SOLID WASTE ALTERNATIVES PROGRAM (SWAP)

Iowa Department of Natural Resources
Kayla Lyon, Director

Proposal Application and Guidelines for Project Requests of Less than $25,000

2026

Land Quality Bureau
6200 Park Ave Ste 200
Des Moines IA 50321
515-725-8200

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SOLID WASTE ALTERNATIVES PROGRAM
SMALL PROJECT APPLICATION

The Solid Waste Alternatives Program - Small Project Application is limited to financial assistance requests of less than $25,000. This application is a streamlined application for projects that are generally smaller in scope.

The following information is provided to assist applicants in successfully completing a Small Project Application through the Solid Waste Alternatives Program (SWAP).

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
515-725-8308

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 providing a completed application to the appropriate agency to complete Form E. Applicants may also access 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 less than $25,000.

Information, guidelines and application forms for applicant requests of $25,000 or greater can be found at www.iowadnr.gov/SWAP.

SWAP Process

1. Applications 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

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 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.

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 material 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.

This application may only be used if the applicant is requesting less than $25,000 in funding assistance. If you are requesting $25,000 or more in funding assistance, you **must** follow the Solid Waste Alternatives Program application guidelines and forms found at www.iowadnr.gov/SWAP.

Program Requirements

Below are clarifications, suggestions and other general information to assist the applicant in successfully completing application materials. The information below is intended to provide guidance, not to be a comprehensive outline of all things an applicant should address.

Form A - Proposal Cover Sheet

- Amount of Applicant Cash Match Committed: Applicants are required to provide a minimum of 25% cash match for each budget line item in which SWAP funding assistance is requested on Form D.
- Facility Location: The physical location the proposed project will take place or is based.
- Project Service Area Description: The geographical area directly impacted by the proposed project.

Form B - Project Narrative

- Provide a detailed narrative addressing the identified evaluation criteria.
- The narrative is limited to 8 pages with a minimum text size of 12 point.

Form C - Project Timetable

- Identify project tasks including start and end dates and the person(s) responsible for completing the identified tasks.
- Anticipate funding would be available approximately 2 months following the date of award.

Form D - Budget Summary

- List items for which funding assistance is requested.
- Applicants are required to provide a minimum of 25% cash match for each budget line item in which SWAP funding assistance is requested.
- Requested funding amount and applicant 25% cash match total should equal the amounts shown on Form A.

- Applicants are encouraged to list and identify the value of other applicant match committed to the proposed project. Other applicant match may include cash, the value of existing assets necessary for the development and implementation of the proposed project, the value of volunteer services, etc.

From D - Budget Narrative

- Provide a narrative that details each budget line item and their role in the proposed project.
- Identify why the specific item(s) were selected.
- Amount of Other Applicant Match: Though not required, applicants are encouraged to identify the value of other match committed to the proposed project. Other applicant match may include cash, the value of existing assets necessary for the implementation and sustainability of the proposed project, the value of volunteer services, etc.

Form E - Comprehensive Planning Area 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 DNR 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.

Applicant Disclosure

- The Applicant Disclosure is a method to help ensure program funds are used for their intended purpose.

If you have question on how to correctly complete the following forms, please contact Tom Anderson at tom.anderson@dnr.iowa.gov or 515-240-6059 or Stephanie Graham at stephanie.graham@dnr.iowa.gov or 515-782-7116.

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.