



# Curbside Recycling Roll-Out Cart Grant Program

## APPLICATION GUIDELINES

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

The purpose of this grant is to assist local governments with implementing curbside recycling programs using roll-out carts or transitioning existing curbside recycling programs from bins to roll-out carts. The Division of Environmental Assistance and Outreach (DEAO) will administer the Curbside Recycling Roll-out Cart Grant Program through the Solid Waste Management Trust Fund. This grant is limited to curbside recycling programs servicing residential and commercial units.

With the release of these application guidelines DEAO is accepting applications for funding from municipalities, counties and solid waste authorities seeking to implement curbside recycling programs using roll-out carts or seeking to transition existing curbside recycling programs from bins to roll-out carts. **Applicants should carefully read this entire document prior to submitting an application.** Applicants are strongly encouraged to contact Joseph Fitzpatrick at (919) 707-8121 or [joseph.fitzpatrick@ncdenr.gov](mailto: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 Curbside Recycling Roll-out Cart Grant Program.
- Funding is available only for curbside recycling programs serving residential and/or commercial entities.
- Municipal and county collection programs addressing curbside collection of residential food waste for composting **will be** considered for funding.
- School recycling programs are **not** eligible for funding from this grant program. Counties and municipalities seeking to purchase roll-out carts for school recycling programs should apply through the Community Waste Reduction and Recycling Grant Program. For more information on this grant program please contact Rob Taylor at (919) 707-8139 or [rob.taylor@ncdenr.gov](mailto:rob.taylor@ncdenr.gov).

### **Available Funding:**

The Division of Environmental Assistance and Outreach plans to offer grants through the Curbside Recycling Roll-out Cart Grant Program on an ongoing basis for the duration of the funding availability. Approved applications will be funded in the order in which they were received. Contracts will 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 received and approved and initiate the contract as soon as funds become available. **There is no due date for applications.**

### **Funding Options:**

There are three funding options available through the Curbside Recycling Roll-out Cart Grant Program.

1. ***Direct Purchase of Carts*** – DEAO will reimburse grantees for the direct purchase of carts, not to exceed a rate of \$25.00 per roll-out cart, up to a maximum reimbursement of \$75,000 (**see eligibility requirements for further details**). Grant contracts will be written for one year only.
2. ***Rental of Carts from Hauler for Bin to Cart Conversion*** – DEAO will offer a one-time payment to grantees for the differential cost associated with renting roll-out carts from your recycling service provider for up to \$10.00 per service unit (i.e. household) over the cost of contracted recycling service using bins, with a maximum reimbursement of \$75,000. This option is only available to communities that are switching from bins to carts. The applicant must provide a copy of the service provider's **bid for a**

**five year contract** that identifies the monthly or annual cost per household using carts and the size of the carts, and must also provide documentation identifying the present cost of recycling service using bins. The annualized difference between the two will be the reimbursement rate per household served.

3. ***Rental of Carts from Hauler for Curbside Start up Program*** – DEAO will provide a one-time payment of \$10.00 per service unit (i.e. household) for communities that implement a first-time curbside recycling program renting **90+ gallon** roll-out carts from your recycling service provider, with a maximum of payment of \$75,000. This option is only available to communities that are starting a new curbside recycling program using **90+ gallon** carts and the applicant must provide a copy of the service provider’s **bid for a five year contract** identifying the cost per household using roll-out carts and specifying the cart size.

**Local Government Eligibility Requirements:**

1. **Collection Frequency** - Only communities intending to collect recyclables on a weekly or bi-weekly (every other week) basis are eligible for funding. Programs collecting two times per month are not eligible.
2. **Cart Size** – The cart size requirements spelled out in funding options below must be met in order to be eligible for funding through this grant program.
  - a. ***Funding Option 1, Direct Purchase of Carts:***
    - i. ***Weekly Collection:*** minimum 65+ gallon cart size is required. **Maximum funding provided will be \$25.00/cart.**
    - ii. ***Bi-Weekly Collection:*** 90+ gallon cart size is strongly encouraged. **Maximum funding for carts collected bi-weekly will be funded at \$25.00/ cart for 90+ gallons and \$20.00/ cart for 89 gallons or smaller.**
  - b. ***Funding Option 2, Rental of Carts from Hauler when switching from bins to carts:*** minimum 65+ gallon cart is required. For communities with b-weekly collection, 90+ gallon cart size is strongly encouraged.
  - c. ***Funding Option 3, Rental of Carts from Hauler for Curbside start-up:*** Communities seeking funding under funding option #3, Rental of Carts from Hauler for Curbside Start up Program, must adopt 90+ gallon carts. Applicants seeking this funding option and using smaller carts will not be considered.
3. **Cart Distribution** - Carts must be distributed to residents free of charge. Voluntary roll-out cart programs that require interested residents purchase carts are not eligible through this grant.
4. **RFID (Radio Frequency ID) Tags** – For applicants seeking funding for direct-purchase carts, RFID tags **must** be embedded in carts at the time of manufacturing. This requirement is explained in further detail in the next section
5. **New Programs** - only communities implementing new curbside recycling programs or converting from bins to roll-out carts for the first time are eligible for funds through this grant.
6. **Recurring Eligibility** - To ensure that sufficient funds are available for all communities interested in converting to roll-out carts for recycling, local governments will be limited to one grant through this grant program.
7. **Retroactive Costs** - DENR grant-making rules do not allow for the retroactive reimbursement of costs associated with the purchase of roll-out carts. 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 three months after a grant is formally awarded.

