

# Backyard Composting Grant

## REQUEST FOR PROPOSALS

N.C. Department of Environmental Quality  
Division of Environmental Assistance and Customer Service

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The purpose of this grant program is to assist local governments with the promotion and implementation of backyard composting for their residents. DEACS recognizes that backyard composting is a key component of waste reduction and it creates a useful product out of kitchen scraps and yard waste. The Division of Environmental Assistance and Customer Service (DEACS) administers the Backyard Composting Grant through the Solid Waste Management Outreach Program.

With the release of this Request for Proposals (RFP), DEACS is seeking proposals that request grant funding to support food waste reduction through backyard compost. **Proposals will be accepted until 5:00pm on Friday, October 30, 2020.** Applicants should carefully read this entire RFP prior to submitting a proposal. Please address any questions about this grant program to Emily Burnett at (919) 707-8121 or at [emily.burnett@ncdenr.gov](mailto:emily.burnett@ncdenr.gov), or to Matt James at (919) 707-8133 or at [matt.james@ncdenr.gov](mailto:matt.james@ncdenr.gov).

### **Available Funding:**

**Maximum funding:** Local governments can submit grant proposals for a maximum award of \$20,000.

Grant funding will be paid through reimbursements of the grantee's expenditures. Ten percent of the grant award will be withheld until after the grantee submits an approved final report.

### **Cash Match Requirement:**

**Required Cash Match:** Backyard Composting Grant winners must provide a cash match equal to or exceeding 20 percent of the requested grant funding. For example, a grantee requesting a \$10,000 grant must match at least \$2,000 with local funds for a total project cost of \$12,000.

**Calculating Cash Match:** To determine the necessary cash match for any grant project, first determine the total budget associated with the project and then use the following equation: total project budget ÷ 6 = required cash match.

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.

### **Use of Funds and Description of Grant Program:**

Grant funds must be used to promote and develop food waste reduction through backyard composting. Backyard composting is defined as creating usable soil amendment from yard and food waste at a place of residence.

### **Examples of Grant Projects:**

- Purchase and distribute backyard composting bins (e.g. Earth Machine, Enviro World, Geobin, etc.) for residents to create usable soil amendment from yard and food waste
- Purchase and distribute kitchen totes for residents to store and carry food waste to their compost bin
- Purchase and distribute vermicompost bins for residents to use indoors
- Distribute backyard composting outreach and education material
- Host backyard compost workshops

If awarded a grant for containers, grantees must give the compost bins or kitchen totes away to their residents on a one bin per household basis. The bins must be given away at no charge or at a reduced cost to customers. They can be delivered or picked up by residents. The local government should determine a method to advertise the bin give-away or sale and include that in the grant proposal. Some form of education material should be distributed with the bins.

Applicants are encouraged to use the DEACS-created backyard compost education materials (see examples here: <https://deq.nc.gov/conservation/recycling/general-recycling-information/outreach-materials>). These materials can be printed and distributed to inform residents what to put in their composter and how to maintain their compost pile. Applicants can apply for funding to help cover the cost of printing or distributing these materials.

**Eligible Entities:**

North Carolina local governments, defined as counties, municipalities, councils of governments and solid waste authorities in North Carolina, are eligible to apply for funding from the Backyard Composting Grant Program. Applicants must have space to store and distribute the compost bins.

**Contract Period:**

The contract period for this grant is one year. The grantee must make a good faith effort to give away all the backyard compost bins within the contract period. The applicant must also expend the grant 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 Environmental Quality. Requests for no-cost time extensions must be submitted to the DEACS staff contact at least 30 days prior to the contract expiration date. Funds not expended by the end of the contract period will be forfeited.

**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 Emily Burnett at [emily.burnett@ncdenr.gov](mailto:emily.burnett@ncdenr.gov). Please submit electronic versions as Microsoft Word (preferred) or Adobe (PDF) attachments.

**Proposals will be accepted until 5:00pm on Friday, October 30, 2020.** Proposals will be evaluated in the order that they are received and awards will be made for winning proposals on a rolling basis while funding remains available. Any proposal received after October 30<sup>th</sup> will not be considered for funding.

