2013 RECYCLING BUSINESS DEVELOPMENT GRANTS
REQUEST FOR PROPOSALS

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

The N.C. Recycling Business Assistance Center (RBAC) seeks viable, well-planned proposals from recycling businesses in North Carolina that build lasting private-sector capacity to divert materials from the waste stream and create North Carolina jobs.

This document is a Request for Proposals for fundable projects to meet the goals of the grant cycle. **Applicants should review this RFP in its entirety and discuss their proposed projects with the grant program manager prior to submitting a proposal.**

Contact: Wendy Worley, Grant Program Manager
877-623-6748
919-707-8136
wendy.worley@ncdenr.gov

Deadline: Proposals due by **5pm, Feb. 1, 2013**
Grant award amount: Up to **$40,000**
Cash Match: 50% of the grant award

Available funding and cash match required

Applicants may request any amount of funding up to a maximum of $40,000. Applicants must provide at least a 50% cash match to the requested amount. For example, an applicant requesting a $20,000 grant would have to match the grant award with **at least** $10,000 in cash or direct expenditures.

The Division of Environmental Assistance and Outreach (DEAO) has committed $800,000 from the Solid Waste Management Trust Fund for this grant cycle. Upon consideration of the proposals, RBAC reserves the right to revise the amount spent for this grant cycle and the amount spent per grantee. Contract execution and disbursement of funds are contingent upon the availability of funds to RBAC for this purpose.

What kinds of projects will be funded?

RBAC seeks viable, well-planned proposals from recycling businesses in North Carolina that build lasting private-sector capacity to divert materials from the waste stream and create North Carolina jobs. *Projects that address* ***construction & demolition waste recycling*** *or* ***food waste collection and composting*** *will receive special consideration.* Such projects will be eligible for bonus points as outlined in the scoring criteria section below.

Generally, grant money is intended to fund sustainable investments in equipment and buildings necessary to increase the capacity of a recycling business to divert more materials from disposal and put into economic use. Grant money **cannot** be used to cover labor costs or the cost of contract processing. Please contact Wendy Worley at wendy.worley@ncdenr.gov or 919-707-8136 to discuss your project ideas.

Who is eligible?

Private sector and nonprofit organization applicants are eligible for funding under this grant cycle.[1] One funding request per applicant will be accepted. Contractors working under ***active*** **RBAC recycling grant contracts** must have invoiced for 90% of their grant funds, and should only need to complete their final report by the proposal due-date to be eligible for grant funding during this grant cycle. Repeat applicants that have ***completed*** previous grant projects **may submit another proposal under this grant round**.

Applicants should contact the appropriate state and local permitting agencies to obtain information on the necessary permits for each project. Prior to receiving grant funding, all grantees are subject to a permit and compliance review by the appropriate agencies.

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[1] *Public sector organizations* should contact Rob Taylor at 877-623-8137or 919-707-8139 or by e-mail at rob.taylor@ncdenr.gov for information about the Community Waste Reduction and Recycling Grants.

For information pertaining to the permitting of new solid waste facilities or altering of existing permits, contact DENR's Division of Waste Management, Solid Waste Section, Permitting Branch, at 919-707-8281.

How do you apply?

Applicants must complete the attached project proposal form describing the project. Existing businesses must complete a business status report. Start-up businesses must complete a business plan form. *All needed application forms are provided below.* A complete **Proposal Checklist** is provided below on page five of this RFP. This checklist describes what applicants must submit for their proposal to be considered complete.

Proposals that fail to provide all the required information and forms will be deemed inadequate and not considered for funding.

How will grant funds be disbursed to award recipients?

Distribution of grant funds is on a reimbursement basis. To receive payments, grant recipients must submit a status report and an invoice documenting incurred costs to RBAC. RBAC will continue to reimburse grantees until 90% of the award amount has been expended, withholding 10% of funds until receipt of an approved final report.

Funding period

It is anticipated that grant contracts will begin June 1, 2013 and end May 31, 2014. The applicant must expend funds within one year of contract execution unless the time is extended by written agreement between the applicant and the N.C. Department of Environment and Natural Resources. Extensions are possible, but not guaranteed.

