

# Getting Grant Ready: Milestones, Metrics, and Measurements



**CAPACITY**  
**COLLABORATIVE**

# Cynthia Naha, Senior Associate

Hello, my name is Cynthia Naha, I am enrolled member of the Hopi Tribe and is Tewa and Ihanktowan Dakota Oyate and currently reside in my traditional homes of my Tewa people, here in Santa Fe, NM.

Over the past 20 years, I have worked in the Environmental Protection and Natural Resources field for several different Tribes and Pueblos located in Arizona, California, and New Mexico. Currently, I am the Director the Environment Department for Picuris Pueblo and the former Director of the Natural Resources Department for Santo Domingo Pueblo, both are federally recognized tribes in NM.

I also work with the American Indian Higher Education Consortium (AIHEC)/Southwest Climate Adaptation Science Center (SW CASC) as a Senior Tribal Climate Resilience Liaison.



**A lot of information:  
add your questions  
to the Q&A dialogue  
box in GoToWebinar**



**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)  
**TITLE:** SOLID WASTE INFRASTRUCTURE FOR RECYCLING (SWIFR)  
GRANTS FOR TRIBES AND INTERTRIBAL CONSORTIA

**ACTION:** Request for Applications (RFA)

**FUNDING OPPORTUNITY NUMBER:** EPA-I-OLEM-ORCR-23-07

**Assistance Listing No:** 66.920

**KEY DATES:**

**Jan. 4, 2023** RFA OPENS  
**Jan. 19 and 25, 2023** INFORMATION SESSION SERIES #1  
**Feb. 1 and 7, 2023** INFORMATION SESSION SERIES #2  
**April 4, 2023** RFA CLOSES – APPLICATIONS DUE BY 11:59 PM (EDT)  
**Aug. 2023** ANTICIPATED NOTIFICATION OF FUNDING SELECTION  
**Dec. 2023** ANTICIPATED AWARD

**APPLICATION SUBMISSION DEADLINE:** Application packages must be submitted electronically to the EPA through Grants.gov ([www.grants.gov](http://www.grants.gov)) no later than **April 4, 2023**, at 11:59 p.m. (ET) to be considered for funding.

**Note** - Prior to naming a contractor (including consultants) or subrecipient in your application as a "partner", please carefully review Appendix A of [EPA's Contracts and Subawards Solicitation Clause](#) that are incorporated by reference in this announcement (refer to *Section III.D: Named Contractors and Subrecipients*). EPA expects recipients of funding to comply with competitive procurement contracting requirements as well as EPA's rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace based on a contractor's role in preparing an application or prior relationships with the contractor that were not established in compliance with competitive procurement requirements. Note that these competitive procurement requirements apply with equal force to contractual relationships established prior to or after the award of EPA funds.

There is no cost match required for this funding opportunity.

**For the Purpose of  
today's webinar, I will  
be using the SWIRF  
Grant & Solid waste as  
the example.**





# Looking Back @ the Previous Webinars

Your Project is Awarded and now its time for  
implementation



Awarded the \$100,000  
for FY 2024 (Oct. 1 to  
Sept. 30<sup>th</sup>, 2024)

