



Curbside Recycling Roll-Out Cart Grant Program

APPLICATION GUIDELINES

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

The purpose of this grant program 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 Pollution Prevention and Environmental Assistance will administer the Curbside Recycling Roll-out Cart Grant Program through the Solid Waste Management Trust Fund. This program is limited to residential/commercial curbside recycling programs.

With the release of these application guidelines DPPEA is accepting applications for funding from municipalities, counties and solid waste authorities seeking to implement curbside recycling programs using roll-out carts or transitioning 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 Scott Mouw at (919) 715-6512 or scott.mouw@ncdenr.gov to discuss 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 in this grant round. Counties and municipalities seeking to purchase roll-out carts for school recycling programs should apply through the Community Waste Reduction and Recycling Grants. For more information on this grant round please contact Scott Mouw at (919) 715-6512 or scott.mouw@ncdenr.gov.

Available Funding:

The Division of Pollution Prevention and Environmental Assistance plans to offer grants through the Curbside Recycling Roll-out Cart Grant Program on an ongoing basis as long as funding is available. Approved applications will be funded on a first come, first served basis. Contracts will be initiated once all application requirements are met. In the event that funding is not available when an application is submitted, DPPEA 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 several funding options available through the Curbside Recycling Roll-out Cart Grant Program and grant contracts may be written for one, two or three years, based on the applicants preference.

1. **Direct Purchase** – DPPEA will reimburse grantees for the direct purchase of carts at a rate of \$25.00 per roll-out cart up to a maximum of \$100,000. The grant contract may be written for up to three years.
2. **Cart Financing and Lease to Buy** – DPPEA will reimburse grantees the cost of debt service (principal and interest) in the financing of carts for up to three years and a maximum of \$100,000.
3. **Rental From Hauler** – DPPEA will reimburse the differential cost associated with renting roll-out carts from your recycling service provider for up to three years with and a maximum of \$100,000. This option

is only available to communities that are switching from bins to carts and the applicant must provide a copy of the service providers bid, identifying the cost per household using bins and the cost per household using roll-out carts. The difference between the two will be the reimbursement rate per household served.

4. **Container Up-Size** – DPPEA will reimburse grantees for the direct purchase of carts at a rate of \$25.00 per cart up to a maximum of \$40,000 for communities seeking to increase the size of existing roll-out carts.

Local Government Eligibility Requirements:

1. **Collection Frequency** – Only communities intending to collect recyclables on a weekly or bi-weekly basis are eligible for funding.
2. **Cart Size** – Minimum cart size requirements must be met based on collection frequency in order to be eligible through this grant program.
 - a. **Weekly Collection** – 45 gallons or larger. 60+ gallons is preferred.
 - b. **Bi-Weekly Collection** – 90 gallons or larger.
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 program.
4. **New Programs** – With the exception of the “Up-Size” category, 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 program.
5. **Recurring Eligibility** – To ensure the 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.
6. **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 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.

RFID (Radio Frequency ID) Tags

RFID 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 which households are using your collection system and how frequently. Perhaps more importantly, you can also identify who is not using your system, allowing you to develop highly effective and demographically appropriate educational campaigns. Many RFID data management systems also offer additional technical analysis tools and may be linked with scale systems for weighing recyclables at the point of collection.

Applicants are encouraged to plan for the future by having RFID tags embedded in carts at the time of manufacturing. This is not a requirement, but the cost of implementing RFID technology is not only less expensive if accomplished during manufacturing, but it also allows you to avoid the hassle of retrieving carts at a later date for upgrading.

Most major cart manufacturers have switched from low frequency RFID tags to more reliable ultra high frequency tags. Most are also now using non-proprietary coding allowing for a decision about which data management system to use 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 to non-proprietary. Using 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.

Conditions on Submittals:

- Applicants with delinquencies on existing DPPEA grants (e.g., failure to submit final report) will not be considered for funding until such delinquencies are corrected.
- 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.

Funding Period:

Three funding period options are available through this grant program (one, two or three years). The applicant must expend funds 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 60 days prior to the contract expiration date. No contracts will be extended beyond three years. Funds not expended by the end of year three will be forfeited.

Curbside Recycling Roll-Out Cart Grant Program Application Requirements

The following outlines the items necessary to apply for a grant through the Curbside Recycling Roll-Out Cart Grant Program:

1. Contacts page, including:
 - Name and title of main contact
 - Organization
 - Address
 - Phone number
 - Fax number
 - 1. E-mail address
2. Funding Category (Direct Purchase, Financing, Rental, etc.) and desired term of contract.
3. A brief description of your plan for implementing the roll-out cart program including the number of households served, the size of the roll-out carts to be purchased, intentions for embedding RFID tags into carts, collection method (fully automated or semi-automated) and the name and location of your recycling processor.
4. Implementation timeline.
5. Program budget.
6. If renting containers from your contractor, a copy of your service provider's bid clearly identifying the cost of bin service versus roll-out cart service.

NOTE: Any expenses incurred before a contract is signed by both DENR and the grant recipient are not reimbursable.

How to Submit Applications:

Applicants should submit an electronic copy of their proposal preferably in MS Word format. If electronic submission is not possible, the applicant may submit a single hard copy of their proposal. Receipt of all proposals will be acknowledged by e-mail or other correspondence. Submit electronic versions to scott.mouw@ncdenr.gov. Please submit electronic versions as Microsoft Word (preferred) or Adobe Acrobat attachments.

Hard copy proposals mailed to DPPEA should be printed double-sided on at least 30 percent POST-CONSUMER CONTENT RECYCLED PAPER.

Send hard copy proposals to:
CURBSIDE RECYCLING ROLL-OUT CART GRANT PROGRAM
ATTENTION: SCOTT MOUW
DIVISION OF POLLUTION PREVENTION AND ENVIRONMENTAL ASSISTANCE
1639 MAIL SERVICE CENTER
RALEIGH, NC 27699-1639

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 E-Procurement Registration** – Grantees will be required to provide the local government’s EIN (Federal ID number) and register with the state’s E-procurement system before a contract can be initiated. You may register for E-procurement using the following link: <http://eprocurement.nc.gov/>
- **Publications** – Documents and publications associated with a grant contract should 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 DPPEA by 30 days prior to the contract end date and a final report is required to be submitted by the contract end date. All hard copies submitted should be double-sided and on recycled paper as stated above. The final report format can be accessed using the following link: <http://p2pays.org/localgov/Documents/FinalReportFormat.pdf>.
- **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** – DPPEA grants are 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 DPPEA.
- **Final 10 Percent of Funds** – DPPEA 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 grant contract report has been received by DPPEA.