



Recycling Equipment Grant Program



FY 2015-2016 Application Manual

Prepared by:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management

Solid Waste Assistance Program

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14th Floor

Nashville, TN 37243

<http://www.tennessee.gov/environment/article/sw-solid-waste-grants>

Overview

BACKGROUND:

The goal of the Solid Waste Management Act of 1991 is to reduce by twenty-five percent (25%) the amount of solid waste disposed of at Class I municipal solid waste disposal facilities. T.C.A. §68-211-825 states: "From funds available from the solid waste management fund, the department shall establish a matching grant program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders."

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

There are three priorities for this grant:

- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (10).
- Applicants that develop public/private partnerships.
- Applicants that establish a new plastics/aluminum beverage containers or paper/fiber recycling program.

PURPOSE OF THE GRANT:

The Recycling Equipment Grant supports the implementation of 2015-2025 Solid Waste and Materials Management Plan Objectives (<http://www.tennessee.gov/environment/topic/sw-2015-2025-solid-waste-and-materials-management-plan>). It is the Department's intent with this grant to support local governments' efforts toward achieving their waste reduction and recycling goals. Successful proposals will demonstrate how the requested equipment will improve operating efficiencies or;

- Increase recycling access and participation (Objective 2), by enhancing drop-off and curbside programs
- Promote Material Processing and End Use in Tennessee (Objective 3)
- Support new waste reduction and recycling technologies (Objective 5)

Deadline to Submit

GRANT APPLICATION TIMING AND DELIVERY:

One application (with an original signature) and the narrative in Attachment 1 should be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management on or before Thursday, October 1, 2015, 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on October 1, 2015 will be returned to the applicant without review.

NOTE NEW MAILING ADDRESS:

Tennessee Department of Environment and Conservation
Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave, 14th Floor
Nashville, TN 37243

Electronic or facsimile applications will not be accepted

GRANT TIMELINE:

The anticipated timeline for this grant offering is as follows:

July 1, 2015:	Request for applications announced
October 1, 2015:	Deadline for application submittal
October 21, 2015:	Rate and recommend grant awards
January 1, 2016:	Announce awards and prepare grant contacts
January 15, 2016:	Send grant offer to successful applicants
February 28, 2016:	Mail fully executed grants

Eligibility

Tennessee counties, cities, solid waste authorities and organizations which have been determined to be tax exempt nonprofit recycling organizations by the Internal Revenue Service may apply for grants under T.C.A. §68-211-825.

Counties and the cities within those counties eligible to receive a recycling rebate, as directed by T.C.A. §68-211-825(b), are not eligible to receive a recycling equipment grant. The rebate credits are in lieu of grants. **The following Recycling Rebate counties and cities within those counties for FY 2014-2015 are**

not eligible for the recycling equipment grant: Blount, Davidson, Hamilton, Knox, Loudon, Madison, Montgomery, Rutherford, Shelby, Sullivan, and Williamson.

Applicants may not request equipment that is otherwise available at privately owned facilities which serve the relevant geographical area. If an applicant demonstrates that the equipment is an indispensable component of a project and will not compete with privately owned facilities, it may be considered for funding. Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a)) is not eligible under this grant.

To be eligible for funding, the requested equipment must be included in the 2014 update to the Region's Solid Waste Plan (Annual Progress Report) submitted prior to March 31, 2015.

Eligible recycling equipment includes key recycling equipment needed to establish a new collection or processing site, to improve the operation of an existing collection or processing site, or to prepare recovered materials for transport and marketing. Key recycling equipment includes, but is not limited to; roll carts made with recycled content and embedded RFID tags, containers, balers, crushers, sorters, densifiers, and grinders. Collection trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds or higher will be considered.

Ineligible requests include, collection trucks with a gross vehicle weight rating (GVWR) less than 10,000 pounds and any equipment that aides in increased disposal of materials in Class I disposal facilities or directly competes with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a)). Furthermore, applicants previously awarded a Recycling Equipment Grant from the Solid Waste Management Fund in the last two years that are currently under contract with open balances or who have failed to meet the obligations of additional Division of Solid Waste grant contracts are ineligible.

Funding

GRANT REQUESTS AND MATCHING THE GRANT:

The Department has set aside \$200,000 for this offering for FY 2015-2016. No grant may exceed \$25,000. A match of 10%-50% is required as indicated in Attachment 2 Recycling Equipment Grant Match Requirement.

In-kind contributions will not be considered.