Using your Scope of Work to help capture milestones, metrics and  
measurements

# What & Why are Milestones Important?

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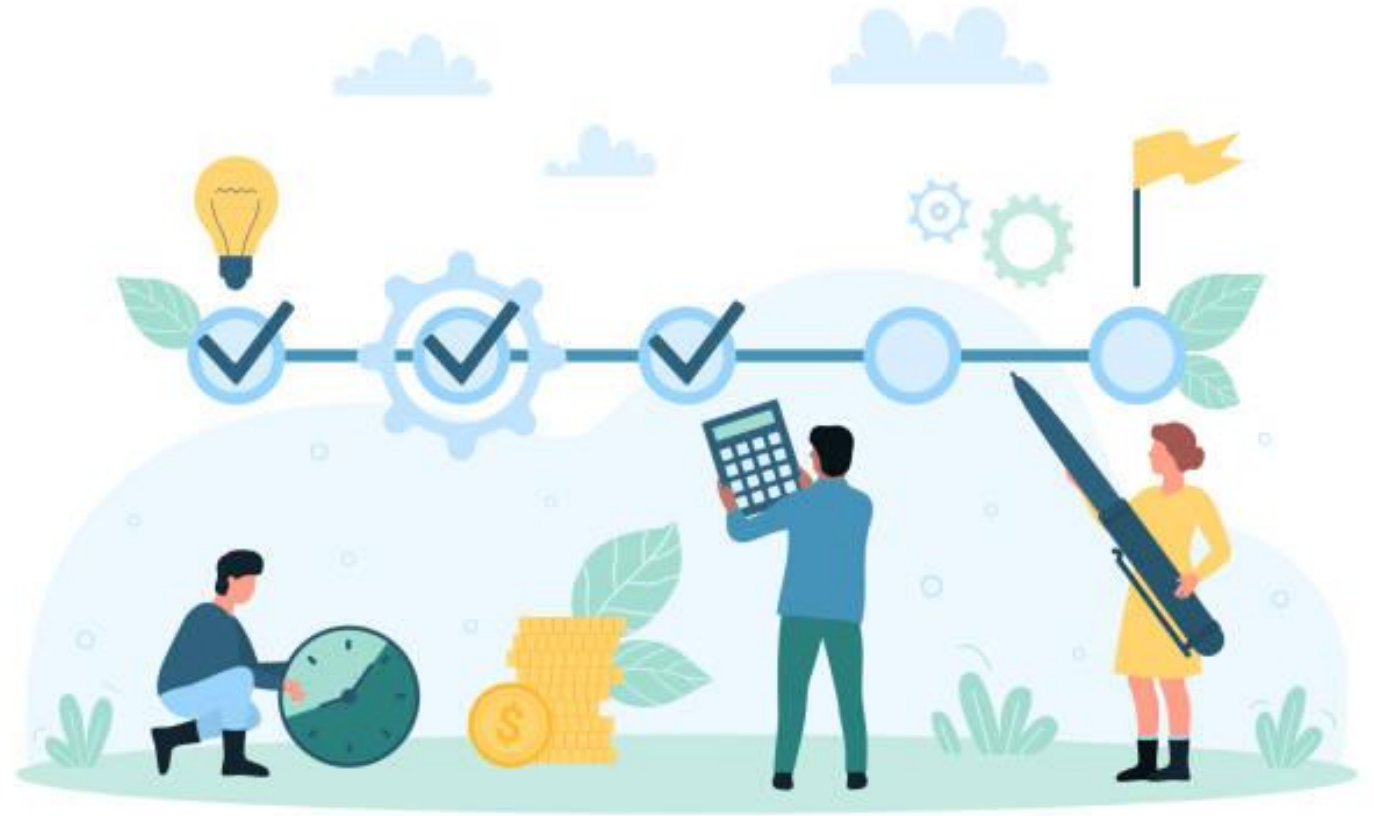




They are important activities that mark a project's progress during a grant period and act as deadlines to keep it on track.



# How Are Milestones Used



Hiring

Hiring key personnel

Executing

Executing a contract with a partner organization

Hosting

Hosting an event

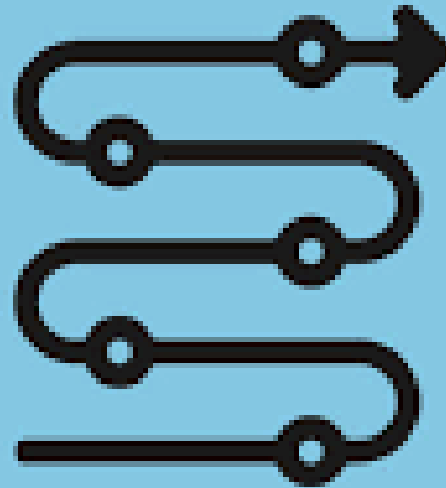
Training

Completing training



For example, milestones for a research project might follow along a strict timeline with

- Testing
- Reviews
- report drafts
- publication.



