2013 Community Waste Reduction and Recycling Grants

REQUEST FOR PROPOSALS
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 expanding, improving and implementing waste reduction and recycling programs in North Carolina. The Division of Environmental Assistance and Outreach (DEAO) administers the Community Waste Reduction and Recycling Grant program through the Solid Waste Management Trust Fund.

With the release of this Request for Proposals (RFP), DEAO is seeking proposals for the funding of equipment and other items that help initiate or expand public waste reduction programs within the state. **Applicants should carefully read this entire RFP prior to submitting a proposal. Proposals must be received by DEAO by 5:00 p.m. on Friday, March 1, 2013.** Please address any questions to Rob Taylor at (919) 707-8139, rob.taylor@ncdenr.gov.

Community Waste Reduction and Recycling Grant Program Parameters and Ideas:
The 2013 Community Waste Reduction and Recycling Grant Program seeks to fund projects that help communities build lasting capacity to divert materials from the waste stream and / or that increase public awareness of waste reduction and recycling. There are two categories of Community Waste Reduction and Recycling Grant, Standard Project Grants and Special Large Project Grants. Different levels of grant funding are available for Standard Project Grants and Special Large Project Grants. See the section of this document on Available Funding for more information.

Standard Project Grants:
Standard Project Grants support a wide range of projects that increase and/or enhance public waste reduction and recycling. Any projects that address the following are strongly encouraged:

- Projects that demonstrate a potential to significantly increase a community's overall diversion of materials from the solid waste stream;
- Projects that improve recycling program efficiency and or cost effectiveness while increasing waste reduction;
- Projects that implement or expand public school recycling programs (see additional provisions for public school recycling projects in Special Requirements section below);
- Projects that increase the diversion of materials that are banned from disposal in North Carolina;
- ★ Projects that facilitate away-from-home recycling efforts such as pedestrian recycling or recycling at public facilities such as parks or public venues;
- ★ Projects that implement or expand recycling service to underserved sectors such as multifamily housing units or businesses;
- ★ Projects that implement or expand asphalt shingle recycling programs;
- ★ Projects that implement or expand food waste recycling programs;

Projects in the above list that are indicated by this symbol (★) will be eligible for bonus points as outlined in the scoring criteria section. Please contact Rob Taylor at (919) 707-8139 for more information or to discuss your project ideas.

Special Large Project Grants:
DEAO is seeking a limited number of applications for Special Large Project Grants. Special Large Project Grants are intended to facilitate public investment in projects that will have substantial impact on public waste diversion activities by expanding access to single stream recycling or through assisting with the development of public recycling programs to collect food waste.

Special Large Project Option 1: Hub and Spoke Recycling Systems: DEAO is offering Special Large Project Grant funds to help local governments that are distant from Materials Recovery Facilities (MRFs) increase recycling program efficiency and to enable multiple local government recycling programs to enjoy the program efficiencies and the increase in diversion that are associated with commingled recycling. Special Large Project funds for Hub and Spoke Recycling Systems are intended to assist with the creation and development of regional recycling consolidation points that serve two or more local government recycling programs. Through consolidation of recyclables it is anticipated that the participant local governments will gain more efficient access to commingled recycling processing (single-stream recycling) and that those governments will be able to exercise economies of scale associated with materials handling, transportation to a MRF, and negotiation with the MRF for processing services. It is anticipated that consolidation of recyclables from multiple programs will decrease collection and transportation costs, and will also enable regional consistency among recycling programs.

Special Large Project Funds for Hub and Spoke Recycling Systems can only be used to invest in capital equipment and infrastructure associated with the creation of a regional consolidation point. Only projects that create infrastructure for consolidating commingled recyclables for shipment to a Materials Recovery Facility (MRF) for processing are eligible for Hub and Spoke Special Large Project Funding. The following stipulations apply for any project to be eligible for this funding:

- The recycling system created must serve more than one local government recycling program; and
- The applicant(s) for Special Large Project funding must have communicated with a member of DEAO's Local Government Assistance Team to discuss project parameters prior to submitting a grant proposal.

Special Large Project Option 2: Food Waste Recycling Programs: DEAO is offering Special Large Project Grants to help local governments implement or expand recycling programs to collect and manage food waste.

Special Large Project Funds for Food Waste Recycling Programs can only be used for programs accepting residential and/or commercial food waste. Other materials may be co-collected with food waste, but the primary purpose of the program must be to collect food waste from residences or businesses for the purpose of diverting it from landfill disposal and delivering it to a system for composting or anaerobic digestion. Grant funds may not be used for contracted collection costs. If a project to collect and manage food waste involves a partnership and/or contractual relationship between a local government and a private service provider, the private service provider may also be eligible to receive state grant support from the Recycling Business Development Grant (RBDG) Program. For more information on grant support for recycling businesses, please contact Wendy Worley at 919-707-8136 or email wendy.worley@ncdenr.gov. Note that the RBDG Program has an application deadline of February 1, 2013.