This grant offering has three priorities for funding. Applicants will receive extra points if their projects meet criteria in these three priority areas. The priorities are:

- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (10).
- Applicants in partnerships among three or more local governments.

- Applicants that establish a new plastics/aluminum beverage containers or paper/fiber recycling program.

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment identified in the application and awarded will be funded so proper planning and research should be done by applicant before submitting application.

Format and Checklist

- Step 1.** Complete a Recycling Equipment Grant application form (CN0915) signed and certified by a legally authorized representative for the applicant. Signees other than the executive officer or mayor must include a resolution from the applicant's governing body giving authority to sign for the applicant.
- Step 2.** Complete the Technical Narrative, Attachment 1, fully describing the applicant's recycling program and the proposed project for which funding is requested. Follow the narrative format, section by section, providing complete, concise responses to all items. Responses should thoroughly discuss and address the questions for each section as appropriate. Equipment requested must be included in the 2014 Annual Progress Report as an identified need by the region's solid waste board.
- Step 3.** Provide resolutions describing the details of the partnership and roles of each participating local government.
- Step 4.** Provide manufacturer specifications and accurate price quotes for all equipment needs requested. **Grant award will be based on this pricing information and will not be changed.**
- Step 5.** Submit the complete application, signed and certified by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the designated authorized agent (county executive, mayor, executive director, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Forms relative to this grant offering may be found at the end of this grant manual.

NOTE: Applicants are responsible for providing relevant, factual, and correct information regardless of who prepares the application

Selection Criteria

Applications will first be reviewed for completeness. Upon receipt of a complete application, the Technical Narrative will be evaluated and scored by a team of raters (3 or more). Applicants receiving the highest average score will be recommended for funding to the extent that funding is available. The minimum average score for funding consideration is 70 points.

All applications will be scored and grants awarded based on the following criteria and weightings:

CRITERIA AND WEIGHTINGS

Establishment of Priority	10 points
Equipment	5 points
Consistency with Regional Solid Waste Plan	25 points
Facility Design, Operations Plan, Collection, and Processing	30 points
Demonstration of Need	25 points
Community Education and Outreach	<u>15 points</u>
Total:	110 points possible

Each question asked in the Technical Narrative is very important. Thoroughly develop proposals and supply an adequate description for each of the criteria to ensure raters have a complete understanding of the applicant's recycling program and the proposed project. While some questions may seem to be similar, the response should be made in its entirety as it relates to the project. Applicants should follow the Technical Narrative format, section by section. Particular attention should be given to sections with higher point values.

Funding Conditions

Applicants shall be prepared to proceed with the project as soon as a fully executed grant is received. Local funding for costs in excess of the grant award shall be approved and available upon receipt of a fully executed grant to avoid unnecessary delays.

The local match shall be determined by the Department, using an economic index based upon factors which include, but are not limited to, per capita income and property values of the county applicant. Reimbursement may not exceed 50% of the approved total eligible project costs. See Attachment 2 Recycling Equipment funds are required at the time of grant reimbursement.

- Matching funds are required at the time of grant reimbursement.
- Grantees are required to contract with an engineering or construction consultant to prepare technical documents and provide oversight of project work, as required by state law or local codes.
- In-kind contributions will not be considered.

It is important that applicants research the equipment needed to submit accurate price quotes with

their application. Grant awards will be made based on the estimates included in the grant application not to exceed \$25,000.

The Department's intent with this grant offer is to promote environmentally preferable purchasing in support of the 2025 Solid Waste and Materials Management Plan Objective 3 by requiring equipment to be made with recycled content, when available.

TDEC Sustainability Statement

The Tennessee Department of Environment and Conservation (TDEC) acknowledges that the products and services we procure have fundamental human health, environmental, and economic impacts, and that purchasing decisions should exemplify our commitment to sustainability and to protecting the environment and the quality of life of Tennesseans. TDEC endeavors to reduce the environmental impacts of its operations and to promote fiscal responsibility and community and environmental stewardship by integrating sustainability considerations in sourcing processes while continuing to observe general state purchasing laws and procurement policies.

Contact

RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF

The person named below shall be the sole point of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

General and Administrative Questions:

Grant Administrative Assistance
Loretta Harrington, Grant Program Manager
615-532-0086
Loretta.Harrington@tn.gov

Technical Questions:

Technical Assistance
Paula Mitchell, Recovered Materials Manager
615-532-0075
Paula.Mitchell@tn.gov

Frequently Asked Questions

1. *What method is used for grant project expense funding?*

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment purchased, and then submit required invoice documentation to TDEC for reimbursement.

