Mercury Products Recycling Grant Program

APPLICATION GUIDELINES

N.C. Department of Environment and Natural Resources
Division of Environmental Assistance and Outreach

The purpose of this grant program is to assist local governments in developing, expanding and implementing recycling programs for products containing mercury with particular emphasis on increasing the number of collection sites for fluorescent lights and mercury thermostats. The Division of Environmental Assistance and Outreach will administer the Mercury Products Recycling Grant Program through the Solid Waste Management Trust Fund with funding assistance from the Division of Waste Management Mercury Switch Program as provided by NCGS 130A-310.54.

With the release of these application guidelines, DEAO is accepting applications for grant funding from municipalities, counties and solid waste authorities to implement programs collecting and recycling mercury containing products from the public. **Applicants should carefully read this entire document prior to submitting an application.** Applicants are strongly encouraged to contact Sandee Roof at (919) 707-8116 or sandee.roof@ncdenr.gov to discuss application requirements and funding options prior to submitting an application.

Eligible Entities:

North Carolina counties, municipalities and solid waste authorities are eligible for funding through the Mercury Products Recycling Grant Program.

Available Funding:

The Division of Environmental Assistance and Outreach (DEAO) plans to offer grants through the Mercury Products Recycling Grant Program on an ongoing basis for the duration of the funding availability. Approved applications will generally be funded in the order in which they were received. Contracts will only be initiated once all application requirements are met. In the event that funding is not available when an application is submitted, DEAO will place applicants on a waiting list in the order in which they were approved and initiate the contract as soon as funds become available. **There is no due date for applications.**

Program Options:

The Mercury Products Recycling Grant Program seeks to assist local governments with funding to increase the recycling of mercury-containing products. Programs must accept, at no cost, fluorescent lights and thermostats from the public at a minimum of one location that is open at least five (5) days a week on an ongoing basis. Mercury-containing products generated from government facility operations, public schools, and/or commercial sources are not eligible for grant support. Funding will be available for programs as follows:

1. **Funding for New Stand-Alone Ongoing Mercury Products Collection Program**: Funding is available for local governments to establish an ongoing mercury product recycling program separate from current HHW program. New programs must accept at no cost fluorescent lights and mercury thermostats from the public at least five (5) days a week at a minimum of one location. New programs may accept and manage fluorescent lights from commercial sources and/or government facilities, but grant support is not available to assist with the recycling costs of managing mercury products collected by these efforts.

2. **Funding to support HHW program based collection of mercury containing products**: Funding is available to assist local governments with the collection of mercury-containing products through regularly scheduled HHW collection programs with the condition that the governments also establish an ongoing, stand-alone program for the collection of fluorescent lights and mercury thermostats at no cost from the public at least five (5) days a week at a minimum of one location.

Examples of Fundable Activities:

Grant Support for New Programs, Temporary and/or Permanent Programs:

To qualify for funding, a program must be established that is accessible to the public at a minimum of one location for at least (5) days per week year round. Funding is available for the following program elements:

- storage buildings (e.g., sheds)
- storage containers for receiving materials at collection sites (e.g., deck storage boxes)
- program materials and packing supplies
- signs
- fluorescent light and thermostat recycling costs (Program Option 1)*
- support for HHW efforts to collect mercury products (Program Option 2)**
- thermostat collection box
- mercury spill kit
- education and outreach / program promotional expenses
- mercury thermometer exchange

*Funding for recycling costs of fluorescent lamps and tubes accepted by new stand-alone ongoing mercury product recycling programs will be limited to and cannot exceed $500.00 per grant award.
**Funding is for the management of mercury products collected through HHW programs and will be limited to and cannot exceed $5000.00 per grant award.

Please note: Drum-top bulb crushers are not eligible for Mercury Products Recycling Grant Program funding.

