Abandoned Manufactured Homes 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 counties with implementing Abandoned Manufactured Home Clean-up Programs. The Division of Environmental Assistance and Outreach (DEAO) administers the Abandoned Manufactured Home (AMH) Grant Program through the Solid Waste Management Trust Fund.

With the release of these application guidelines, DEAO is accepting applications for grant funding from North Carolina counties seeking to participate in the Abandoned Manufactured Homes Grant Program. **Applicants should carefully read this entire document prior to submitting an application.** Prior to submitting an application, potential applicants are strongly encouraged to contact David Hance, AMH Grant Program Administrator, at (919) 707-8122, david.hance@ncdenr.gov, or Rob Taylor, Local Government Team Leader at (919) 707-8139, rob.taylor@ncdenr.gov.

Eligible Entities:

Only North Carolina counties are eligible for funding through the AMH Grant Program.

Solid Waste Management Plan Requirements:

For a county to be eligible for AMH Grant Program funding, the county's 10-year solid waste management plan must contain components that, at a minimum, address the following four items (as outlined in G.S. 130A-309.113).

- A method by which the county proposes to identify abandoned manufactured homes in the county, including, without limitation, a process by which manufactured homeowners or other responsible parties may request designation of their home as an abandoned manufactured home.
- A plan for the deconstruction of these abandoned manufactured homes.
- A plan for the removal of the deconstructed components, including mercury switches from thermostats, for reuse or recycling, as appropriate.
- A plan for the proper disposal of abandoned manufactured homes not deconstructed.

When applying for an AMH Grant, applicants must provide the following:

- A copy of the AMH elements from the approved comprehensive solid waste management plan that includes the four required provisions listed above;
- A signed resolution by the board of county commissioners approving the amendment to the Solid Waste Management Plan and incorporating the AMH elements into the plan.
- Indication that each of the municipalities covered by the solid waste management plan is both fully aware and approves of the AMH elements in the comprehensive solid waste management plan. This indication may be submitted in two forms:
    - Signed and dated resolutions from each municipal board covered by the solid waste management plan that show approval of the solid waste plan including the required AMH provisions (preferred method); or
    - Letters or emails from a municipal official acknowledging the municipality's awareness of the AMH elements in the solid waste management plan and indicating their approval of those AMH elements. The letters or emails must include contact information for the municipal official including, name, title, phone number, email address and mailing address (second choice).

Counties are not required to participate in the AMH Grant Program or to operate an abandoned manufactured homes clean-up program. However, all counties that do not intend to implement an AMH program must still note this intention in their solid waste management plans.

Available Funding:

The amount of funding available through an AMH Grant is determined by the a county's designation by the N.C. Department of Commerce as a development Tier 1, 2, or 3 area (map of tier designations) as set forth by G.S. 143B-437.08.

- Counties designated as development Tier 1 or 2 are eligible for a total AMH Grant Program award of up to $40,000, consisting of a $25,000 base award, a $12,500 supplemental award, and a $2,500 one time planning grant. Planning grants may be used to develop the AMH program component of a county's 10-year solid waste management plan and/or to identify abandoned manufactured homes. Planning grants may be separate, or may be incorporated into the initial AMH Grant Program application and contract. Please contact David Hance, 919-707-8122 or david.hance@ncdenr.gov for application guidelines if you are interested in applying for a planning grant prior to or separately from applying for funds to manage deconstruction.
- Counties designated as development Tier 3 are eligible for a total AMH Grant Program award of up to $25,000. Tier 3 counties are not eligible for supplemental funds or planning grants.
- The following table summarizes the levels of AMH Grant Program funding available:

Funding Availability	Tier 1 or 2 County	Tier 3 County
Maximum Grant Funding, first time applicant	$40,000	$25,000
Maximum Grant Funding, repeat applicant	$37,500	$25,000

- Counties are directed by statute to pursue sharing the costs of managing AMH units with responsible parties. Counties should attempt to recover costs in excess of $1,000 from the responsible party prior to seeking reimbursement of grant funds. The steps required for recovering costs from responsible parties are outlined in G.S. 130A-309.114 subsection c.

