If a match is submitted you will be required to document it and track it in your quarterly financial reports. Other federal funds such as IGAP can not be used as a match, except for PL. 93 638 funds.

Timeline

Request for proposals released: August 20, 2010

Proposals are due: October 31, 2010

Notification of Award: November 15, 2010

Project start date: January 3, 2011 (14 month project period ending February 28, 2012).

How to Apply

The application process for this funding is simple, but competitive. Please give us full and clear answers to the following requested information so we can make an informed decision when awarding Tribes. Interested Tribes must submit a **typed** response to the following questions in **no more than five pages**, which should be attached with letters of support/commitment and other supportive documentation that will strengthen your application. If a match is offered your letter of support/commitment must indicate where the funds are coming from and that the matching funds will be tracked and documented.

Your proposal **MUST** clearly address each of the 8 items below. Proposals that do not address each item will receive a score of zero (0) for each item that is not addressed.

1. Project Summary (20 pts)

Describe how a plan will help your community in dealing with waste management issues in the future. In this section, you may want to highlight the fact that your community does not currently have a plan to handle waste, describe the current situation and problems posed by the situation and explain how having a plan in place will help by providing a guide to solve some of those problems. Describe who manages the landfill/dump (Tribe or city), is it fenced? Is there a collection fee in place?

2. Description of your Community (5 pts)

Please include location of your community, current population, ethnicity, background. You can include pictures of the community and also the landfill/dump.

3. Documented Support (10 pts)

Provide letters of support and/or a signed resolution from the local tribal council **and** city government showing support of the ISWM planning process.

4. Project Description (10 pts)

Outline the proposed steps and activities for the development of your ISWM Plan. Describe how this funding will improve the waste conditions of your community and address resident concerns. This is your community's opportunity to be engaged in designing and developing the ISWM Plan. Explain how the community will be engaged in the planning process and development of the plan.

5. Grant Timeline (5 pts)

Show the timeline that will be followed in order to complete your ISWM Plan by February 28, 2012, including benchmarks, tasks, and activities with dates.

6. Project Capacity (10 pts)

Describe the qualifications of the person and/or organization that will be managing this project, if funded. Please list previous grant and reporting experience & success. Briefly describe the existing Tribal accounting system that would be tracking expenditures and providing financial statements to the ANTHC program manager. Include any other information that will demonstrate the ability to successfully complete the proposed plan.

7. Measures of Success (5 pts)

Clearly describe the results and outcomes that you expect to gain from this project. Explain how others in your community, region, or state may benefit from your plan.

8. Itemized and Narrative Budget (10 pts)

Your request cannot exceed \$10,000. A total project cost may exceed \$10,000, but your request for funding from ANTHC cannot exceed \$10,000. Cost shares are encouraged, but not required. For example, a local entity such as your village corporation may wish to contribute to the project. Include both a narrative budget that describes each budget line item, as well as a separate sheet that shows an itemized budget. Specify project costs by item (salary, travel, supplies, equipment, and miscellaneous categories). Indirect cost items should be included as direct costs if you do not have a federally negotiated indirect rate.

Rules & Guidelines

Only one proposal per Tribe will be considered. **Priority will be given to Tribes that do not yet have a Waste Management Plan.** Funding will also be available to Tribes that have a plan that is more than 5 years old. Proposals should follow the format presented in this request for proposals. The proposal should be *no more* than five typed pages long (not including the attachments and itemized budget). Proposals will be reviewed by a panel of professionals who work in the field of solid waste management and environmental health. Each proposal will be scored by each review panel member and those proposals that receive the most points will be selected. Once the winning proposals have been selected, additional information may be requested by the Alaska Native Tribal Health Consortium, so it is important to clearly note on your cover sheet who the appropriate contact person is regarding the proposal.

Funds may be used for:

- Wages and benefits for a Plan Coordinator who will manage this mini-grant throughout the entire grant period
- Tribal offices only
- Travel expenses to attend a solid waste management conference or training, including the annual Alaska Tribal Conference on Environmental Management (ATCEM)
- Meeting space fees for the planning committee and/or other grant related meetings
- Supplies related to the planning process
- Printing and copying costs
- Meeting stipends
- Translation services
- Refreshments for working ISWMP Committee meetings.

Funds may *not* be used for:

- City governments or other entities
- Door prizes or incentives
- Refreshments for community meetings
- Existing plan revisions or updates
- Combination with any other grant funding

Tribes who are awarded ISWM Plan funding will receive installments on a reimbursement basis, attend training in Anchorage, a plan template that Tribes will be required to use, and on-going technical assistance via phone, email and/or site visits.

Each awarded Tribe should plan to:

- Attend the initial training at the beginning of the grant period.
Details will be given once awards are selected and announced.
- Hire an ISWM Plan Coordinator who will work on the required components & activities within the template, which includes establishing a volunteer committee from which to gather input.
- Send progress reports, financial statements and Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) information to the ANTHC contact person by the stated deadlines.

Checklist for Completion

- Completed & typed funding proposal of no more than five pages, this excludes the budget/budget narrative and letters of support/commitment
- Completed, signed, dated, and attached project proposal coversheet
- Attached letters of support from City and Tribal entities
- Send FIVE copies of the complete proposal: coversheet, project proposal, and all attachments.
- A copy of your federally approved indirect cost agreement if you have one.
- A copy of your most recent audit report.

Submit your completed proposal, postmarked no later than October 31, 2010 to:

Alaska Native Tribal Health Consortium
Division of Environmental Health & Engineering
Bertha Prince
1901 Bragaw Street, Suite 200
Anchorage, AK 99508

Email: brprince@anthc.org

Phone: 907.729.4505 or 1.800.560.8637

Fax: 907.729.4506

Awarded Tribes will be required to enter into an agreement with the Alaska Native Tribal Health Consortium. The agreement will outline specific funding requirements, which include quarterly progress reporting, financial reports, and a final report at the completion of the grant period. Funding will be given in installments and on a reimbursable basis once financial statements are received. Once awarded, the submitted proposal can be revised and will serve as the work plan for the project and the funding agreement.