Community Based Environmental Protection Projects

Oklahoma Department of Environmental Quality

Request to Enter Contract for Reimbursement

**Collection Event Grant Application FY25**

The Oklahoma Department of Environmental Quality (DEQ) has the jurisdictional area of environmental responsibility over the prevention, control and abatement of pollution caused by solid waste which presents a threat to human health or the environment, under provisions of 27A O.S. § 1-3-101 and 27A O.S. § 2-10-202; and

The Executive Director of DEQ is authorized under the provisions of 27A O.S. §§ 2-3-201 and 2-3-202 to enter into contracts for the purpose of carrying out any of the purposes, objectives or provisions of the Environmental Quality Code, Title 27A of the Oklahoma Statutes, for which DEQ has jurisdiction.

DEQ is authorized under the provisions of 27A O.S. § 2-10-802(C) to expend funds and enter into contracts with units of local government and political subdivisions of this State for purposes of administering the Oklahoma Solid Waste Management Act.

DEQ does not reimburse for buildings, vehicles, laptops, or drones.

**Grant money is not guaranteed. Funding is limited. DEQ’s ability to fund requests to local governments is entirely dependent on the amount of money available to DEQ to issue grants.**

**Basic Information:**

* Grants are provided on a reimbursement basis.
* **Grantees must enter into a formal Agreement with DEQ as vendors.  Until a fully executed Agreement and Purchase Order are issued, no funds are available. Funds spent prior to a formal Agreement and Purchase Order are not reimbursable.**
* All awarded funding must be spent in the fiscal year granted.
* Agreements expire June 30, 2025.
* Final invoices are due by August 31, 2025. Invoices submitted after August 2025 may not be reimbursed.

**Process for Receiving Funds**

1. Submit application.
2. DEQ reviews application. Discussion between DEQ and applicant may occur at this time. Applicant sends revised Scope of Work and Budget to DEQ, if necessary.
3. DEQ writes formal Agreement and sends through state’s procurement process for approval.
4. DEQ sends applicant formal Agreement to sign and return, electronically.
5. DEQ signs, then sends an electronic copy of fully executed Agreement and Purchase Order to applicant.
6. Applicant may now begin to spend funds intended for reimbursement. **Funds spent prior to a fully executed Agreement and Purchase Order (between steps 1-5) are not reimbursable.**
7. Applicant sends invoices and monthly reports to DEQ.
8. DEQ Reimburses invoices within 45 days.

For more information and application deadlines, visit the DEQ website at <https://www.deq.ok.gov/land-protection-division/waste-management/solid-waste/funding-opportunities-for-community-based-environmental-protection-projects/>.

**Application Submittal Instructions**

Return by e-mail to SWGrants@deq.ok.gov with the subject line,

“[Organization] FY25 [grant type] Grant Application DEQ”

e.g., Oklahoma County FY25 Equipment Grant Application DEQ

Or send a hard copy to:

Oklahoma Department of Environmental Quality

Attn: Libby McCaskill, Land Protection Division

P.O. Box 1677

Oklahoma City, OK 73101-1677

Phone: 405-702-5100

Fax: 405-702-5101

**Collection Event Grant**

Collection event grants are for hosting the collection of household hazardous waste (HHW) and typically also include the collection of electronic waste (e-waste), tires, unwanted residential pharmaceuticals, and used medical sharps, scrap metal, and/or other difficult-to-manage waste streams. These grants are typically provided for one, or a series of, discrete collection events.

