**Convenience Center Commingled Recycling Collection Grant Program**

**APPLICATION GUIDELINES**

N.C. Department of Environmental Quality

Division of Environmental Assistance and Customer Service

The purpose of this grant program is to assist local governments with the implementation of commingled recycling collection at staffed convenience centers using compacting roll-off collection systems. The Division of Environmental Assistance and Customer Service (DEACS) administers the Convenience Center Commingled Recycling Collection Grant Program through the Solid Waste Management Outreach Program.

With the release of these application guidelines, DEACS is accepting applications for funding from counties, municipalities, and solid waste authorities seeking to implement commingled recycling collection at staffed convenience centers. **Applicants should carefully read this entire document** and are strongly encouraged to contact Matt James at (919) 707-8133 or [matt.james@ncdenr.gov](mailto:matt.james@ncdenr.gov) to discuss grant program parameters prior to submitting an application.

**Eligible Entities:**

North Carolina counties, municipalities and solid waste authorities are eligible for funding through the Convenience Center Commingled Recycling Collection (CCCRC) Grant Program.

# Available Funding, Application Due Date, and Equipment Requirements:

The Division of Environmental Assistance and Customer Service plans to offer grants through the Convenience Center Commingled Recycling Collection Grant Program for the duration of funding availability.  Grant funding is only available for jurisdictions that operate staffed convenience centers or other staffed drop-off sites collecting residential recyclable materials from the public.

In general, approved grant applications will be funded in the order in which they were received. Grant contracts will only be initiated once all application requirements are met. There is no due date for grant applications. Applications will be accepted on an ongoing basis while funding is available. Applicants are strongly encouraged to submit applications **at least** **90 days** prior to intended project implementation. In the event that grant funding is not available when an application is received, DEACS will place applicants on a waiting list in the order in which applications were received and approved, and then DEACS will initiate a grant contract as soon as funds become available.

Convenience Center Commingled Recycling Collection Grants are only available for the direct purchase of compacting roll-off systems that will be used to collect commingled residential recyclable materials from the public. Both self-contained compacting roll-off systems and stationary compacting roll-off systems using detachable roll-off receiver boxes are eligible for grant funding support. Compacting roll-off systems used to collect municipal solid waste are not eligible for grant funding, and grant funds are not available to support the leasing or renting of equipment.

**Grant Amounts and Cash Match:**

The maximum amount of grant funding that is available through a Convenience Center Commingled Recycling Collection Grant is $31,000, or $15,500 per compacting roll-off system with a maximum grant supported purchase of two (2) compacting roll-off systems. Applicants may either apply once for one (1) Convenience Center Commingled Recycling Collection Grant of $31,000 to support the purchase of two (2) compacting roll-off systems, or they may apply for twice two (2) separate Convenience Center Commingled Recycling Collection Grants of $15,500, with each grant supporting the purchase of one (1) compacting roll-off system. The lifetime maximum CCCRC Grant funding limit for any one applicant is $31,000.

DEACS will reimburse grantees for the direct purchase of self-contained compacting roll-offs or combination stationary compacting units and detachable roll-off receiver boxes, not to exceed $15,000 in equipment funding per roll-off system for up to two systems in the jurisdiction ($30,000 maximum award for equipment). An additional $500 may be requested per compactor system being purchased to create and / or update signage and / or to create recycling outreach materials for distribution to citizens using the convenience centers ($1,000 maximum award for education and outreach support including signs). There is **no minimum cash match requirement**, however the cost of all expenditures beyond the grant award amounts that are allocated to compacting roll-off equipment and education and outreach support will be the responsibility of the applicant.