**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
  - ✓ E-mail address
- Date of Proposal Submittal

- Project Description: Detailed description of proposed grant project including:
  - ✓ What does the grantee plan to buy?
  - ✓ What is the projected waste reduction impact?
  - ✓ How many households will be involved?
  
- Requirements for container or bin grant proposals:
  - ✓ How many compost bins or kitchen totes will the grantee buy?
  - ✓ What brand or model of bins or totes will the grantee buy?
  - ✓ What is the grantee's strategy for advertising the bin give-away or sale? If bins or totes are sold at a reduced cost, what will the price be?
  - ✓ Where will the bins be stored by the grantee before they are distributed?
  - ✓ How will the bins be distributed?
  - ✓ How will the grantee verify that one bin is given per interested household?
  - ✓ What compost education materials will be provided?
  
- Requirements for compost outreach and education proposals:
  - ✓ Applicants must indicate if they plan to create their own compost education materials or if they plan to use the DEACS compost education materials.
  - ✓ If the applicant plans to create their own educational materials, please provide an example.
  - ✓ How will the materials be distributed to residents?
  
- Requirements for backyard composting workshop proposals:
  - ✓ Describe details of the workshop plan
  - ✓ Who will lead the workshop?
  - ✓ What materials will be used?
  - ✓ Will bins be given out in conjunction with the workshop?
  
- 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
  - ✓ Quote(s) for compost bins or kitchen totes; other project element costs can be estimated

**Grant Selection Process:**

A selection committee will use the pre-established criteria to rank proposals and make award decisions. Applicants must score well in these criteria to receive a grant award:

1. **Planning (0-25 points)**: Did the Project Description include all necessary elements as outlined in the Required Proposal Format? Is the proposal well thought out, well researched, and backed by valid facts and assumptions? Does the applicant have a plan for the storage and distribution of the grant items? Will the applicant be able to ensure that giveaways or sales are limited to one bin or tote per household?
2. **Outreach and Education Strategy (0-25 points)**: How will the applicant promote backyard composting and advertise the bin giveaway or sale? What compost education materials will be used and how will the applicant distribute these materials to residents?

3. **Waste Reduction Impact (0-25 points):** Will the project contribute substantially toward reduction of the local waste stream? How many households will be affected by the project?
4. **Cost-effectiveness (0-25 points):** Will the project provide a valuable service that is worth the investment? Will residents have the knowledge to successfully use the grant items long-term?

**If A Proposal is Selected for Funding:**

If an applicant is chosen to receive funding, DEACS 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 of grant funding is accepted:

- DEACS may work with applicants to revise initially submitted proposals before entering into a grant contract. Any changes to initial proposals must be approved by DEACS and the applicant and the resultant final proposal will become an attachment to the grant contract.
- DEACS may award grant amounts lower than the original request. For any amount awarded, grantees must still provide the required cash match as explained in the Cash Match Requirement section.
- 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/>.
- DEACS will submit a request through the DEQ contract processing system for a grant contract. Grantees must act to execute the resultant grant contract without excessive delay.

**Conditions on Submittals:**

- **ONLY ONE PROPOSAL PER ELIGIBLE ENTITY WILL BE ACCEPTED.** Grant proposals may combine funding requests for multiple project elements into one proposal. The available funding limits still apply and total request may not exceed the grant award amounts noted in the Available Funding section.
- All applicants selected for funding will undergo a compliance review to ensure that they do not have an outstanding Notice of Violation (NOV) related to North Carolina solid waste statutes and rules. Any outstanding NOV's must be corrected to the satisfaction of the N.C. Division of Waste Management (DWM) prior to any grant being awarded. Applicants with outstanding NOV's are responsible for providing DEACS with information from DWM indicating that the community is in compliance and that the NOV's have been corrected before a grant contract can be initiated.
- Applications will not be accepted from local governments that have not submitted the required Solid Waste and Materials Management Annual Report for the most recent fiscal year.