SOLID WASTE ALTERNATIVES PROGRAM (SWAP)

Proposal Application and Guidelines for Project Requests $25,000 or Greater

2026

Iowa Department of Natural Resources
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SOLID WASTE ALTERNATIVES PROGRAM
LARGE PROJECT APPLICATION GUIDELINES

Purpose

The purpose of the Solid Waste Alternatives Program is to provide financial assistance to applicants implementing projects and programs leading to the reduction of solid waste generation and the diversion of solid waste from Iowa sanitary landfills.

How To Apply

Project applications are reviewed two times per year. To be considered for funding, your application must be received by 4:00 PM on the following dates:

January 2
July 1

If either of these dates occurs on a weekend, proposals must be received by 4:00pm on the next business day.

Applications must be submitted via email to:

Becky Jolly
becky.jolly@dnr.iowa.gov
515-249-1482

Program information, guidelines and fillable application forms can be downloaded at www.iowadnr.gov/SWAP.

Also available at the above website are solid waste planning area descriptions and contacts to assist with Form E as well as access to the SWAP searchable database for information on past projects funded through SWAP.

Financial Assistance Awards

The information, guidelines and applications forms contained herein pertain to application requests of $25,000 or greater.

Information, guidelines and forms for applicant requests of $10,000 or less can be found at www.iowadnr.gov/SWAP.

SWAP Process

1. Application submitted for funding consideration by the assigned deadline
2. Applications distributed to review committee members
3. Review committee members individually review applications and provide questions to the Program Manager for follow-up with the applicant(s)
4. Applicant responses are distributed to review committee members
5. Review committee members meet jointly to discuss submitted applications and make funding recommendations to the DNR
6. DNR reviews committee recommendations for approval
7. Project award amounts greater than $50,000 require Environmental Protection Commission (EPC) approval, prior to the DNR entering into an agreement with the applicant
8. With EPC approval, an agreement is executed between the applicant and the DNR

Pre-Funding Suitability Review

The Department may require a pre-funding suitability review be conducted of private for profit applicants and its principal officer(s) by a third party CPA firm, **prior** to finalizing a funding award offer to help ensure repayment of loaned monies. The applicant will be requested to provide various documents needed to conduct the pre-funding suitability review. Failure to provide requested documents in a timely fashion may result in the project not being funded. A pre-funding suitability study **does not** guarantee funding.

Personal Loan Guarantee

The Department may require a personal loan guarantee of private for profit applicants to help ensure repayment of loaned monies. If required, a completed Loan Guarantee Form, provided by the Department, will be required at the time the Solid Waste Alternatives Program agreement is signed by the applicant.

Application Assistance

Application assistance is available by contacting:

Tom Anderson	Kerry Ellenwood
tom.anderson@dnr.iowa.gov	Kerry.Ellenwood@dnr.iowa.gov
515-240-6059	515-462-7292

Free assistance in preparing a SWAP application is available from representatives of the Iowa Waste Exchange Program. To find your IWE Representative, click on the IWE Representative Service Area Map.

Eligibility

Eligible applicants have an interest in or responsibility for solid waste management in Iowa. Eligible applicants include:

Municipalities	Not-for-profit organizations
Counties	Private business
Public institutions	Individuals

In order to determine funding eligibility, the Department reserves the right to verify any information presented in the application and to determine the applicant's compliance status with applicable Local, State and Federal statutes and regulations. If an applicant is selected to receive financial assistance, an offer of financial assistance may be rescinded if the applicant is determined to be out of compliance with applicable Local, State and Federal regulations.

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. Waste reduction equipment purchase and installation including labor for installation;
2. Collection, processing, or hauling equipment including installation and labor for installation;
3. Education/public awareness materials development, distribution/posting, printing;
4. Planning and implementation of educational forums including, but not limited to, workshops and conferences;
5. Materials and labor for construction or renovation of buildings;
6. Salaries directly related to implementation and operation of the project (salaries are **not** a high funding priority)
7. Laboratory analysis costs; and
8. Engineering or consulting fees.

Ineligible Expenses

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

1. Rent of facility or equipment used in daily operations;
2. Taxes;
3. Vehicle registration;
4. Overhead expenses;
5. Indirect costs;
6. Legal costs;
7. Contingency funds;
8. Application preparation
9. Agreement administration;
10. Land acquisition;
11. Office furniture, office computers, fax machine and other office furnishings/equipment;

12. Costs for which payment has or will be received under another federal, state or private financial assistance program; and
13. Costs incurred before a written agreement has been executed between the applicant and the Department.

Project Cost Share

Applicants are required to provide a minimum cash match of 25 percent (25%) for each budget line item in which SWAP funding is requested.

Financial Assistance Type

The type(s) of financial assistance awarded to selected projects depends on the total amount awarded. Award disbursement for projects occur as follows:

- Awards of $1 to $24,999 is eligible as a forgivable loan
- Awards of $25,000 to $75,000 is eligible as a zero-interest loan
- Award amounts greater than $99,999 is eligible as a 3% interest loan

SWAP Award Example – Applicant selected to receive an award total of $173,500.

Award Distribution	Award Type	Cumulative Award Amount
The applicant is awarded $24,999 as a	Forgivable loan	$24,999
The applicant is awarded $75,000 as a	0% loan	$99,999
The applicant is awarded $73,501 as a	3% loan	$173,500

At the Department's discretion, financial assistance awarded may deviate from the award disbursement listed above.