Other General Requirements:

1. ***Fluorescent Lights from Public Buildings*** – Each applicant must demonstrate a recycling program exists for fluorescent lights and mercury containing thermostats generated at local government-owned buildings.
2. ***Thermostat Recycling*** – Each applicant must establish mercury containing thermostat recycling program or include the implementation of such a program as part of their grant proposal in order for their grant application to be considered. For information on thermostat recycling programs visit: http://www.thermostat-recycle.org.
3. ***New Stand-Alone Ongoing Mercury Product Collection Program*** – Fluorescent lights collected through a newly established recycling program using grant funds must be sent to one of the approved vendors listed in **Term Contract 926B** if the applicant is seeking reimbursement of recycling costs associated with fluorescent lights. http://www.doa.state.nc.us/PandC/926.pdf.
4. ***Recycling Reimbursement Costs*** – Documentation will be required on all mercury products collected when seeking reimbursement for recycling costs associated with materials collected by stand-alone programs or for materials managed by HHW programs. Copies of invoices or manifests must be submitted to DENR with requests for reimbursement. Other reasonable expenses associated with materials collected by HHW programs must be detailed in the HHW Disposal/Recycling Expense Form. For a copy of this form, contact Sandee Roof at (919) 707-8116 or sandee.roof@ncdenr.gov. Submitted expenses will be reviewed prior to reimbursement.
5. ***Recurring Eligibility*** – To ensure that sufficient funds are available for all local governments, priority will be given to first time applicants. However, previous grant recipients are eligible to reapply if they

have exhausted all originally awarded funding and have completed all other requirements in their grant contract.

6. ***Retroactive Costs*** – NC Department of Environment and Natural Resources (DENR) grant making rules do not allow for retroactive reimbursement of costs. Any purchases made prior to the grant contract being signed by both DENR and the local government will not be reimbursed. It is estimated that grant contracts would be in place approximately two months after a grant is formally awarded.
7. ***Universal Wastes:*** Fluorescent lights and mercury thermostats are universal wastes. Collection, storage and transportation of these materials must comply with the Universal Waste Regulations as set forth in 15A NCAC 13A.0119. For more information contact Labeed Kady, Division of Waste Management, Hazardous Waste Section, at (919) 707-8229 or labeed.kady@ncdenr.gov.
8. ***Applicant must be in good standing with DENR:***
    a. Applicants with delinquencies on existing DEAO grants (e.g., failure to submit final report) will not be considered for funding until such delinquencies are corrected.
    b. All applicants selected for funding will undergo a compliance review to ensure that they do not have any outstanding Notices of Violation (NOV) or Notices of Deficiency (NOD) related to North Carolina solid waste management rules and statutes. Outstanding NOV/NODs must be corrected to the satisfaction of the N.C. Division of Waste Management prior to any grant being awarded. Applicants with outstanding NOV/NODs are responsible for providing DEAO with information indicating that they are in compliance and that NOV/NODs have been corrected before a grant contract can be initiated.
    c. Applicants that have failed to complete and submit the required Local Government Solid Waste and Materials Management Annual Report will not be considered for funding
    d. As a condition of grant award, DEAO may work with applicants to revise initially submitted proposals before entering into a contract. Any changes to initial proposals must be approved by DEAO and the applicant, and the resultant final grant application will become an attachment to the Grant Contract.

Contract Period:

The contract term for grant contracts initiated under this program will be one year. The applicant must expend funds and submit a final report within the contract period unless the time is extended by written agreement between the applicant and DENR. Requests for no-cost time extensions must be submitted to the division at least 60 days prior to the contract expiration date. Funds not expended by the end of year one will be forfeited.

Mercury Products Recycling Grant Program Application Requirements:

The following information outlines the mandatory components of the application. Please follow this format.

1. **Contact Information** including:
    - Name and title of main contact
    - Organization
    - Address
    - Telephone and fax numbers
    - E-mail address
    - Federal Tax Identification Number
2. **Management of Bulbs from Public Buildings**: Provide information on established recycling program for fluorescent lights and mercury containing thermostats from local government owned buildings. Include vendor information.
3. **Program Option and Description**: Specify whether you are seeking grant support for Option 1 - the establishment of a New Stand-Alone Ongoing Mercury Products Collection Program **or** Option 2 –

the collection of mercury-containing products through a Temporary and/or Permanent HHW Program including the establishment of a stand-alone collection program. Provide a detailed description of your plan for implementing your program including information on the service provider, collection method and frequency, program hours and availability and the name of your recycling processor. Full disclosure of fees for all mercury products collected must be presented in program description.