Other programs may have much less detailed timelines with fewer milestones.

Grant Milestones	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Hire a Solid Waste Coordinator & Technician	X			
Review of Integrated Solid Waste Management Plan (ISWMP)	X			
Conduct Waste Stream Audit/Characterization		X		
Attend Trainings	X	X	X	X
Update Plan				X



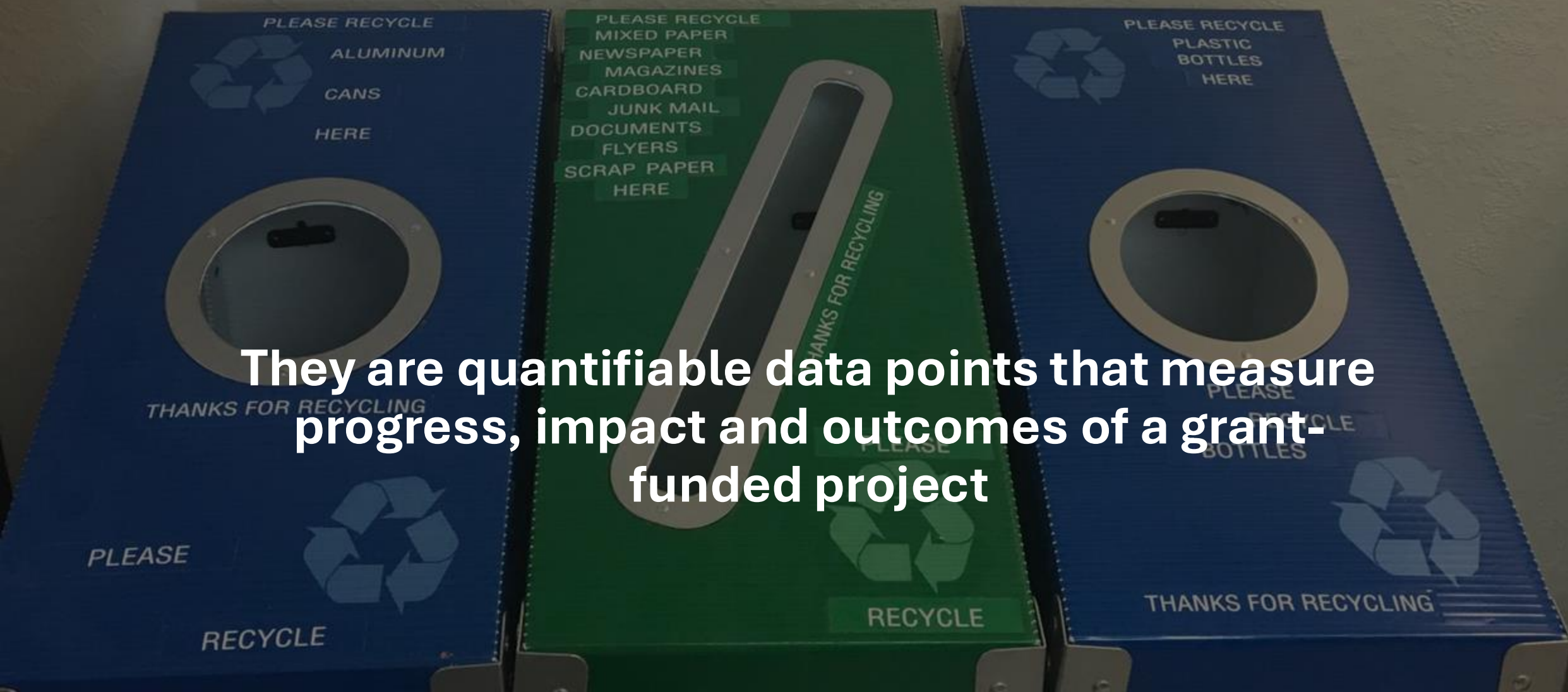
# Milestones can be...