Project Types

The following project categories are a general description of project examples that are considered eligible for funding. This is a representative list of project types, **not** an all-inclusive list of project types. Projects must result in a decreased reliance on Iowa sanitary landfills for final disposal of materials.

- Source Reduction: Activities and actions that reduce the amount of waste generated.
- Research, Development and Demonstration: New processes that reduce the amount of waste produced or collection, processing or market development of re-manufactured new products.
- Collection / Processing: Activities that recover or transport materials or prepare materials for recyclable material markets.
- Reuse or Repair: Activities and actions that extend the useful life of materials for their intended purpose or a sustainable upcycled purpose.
- Composting / Anaerobic Digestion: Actions that facilitate the controlled biological decomposition of organic solid waste.
- Market Development: Activities that stimulate or increase the demand for recovered recyclables.
- Education: Projects that inform and instruct the public on waste management.

Completing the Application

All proposals will be reviewed based on the applicant's thoroughness in addressing identified evaluation criteria on Form B, Project Narrative. Points assigned to the evaluation criteria for each project type total 100 points. The review committee shall evaluate each proposal and determine its merits based on the following criteria:

1. Project Description

- Concisely summarize the proposed project and its expected outcome.

2. Project Need - 20 Points

- Provide a detailed narrative of the proposed project.
- Identify the need or problem the proposed project will address.
- Describe the project service area.

- Identify the targeted population.
- Explain the current management method of targeted solid waste.

3. Project Objectives and Participation - 30 Points

- Describe project objective (overall project accomplishment).
- Describe project goals (actions to reach objective).
- Describe how project goals will be:
  a. Obtained - describe *actions* that will lead to accomplishment of the goals;
  b. Measured - describe *tools* that will verify achievement of the goals;
  c. Sustained - describe *methods* that will sustain the project; and
  d. Justified - describe *why* the goals chosen are relevant to the overall objective.
- Describe project participants' relevant experience and role in the project.

4. Project Impact - 50 Points

- Describe amount and type of solid waste to be diverted from Iowa sanitary landfills.
- Identify how the proposed project will be monitored and metrics that will be used.
- Calculate the avoided landfill costs per ton diverted over one year, three years, and five years *(e.g., tonnage fees, tipping fees, transportation costs, treatment, etc.).*
- Describe number, type, and wage scale of jobs created and jobs retained.
- Describe if and how the project will reduce the toxicity of the solid waste stream.
- Describe market effects and/or new markets developed for recyclable materials.
- Describe project replicability.

Department Contacts and Resources

Iowa Department of Natural Resources
6200 Park Ave Ste 200
Des Moines, Iowa 50321

Phone: (515) 725-8200
Fax: (515) 725-8201

Solid Waste Alternatives Program		
Tom Anderson	(515) 240-6059	tom.anderson@dnr.iowa.gov
Kerry Ellenwood	(515) 462-7292	kerry.ellenwood@dnr.iowa.gov
Solid Waste Permitting		
Mike Smith	(515) 229-8356	mike.smith@dnr.iowa.gov
Air Quality Permitting		
General Number	(515) 725-9500	
Water Quality Permitting		
General Number	(515) 725-8200	
Recycling Assistance and Market Development		
Tom Anderson	(515) 240-6059	tom.anderson@dnr.iowa.gov
Mobile Education Exhibit		
Kerry Ellenwood	(515) 462-7292	kerry.ellenwood@dnr.iowa.gov
Comprehensive Solid Waste Plans / Responsible Agency		
Stephanie Graham	(515) 782-7116	stephanie.graham@dnr.iowa.gov
Becky Jolly	(515) 725-8308	becky.jolly@dnr.iowa.gov

Solid Waste Environmental Management Systems Program

Stephanie Graham	(515) 782-7116	stephanie.graham@dnr.iowa.gov

Household Hazardous Materials Programs

Julie Ritter	(515) 669-8474	julie.ritter@dnr.iowa.gov
Tom Anderson	(515) 240-6059	tom.anderson@dnr.iowa.gov

Pollution Prevention (P2) Services

Jeff Fiagle	(515) 322-9928	jeff.fiagle@dnr.iowa.gov

Derelict Building Grant Program

Reid Bermel	(515) 217-7230	reid.bermel@dnr.iowa.gov

Dept. of Natural Resources Homepage
www.iowadnr.gov

Financial and Business Assistance Homepage
www.iowadnr.gov/faba

Application Forms

The application form can be downloaded at www.iowadnr.gov/SWAP.

Note: Form E - Comprehensive Planning Agency Review and Comment Form

- Applicants are required to provide a completed application to the comprehensive solid waste planning area for their review and comment prior to submitting an application for funding consideration.
- A completed Form E is encouraged to be submitted with your application, though not always possible. At a minimum, acknowledgement that a completed application has been submitted to the comprehensive solid waste planning area contact is required.

Below are links to assist applicants complete Form E requirements.

Form E - To determine an applicant's Comprehensive Planning Area Agency, use the interactive map on the Comprehensive Planning webpage or visit the online directory at: Comprehensive Planning Area Descriptions.

Contact information for each Comprehensive Planning Area Agency can be found at: Comprehensive Planning Area Agency Contacts - Select "Comprehensive Planning Contacts List" from the Report menu.

For assistance, contact Stephanie Graham at stephanie.graham@dnr.iowa.gov or 515-782-7116.