Available Funding and Cash Match Requirement:

Grant Award Amounts:

- **Standard Project:** Applicants are eligible for a Standard Project grant award of up to **$30,000**.
- **Special Large Project:**
  - Applicants for **Hub and Spoke Special Large Project** grants are eligible for up to **$100,000** in state funding.
  - Applicants for **Food Waste Recycling Special Large Project** grants are eligible for up to **$50,000** in state funding.

Required Cash Match: Grant winners must provide a cash match equal to or exceeding 20 percent of the requested grant funding requested. For example, a grantee under this program requesting $20,000 in grant funding from DEAO must show a minimum expenditure of $4,000 of local funds on the project**.**

To meet the cash match requirement, a minimum of one (1) local dollar must be spent for every five (5) dollars of grant funding awarded.

Calculating Cash Match: To determine the necessary cash match for any grant project, first determine the total project budget then use the following equation: required cash match = total project budget ÷ 6. The difference between the total project budget and the required cash match equals the maximum possible grant award.

Distributions from the $2 per ton solid waste disposal tax may be used to cover cash match requirements. In-kind contributions will not be accepted in lieu of cash match.

The annual Community Waste Reduction and Recycling Grant cycle typically receives funding requests that exceed available funds. However, it is a priority for DEAO to support as many projects as possible. After close examination of the requested funding and subject to agreement with the applicant, DEAO may award grant amounts lower than the original request. For any amount awarded, grantees must still provide the required cash match.

Examples of uses of Grant Funds:

- Site development costs
- Equipment purchases and installation
- Public awareness programs/public education

Examples of activities for which Grant Funds may NOT be used:

- Employee salaries
- Administrative expenses such as overhead costs
- Contracted collection costs
- Land acquisition costs
- Studies or work by consultants

Eligible Entities:

- Counties, municipalities, councils of governments and solid waste authorities in North Carolina are eligible to apply for funding from the Community Waste Reduction and Recycling Grant Program.
- Federal and state agencies are **not eligible** for funding through this grant program.
- Public universities, community colleges and private colleges and universities are **not eligible** for funding through this grant program.
- Not-for-profit entities are **not eligible** for funding through this grant program; however, these entities are eligible for funding through the Recycling Business Development Grant Round. For more information about the Recycling Business Development Grant round, please contact Wendy Worley at (919) 707-8136 or wendy.worley@ncdenr.gov.
- Public school systems and individual public schools are **not eligible** to apply directly for funding through this grant program. However, local governments (counties or municipalities) may apply for funding to support public school recycling projects (additional requirements apply for projects seeking grant support for public school recycling projects - see Special Requirements section below).

Conditions on Submittals:

- **ONLY ONE PROPOSAL PER ELIGIBLE ENTITY WILL BE ACCEPTED**.
- Multi-party initiatives (such as joint projects by two or more local governments where each local government contributes towards project funding) are strongly encouraged.
- Any group participating in a regional or multi-party project proposal may not submit additional proposals.
- Applicants with delinquencies on existing DEAO grants (e.g., extended projects from grant cycles prior to 2012 that are still under contract) will not be considered for funding.
- All applicants selected for funding will undergo a compliance review to ensure that they do not have any outstanding notices of violation related to North Carolina solid waste statutes and rules. Outstanding Notice of Violations (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.
- As a condition of grant award DEAO may work with applicants to revise initially submitted proposals before entering into a contract. All initial proposals must be received by the due date. Changes to proposals may include adjustments to project scope, project budget, project time line and/or other elements of the proposal. Any changes to initial proposals must approved by DEAO and the applicant and the resultant Final CWRAR Proposal will become an attachment to the Grant Contract.

General Requirements:

General requirements for all applicants:

- Certification regarding usage of NC Solid Waste Disposal Tax proceeds: Disposal tax proceeds are distributed to eligible local governments on a quarterly basis by the Department of Revenue. According to GS 150-187.63 these funds must be used by a city or county solely for solid waste management programs and services. Any applicant applying for a Community Waste Reduction and Recycling Grant must certify in writing that all disposal tax proceeds are used only for the purpose of providing solid waste and recycling services. In addition to this written certification, applicants must describe how disposal tax funds are utilized.
- Community Waste Reduction and Recycling Grants will not be awarded to applicants that do not have recycling services available at their government buildings. As part of the grant proposal all applicants must indicate that employees in the key government buildings operated by the applicant have reasonable access to recycling services and are able and encouraged to recycle materials generated in the course of business.