2. *When can the grant project begin?*

Projects may begin **after** the Grantee is notified by State that the grant has been fully executed. Also, vendors' bids for equipment purchases must be submitted and approved by the State prior to receiving equipment. Any equipment received/purchased prior to the begin date of the executed contract will not be reimbursed. Failure to submit bids for approval prior to committing funds may result in denial of costs.

3. *Do I have to follow a bidding process?*

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

4. *When can I request reimbursement for expenses relative to the grant project?*

Reimbursement invoices must be submitted, after equipment has been purchased, installed, operational, and inspected by the State. The grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

5. *How long will I have to complete the grant project?*

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases and work activities. Grantees must be precise in the timelines submitted in the application to assure that sufficient time is allowed for purchases and work activities.

6. *What are the grantee's responsibilities for the project after the grant is paid in full?*

Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State. Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

7. *Can applicants that have received funding in a prior year apply again this year?*

Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding have been completed and the grantee paid in full.

8. *Can we submit supplemental documents?*

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess

Frequently Asked Questions

documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make good decisions concerning projects. Only **necessary** supplemental documents should be included.

9. Where can I find grant documents?

The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website: <http://www.tennessee.gov/environment/article/sw-solid-waste-grants>

10. Are workshops available?

Yes, the schedule is listed below.

Date	Location	Time
Wednesday, July 8, 2015	Jackson Environmental Field Office 1625 Hollywood Drive Jackson, TN 38305	9:00 a.m. – 12:00 p.m. CST
Friday, July 10, 2015	Fleming Training Center 2022 Blanton Drive Murfreesboro, TN 37129	9:00 a.m. – 12:00 p.m. CST
Wednesday, July 22, 2015	Knoxville Environmental Field Office 3771 Middlebrook Pike Knoxville, TN 37921	9:00 a.m. – 12:00 p.m. EST

Attachment 1
Technical Narrative
Recycling Equipment Grant Applications

I. Establishment of Priority – 10 points

1. Does the recycling program employ developmentally disabled individuals as defined in [T.C.A. §33-1-101\(10\)](#)?
 Yes ___ No ___ if no, go to Question 2.
 - If the answer to question 1 is yes, how many developmentally disabled individuals are employed in your recycling program?
 - How many hours a week does each developmentally disabled individual work?
 - Summarize key duties for the developmentally disabled employees listed above in the recycling operation?

2. Is this proposal for recycling equipment to be used in a public/private partnership?
 Yes ___ No ___
 - Describe the details of the partnership and roles of each participant.

3. Does the recycling equipment establish a new plastics/aluminum beverage containers or paper/fiber recycling program? Yes ___ No ___
 - Plastics/Aluminum Beverage Containers _____
 - Paper/Fiber _____

II. Equipment – 5 points

4. List all equipment requested, in priority order, and give the estimated cost and quantity of each.

	Requested equipment in order of priority	Quantity	Estimated Unit Cost	Total
1				
2				
3				
4				
5				
Total Estimated Equipment Cost				\$
Less Local Matching Share _____%				\$
Maximum Grant				\$
Additional Local Share				\$

5. If the equipment cost exceeds the maximum grant award amount of \$25,000.00, briefly explain the source of additional funds.

6. Are matching funds and the additional funds noted in question 5 currently committed? Yes ___ No ___

7. If the answer to question 6 is no, explain why funds are not currently committed. Discuss the expected funding source and time line for obtaining these funds.

8. Will the requested equipment be utilized 100% for the waste reduction and recycling program? Yes ___ No ___
If no, explain why.
9. What is the physical address where each piece of equipment will be located and operated? If the equipment is mobile and used in the field, please identify the primary location where the equipment will be operated.

III. Consistency with Regional Solid Waste Plan – 25 points

10. Explain how this recycling equipment implements the relative parts of the Region's municipal solid waste plan and updates to the solid waste plan (Annual Progress Report). Describe the value it brings, the operation of the equipment and added capacity or processing for the specified commodities that are targeted in number 3. Discuss in detail the roles of partners involved as applicable. Describe how this equipment integrates with existing infrastructure and systems within the Region.