Simple or Complex

# What & Why are Metrics Important?

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**They are quantifiable data points that measure progress, impact and outcomes of a grant-funded project**

PLEASE

RECYCLE

THANKS FOR RECYCLING

PLEASE RECYCLE  
MIXED PAPER  
NEWSPAPER  
MAGAZINES  
CARDBOARD  
JUNK MAIL  
DOCUMENTS  
FLYERS  
SCRAP PAPER  
HERE

RECYCLE

THANKS FOR RECYCLING

PLEASE RECYCLE  
PLASTIC  
BOTTLES  
HERE

THANKS FOR RECYCLING

PLEASE  
RECYCLE  
BOTTLES



# How to measure the impact of a grant?

Here are some simple steps for designing measurable outcomes for your grant project:

1. Decide which outcomes are important. Think about what your goals are with your program. ...
2. Figure out how you will know if you achieved your outcomes. ...
3. Design a measurement system or way to track your indicators.



## NOTICE

THE TRIBAL UTILITY AUTHORITY YARD WILL BE **CLOSED ON**

Friday, May 18, 2018 From 8AM- 12PM

A WASTE STREAM AUDIT WILL BE HELD

*NO ONE IS ALLOWED TO ENTER THE YARD FOR SAFETY PURPOSES*

We will RE-OPEN the Yard From 1PM- 5PM

Any Questions, Please Contact

SAMANTHA CALABAZA AND/ OR CYNTHIA NAHA  
@ 465-0055 During Business Hours: 8-12PM, 1-5PM

Thank You For Your Cooperation and Understanding  
HAVE A NICE DAY!



# What are Key Metrics?

Are also known as key performance indicator (KPI), a key metric is a statistic which, by its value gives a measure of an organization or department's overall performance.





## J. Measuring and Reporting Environmental Results: Outputs and Outcomes

Pursuant [EPA Order 5700.7](#) “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. The EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes.

**Outputs.** The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a specified period or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

**Outcomes.** The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or

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objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature. Applications must include a description of anticipated project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period. Include the quantitative target associated with the outcome, as appropriate.

Applicants must discuss the following environmental outputs and outcomes in the Project Narrative Application (see Appendix B). Grant recipients will be expected to report only on following measures applicable to their project.

Priority Category	Possible Points Given
Dumpsite/Stockpile Information	15
Project Outcomes and Metrics	15
Need and Urgency	10
Long-Term Plan	10
Project Budget and External Funding	10
Education	15
Innovation	8
Collaboration and Partnerships	12
Population Served	5
<b>Total</b>	<b>100</b>



## Outcomes and Metrics

15 Points

What are the desired outcomes of the proposed project(s)?

How will you know that you have achieved the desired outcome?



# Difference Between Milestones & Metrics

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Milestones are:

- Specific Goals/achievements
- These include:
  - Dates
  - Deadlines
  - Tasks
  - Budget

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Attend Trainings	X	X	X	X
Update Plan				X

## Respect Our Pueblos



**ONLY YOU CAN HELP PREVENT ILLEGAL DUMPING**



Metrics are:

- Quantitative indicators
- Should be relevant to your goals & focus area
- Represented by:
  - Percentages
  - Raw numbers
  - Dollar amounts

