

# 2012 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 9, 2012.** Please address any questions to Rob Taylor at (919) 707-8139, [rob.taylor@ncdenr.gov](mailto:rob.taylor@ncdenr.gov).

### **Standard Project Grant Parameters and Ideas:**

The 2012 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. Projects that address the following are strongly encouraged, though any project increasing waste reduction will be entertained:

- 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 Grant Opportunity:**

DEAO is seeking a limited number of applications for Special Large Project Grants. The purpose of the Special Large Project Grant is 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 increases in diversion that are associated with commingled recycling. Special Large Project funds 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 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 Special Large Project Funding. The following stipulations apply for any project to be eligible for Special Large Project funding:

- The recycling system created must serve more than one local government recycling program;
- At least two local governments must contribute to the matching funds associated with the project; 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.

**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 Special Large Project grants are eligible for up to **\$100,000** in state funding.

Grant winners must provide a cash match equivalent to 20 percent of the requested grant funding, for example, a grantee under this program receiving \$20,000 from DEAO must spend an additional \$4,000 of local funds on the project.

**Calculating Cash Match:** To determine the necessary cash match for any grant project, determine the total project budget then use the following equation:  $\text{required cash match} = \text{total project budget} \div 6$

The difference between the total project budget and the required cash match equals the maximum possible grant award. Distributions from the \$2 per ton tip fee tax may be used to cover cash match requirements. In-kind contributions will not be accepted in lieu of cash match.

Typically the annual Community Waste Reduction and Recycling Grant cycle receives funding requests exceeding 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 20 percent 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.

- 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 Matt Todd at (919) 707-8137 or [matthew.todd@ncdenr.gov](mailto:matthew.todd@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 by two or more local governments) 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 2011 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 be 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 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 the 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](mailto:rachel.eckert@ncdenr.gov)) or Heather Cashwell at 919-707-8127 ([heather.cashwell@ncdenr.gov](mailto:heather.cashwell@ncdenr.gov)) for more information.
  - School Recycling Supplemental Questions:
    - Provide a description of any existing school recycling program.
    - Will collection of recyclables be provided by the local government or will you contract for collection service?
    - 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 2012. If a county was eligible for funds during the 2012 distribution, the grant proposal must specify how those funds will be spent. If a county did not make itself eligible for the 2012 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, 2012 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 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. It is anticipated that grant contracts will begin July 1, 2012 and end June 30, 2013. 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 9, 2012.** 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 MS Word format. If electronic submission is not possible, the applicant may submit a single hard copy of their proposal (for detail on what is required 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.

**Other Obligations:**

All applicants are strongly encouraged to visit the following web site to review the final reporting format: <http://p2pays.org/localgov/Financial.asp>. A link to the final report format can be found on the page. If you do not have internet access, please contact Rob Taylor at (919) 707-8139.

**How to Submit Proposals:**

**One electronic copy** of the proposal must be submitted. One double-sided hard copy may be submitted if an electronic submission is not feasible. Receipt of all acceptable proposals will be acknowledged by letter or e-mail. Submit electronic documents to [rob.taylor@ncdenr.gov](mailto:rob.taylor@ncdenr.gov). Please submit electronic versions as Microsoft Word (preferred) or Adobe (PDF) attachments.

Hard copy proposals mailed to DEAO should be printed double-sided on at least 30 percent POST-CONSUMER CONTENT RECYCLED PAPER. All major office supply companies and copy companies provide 30 percent post-consumer content paper. Thirty percent post-consumer content paper is also available on state term contract. If you have trouble finding recycled paper, please contact Rachel Eckert for help – (919) 707-8132.

If a community is not able to submit an electronic proposal then hard copy proposals should be sent to:

**2012 COMMUNITY WASTE REDUCTION AND RECYCLING GRANT ROUND  
ATTENTION: ROB TAYLOR  
DIVISION OF ENVIRONMENTAL ASSISTANCE AND OUTREACH  
1639 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1639**

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

**217 W. Jones Street, Raleigh NC, 27603, Room 1307-N**

If delivering proposals by hand, please register with the front desk to obtain a visitors pass and to receive directions to DEAO’s offices.

**Proposals must be received by 5:00 p.m. on Friday, March 9, 2012. Proposals postmarked but not received by 5:00 p.m. on March 9, 2012 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 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
- 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
  - ✓ Funds requested from the state
  - ✓ Matching funds from the applicant
  - ✓ Please submit your budget in a table following the example below:

<b>Sample Project Budget</b>	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
<b>Total</b>	<b>\$ 2,379</b>	<b>\$ 476</b>	<b>\$ 2,855</b>

**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, 2012. 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 (0-15 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 (0-10 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 29, 2012. 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 provide their federal tax ID number.
- Successful applicants will also 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 by 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. If necessary to submit hard copy, all hard copies submitted should be double-sided and on recycled paper as stated above. Final reports for government grantees will follow a standard format provided by DEAO.
- **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** – distribution of DEAO grant funds is on a reimbursement basis. Requests for reimbursement must be submitted on letterhead, must include proof that the funds were spent, and must have the term “invoice” clearly stated on the request.
- **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 report has been received by DEAO. 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 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 adhere to the required components of a proposal and if they carefully review the grant award criteria in their proposal.