

# Regional Recycling Infrastructure 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 and private recycling businesses in expanding or developing recycling infrastructure to serve multi-county regions in North Carolina. The Division of Environmental Assistance and Customer Service (DEACS) administers the Regional Recycling Infrastructure Grant through the Solid Waste Management Outreach Program.

With the release of this Request for Proposals (RFP), DEACS is seeking proposals for the funding of recycling infrastructure within the state. **Applicants should carefully read this entire RFP prior to submitting a proposal.** Please address any questions to Matt James at 919-707-8133 or [matt.james@ncdenr.gov](mailto:matt.james@ncdenr.gov).

### **Regional Recycling Infrastructure Program Description:**

DEACS is seeking applications for Regional Recycling Infrastructure Grants. The purpose of this grant funding is to help increase recycling program efficiency for customers that are distant from processors or end markets. Grant funds are intended to assist with the creation and development of regional recycling consolidation or sortation points that serve regional, multi-county recycling customers—public or private. Through consolidation of recyclables and/or pre-sorting (separating basic material streams), it is anticipated that participating organizations will add value to their recycling programs by creating economies of scale and enhanced recyclable product value.

The following stipulations apply for any project to be eligible for funding:

- The recycling system created must serve more than one local government residential recycling program across multiple counties. At least one of the participating organizations must contribute the matching funds associated with the project, however projects with multiple organizations contributing matching funds will be given priority;
- The applicant(s) must make upgrades to or develop new infrastructure at a material recovery facility (MRF) or recycling transfer station that will expand their capacity to be able to service customers from multiple counties; and
- The applicant(s) for Regional Recycling Grant funding must have communicated with a member of the DEACS Local Government Assistance Team to discuss project parameters prior to submitting a grant proposal.

### **Available Funding, Grant Award Amount and Cash Match Requirement:**

**Available Funding:** DEACS plans to offer grants through the Regional Recycling Infrastructure Grant Program on an ongoing basis for the duration of the funding availability. It is anticipated only a limited number of Regional Recycling Grants will be funded during any given fiscal year. Approved applications will be funded in the order in which they were received and approved. Grant contracts will only be initiated once all application requirements are met and the project is approved by DEACS staff. In the event that funding is not available when an application is submitted, DEACS will place applicants on a

waiting list and reevaluate submitted proposals as soon as funds become available. There is no due date for applications.

**Grant Award Amounts:** Applicants for Regional Recycling Infrastructure Grants are eligible for up to **\$80,000** in state funding. Upon consideration of the proposals received, DEACS reserves the right to award grant amounts that are lower than the amount requested by an applicant. Contract execution and disbursement of grant funds are contingent upon the availability of funds to DEACS for this purpose. Grant funding will be paid through reimbursements of the grantee's expenditures.

**Cash Match Requirement:** Grant winners must provide a cash match equivalent to 20 percent of the requested grant funding. For example, a grantee under this program receiving \$80,000 from DEACS must spend an additional \$16,000 of local funds on the project.

**Allowable Grant Projects:**

All projects must be used to enhance or develop a recycling transfer station or MRF that serves organizations from multiple counties. Examples for uses of funding:

- Sortation equipment purchases and installation
- Site development costs
- Capital improvements to facilities

**Unallowable Uses of Grant Funds:**

- Employee salaries
- Studies or work by consultants
- Administrative expenses or overhead costs
- Contracted collection, hauling, or processing costs
- Land acquisition costs

**Eligible Entities:**

Multi-party projects involving more than two local governments or private-sector recycling businesses are strongly encouraged. Any local government or private-sector recycling business participating in a regional or multi-party project proposal may not submit additional proposals to the Regional Recycling Infrastructure Grant program.

- **Local government** – A local government is defined as a county, municipality, council of governments, or solid waste authority in North Carolina.
- **Private-sector recycling business** – A recycling business is defined as a business or a nonprofit organization that accepts, collects, and/or recycles materials from outside sources to create a value-added feedstock for intermediary processing or end-use recycled product manufacturing. Recycling businesses must partner with at least one local government on this project in order to be eligible for grant funding.

**Primary Applicant Requirement:**

Each grant application should identify one grant manager from one of the involved parties. The contract manager will be the point of contact for the grant project and the intermediary between DEACS and the group of applicants. The primary applicant's organization will receive the grant reimbursements and will

be responsible for allocating that reimbursement to the appropriate organizations based on their financial commitment outlined in the Letter of Commitment.

**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 Environmental Quality. Requests for no-cost time extensions must be submitted to the DEACS staff contact at least 60 days prior to the contract expiration date. Funds not expended by the end of year one 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 [matt.james@ncdenr.gov](mailto:matt.james@ncdenr.gov). Please submit electronic versions as Microsoft Word (preferred) or Adobe (PDF) attachments.

**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 DEACS
  
- Letter of Commitment from Each Partner in the Project: Each letter of commitment should identify the financial obligation of each applicant in order to meet the cash match requirement. The letter of commitment should also identify the primary applicant who will be the grant manager and point of contact for the entire grant project.
  
