



## Iowa Department of Natural Resources Professional Development Assistance Program Application and Guidelines

### GENERAL INFORMATION

The Professional Development Assistance (PDA) Program provides forgivable loans to assist in the training, awareness, and development of Iowa's solid waste professionals and educators relative to solid waste issues facing the State of Iowa. Projects should address the Solid Waste Alternative Program targeted waste streams, solid waste operations or landfill diversion in general.

This document provides the guidelines, instructions, and application forms relating to the PDA Program and is available for download at: [www.iowadnr.gov/faba](http://www.iowadnr.gov/faba) and then click on Professional Development Assistance.

#### **Applicant Eligibility**

Eligible applicants include any unit of local government, non-profit organization/association, college or university having an interest in or responsibility for solid waste management and landfill diversion in Iowa. Eligible applicants must be in compliance with all applicable Iowa statutes and regulations at the time proposals are submitted to the Department and at the time awards are announced by the Department. The applicant must also be current and in good standing with regard to existing Solid Waste Alternatives Program agreements they may hold.

The goal of the PDA Program is to provide financial awards to assist in the development and delivery of workshops, conferences and training sessions as they relate to solid waste management and diversion of solid waste from landfill disposal.

Also eligible for funding is registration and travel costs associated with solid waste related workshops, training, conferences, or similar events under the following conditions:

- Funding for this type of request is limited to governmental agencies, public and private educational institutions, and non-profit organizations/associations;
- Funding is limited to one person from the requesting applicant
- Funding is limited to no more than two (2) persons per workshop, training, conference or similar event; and
- Funding is limited to one workshop, training, conference or similar event per state fiscal year per person.

Applicants receiving funding for the above purpose are required to disseminate the information learned from the event attended. This may be through:

- A formal presentation, technical assistance, public awareness, continuing education or other adult professional improvement opportunity. The applicant must provide materials for those in attendance corresponding to the subject being presented to enhance the learning experience.
- The development and implementation of a solid waste related project, program or similar activity based on what was learned through the attended event.

#### **Proposal**

Proposals for financial assistance must be made through the Land Quality Bureau and must use the application forms and format provided in this booklet. Applicants must follow instructions contained herein and provide all requested information. Required forms are found in Appendix A.

A signed, fully completed original proposal must be submitted to the Land Quality Bureau in accordance with Proposal Submission Guidelines.

Proposals submitted for financial assistance consideration are not guaranteed funding.

Financial assistance offers may be less than the full amount requested by the applicant.

Proposals are considered public information and are available for review upon request.

Proposals may be mailed, emailed or faxed and **must** be signed by an authorized representative of the applicant.

Questions regarding the Professional Development Assistance Program should be directed to and proposals should be mailed, emailed or faxed to the attention of either:

Amy Wilken  
Land Quality Bureau  
Department of Natural Resources  
502 E. 9<sup>th</sup> Street  
Des Moines, Iowa 50319-0034  
Phone: 515-725-8349  
Email: [amy.wilken@dnr.iowa.gov](mailto:amy.wilken@dnr.iowa.gov)  
Fax: 515-725-8202

Tom Anderson  
Land Quality Bureau  
Department of Natural Resources  
502 E. 9<sup>th</sup> Street  
Des Moines, Iowa 50319-0034  
Phone: 515-725-8323  
Email: [tom.anderson@dnr.iowa.gov](mailto:tom.anderson@dnr.iowa.gov)  
Fax: 515-725-8202

## PROPOSAL SUBMISSION GUIDELINES

Proposals are accepted on an open basis throughout the year and will be reviewed upon submission of the completed application. Your proposal should contain sufficient detail for reviewers to visualize the project in its entirety. Applicants must:

- Submit a signed, original completed proposal;
- Utilize forms contained in this booklet or photocopies thereof;
- Not exceed five (5) single-spaced pages of text (Form B). If double sided, each side constitutes a page;
- Typed proposals with text no smaller than 12-point type;
- Margins must be at least ½ inch wide; and
- Staple proposals in the upper left-hand corner or otherwise be unbound.

Encouraged, but not required:

- Use of recycled content paper and double-sided printing; and
- Letters of support from community partners (not counted as part of the Project Narrative (Form B))

### **Proposal Outline**

Proposals must be presented in the order identified below.