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. Applicants with outstanding Notices of Violations related to solid waste management rules and statutes will not be eligible for funding until the Division of Waste Management has determined the violation(s) has been corrected.

**RFID (Radio-Frequency ID) Tags:**

The use of RFID technology is strongly encouraged by the Division of Environmental Assistance and Outreach. Roll-out carts have a service life of 15 years and DEAO forecasts future use of this technology in recycling programs throughout North Carolina. In consideration of future planning and grant cycles, DEAO has made the purchase of carts with embedded RFID tags a **requirement** for communities seeking grants through funding option #1.

Purchasing carts with embedded RFID tags does increase the initial cost by approximately \$2.00/cart. In comparison, the cost of implementing RFID technology for carts that are already deployed could be as high as \$5.00/cart. RFID technology is not only less expensive if accomplished during manufacturing, but implementing at initial purchase also allows you to avoid the difficulty of upgrading carts in the field at a later date.

The use of this technology provides a powerful data collection and management system for analyzing the efficiency and effectiveness of your recycling collection system. RFID technology enables you to determine the participation and set out rate of the collection system. Perhaps more importantly, this information can be used to increase collection system productivity and enhance customer service and educational campaigns. Many RFID data management systems also offer additional analysis tools and may be linked with truck-based scale systems for weighing recyclables at the point of collection.

Most major cart manufacturers have switched from low frequency RFID tags to more reliable ultra high frequency tags. Most are also now using tags with non-proprietary coding which allows decisions about data management systems to be made at a later date. Unless you plan to use your cart manufacturer's data management system, it is important to check with your manufacturer to ensure that its RFID tags are non-proprietary. Use of a non-proprietary system will allow you to implement the data management system of your choosing when the carts are distributed or at a later date.

A [factsheet](#) with additional information on Radio-Frequency Identification Tags has been prepared by DEAO and is available on our website.

**Contract Period:**

The contract period for this grant is 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 the N.C. Department of Environment and Natural Resources. 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.

**Curbside Recycling Roll-Out Cart Grant Program Application Requirements:**

The following information outlines the mandatory components of the application.

1. **Contact Page** including:
  - Name and title of main contact
  - Organization
  - Address
  - Telephone and fax numbers
  - E-mail address
  - Federal Tax Identification Number

2. **Funding Option:** Indicate which funding option sought, direct purchase or rent from hauler.
3. **Project Description:** Provide a description of your plan for implementing the roll-out cart program. Include the number of households/units served, the service provider (local government or contract hauler), the size (gallons) of the roll-out carts to be purchased, collection frequency, collection method (fully automated or semi-automated), and the name and location of your recycling processor.
4. **Materials Collected:** List materials to be collected using roll out carts. The following materials must be included in your program: aluminum and steel cans, corrugated cardboard, mixed paper (to include newspaper and glossy magazines), and all plastic bottles. Collections including glass bottles and jars are encouraged but not required.
5. **Measurement Plan:** a brief description of your plans to track the effect of the roll-out cart program. Include steps on how you will measure program participation (or set out rate), diversion tracking/data collection method, and the intentions for current or future use of RFID tags. If your program is a conversion from bins to cart, include current data on your bin program.
6. **Public Outreach Plan:** a detailed description of your plan for recycling program promotion and how you will educate your residents about the new cart program. 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 budget format

**Budget Example (Funding Option 1)  
FY 201X/201X**

Quantity	Item	DEAO Funding	Grantee Funds	Total
3,000	96 Gallon roll-out recycling cart with built in RFID tag @ \$50.00 each	\$75,000	\$75,000	\$150,000
	<b>Total Project Expenditures</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$150,000</b>

**Budget Example (Funding Option 2)  
FY 201X/201X**

Units Served	Item	DEAO Funding	Total
3,000	96 Gallon roll-out recycling cart rented from hauler with a demonstrated differential annual cost of \$10.00 over collection using bins	\$30,000	\$30,000
	<b>Total Project Expenditures</b>	<b>\$30,000</b>	<b>\$30,000</b>

**Budget Example (Funding Option 3)  
FY 201X/201X**

Units Served	Item	DEAO Funding	Total
6,750	Implement first-time curbside recycling program to serve 6,750 units using 96 gallon carts rented from hauler @ \$10.00/unit	\$67,500	\$67,500
	<b>Total Project Expenditures</b>	<b>\$67,500</b>	<b>\$67,500</b>

9. **Service Provider Bids:** if renting containers from your contractor include a copy of your service provider's bid clearly identifying the cost of recycling service using roll-out carts and the size of cart to be rented.
10. **Quote:** If purchasing carts, provide copies of an itemized quote obtained from the cart vendor that specifies the size of cart and indicates inclusion of RFID tag.

**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 preferably in MS Word format. Receipt of all proposals will be acknowledged by e-mail or other correspondence. Submit electronic versions to [joseph.fitzpatrick@ncdenr.gov](mailto:joseph.fitzpatrick@ncdenr.gov). Please submit electronic versions as Microsoft Word (preferred) or Adobe Acrobat attachments.

### **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 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 be submitted electronically, though if printed must be printed 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 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** – DEAO grants are funded 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. Requests for disbursement of funds for grantees with funding options #2 and #3 must include a copy of a signed and executed contract with the service provider and must certify that service using carts has been initiated.
- **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.