Mercury Products Recycling Grant Program

APPLICATION GUIDELINES

N.C. Department of Environment and Natural Resources
Division of Waste Management
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 Joe Fitzpatrick at (919) 707-8121 or joseph.fitzpatrick@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. Grant 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 any current HHW program that the local government may sponsor. 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 provide 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:

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. ***Notification Requirement if collecting at a Permitted Solid Waste Facility:*** Local governments establishing collection programs for mercury products at any solid waste permitted facilities must provide written notification to the NC Division of Waste Management, Solid Waste Section, Attention: Ed Mussler, P.E., Permitting Branch Head, 1646 Mail Service Center, Raleigh NC 27699-1646, Ed.Mussler@ncdenr.gov. Written notification must include facility name and address, permit number, a list of mercury containing materials to be collected and a description of the specific location for handling and storage of materials at the permitted facility.
3. ***Staff Training Procedures:*** Applicants must demonstrate how staff will be trained in the proper handling and storage of all mercury containing materials in accordance with Universal Waste Rules 15A NCAC 13A.0119 as well as in proper spill containment and clean-up. Spill response materials and instructions for cleaning up mercury spills to be readily accessible at the storage facility.
4. ***Thermostat Recycling:*** Each applicant must establish a program for the collection and recycling of mercury containing thermostats 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.
5. ***New Stand-Alone Ongoing Mercury Product Collection Program:*** Fluorescent lights collected through a newly established recycling program using Mercury Products Recycling Grant Program

funds (Program Option 1) 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.

6. ***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 Joe Fitzpatrick at (919) 707-8121 or joseph.fitzpatrick@ncdenr.gov. Submitted expenses will be reviewed prior to reimbursement.
7. ***Recurring Eligibility:*** To ensure that sufficient funds are available for all local governments interested in establishing programs to recycle mercury containing products, when making grant awards 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.
8. ***Retroactive Costs:*** NC Department of Environment and Natural Resources (DENR) grant making rules do not allow for the reimbursement of costs for purchases made prior to the execution of a grant contract. Any grant-related purchases made prior to the grant contract period start date will not be reimbursed. It is estimated that grant contracts will be in place approximately two months after a grant is formally awarded.
9. ***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.
10. ***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 NC 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.
11. ***Agreement on Final Grant Applications:*** As a condition of grant award, DEAO may work with applicants to revise initially submitted proposals before entering into a grant 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. Grantees must expend funds and submit a final report within the contract period unless the contract term is extended by written agreement between the grantee 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 the contract period will be forfeited. Any funds expended prior to the start of the contract will not be reimbursed.

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 information on the vendor and or method used to recycle the collected materials.
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. 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 any fees charged to program users for the collection of any mercury products to be collected must be presented in this program description.
4. **Staff Training Procedures**: Provide a written statement detailing staff training procedures on proper handling and storage of mercury products (see Other General Requirements item #3 for more information).
5. **Materials Collected**: List specific mercury containing products to be collected. List must include mercury containing thermostats.
6. **Notification Requirement:** If your program will collect or store materials at a permitted solid waste facility please include copy of notification made to NCDENR, Division of Waste Management (see Other General Requirements item #2 for more information).
7. **Measurement Plan:** Provide a brief description of your plans to track data about program productivity and the amount of mercury products collected**.**
8. **Public Outreach Plan:** Provide a detailed description of your public outreach plan. The Outreach Plan should include increased local education and public outreach efforts for recycling of fluorescent lights and mercury thermostats. Programs must register their collection site(s) with www.earth911.org. 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. Local governments are encouraged to develop partnerships with electric utilities such as Duke Energy, electrical cooperatives and/or local retailers for the collection of bulbs.

9. **Implementation Timeline**: Provide a timeline that includes the date mercury products will begin to be accepted from the public and the date that the final report will be submitted to the state.

-Application Requirements are continued on next page-

10. **Program Budget:** Use the sample budget format below to provide budget details for Option 1 - New Stand-Alone Ongoing Mercury Products Collection Program or for 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 joseph.fitzpatrick@ncdenr.gov. Please submit electronic versions as a Microsoft Word document.

Other General Terms and Conditions:

All grantees are subject to the terms and conditions listed below. Additional terms and conditions may be addressed in the grant contract and / or listed at the following web site: http://portal.ncdenr.org/web/deao/recycling/lg/financial-assistance.

- **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 an approved final report is required to be submitted by the contract end date. Final Reports should be submitted electronically. The final report format will be provided by the assigned grant administrator.
- **Contract Extensions and Amendments –** 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 listing project milestones and must include a new budget if budget changes are also being requested.
- **Reimbursement** – Distribution of DEAO grants funds is on a reimbursement basis. Requests for reimbursement can only be made after the grantee has spent funds on the grant project. Reimbursement requests must be submitted electronically, must be submitted on letterhead, must include copies of invoices, and must include proof that the grantee has made payment. Proof of payment may include copies of cancelled checks or other financial reports showing that funds were spent. State and local sales taxes are not reimbursable, may not be counted towards expenditure requirements, and should be excluded from reimbursement requests. Payment of grant proceeds may be made by checks or electronic draft, and funds are usually distributed between 15 and 30 days after a reimbursement request is received and approved by DEAO.
- **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 and approved by DEAO. The final report must be received by the contract end-date. All final requests for reimbursement must be received within 45 days of the contract end-date or all unpaid grant funds will be forfeit.