Grant selection process

A selection committee will use the pre-established criteria below to rank proposals and make award decisions. The review process should be completed and preliminary award announcements made in late February or early March 2013. Applicants are encouraged to consider the award criteria as they develop their grant proposals. A total of 95 points is available.

The review committee will score proposals based on the following point system:

Award criteria	Available points
1. Business Planning/Experience	**(0 - 20 points)**

For a start-up business, does the Business Plan section of the proposal provide specific and organized information, including: a description of the business, feedstock supply plan, marketing plan, and financing plan? For an existing business, does the Business Status Report section of the proposal provide specific information including: a description and history of the business, current sources of feedstock, current markets, and current financial health?

2. Project Planning/Cost-effectiveness **(0 - 20 points)**

Is the proposed approach well thought-out? Is it clear that the proposed project will have economic merit, i.e., either through reductions in operating cost, potential capital cost savings, stimulation of higher prices for recycled materials, or through development of new markets? Is it clear that the project will be sustainable after the end of the grant?

3. Need **(0 - 10 points)**

Does the proposed project address a specific infrastructure or market need in North Carolina?

4. Impact on Waste Stream Size or Toxicity **(0 - 20 points)**

Will the proposed project lead to a clear, definitive impact on wastes being disposed of in landfills, either directly through diversion or indirectly through stimulation of the demand for an alternative product?

5. Preferred Commodity **(0 - 15 points)**

Projects that address construction & demolition waste recycling or food waste collection and composting will receive special consideration.

6. **Public/Private Partnership Projects** **(0 - 5 points)**
   Does the proposed project work in partnership with a public sector entity to expand the project scope? (Please include documentation or support from public sector entity.)

7. **Leverage of Other Funds** **(0 - 5 points)**
   Does the project leverage funding resources in addition to the 50% match requirement, such as loans for equipment and/or building purchases or a cash match over and above the required minimum?

How do I submit a proposal?

One electronic copy of the proposal must be submitted. If an electronic submission is not feasible, one double-sided hard copy may be submitted. Receipt of all acceptable proposals will be acknowledged by letter or e-mail.

Submit electronic versions to wendy.worley@ncdenr.gov. **Please submit electronic versions as Microsoft Word or Adobe PDF attachments.** If you do not have Internet access, please contact Wendy Worley at 919-707-8136.

Hard copy proposals mailed to RBAC should be printed double-sided on at least 30% post-consumer recycled content paper. Major office supply companies and copy companies provide 30% post-consumer recycled content paper.

If unable to submit an electronic proposal, then please send hard copy proposals to:

RECYCLING BUSINESS DEVELOPMENT GRANTS
ATTENTION: WENDY WORLEY
DIVISION OF ENVIRONMENTAL ASSISTANCE AND OUTREACH
1639 MAIL SERVICE CENTER
RALEIGH, NC 27699-1639

For hand-delivery of hard copy proposals, the physical address is:

217 West Jones St, Raleigh NC, 27603, office# 1307-K

Deadline for proposals

Proposals must be received by 5:00 p.m. on Friday, February 1, 2013. NO FAXES WILL BE ACCEPTED. Proposals postmarked after the deadline will not be considered. Receipt of all proposals will be acknowledged by letter or e-mail.

If your proposal is selected for funding

RBAC anticipates that applicants selected for funding will be notified by late February or early March 2013. RBAC will notify the applicant with a formal offer by U.S. Mail or by e-mail. The applicant must accept or decline the offer. The following will occur once the offer is accepted:

- Successful applicants will register for a North Carolina Identification (NCID) user name and password at www.ncgrants.gov.
- RBAC will complete a compliance review with the Division of Waste Management (which may occur before offer is accepted).
- Where appropriate, the applicant must (within 15 business days after notification) submit a revised project description and budget signed by an authorized representative reflecting the accepted offer. Applicants who fail to meet this requirement will not be awarded funding.
- Successful applicants will be required to provide their federal tax ID number.
- Successful applicants will be required to complete two forms that require a notarized signature: (1) *Certification of No Overdue Taxes*, and (2) *Conflict of Interest Statement*. Templates for both forms can be downloaded at: http://www.p2pays.org/rbac/grantreporting.html#additionalforms.
- RBAC will submit a request through the DENR contract processing system for a grant contract.
- When the grant project is complete, successful applicants must submit a final report to their RBAC grant manager. RBAC final report templates are available through your RBAC grant manager. Following the payout of grant funds, grantees are also responsible for on-line grant reporting for the state auditor's office. For information on required on-line reporting, see: https://www.ncgrants.gov/NCGrants/logon.jsp

Other general terms and conditions

Terms and conditions will be outlined in the grant contract. In addition to any terms and conditions addressed at the following link http://www.p2pays.org/rbac/grantreporting.html, all grantees are subject to the following terms and conditions.