IV. Facility Design, Operations Plan, Collection, and Processing – 30 points

11. Provide a detailed facility layout (including: building dimensions, equipment locations, free space, doors, and docks) with proposed equipment placement (drawing does not need to be to scale). Please describe your operation plan in detail, including how each piece of requested equipment will be used. Describe the value it brings and added capacity or processing for the specified commodities that are targeted. Also, include sources of material(s), types of material(s), estimated percentage of material(s) in waste stream, throughput (tons per day), capacity of the facility, technology used for collection and processing, operating cost, service area including partners, staffing cost and available end-markets. Your answer should include your business plan for the use or sale of processed or collected commodities, including marketing strategies.
12. If equipment requested is for collection of materials, provide a map of proposed locations within the region where equipment will be operated, expected collection rates at each location, and pull frequency. Also, attach all proposed equipment specifications with itemized price quotes to this application. Describe the applicant's criteria for selecting the particular equipment requested in this application including: size, power, design, processing, recycling system capability, total weight per day, recycled content, etc. Describe your Program's efficiency by indicating your capture rate for each commodity and the amount of residual (landfilled). Also, how will this proposed equipment increase your capture rate and decrease the amount going into a Class I landfill.

V. Demonstration of Need – 25 points

13. Does this equipment currently exist within the region? If yes, explain the need and justify the request. Describe how the proposed project will not compete with or duplicate services provided within the municipal solid waste planning region
14. How will the requested equipment help the applicant (and partners) meet or exceed the current recycling goals and support the 2015-2025 Solid Waste and Materials Management Plan? Provide a table projecting the expected collection and processing increase for each commodity to be collected for a period of 5 years within the Region resulting from the purchase of this equipment. Please provide a separate table for each piece of equipment. Timetable must be included or no points will be rewarded for this question.
15. What new efforts are planned to increase the amount of materials collected? Please provide a detailed timetable for the next 5 years with planned activities, such as education and outreach, to achieve these material goals. Timetable must be included or no points will be rewarded for this question
16. Describe cost benefits or impact the requested equipment will have on:

- Quality of the materials collected processed, or stored
- Savings in transportation,
- Savings in landfill disposal costs avoided
- Jobs created
- Local revenues generated

An itemized table must be included showing the estimated savings by category. Itemized table must be included or no points will be rewarded for this question.

VI. Community Education and Outreach – 15 points

17. Describe activities planned by the applicant that will cause an increase in waste reduction and materials diverted from landfills. If rates have been flat or declining, further describe what will be changed and the implementation program that will lead to better waste reduction and materials diverted from landfills. If the capture rate has been trending upwards, what will be done to sustain this progress or increase the capture rate further? Provide details and timetable for education and outreach efforts. Timetable must be included or no points will be rewarded for this question.

Narrative Prepared by: _____

Name of Preparer's Organization: _____

Telephone: _____

E-mail address: _____

Attachment 2
Recycling Equipment Grant Match Requirement

County	Match % Rate Required	County	Match % Rate Required
Anderson	50%	Lauderdale	10%
Bedford	30%	Lawrence	20%
Benton	10%	Lewis	10%
Bledsoe	10%	Lincoln	40%
Blount	50%	Loudon	50%
Bradley	40%	Macon	10%
Campbell	20%	Madison	50%
Cannon	10%	Marion	40%
Carroll	20%	Marshall	30%
Carter	20%	Maury	50%
Cheatham	40%	McMinn	40%
Chester	10%	McNairy	20%
Claiborne	20%	Meigs	10%
Clay	10%	Monroe	30%
Cocke	20%	Montgomery	50%
Coffee	40%	Moore	30%
Crockett	20%	Morgan	10%
Cumberland	40%	Obion	30%
Davidson	50%	Overton	20%
Decatur	30%	Perry	10%
Dekalb	20%	Pickett	10%
Dickson	40%	Polk	20%
Dyer	30%	Putnam	30%
Fayette	50%	Rhea	20%
Fentress	10%	Roane	50%
Franklin	40%	Robertson	40%
Gibson	30%	Rutherford	50%
Giles	30%	Scott	10%
Grainger	10%	Sequatchie	20%
Green	30%	Sevier	50%
Grundy	10%	Shelby	50%
Hamblen	40%	Smith	30%
Hamilton	50%	Stewart	20%
Hancock	10%	Sullivan	50%
Hardeman	10%	Sumner	50%
Hardin	20%	Tipton	40%
Hawkins	40%	Trousdale	20%
Haywood	20%	Unicoi	20%
Henderson	30%	Union	10%
Henry	30%	Van buren	10%
Hickman	20%	Warren	30%
Houston	10%	Washington	50%
Humphreys	30%	Wayne	10%
Jackson	10%	Weakley	20%
Jefferson	40%	White	20%
Johnson	10%	Williamson	50%
Knox	50%	Wilson	50%
Lake	10%		



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