- Project Description: Detailed Description of Proposed Grant Project including:
  - ✓ List of public recycling programs that will use transfer station or MRF
  - ✓ List of private-recycling businesses that will use the transfer station or MRF
  - ✓ List of each recyclable material to be accepted
  - ✓ Anticipated processor of recyclables collected
  - ✓ Operational details for the system including who will operate system (public employees vs. contract operated) and who will haul recyclables to the recipient MRF
  - ✓ Number of jobs created by the project (jobs are not a scoring criterion but a useful metric to measure)

- 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 budgeted items

**Grant Selection Process:**

The selection committee made up of DEACS staff will use the pre-established criteria below to evaluate proposals and make award decisions. Applicants are encouraged to consider the award criteria as they develop their grant proposals.

- 1. Operational Planning & Experience (0-25 points):** Does the proposal indicate sufficient operational planning to ensure the success of the proposed project? Does the applying organization demonstrate sufficient experience to ensure they can execute the project? How well does the proposal address the essential elements of material handling for the specified region?
- 2. Market & Infrastructure Need (0-25 points):** How well does the proposal address the recycling infrastructural and market needs of the specified region?
- 3. Impact on Waste Stream (0-25 points):** Does the proposed project lead to a definitive impact on the amount of material recycled?
- 4. Partnership Projects (0-15 points):** Does the proposed project include financial commitment by multiple private-recycling businesses or local government recycling programs? Are letters of commitment for each partner in the project included in the application?
- 5. Budget (0-10 points):** Is the budget clear and reasonable? Are the specific proposed expenditures in line with normally expected item costs? Does the proposal include official quotes from vendors for proposed project? Note: official quotes are required components of the application.

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

Applicants selected for funding will be notified by a DEACS staff member. The applicant must accept or decline the offer of grant funding. The following will occur once the offer is accepted:

- DEACS will conduct a compliance review with the Division of Waste Management (this may occur before offer is accepted).
- Where appropriate and as needed, the applicant must work with DEACS staff to develop a final proposal. As noted earlier, any changes to initial proposals must approved by DEACS and the applicant.
- 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/>.
- DEACS will submit a request through the DEQ contract processing system for a grant contract.
- Private recycling businesses will be required to include the following:
  - Provide your company’s federal DUNS Number (<http://fedgov.dnb.com/webform>)
  - Complete No Overdue Taxes Certification with notarized signature (<https://deq.nc.gov/conservation/recycling-business-assistance/financing/grants/forms>)
  - Complete Conflict of Interest Certification with notarized signature (<https://deq.nc.gov/conservation/recycling-business-assistance/financing/grants/forms>)

**NOTE: Successful applicants that make purchases before a grant contract is signed by both DEQ and the grant recipient will not be reimbursed.**

**Other general terms and conditions:**

Terms and conditions will be outlined in the grant contract.

- 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 DEACS 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.
- Companies on the N.C. Office of State Budget and Management’s Suspension of Funding List due to failure to complete applicable financial reports for any previous North Carolina state agency grant are ineligible to compete unless removed from the list prior to the proposal deadline. If selected for grant funding, business will be required to certify that they are not debarred from doing business with any Federal or State department or agency.
- Applicants are responsible for contacting the appropriate state and local regulatory agencies to obtain information about permitting requirements for the proposed grant project. All permitting requirements must be satisfied prior to receiving any grant funding. For information pertaining to the permitting of new solid waste facilities or altering existing permits, contact DEACS at 919-707-8133.
- As a condition of grant award, DEACS may work with applicants to revise initially submitted proposals before entering into a contract. 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 approved by DEACS and the applicant and the resultant Final Regional Recycling Infrastructure Grant Proposal will become an attachment to the Grant Contract.

- **Site Visits** – DEACS staff will perform at least one site visit to verify grant-related purchases after reimbursement is requested.
- **Reimbursement** – All funds for DEACS grants are distributed on a reimbursement basis. Requests for reimbursement must include proof that funds were spent for the budgeted items and include an original receipt marked paid for the purchased equipment or work completed under the grant project. Vendor contact information must also be provided. Approval of reimbursement requests are subject to independent DEQ verification of purchases with the vendors of the equipment or item. **Purchases made *before* a grant contract is signed by both DEQ and the grant recipient will NOT be reimbursed.**
- **Final Report** – When the grant project is complete, grantees must submit a final report to the DEACS grant manager.
- **Final 10% of Grant Funds** – The final 10% of grant funds will be held until an approved final report has been received by DEACS. *The report must be received and approved prior to the end date of the contract.* All final requests for reimbursement must be received within 30 days of the contract end-date or all remaining grant funds will be forfeited.
- **Extensions** – No-cost time extensions are possible, but not guaranteed for grant contracts. Grantees seeking no-cost time extensions must request an extension 60 days prior to the contract end date; extension requests received less than 60 days prior to the end date may be denied. The request for extension must indicate 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 a new budget. Extensions request templates are available through the assigned DEACS grant project manager.