4. **Materials Collected**: List specific mercury containing products to be collected.
5. **Measurement Plan:** A brief description of your plans to track the mercury products collected**.**
6. **Public Outreach Plan:** A detailed description of your plan should include increased local education and public outreach efforts for recycling of fluorescent lights and mercury thermostats. Programs must register their collection sites with www.earth911.org.
   Local governments are encouraged to develop local partnerships with electric utilities such as Duke Energy, electrical cooperatives and/or local retailers for the collection of bulbs. Include plans for distributing educational materials, a list of methods that will be used to educate the community about the program and how program participation will be promoted. If available, please provide examples of any educational brochures, flyers or mailers which you plan to use. DEAO staff is available to provide feedback on and assistance with the development of program brochures and educational and promotional materials.
7. **Implementation Timeline**.
8. **Program Budget:** Use the included sample budget format for both Option 1 - New Stand-Alone Ongoing Mercury Products Collection Program and Option 2 - Temporary and Permanent HHW Programs.

Sample Budget FY 20XX/XX (program items are for illustration only)

Quantity	**Item**	**DEAO Funding**
1	Storage shed	$1,000
3	Storage containers (e.g., deck storage boxes)	$300
	Program materials and packing supplies	$150
3,000	Recycling cost for 4 foot fluorescent tubes using Term Contract 926B (cost would cover 2,000 compact fluorescent lamps, or combination of both.) Up to $500.00	$480
	Sign(s)	$250
	Brochures and various educational materials needed for public outreach plan	$350
1	Mercury Spill Kit	$50
1	Thermostat Collection Box	$25
	Support for HHW efforts to collect mercury products (only necessary if seeking grant program support of HHW efforts) Up to $5000.00 – Note: this line item is only applicable under Option 2 funding	$3200
	Total Project Expenditures	**$5805**

NOTE: Any expenses incurred before a contract is signed by both DENR and the grant recipient are not reimbursable.

How to Submit Applications:

Applicants must submit an electronic copy of their proposal. Receipt of all proposals will be acknowledged by e-mail or other correspondence. Submit electronic versions to sandee.roof@ncdenr.gov. Please submit electronic versions as Microsoft Word document.

Other General Terms and Conditions:

In addition to any terms and conditions addressed at the following link http://portal.ncdenr.org/web/deao/recycling/lg/financial-assistance. All grantees are subject to the following terms and conditions:

- **EIN and NC E-Procurement Registration** – Grantees will be required to provide the local government's EIN (Federal ID number) and to register with the state's NC E-Procurement system before a contract can be initiated. You may register for NC E-Procurement using the following link: http://eprocurement.nc.gov/
- **Publications** – Documents and publications associated with a grant contract should submitted electronically, though if printed must be printed double-sided on recycled paper containing at least 30 percent post-consumer content.
- **Final Reports** – a draft final report is required to be submitted to DEAO at least 30 days prior to the contract end date, and a final report is required to be submitted by the contract end date. Final Reports should be submitted electronically. If submitted by hard copy, all hard copies submitted should be double-sided and on recycled paper as stated above. The final report format will be provided by the assigned grant administrator.
- **Extensions –** No-cost time extensions are possible but not guaranteed for grant contracts. Grantees seeking no-cost time extensions must submit a request for a time extension at least 60 days prior to the contract end date. The request for extension must indicate how long the grantee is seeking to extend the project and the reason that the extension is being requested (i.e., why the project cannot be completed on time). Any request for an extension must include a new timeline of project milestones and payments, as well as a new budget (if budget changes are also being requested).
- **Reimbursement** – Distribution of DEAO grants funds is on a reimbursement basis. Requests for reimbursement must include proof that the funds were spent and must have the term "invoice" clearly stated on the request. Checks are usually issued between 15 and 30 days after a reimbursement request is received by DEAO.
  Please note that North Carolina State and Local Sales Taxes paid by grantees will not be counted towards project expenditures that are eligible for reimbursement.
- **Final 10 Percent of Funds** – DEAO will continue to reimburse grantees until 90 percent of the award amount has been expended. The final 10 percent of funds will be held until an acceptable final grant contract report has been received by DEAO.