# What & Why are Measurements Important?

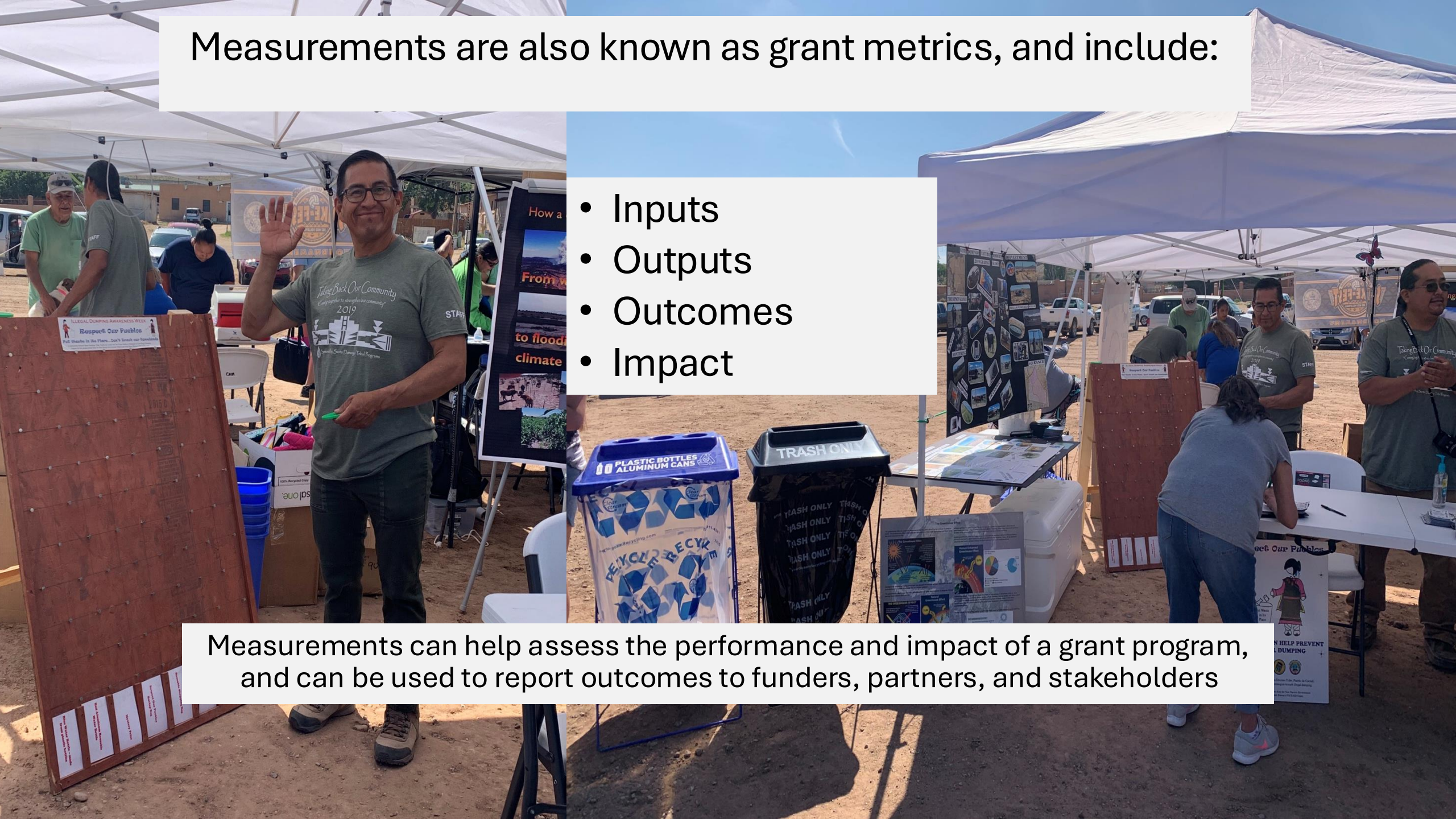
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Measurements are also known as grant metrics, and include:

- Inputs
- Outputs
- Outcomes
- Impact

Measurements can help assess the performance and impact of a grant program, and can be used to report outcomes to funders, partners, and stakeholders





# Again...how to measure the impact of a grant?

Here are some simple steps for designing measurable outcomes for your grant project:

1. Decide which outcomes are important. Think about what your goals are with your program. ...
2. Figure out how you will know if you achieved your outcomes. ...
3. Design a measurement system or way to track your indicators.



# How are Milestones, Metrics, & Measurements

- Either way, they are all tools that can help you measure progress towards goals:
  - Milestones: time-bound goals that break down larger objectives into smaller, more manageable tasks.
  - Metrics: are quantifiable measurements that include how you're doing, should be relevant to your focus.
  - Measurements: can be defined once and then reused across multiple programs or used multiple times in one program.