**Proposal Cover Sheet - Form A** (attached)

**Proposal Narrative - Form B** (attached) – text not to exceed five (5) pages

**Proposal Timeline – Form C** (attached)

**Proposal Budget - Form D** (attached)

**Minority Impact Statement** (attached)

**Applicant Disclosure** (attached)

Applicants are encouraged to contact your local solid waste agency to discuss your proposal and seek partnerships as appropriate.

A review committee comprised of staff from the Department of Natural Resources or their designee will conduct the review of proposals. The review committee evaluates each application based on the criteria identified in this application booklet and the completeness of all application forms. Application review and selection process is conducted as follows:

### **Proposals**

- Proposals will be reviewed upon submission, unless otherwise announced by the Department.
- Review committee members individually and jointly evaluate the submitted proposal. If a proposal is determined to be incomplete, the review committee may reject the proposal.
- Based upon review of proposals, additional information may be requested for projects meriting further consideration. A request for additional information does not guarantee funding.
- Applicants will be notified as soon as possible after funding recommendations have been made.
- Award recipients shall enter into an agreement prepared by the Department and signed by both parties. A fully executed agreement must be completed prior to incurring costs for which PDA funds will be used.

The length of time from proposal review to fund availability will vary, but it is estimated to be approximately 4 weeks.

## **Project Cost Share Requirements**

### **Hosting Workshop, Conference or Training**

- Applicants are required to provide a **minimum** of 25 percent (25%) cash match for all budget line items in which Professional Development Assistance Program funds will be requested.
- Cash match shall not utilize funds previously awarded through the Solid Waste Alternatives Program.
- Awards shall not exceed \$10,000.

### **Attending Workshop, Conference or Training**

- Applicants are required to provide a **minimum** of fifty percent (50%) cash match for registration fees, travel, lodging, and meals.
- Awarded funds shall not exceed the state employee rates at the time of the workshop, training, conference or similar event. See Page 8 for current PDA Program reimbursable rates.
- Cash match shall not utilize funds previously awarded through the Solid Waste Alternatives Program.
- Awards shall not exceed \$2,500.

## **Eligible and Ineligible Expenses**

### **Eligible Expenses**

Applicants may request financial assistance in the implementation and operation of a project that includes, but is not limited to, the following:

1. Development, printing and distribution of marketing or promotional materials;
2. Development, printing and distribution of educational materials;
3. Facility rental;
4. Speaker fees and speaker per diem; and
5. Registration fees, travel, lodging and meals for solid waste related conference, training, workshop or similar event (not to exceed PDA Program reimbursable rates for vehicle mileage, lodging and meals).

### **Ineligible Expenses**

Financial assistance shall not be provided or used for costs including, but not limited to, the following:

1. Food/catering costs;
2. Staff time/salaries for preparation or delivery;
3. Overhead expenses
4. Indirect costs;
5. Contingency funds;
6. Proposal preparation;
7. Contractual project administration;
8. Costs for which payment has or will be received under another federal, state or private financial assistance program;
9. Costs incurred before a written agreement has been executed between the applicant and the department

10. Funding to attend a workshop, training, conference or similar event that is supported in full or in part by the Solid Waste Alternatives Program.

### **Award Disbursement and Agreement Requirements**

Funds will be released on a reimbursement basis after a correctly completed grant expense sheet and supporting documentation (i.e. invoice, purchase order, cancelled check copy) has been received by the Department.

Project costs incurred prior to an executed agreement or costs not identified in the agreement budget are ineligible for reimbursement.

If at any time, the applicant negotiates to substantively alter the project as originally proposed including any additional funding requests, the Department at its sole discretion may rescind any financial assistance offer.

Projects selected to receive financial assistance must be initiated within six months from the date of the funding offer. If the project is not initiated within this time frame, the Department may rescind any financial assistance offer in the absence of a prior written agreement between the Contractor and the Department.

The Department reserves the right for two (2) staff persons to attend any workshop, conference, training or similar event funded through the Professional Development Assistance Program at no cost.

Forgivable loans will be forgiven only after the applicant has completed all requirements contained in the agreement between the Department and the applicant.