* The contractor shall use an R2 or e-Steward certified electronics recycler. Contractor shall utilize vendors that are compliant with DEQ rules.
  + [Find a Recycler - e-Stewards](http://e-stewards.org/find-a-recycler/)
  + [Find An R2 Certified Facility - SERI - Sustainable Electronics Recycling International](https://sustainableelectronics.org/find-an-r2-certified-facility/)
  + Often, HHW collection services partner with a certified electronics recycler
* The contractor shall coordinate with the Oklahoma Bureau of Narcotics for coordination on pharmaceuticals.
  + Beau Ratke: (918) 446-1616: [BRatke@Obn.ok.gov](mailto:BRatke@Obn.ok.gov)
* Used tires may be collected for recycling for free using DEQ’s Tire Program.
  + Kole Kennedy: (405) 702-5177: [Kole.Kennedy@deq.ok.gov](mailto:Kole.Kennedy@deq.ok.gov)
* The contractor shall ensure medical sharps are safely collected and properly disposed. This can be done through coordination with the HHW collection vendor and a regulated medical waste disposal facility. Sharps collection may also be arranged directly through appropriate vendors. For a list of sharps disposal vendors that service Oklahoma, see Figure 4 on page 23 of the Oklahoma Meds and Sharps Disposal Committee’s (OMSDC) “Building a Municipal Program for Home-Generated Medical Sharps” guide. You can find the guide on the OMSDC website: [Safe Disposal of Pharmaceuticals and Medical Sharps in Oklahoma (oksafemeddisposal.org)](https://oksafemeddisposal.org/resources/)-
* After each collection event, the contractor shall provide an invoice including a description of the event, photos, and the types and amounts of waste collected.

Oklahoma Clean Community

If you collect tires at a collection event, you may be eligible to become an Oklahoma Clean Community. For more information, e-mail [okcleancommunity@deq.ok.gov](mailto:okcleancommunity@deq.ok.gov). Find the application here: [2020\_CleanCommunity\_Application.pdf (ok.gov)](https://www.deq.ok.gov/wp-content/uploads/2020/12/2020_CleanCommunity_Application.pdf)

**Collection Event Grant Application FY25**

The following information must be provided before a contract for reimbursement will be considered. Scoring will be based on the following categories: types of materials being collected, environmental improvement, feasibility, collaboration, scope of work, budget, quality of proposal, and past performance, if applicable. This form has been prepared to be applicable to a wide range of projects and as a result some of the questions may not seem directly applicable to what you propose. Please answer the questions to the best of your ability based on the information you have.

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| --- |
|  |

1. Date:

Name of entity that reimbursements will be issued to:

|  |
| --- |
|  |

|  |
| --- |
|  |

2. Dollar amount being requested:

3. Contact information

|  |  |
| --- | --- |
| **Name/Title:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |

4. Signatory Authority with legal authority to sign contract with DEQ:

|  |  |
| --- | --- |
| **Name/Title:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |

5. Addresses

|  |  |
| --- | --- |
| **The contract will be sent here for signature (name and e-mail):** |  |
| **Reimbursements will go to this mailing address:** |  |

6.

|  |  |
| --- | --- |
| **How did you hear about DEQ’s Solid Waste Management Grant Program?** |  |

7. Project Description. Answer each question in its answer box to the right.

**Environmental Improvement**

|  |  |
| --- | --- |
| Question | Answer |
| 1. **What type of solid waste will be collected: HHW, electronic waste, medical pharmaceuticals, medical sharps, tires, scrap metal, others?** |  |
| 1. **When do you anticipate holding the event(s)? Please provide an estimated time of year, or specific date.** |  |
| 1. **Describe your plans for advertising the event(s).** |  |
| 1. **Who will be served by the program: municipalities, counties, region, population estimate?** |  |

**Cost**

|  |  |
| --- | --- |
| Question | Answer |
| 1. **What is the total cost of this program?** |  |
| 1. **Are you partnering with anyone else to implement this program? To make more efficient use of limited dollars DEQ will prioritize applications that propose partnerships and collaboration.** |  |
| 1. **Have you received a previous grant from the DEQ? If yes, what years, what dollar amount of funding was provided, and how much of that funding did you spend?** |  |

**Scope of Work & Budget**

|  |  |
| --- | --- |
| Question | Answer |
| 1. **Detailed scope** | Please attach a detailed scope of work and a detailed budget for the entirety of the project. More detailed and itemized budgets will be prioritized. Itemized budget items may include cost of labor, equipment, supplies, etc. |

**Additional Information**

|  |  |
| --- | --- |
| Question | Answer |
| 1. **Is there any other information that you would like to share?** |  |