AMH Grant Program Reporting Requirements:

Any county that receives funding from the AMH Grant Program will be required to complete two (2) different reports.

- Fiscal Year Progress Report – This report is due on August 1st for each fiscal year ending June 30th during which an AMH grant contract has been in place. If the grant contract term bridges two fiscal years, then a separate Fiscal Year Progress Report will be required for each fiscal year. To receive detailed information and the format for the Fiscal Year Progress Report, please contact David Hance at david.hance@ncdenr.gov, 919-707-8122, or Rob Taylor at rob.taylor@ncdenr.gov, 919-707-8139.
- AMH Grant Program Final Report – A draft of the AMH Grant Program final report should be submitted 30 days prior to the grant contract end date, and a final version must be received by the end of the grant contract term. For more information about the AMH Grant Program Final Report including final report format and guidelines, please see the DEAO Abandoned Manufactured Homes web page: http://portal.ncdenr.org/web/deao/recycling/amh.

Conditions on Submittal of Grant Application:

- Applicants with delinquencies on existing DEAO grants will not be considered for funding until such delinquencies are corrected.
- All applicants selected for funding will undergo a compliance review to ensure that they do not have any outstanding Notices of Violation (NOV) related to North Carolina solid waste statutes and rules. Outstanding NOVs must be corrected to the satisfaction of the N.C. Division of Waste Management (DWM) prior to any grant being awarded. Applicants with outstanding NOVs are responsible for

providing DEAO with information from DWM indicating that the community is in compliance and that the NOVs have been corrected before a grant contract can be initiated.

- 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.
- 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.
- Counties may directly conduct clean-up of abandoned mobile home units or they may contract with a private entity or another unit of local government to conduct clean-up operations.

Funding Period:

Applications to the AMH Grant Program will be accepted on an ongoing basis, and will generally be funded in the order received. Grant contracts will be initiated only after all application requirements are met. First time applicants and Tier 1 and Tier 2 counties will receive priority over return applicants or Tier 3 counties. 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 applications were received and approved, and will initiate the contract as soon as funds become available.

AMH Grant Contracts will be written for the contract term of either one or two years. The grantee must expend grant funds within the grant contract term unless the term is extended by written agreement between the grantee and the N.C. Department of Environment and Natural Resources. Requests for no-cost time extensions must be submitted to the division 60 days prior to the contract expiration date.

AMH Grant Program Application Requirements:

The following outlines the mandatory components of the AMH Grant Program application:

1. **Contact Information**, including:
    - Name and title of main contact
    - Organization
    - Address
    - Phone number
    - Fax number
    - E-mail address
    - County's Federal Employer Identification Number (EIN)
2. **AMH Program Description** (must include each of the following):
    - An estimate or projection of the number of AMH units intended to be managed during the grant term and the length of grant term requested (one or two years).
    - A description of the program approach to sharing the cost of deconstruction with responsible parties and a description of the process for recovery of funds from responsible parties.
    - A description of the program approach to deconstruction operations.
    - A plan for meeting basic recycling requirements when managing AMH units, at a minimum including the recycling of all metals, including siding, roofing, chassis, and window frames.
    - A plan for removal and proper management of mercury thermostats.
    - A plan for the removal and proper management of fluorescent lights.
    - A plan for the removal and proper management of white goods, tires and other materials banned from disposal in North Carolina.
    - A plan for gathering and tracking program data including the number of units managed and the tonnage and types of materials recycled and disposed for each unit (data on materials landfilled and recycled is required to be included for each project when seeking reimbursement of grant funds).
3. **Implementation Timeline for AMH Program:** application must specify desired length and projected dates of grant term (one or two year). Timeline section should include text describing the timing of the county's

general AMH program implementation history, the timing for the process for identifying AMH Units for deconstruction, and the timing of the process for the selection of the vendor(s) or contractor(s) that will perform deconstruction services (if applicable). Additionally, the timeline must include a bulleted list with key implementation dates for the following grant project elements:

- Projected date of initiation of deconstruction activities during grant term; and
- Final Report - timeline must indicate completion of Final Report before end of contract term (typically shown as last day of contract term).