- **Publications** – All documents and publications associated with a grant contract should be printed on recycled paper containing at least 30% post-consumer content.
- **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).
- **Reimbursement** – All funds for RBAC grants are distributed 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. **Purchases made *before* a grant contract is signed by both DENR and the grant recipient will NOT be reimbursed.**
- **Final 10 Percent of Funds** –The final 10% will be held until an acceptable final report has been received by RBAC. The report must be received and approved prior to the end date of the contract. All final requests for reimbursement must be received within 45 days of the contract end-date or all remaining grant funds will be forfeited.

2013 RECYCLING BUSINESS DEVELOPMENT GRANTS
PROPOSAL CHECKLIST

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

Before submitting your grant application packet, use this check-off sheet to make sure you have included all the necessary documents. **Incomplete proposals will be excluded from consideration.**

_____ A completed **Contact Form** below. Be sure to include the following on this form:

- _____ Enter your federal DUNS number on the Contact Form, which can be established at the following website: http://fedgov.dnb.com/webform.
- _____ Register for NC e-procurement at https://vendor.ncgov.com/login.jhtml. Check the appropriate "yes" box on the Contact Form to indicate that you have done so.

_____ Description of proposed grant project using the **Grant Proposal** outline below. The grant proposal should be no longer than four pages (i.e., two double-sided pages).

_____ A preliminary **Budget Sheet** on the form below**.**

_____ A bulleted list showing **Project Milestones** and general implementation dates (note: project must be completed in one year from the awarded contract start date) on the form below.

_____ Choose one of the following business forms:

Business Plan Form (for start-up businesses) OR
Business Status Report Form (for established businesses).

_____ Non-profit applicants must include a copy of the IRS Federal Tax Exempt Letter or 501(c) Verification Form.

_____ Supporting documents ***(optional)*** - e.g., letters of endorsement, copies of resolutions and other supporting documentation.

_____ Have you reviewed the additional reporting and auditing requirements at the link below? http://www.p2pays.org/rbac/grantreporting.html

Reminder: Proposals should not be bound. (Formal business plans submitted, however, may be bound). Please submit your grant application packet by e-mail (as a Microsoft Word document or .pdf) to Wendy Worley at wendy.worley@ncdenr.gov.

If you are unable to submit electronically, please submit one copy of your grant application packet double-sided, on recycled paper (with at least 30 percent post-consumer content) by mail or in person ***by 5:00 p.m. on Friday, February 1, 2013.***

2013 RECYCLING BUSINESS DEVELOPMENT GRANTS CONTACT FORM

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

IMPORTANT: Use the *Grant Checklist on page 5* of this RFP to be sure that all necessary documents are completed and included in your submission.

Recycling Grants Cycle *Category:* ❑ Food waste collection and/or composting project ❑ C&D waste reduction/recycling project ❑ Other	**Applicant:** Please check one: Existing Recycling Business ___ Start-up Recycling Business ___
Company or Organization Name:	Contact Name & Title:
Company's DUNS Number (http://fedgov.dnb.com/webform):	Company's Fiscal Year End Date:
Registered in NC e-procurement (https://vendor.ncgov.com/login.jhtml): ❒ YES	Phone Number: ( )
Mailing Address, Zip Code	Fax Number: ( )
	E-mail Address:
Tons Diverted by Grant Project:	
Total Current Jobs:	New Jobs Created by Grant Project:

The following information will be completed by RBAC staff:

Date Application Received _____ Date of Acknowledgment to Applicant _____ Proposal Number _____

2013 RECYCLING BUSINESS DEVELOPMENT GRANTS
GRANT PROPOSAL

Proposals often receive low scores because applicants fail to follow instructions, leading to uncertainty about the project goals and intended results. The more clear the details are about the project, the fewer questions a reviewer will have about the validity/feasibility of a proposal. Applicants also stand a better chance of success if they complete all required proposal forms and if they carefully review the grant award criteria in their proposal.