# Deliverables Used to Capture Milestones, Metrics, & Measurements

These are accomplishments achieved through an awarded grant

Deliverables are typically reported back to the grant funder as proof of the Tribe's effective use of funds



However, a grant deliverable can take many different forms, such as:

The development of a “product” or something physical and tangible such as *“The updated ISWMP”*

The number of individuals impacted by, engaged by, or served by the Solid Waste/Recycling Program

Community Survey on participation in the services

Activities engaged in or provided by staff (Earth Day/Environmental Fair)

Improved service provision or program processes

Grant deliverables will look different depending on the purpose of a grant and the specific mission of your organization.



# Tribal Community Events

## **FREE TRASH WEEK**

**WHEN:** JULY 20 - 25, 2020

**TIMES:** 8:30 am to 4:30 pm

**WHERE:** TUA Transfer Station

It's that time of year for Tribal members to clean up in and around their homes and neighborhood to help keep our community clean. This is a US EPA GAP funded project in collaboration with the Tribal Utility Authority to prevent Illegal Dumping.



This event allows for the Tribal members to utilize the transfer station free of charge, however a few items will still have a fee and residents should call to ask what items will still be charged.



For more information please contact:  
Keith Pacheco, Environmental Technician  
@ our offices 505-465-0055 or  
cell 505-469-3574



# Signage

## **Natural Resources Department's Recycling Program**

**15 Tesuque Street Santo Domingo Pueblo, NM 87052**

**Phone: 505-465-0055**

**Hours of Operation: Monday - Friday 8:00 am to 5:00 pm**

**Saturdays 8:00 am to 12:00 pm**

**Closed: Sundays, For Ceremonies, and Select Federal Holidays**

### **Items Accepted in the Recycling Trailer:**

**Plastics #1 through #7**

**Aluminum and Tin/Steel Cans**

**Mixed Paper** (shredded paper **MUST** be bagged)

**Corrugated Cardboard** (please break all boxes down and remove Styrofoam)

**Do not place pizza boxes or boxes contaminated with food residue into bin**



# Community Outreach to Capture Raw Numbers/Percentages







### New Mexico Recycling and Illegal Dumping (NM RAID) Grant

- The purpose of the NM RAID Grant is to protect the health and welfare of current and future residents of New Mexico by promoting environmentally sound methods for reuse and recycling
- Funding can be up to \$1,000,000 available annually to:
  - Offset the cost of scrap tire collection and recycling
  - Establishing recycling facilities
  - Purchasing equipment for recycling and scrap tire management
  - Purchasing products produced by a recycling facility
  - Providing education outreach regarding scrap tire management, recycling, and illegal dumping
  - Developing recycling infrastructure
  - Abating illegal dumpsites
  - Contracting with vendors to promote recycling
- \*At least 2/3 of budgeted grant money in each fiscal year is allocated to tire abatement and recycling programs, and 1/3 is allocated to the abatement of illegal dumping and recycling of other solid wastes

• Eligibility:

- Municipalities
- Counties
- Tribal Nations, Pueblos and Tribes
- Land Grant Communities
- Cooperative Associations (as defined in the Recycling & Illegal Dumping Act)

NOTE

\*Ineligible entities are encouraged to partner with eligible entities. The applicant must be able to complete the project within one year.

\*Matching and in-kind contributions are not required but are encouraged.

# On a last note...

## Be sure to read the RFA or other grant funding opportunity to understand your requirement for capturing milestones, metrics and/or measurements,

"Yes, we are serious  
 Allow us to put a draft ordinance in place.  
 Enforcement - Is there anyone patrolling?  
 - we are the purchasers  
 but we...

combines ORAL tradition of storytelling with VISUAL and SOUND capabilities of digital media

We can't do it alone - we need to do it as a team.  
 - monetary incentives?  
 - people don't have to take tires etc.  
 - blue turbine - could be taking it



# Questions?

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