4. **Program Budget:** provide a budget that identifies key program expenses and revenue elements, and that projects the total value of these expenses and revenues anticipated during the grant contract. Please include anticipated AMH Grant Program funds as one of the revenue elements. It is preferred that the budget be submitted in the form of two tables, one for expenses and one for revenues (see sample application published on AMH Website: http://portal.ncdenr.org/web/deao/recycling/amh, or contact AMH Program Administrator, David Hance for more information). Budgets should include the following details:
   - Expenses: Typical expense items may include program promotion and advertising, program supplies and equipment, contractor costs for deconstruction/disposal, landfill tipping fees, hazardous materials handling costs, and program administration costs (local labor and / or fees paid to consultants or third party administrators).
   - Planning Grant: If applying for the one time planning grant, please include planning cost projections as part of your expense budget. Planning elements may include costs such as identification and inventory of AMH units in the county, AMH mapping, and administrative costs associated with establishing AMH program including modifying local ordinances and or the county's comprehensive solid waste management plan.
   - Revenues: Typical revenue items that should be included in the revenue budget may include responsible party fees and/or application fees charged to property owners or responsible parties, sales of recyclable materials (if applicable), local contributions to the AMH program (supplemental funds from local budget, if any), and anticipated AMH Grant Program revenues (amount of requested grant). Please note that the statutes governing the AMH program require DENR to place a strong emphasis on cost recovery from responsible parties. Counties applying to the AMH Grant program are expected to articulate their approach to seeking funds from responsible parties in their AMH Program Description (application requirement #2), and to include an estimate of those revenues (if any) as a part of the program budget.
5. **Solid Waste Management Plan Component**: provide an approved copy of the AMH Program component of the 10-year Solid Waste Management Plan plus supporting documents (see Solid Waste Management Plan Requirements section on page 1 of this document for more information).

How to Submit Applications:

Applicants must submit proposal/application for an AMH Program Grant electronically to david.hance@ncdenr.gov. Reminder - please submit electronic versions of documents as Microsoft Word (preferred) or Adobe (PDF) attachments.

If electronic submission is not possible, please contact David Hance for further information/instructions by calling 919-707-8122 or emailing at david.hance@ncdenr.gov.

Grant contracts will not be initiated until all application requirements are met.

Reimbursement:
Distribution of AMH Grant Program funds is on a reimbursement basis. Requests for reimbursements must be submitted to DEAO using the invoicing format provided by DEAO and found on the AMH Website at http://portal.ncdenr.org/web/deao/recycling/amh under "Grant Program Reimbursement Documents." Copies of the reimbursement forms may also be requested by contacting david.hance@ncdenr.gov. Each reimbursement request must consist of two documents, a Reimbursement Invoice and a Project Summary. The Project Summary describes the details of the deconstruction of one AMH unit, and the Reimbursement Invoice is used to package and request reimbursement for multiple projects at one time.

The amount of grant funding available is based on a county's designation as a development Tier 1, 2, or 3 area at the time of the application to the AMH Grant Program and is also based on the size of the mobile home unit deconstructed (single wide, double wide or triple wide).