Use the following outline as a guide in writing your grant proposal. Please provide a **written proposal no longer than four pages** (two double-sided pages) that address each of the points below. *You may expand the space below to address each point as long as you don't exceed the four page limit.*

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1. Describe the proposed project.

2. Describe any partnerships you have developed in order to pursue this proposed grant project.

3. Discuss any similar work done elsewhere (not only by applicant).

4. Does the proposed project address a specific infrastructure or market need in North Carolina?

5. Describe plans for sustaining the project after the grant ends.

6. Project how many tons of waste will be reduced annually by the proposed project (if applicable).

7. Discuss possible FTE (full time equivalent) job creation or company growth that will be associated with successful completion of this grant project.

8. Discuss any previous RBAC grants you have received. RBAC grants include Recycling Business Development Grants and ABC Grants. If you have recently received an RBAC grant, how is the new project related to what was done in the past? Is it an add-on, completion of the previous project or completely different?

9. Discuss proprietary information (if any).

2013 RECYCLING BUSINESS DEVELOPMENT GRANTS
GRANT BUDGET AND TIMELINE

If needed, please add lines to the tables below.

Recycling Business Development Grant Budget			
Item(s)	**Grant Amount**	**Cash Match***	**Total Project Cost**
Item 1	$		
Item 2	$		
Total Cost of Project	**$**		

* Please indicate below if you have loan or other funding from a bank, company, or agency for the cash match portion of this grant project.

Other Funding Sources:

PROJECT MILESTONES

Please consider your project scope and insert appropriate project tasks and approximate implementation dates below. Add rows to table below, as needed.

Note: Project must be completed within one year from the awarded contract start date.

Examples of project tasks include "order equipment," "install equipment," "submit invoices to RBAC for reimbursement," "monitor performance and measure improvements," "submit draft reports to RBAC," and "submit final reports to RBAC."

Project Task	**Approximate Implementation Date** ***(Month, Year)***
•	
•	
•	
•	
•	
•	

Dates provided above are estimated and subject to change in order to correspond with the official start and end dates provided in a successful grantees' final grant contract.

2013 RECYCLING BUSINESS DEVELOPMENT GRANTS
BUSINESS PLAN FORM (for start-up recycling businesses only)

If you are a start-up business, please answer the following questions that address your recycling business plan. Information provided on this form is NOT included in the four page limit for the grant proposal.

***Note**: This form does NOT need to be completed if a formal business plan is submitted.*

1. Describe the services/products you will offer. What materials will you recycle? Where will you get the materials?

2. Where will you sell the material/product you process? List your end markets and/or customers you will provide material or product.

3. Who is your competition? What are the advantages of your product or services?

4. Describe your anticipated expenses and income. Please also include any financing plans, specifying how much money you can put toward the project, how much grant monies requested, and how much additional money you will need to borrow to complete the project. ***(All financial information provided below will remain confidential.)***

5. Include any additional comments on separate pages.

2013 RECYCLING BUSINESS DEVELOPMENT GRANTS
BUSINESS STATUS REPORT (for existing recycling businesses only)

If you are an existing business, please answer the following questions that address your business status. You may expand the space used to address each point below. Information provided on this form is NOT included in the four page limit for the grant proposal.

1. Briefly describe your company's history.

2. What materials do you recycle? Where do you get the materials?

3. Where do you sell the material/product you process? List your end markets and/or customers you currently provide material or product.

4. Describe your competition. What are the advantages of your product or services?

5. Describe your recent financial history. Fill out the chart below and provide any necessary additional description or clarification. ***All financial information provided will remain confidential.***

THREE-YEAR EXPENSE AND INCOME CHART

	2010	2011	2012
EXPENSES			
Cost of feedstock			
Equipment/supplies			
Business rent/lease			
Salaries			
Loan payments			
Other			
Total Expenses			
INCOME			
Sales			
Other revenue			
Total Income			
PROFIT OR LOSS			

6. Explain any losses and how your company plans to become profitable in the short term (1-3 years). In particular, please explain how your company's finances are sustainable and not dependent on grant funds.

7. Include any additional comments on separate pages.