

Request for Proposals

Integrated Solid Waste Management (ISWM) Plan Funding

Deadline: Postmarked by May 15, 2009

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 2009/10 calendar year. Funding amounts will be up to \$10,000 and will be awarded through a competitive process to approximately 10 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.

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 and other supportive documentation that will strengthen your application.

1. Need for an Integrated Solid Waste Management (ISWM) Plan (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. First priority will be given to those Tribes who do not currently have any sort of waste management plan.

2. Documented Support (15 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.

3. 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.

4. Grant Timeline (5 pts)

Show the timeline that will be followed in order to complete your ISWM Plan by June 30, 2010, including benchmarks, tasks, and activities with dates.

5. 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.

6. 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.

7. 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. **This funding is for Tribes that do not yet have a Waste Management Plan** and funding may not be used to revise or update existing plans. 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 or community meetings.

Funds may **not** be used for:

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

Tribes who are awarded ISWMP Plan funding will receive installments on a reimbursement basis, a plan template that Tribes will be required to use, two facilitated trainings 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 and a second training towards the end of the grant period. Details will be given once awards are selected and announced.
- Hire an ISWMP 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, which is less than five pages
- 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.

Submit your completed proposal, postmarked no later than May 15, 2009, to:

Alaska Native Tribal Health Consortium
 Bertha Prince
 1901 Bragaw Street, Suite 200
 Anchorage, AK 99508

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.