### **Department of Natural Resources Contact**

For questions regarding the Professional Development Assistance Program, please contact:

Amy Wilken  
Land Quality Bureau  
Department of Natural Resources  
502 E. 9<sup>th</sup> Street  
Des Moines, Iowa 50319-0034  
Phone: 515-725-8349  
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Fax: 515-725-8202

## EVALUATION CRITERIA

Proposals will be reviewed based on the applicant's thoroughness in addressing identified evaluation criteria. The review committee shall evaluate each proposal and determine its merits based on the following criteria:

### 1. Project Description – 0 Points

- Briefly describe the proposed event/project

### 2. Project Need – 10 Points

- Project/event service area and relevance to the state of Iowa;
- Describe targeted population/audience (including size, relationship between target audience and proposed event, etc.) and your goals in delivering the proposed event;
- If requesting travel or conference registration assistance, describe relevance to you and others in the state. Include a copy of the conference agenda information.
- Describe how the formal presentation or equivalent activity will be delivered; and
- Describe the solid waste issues to be addressed and how/why this issue is important to the State of Iowa

### 3. Project Objectives and Participation – 30 Points

- Describe project objective and goals;
- Describe project applicant's relevant experience and role in the project, including past outreach development and delivery experience and the measurable outcomes; and
- Describe the method(s) to be used in delivering the key messages to your audience

### 4. Project Impact – 60 Points

- Describe how this program is unique in terms of training or information that is currently offered or recently offered in Iowa;
- Describe the opportunities to leverage partnerships with businesses, organizations or government partnerships as a result of this project/event
- Describe the significant and continuing impact of this project in terms of long-term effects and behavioral changes that will stem from the project/event;
- Describe planned project follow-up and evaluation to gauge event impact toward long-term effects and/or behavior changes; and
- If a travel or registration request, describe how the information/knowledge/experience gained will be presented to interested parties and intended results.

## Travel Reimbursement

The following outlines travel reimbursement rates for attending a conference, workshop, training or similar event.

### In-State Travel

Breakfast	\$5.00 (If departing before 6:00 am)
Lunch	\$8.00
Dinner	\$15.00 (If returning after 7:00 pm)
Mileage	\$0.39 per mile (personal vehicle only)
Lodging	\$55.00 per night plus local taxes

Out of State Travel

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$25.00
Mileage	\$0.39 per mile (personal vehicle only)
Lodging	-

Note:

1. Receipts for travel expenses are required for reimbursement
2. If a public sector applicant, request government rate for lodging.

# APPENDIX A

## Proposal Forms

**FORM A**  
**PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM**

Project Title: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
PO Box: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Applicant Type:  
 Local Government     Educational Institution     Non-Profit Organization/Association

Primary Project Type:  
 Best Practices                       Education

Amount of Funding Requested:                      \$ \_\_\_\_\_  
Amount of Applicant Cash Match Committed:    \$ \_\_\_\_\_  
Total Project Cost:                                      \$ \_\_\_\_\_

Project Service Area Description: \_\_\_\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM B  
PROJECT NARRATIVE**

**DO NOT WRITE ON THIS PAGE – INFORMATIONAL PURPOSES ONLY**

**PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM**

**Follow outline – use headings**

On a this and separate sheets of paper, in five (5) pages or less, address the evaluation criteria as noted on page 6.





## MINORITY IMPACT STATEMENT

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Definitions

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

*b.* As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

## Applicant Disclosure

The Applicant must provide the following information. This is a continuing disclosure requirement from application submittal through agreement end date (if funding is awarded).

1. During the last three (3) years, has the Applicant received written notification from a state agency that a debt is owed to a state agency or a debt is being enforced through the Income Offset Program (including the state child support recovery unit if the Applicant is an individual) that will in any way impact receipt of monies awarded through this program?  Yes  No

If yes, provide the date by which the Applicant will or has satisfied debts owed to or being collected by the state.

2. During the last three (3) years, has the Applicant had a contract for goods and/or services terminated for any reason, or has the Applicant received a notice of breach, notice of default, or similar notice?

Yes  No

If yes, provide full details related to the termination or notice.

3. During the last three (3) years, describe any damages or penalties or settlements pertaining to contract disputes under any of the Applicant's existing or past contracts as it relates to goods and/or services performed that are similar to the goods and/or services contemplated by this application. If so, indicate the reason for the penalty, damages or exchange of property, goods, or services and the estimated amount of the cost of that incident to the Applicant.

4. During the last three (3) years, list and summarize all litigation, threatened litigation, administrative or regulatory proceedings, or similar matters to which the Applicant or its officers have been a party. Any such matter commencing after submission of an application, and with respect to the successful Applicant after the execution of a contract, must be disclosed in a timely manner in a written statement to the Department's contract officer.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: \_\_\_\_\_

Title \_\_\_\_\_