Special Requirements:

- Requirements for applicants seeking funding for **public school recycling projects**: As stated earlier, counties, municipalities, councils of governments and solid waste authorities in North Carolina are eligible to apply for funding. Proposals seeking funding for public school recycling projects must come from one of these entities. Public school systems and or individual schools may not apply directly. Applicants seeking funding for public school recycling projects **must** answer the following supplemental questions. The purpose of these supplemental questions is to ensure that all necessary program elements are addressed, and to help demonstrate project planning. This is a competitive grant program and projects that institute or expand a school-system wide recycling program will compete better than projects that only serve individual schools. Eligible grants include applying for equipment (such as bins and roll carts) and education materials. As with other CWRAR projects, administrative expenses (staff salaries and contract collection costs) are not eligible for grant funding nor can they be used as matching

funds. Please contact Rachel Eckert at 919-707-8132 (rachel.eckert@ncdenr.gov) or Heather Cashwell at 919-707-8127 (heather.cashwell@ncdenr.gov) for more information.

- School Recycling Supplemental Questions:
  - Provide a description of any existing school recycling program(s).
  - Indicate whether collection of recyclables be provided by the local government or through a contracted collection service provider.
  - Provide a list of the recyclables accepted by the program, and indicate how the materials are collected (single stream, dual stream, source separated)?
  - Where are the recyclables going after collection (who is your market)?
  - Where will recycling containers be placed: in classrooms, in cafeterias, hallways, on athletic fields, offices, library, copy room?
  - Who will be responsible for emptying containers (cleaning staff, teachers, students, student groups, etc)?
  - A recycling contact must be established at each school that is recycling as a result of this grant. Please provide a list of schools, contact person, and title. Designated contacts could be the facilities manager, head custodian, faculty coordinator of a leadership group, the principle, or an administrator.
  - Describe your plan for promoting recycling and educating staff and students about the program.

- Requirements for applicants seeking funding for **electronics recycling projects**: A county seeking grant funds related to electronics recycling must include information in its proposal on whether the county was eligible for funds distributed from the State's Electronics Management Program in February 2013. If a county was eligible for Electronics Management Program funds during the 2013 distribution, the grant proposal must specify how those funds will be spent. If a county did not make itself eligible for the 2013 distribution, then it will be required to update its comprehensive solid waste management plan and make itself eligible for Electronics Management Program funding on or before December 31, 2013 as a precondition of receipt of Community Waste Reduction and Recycling Grant funds.

Funding Period:

The applicant must expend funds within one year of contract execution unless the grant contract term is extended by written agreement between the applicant and the N.C. Department of Environment and Natural Resources. Extensions are possible but not guaranteed. It is anticipated that grant contracts resulting from this grant cycle will begin July 1, 2013 and end June 30, 2014. Any funds expended prior to the start of the contract will not be reimbursed.

Due Date:

Proposals **MUST** be received by DEAO by **5:00 p.m. on Friday, March 1, 2013**. Any proposals received after the deadline will not be considered.

Applicants must submit an **electronic copy** of their proposal by the submittal deadline, preferably in Microsoft Word format. For details on what must be included in the proposal, see the section of this document titled "Required Proposal Format." Receipt of all proposals will be acknowledged by e-mail or other correspondence.

Local governments requiring board approval should plan to procure that approval before the submittal deadline.

How to Submit Proposals:

One electronic copy of the proposal must be submitted. Receipt of all acceptable proposals will be acknowledged by e-mail. Submit electronic documents to rob.taylor@ncdenr.gov. Please submit electronic versions as Microsoft Word (preferred) or Adobe (PDF) attachments. If submittal of an electronic version of your proposal presents a hardship, please contact Rob Taylor to discuss submittal options.

Proposals must be received by 5:00 p.m. on Friday, March 1, 2013. Proposals not received by 5:00 p.m. on March 1, 2013 will not be accepted.

Required Proposal Format:

The following list describes what applicants must include in their proposal for their application to be considered complete. Proposals that fail to provide all of the required information will be deemed inadequate and not considered for funding:

- Project Title
- Applicant Contact Information: to include the following:
  - ✓ Name and title of main contact
  - ✓ Organization
  - ✓ Address
  - ✓ Phone number
  - ✓ Fax number
  - ✓ E-mail address
  - ✓ Local Government Federal Tax ID number
- Date of Proposal Submittal: this must be the date of submission of proposal to DEAO
- General Requirements: (see section on General Requirements for more information)
  - ✓ Written statement certifying that NC Solid Waste Disposal Tax Proceeds are used only for solid waste management purposes, and a description of how proceeds are used.
  - ✓ Written statement indicating that the applicant has recycling services available at the key government buildings.
- Project Description: Detailed Description of Proposed Grant Project
- Special Requirements: Proposal must include required information if applicable. See section on Special Requirements above for more information.
- Project Timeline: Bulleted list showing project milestones and general implementation dates (note: project must be complete in one year).
- Project Budget: to include the following:
  - ✓ Itemized intended expenditures
  - ✓ Amount of funds requested from the state and amount of matching funds provided by the applicant
  - ✓ Please submit your budget in a table following the example below:

Sample Project Budget*	State Grant Award	Applicant Cash Match	Project Total
Recycling Carts for County Office Buildings (50 units @ $45 each)	$ 1,875	$ 375	$ 2,250
Labels for Carts and Signs for Recycling Stations	$ 343	$ 69	$ 412
Program Brochures (Design and Printing)	$ 161	$ 32	$ 193
Total	$ 2,379	$ 476	$ 2,855

* Note about Project Budgets: state and local sales taxes are not reimbursable expenditures and should not be included as part of grant budgets.

Grant Selection Process:

Through a blind vote process, a selection committee will use the pre-established criteria below to rank proposals and make award decisions. The review process is expected to be completed and preliminary award announcements made during April, 2013. Applicants are encouraged to consider the award criteria as they develop their grant proposals. A total of 86 points is available.

Award Criteria:

1. **Innovation / Creativity (0-15 points)**: Is the project innovative? Does the project set a strong example for other communities to replicate?
2. **Planning (0-20 points)**: Is the proposal well thought-out, well-researched and backed by valid facts and assumptions? Will the proposal have a significant impact for its category?
3. **Sustainability / Commitment (0-10 points)**: Will the project be ongoing and sustained in subsequent annual budgets? Does it have the support of the governing body?
4. **Impact on the Waste Stream (0-15 points)**: Will the project contribute substantially toward reduction of the local waste stream?
5. **Efficiency (0-10 points)**: Will the project improve the efficiency or cost-effectiveness of the local waste reduction program?
6. **Joint Effort (0 or 6 points)**: Individual party proposals receive zero points; multi-party proposals (involving cash match from all participants) receive six points.
7. **Preferred Sector or Commodity★ (0-10 points)**: To what extent does the project serve a targeted sector such as multifamily housing units or businesses, to what extent does the project expand access to away-from-home recycling, or to what extent does the project divert a targeted commodity such as C&D asphalt shingles or food waste?

If Your Proposal is Selected for Funding:

DEAO anticipates that applicants selected for funding will be notified by April 30, 2013. DEAO will notify the applicant with a formal offer by e-mail. The applicant must accept or decline the offer. The following will occur once the offer is accepted.

- DEAO will conduct a compliance review with the Division of Waste Management (this 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 meet this requirement will not be awarded funding.
- Successful applicants will be required to register with the state's e-procurement system using the same address provided in the applicant's proposal. To register in the state's e-procurement system please visit the following link: http://eprocurement.nc.gov/.
- DEAO will submit a request through the DENR contract processing system for a grant contract.

NOTE: Successful applicants that make purchases before a grant contract is signed by both DENR and the grant recipient will not be reimbursed.

Other General Terms and Conditions:

All grantees are subject to the following terms and conditions. Most of these terms and conditions will be outlined in the grant contract.

- **Publications** – all documents and publications associated with a grant contract should be printed on recycled paper containing at least 30 percent post-consumer content.

- **Cash match** – grantees are required to provide cash match of at least of 20 percent of the grant award.
- **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 and drafts should be submitted electronically. All applicants are strongly encouraged to visit the following web site to review the final reporting format: http://portal.ncdenr.org/web/deao/recycling/lg/financial-assistance. A link to the final report format can be found on the above web page. If you do not have internet access, please contact Rob Taylor at (919) 707-8139 to receive a copy of the Final Report Guidelines.
- **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 sixty (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 with revised project milestones as well as a new budget (if budget changes are also being requested).
- **Reimbursement** – distribution of DEAO grant 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 on letterhead, must include copies of invoices, and must include proof that the grantee has made payment. Proof of payment may include copies of canceled 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.**
- **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 grant funds will be held until an acceptable final report has been received by DEAO. The final 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 forfeit.

A Final Word on Grant Writing:

Proposals often receive low scores because applicants fail to follow instructions, leading to uncertainty about the project goals and intended results. The clearer the details are, the fewer questions a reviewer will have about the validity/feasibility of a proposal. Applicants also stand a better chance of success if they include all of the required components of a proposal and if they follow the Required Proposal Format. Applicants with questions are encouraged to contact DEAO for more information.