- Tier 1 and Tier 2 Counties – counties designated as development Tier 1 or Tier 2 are eligible for supplemental funds to assist with the disposition of abandoned manufactured homes. The AMH Grant Program reimbursement schedule allows for Tier 1 and Tier 2 counties to be reimbursed $1,000 for the management of single wide units plus a $500 supplemental reimbursement. Counties are encouraged to seek program cost savings through operation efficiencies and to recover costs in excess of $1,000 from responsible parties prior to using supplemental funds. When applying for an AMH Grant, the applicant's AMH Program Description must describe the approach towards seeking funds from responsible parties. Reimbursement of supplemental funds is made at the discretion of DEAO. The maximum reimbursement schedule for Tier 1 and Tier 2 counties is as follows:
    - Single wide = $1,500
    - Double wide units = $2,500
    - Triple wide units = $3,000
- Tier 3 Counties – for counties designated as development Tier 3, the maximum reimbursement schedule is as follows:
    - Single wide = $1,000
    - Double wide units = $2,000
    - Triple wide units = $3,000

Apart from planning grants, reimbursement will only be made for operating expenses directly related to the management of abandoned manufactured homes. If a county is using a contractor for deconstruction operations, documentation of disposal/deconstruction costs will be through contractor invoices, tipping fee invoices, and general full cost accounting. If the program is run internally, documentation of costs will be through full cost accounting of program expenses using an accounting methodology agreed upon by the county and DEAO. If a third party is administering or operating aspects of the AMH program, reasonable fees paid for program administration will be considered reimbursable, and details of anticipated administrative costs should have been provided as a part of the county's program budget in the grant application.

As noted above, requests for reimbursements must be submitted to DEAO using the required format provided by DEAO. Grantees are not required to submit proof of payment when requesting reimbursement, but documentation of payment prior to requesting reimbursement and documentation of all program expenses and revenues must be kept on file by the grantee. Proof of payment may include copies of invoices that have been approved for payment, statements from vendors indicating receipt of payment, copies of canceled checks, and / or account reports or general ledger statements indicating financial transactions.

In order to minimize the amount of time spent managing reimbursements, requests for reimbursement should be submitted on a quarterly basis or when a grantee has accumulated a minimum of 6 deconstructed units. DEAO may make exceptions to this on a case-by-case basis.

Reimbursed funds are generally released between 15 and 30 days after a reimbursement request is received by DEAO. Reimbursements may be paid electronically. **NOTE: Any expenses incurred before a contract is signed by both DENR and the grant recipient are not reimbursable.**

Information for Current or Previous AMH Grantees Considering Reapplication:

- There is no limit on the number of times a county can participate in the AMH Grant Program, but in order to be eligible to reapply a county must be in good standing with the AMH Grant Program, with other grant programs operated by DEAO, and must be in compliance with all solid waste statutes and rules as determined by the N.C. Division of Waste Management.
- Re-applications will not be accepted until the expiration date of the previous grant has passed.
- Re-applicants are not eligible for the $2,500 Planning Grant.
- When allocating program funding, first time applicants to the program may take priority over re-applicants.

Other General Terms and Conditions:

In addition to any terms and conditions addressed at the following link: http://p2pays.org/localgov/Grants.asp, 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 Federal Employer Identification Number (EIN) 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 be printed on recycled paper containing at least 30 percent post-consumer content.
- **Reporting Requirements** – There are two separate reporting requirements associated with the AMH Grant Program. Please see page 2 of this document for more information.
- **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 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).
- **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 will be held until an acceptable final grant contract report has been received by DEAO.
- **Program structure** – Counties may develop AMH clean-up programs that are mandatory, voluntary or any combination thereof. Counties are encouraged to develop programs that incorporate both voluntary and mandatory components. Counties are also strongly encouraged to incorporate up-front cost recovery practices into their programs to ensure that the most efficient and effective use of state grant funding is achieved.
- **Record Keeping** – Comprehensive record keeping is required for continued participation in the AMH Grant Program. At a minimum, counties should maintain records including information on all program costs incurred by the county, proof of payment for program related expenses, all costs recovered, tonnage of material disposed, tonnage and types of materials recycled, the final disposition of mercury thermostats, and "before" and "after" photos of each deconstruction site. These records should be maintained on a unit by unit basis. Failure to maintain these records may result in decreased reimbursement from DEAO and loss of eligibility to participate in the AMH Grant Program.