Community Based Environmental Protection Projects

Oklahoma Department of Environmental Quality

Request to Enter Contract for Reimbursement

**Equipment 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 a formal Agreement to sign and return, electronically.
5. DEQ signs, then sends an electronic copy of the 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

**Equipment Grant**

These grants are for purchasing solid waste management equipment valued between $5,000 and $50,000. Examples include brush chippers, recycling equipment such as balers, HHW facility equipment, and composting equipment. These are typically one-time purchases. Storage and maintenance plans must be included with the application. Equipment means tangible, non-expendable property having useful life of more than one (1) year and an acquisition cost between $5,000 and $50,000 per unit. Equipment purchased with DEQ funds may not be offered as collateral in any transactions or sold within three (3) years from the date of purchase unless otherwise agreed by DEQ. Grant Recipients are required to submit appropriate invoicing and to provide monthly photos and metrics.

**NEW**: **DEQ will reimburse 80% of equipment costing $5,000-$50,000.**

**Equipment 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: environmental improvement, collaboration, storage and maintenance plans, sustainability, feasibility, 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.

1. Date:

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| --- |
|  |

2. Legal Name of organization that reimbursements will be issued to:

|  |
| --- |
|  |

3. Equipment being requested:

|  |
| --- |
|  |

4. Total Cost of Equipment:

|  |
| --- |
|  |

5. Dollar Amount being Requested:

6. Contact information for organization

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

7. Signatory Authority for organization with legal authority to sign contract with DEQ:

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

8. Addresses

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

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

**General Information**

|  |  |
| --- | --- |
| Questions | Answers |
| 1. **Please attach specifications and cost estimates for the requested equipment.** |  |

**Environmental Improvement**

|  |  |
| --- | --- |
| Questions | Answers |
| 1. **Describe the program that this equipment will be used for:** |  |
| 1. **Who will be served by this program (municipalities, county, region, estimate population)?** |  |
| 1. **What type of solid waste will be managed with this equipment?** |  |
| 1. **How is this waste currently managed?** |  |
| 1. **How will the equipment improve the management of this waste?** |  |
| 1. **What is the environmental benefit of purchasing this equipment? (e.g., waste reduction, resource conservation, pollution prevention, litter abatement, education)?** |  |

**Cost**

|  |  |
| --- | --- |
| Questions | Answers |
| 1. **Are you partnering with anyone else to purchase this equipment? To make more efficient use of limited funding, DEQ will prioritize applications that propose partnerships and collaboration.** |  |
| 1. **Have you received a previous grant from the DEQ? If so, what years, what dollar amounts did you receive, and how much of that funding did you spend?** |  |

**Logistics**

|  |  |
| --- | --- |
| Questions | Answers |
| 1. **Describe your maintenance plans.** |  |
| 1. **Describe your storage plans.** |  |
| 1. **If replacing existing equipment, what will you do with the old equipment?** |  |

**Sustainability**

|  |  |
| --- | --- |
| Questions | Answers |
| 1. **What metrics will you track monthly to demonstrate Return on Investment (ROI)?** |  |
| 1. **Describe your reuse plan for the material you will be managing, if applicable. (i.e., if you are requesting a chipper, how will you beneficially reuse the wood chips: free to citizens, mulching community parks/gardens, etc.?)** |  |

**Other**

|  |  |
| --- | --- |
| 1. **How did you hear about DEQ’s Solid Waste Management Grant Program?** |  |

**Additional Information**

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