



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

**GENERAL INFORMATION**

The Professional Development Assistance (PDA) Program offers forgivable loans to assist in the training, awareness, and development of Iowa professionals responsible for reducing and managing Iowa's non-hazardous solid waste and the reduction/recovery of food waste.

The goal of the PDA Program is to provide financial awards to assist in the development and delivery of workshops, conferences and training and to attend a conference, workshop or training where the purpose is to gain a better understanding of solid waste and food waste issues, policies, programs, etc. that can be incorporated into the applicant's work.

This document provides the guidelines, instructions, and application forms relating to the PDA Program and is available for download at: [www.iowadnr.gov/SWAP](http://www.iowadnr.gov/SWAP).

**Applicant Eligibility**

Eligible applicants include any unit of local government, non-profit organization/association, K-12 school, college or university having the responsibility for solid waste reduction and management and food waste reduction and recovery, leading to an increase in landfill diversion in Iowa.

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 If an applicant is selected to receive financial assistance, an offer of financial assistance may be rescinded if the applicant is determined to be out of compliance with applicable local, state and Federal regulations. The applicant must also be current and in good standing with 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 as they relate to solid waste reduction and management and reduction and recovery of food waste leading to a reduction in landfilling of Iowa solid waste and food waste.

Also eligible for funding is registration and travel costs associated with solid waste and food 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 K-12 schools, colleges, universities, and non-profit organizations/associations;
- Funding is limited to two persons from the requesting applicant
- Funding is limited to no more than four (4) 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, providing technical assistance to an identified audience, general 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 or food 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 must be signed by an authorized representative of the applicant and may be submitted by hard copy mail (with prior approval) or emailed. Proposals must be addressed to the attention of:

Stephanie Graham  
Land Quality Bureau  
Department of Natural Resources  
6200 Park Ave Ste 200  
Des Moines, Iowa 50321  
Email: [stephanie.graham@dnr.iowa.gov](mailto:stephanie.graham@dnr.iowa.gov)

## **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 and resulting benefits 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
- Support letters from community partners (not counted as part of Project Narrative - Form B)

## **Proposal Outline**

Proposals must be presented in the order identified below.

- Proposal Cover Sheet - Form A**
- Proposal Narrative - Form B - text not to exceed five (5) pages**
- Proposal Timeline - Form C**
- Proposal Budget - Form D**
- Minority Impact Statement**
- Applicant Disclosure**

## **Proposals**

- Proposals will be reviewed upon submission, unless otherwise announced by the Department.
- 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.

**NOTE:** The length of time from proposal review to fund availability will vary, but it is estimated to be approximately 3 to 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.
- Cash match shall not utilize funds previously awarded through the Solid Waste Alternatives Program.
- Awards shall not exceed \$2,500 per person attending a workshop, conference or training.

## **Eligible and Ineligible Expenses**

### **Eligible Expenses**

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

1. Development, printing and distribution of marketing or promotional materials;
2. Development and distribution of electronic marketing or promotional materials;
3. Development, printing and distribution of educational materials;
4. Development and electronic distribution of educational materials;
5. Facility rental;
6. Speaker fees and speaker per diem; and
7. Registration fees, travel, lodging and meals for solid waste or food waste related conference, training, workshop or similar event.

### **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:

Stephanie Graham  
Land Quality Bureau  
Department of Natural Resources  
6200 Park Ave Ste 200  
Des Moines, Iowa 50321  
Phone: 515-782-7116  
Email: [stephanie.graham@dnr.iowa.gov](mailto:stephanie.graham@dnr.iowa.gov)  
Fax: 515-725-8201

Tom Anderson  
Land Quality Bureau  
Department of Natural Resources  
6200 Park Ave Ste 200  
Des Moines, Iowa 50321  
Phone: 515-240-6059  
Email: [tom.anderson@dnr.iowa.gov](mailto:tom.anderson@dnr.iowa.gov)  
Fax: 515-725-8201

### **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.
- Describe how the formal presentation or equivalent activity will be delivered; and
- Describe the solid waste or food 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.