**Convenience Center Commingled Recycling Collection Eligibility Requirements:**

1. ***Commingled Collection*** - Only communities intending to collect commingled recyclables in roll-off containers (sometimes known as “single stream” collection) at staffed drop-off sites are eligible for CCCRC Grant funding. Eligible projects can include either the initiation of commingled recycling for the first time, or the transition from the loose collection of recyclables to compacted collection. Compacting roll-off systems that will be used for the collection of source separated recyclable materials and/or recyclables intentionally mixed with municipal solid waste for mixed waste processing **are not** eligible for CCCRC grant funding.
2. ***Allowed Roll-off Units*** – Communities transitioning to the use of a compacting roll-off system for commingled recycling collection at convenience centers under this grant program may purchase a self-contained compacting roll-off system or they may purchase a combination of a stationary compacting unit plus one detachable roll-off container (typically 40 cubic yards in volume).
3. ***Maximum Funding Eligibility*** - To ensure that sufficient funds are available for all communities interested in commingled recycling collection at convenience centers, local governments and solid waste authorities will be limited to the purchase of two (2) CCCRC grant funded compacting roll-off systems.
4. ***Retroactive Costs*** - DEQ grant-making rules do not allow for the reimbursement of costs made prior to the execution of a grant contract. Any grant-related purchases made prior to the grant contract period start date will not be reimbursed. It is estimated that grant contracts will be in place approximately two months after a convenience center commingled recycling collection grant application is finalized and a grant is formally awarded (see also: “Agreement on Final Grant Applications” below).
5. ***Applicant must be in good standing with DEQ*** *–*

* Applicants with delinquencies on existing DEACS 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.
* Applicants that have failed to complete and submit the required Local Government Solid Waste and Materials Management Annual Report will not be considered for funding.

1. ***Agreement on Final Grant Applications*** - As a condition of grant award, 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 grant application will become an attachment to the Grant Contract.

**Contract Period:**

The contract period for this grant is one year. Grantees must expend funds and submit a final report within the contract period unless the contract term is extended by written agreement between the grantee and the N.C. Department of Environmental Quality. Requests for no-cost time extensions should be submitted to the division at least 60 days prior to the contract expiration date. Funds not expended by the end of the contract period will be forfeited. Any funds expended prior to the start of the contract will not be reimbursed.

**Application Requirements:**

The information on the next page outlines the eight (8) mandatory components of a Convenience Center Commingled Recycling Collection Grant Application. Please ensure that applications include each of these sections in the order listed.

1. **Contact Information** including:

* Name and title of main contact
* Organization
* Address
* Telephone and fax numbers
* E-mail address

1. **Project Description:** Provide a description of your plan for implementing the collection of commingled recyclables using a compacting roll-off system at a staffed convenience center. This plan must include the identification of the specific site(s) where commingled collection will be implemented, the entity hauling the roll-off containers (local government or contract hauler), the style of compacting equipment to be purchased (self-contained or stationary), and the name and location of your recycling processor.
2. **Materials Collected**: List the materials to be collected by your commingled recycling collection program. The following materials **must** be included in your program: aluminum and steel cans, corrugated cardboard, mixed paper (including newspapers, glossy magazines and telephone books), glass bottles and jars\*, and all plastic bottles. In addition, the collection of other materials including non-bottle plastic containers, milk cartons and juice boxes/aseptic containers is strongly encouraged. If desired, a community may collect corrugated cardboard separately from commingled materials, but CCCRC grant funding is not available to support the purchase of roll-off systems for the collection of separate corrugated cardboard. DEACS staff members are available to help determine the best feasible collection mix for your community. Please include a copy of acceptable items as provided by your recycling processor. \**Special note about glass: communities may consider collecting glass separately from the commingled recyclables. Please check with DEACS staff about this option before submitting an application.*
3. **Measurement Plan**: Provide a description of plans to collect data about the before-and-after effects of implementing commingled collection using a compacting roll-off system at your convenience centers. The plans should include estimates of the current frequency of hauls of recyclable materials and current tonnage hauled on a monthly basis. The measurement plan should also include a method for tracking haul frequency and monthly tonnage after the implementation of commingled collection using a compacting roll-off system.
4. **Public Outreach Plan:** Provide a detailed description of plans for recycling program promotion. This Public Outreach Plan should include a strategy for educating residents about commingled recycling prior to the implementation of commingled recycling collection, and the plan should also include continued education after commingled collection has been implemented. The public outreach plan should include new or revamped signage and distribution of educational materials to convenience center users, as well as other methods of encouraging higher recycling participation. State specifically in your Public Outreach Plan here and indicate in the Program Budget whether you intend to request for supplemental grant funds to support the purchase of signage and/or outreach materials. If available, please provide examples of any signage information/ graphics, and outreach materials which you plan to use. DEACS staff members are available to provide feedback on and assistance with the development of any educational and promotional materials.
5. **Implementation Timeline**: Provide a bulleted timeline for the proposed grant project. The timeline should include the date when compacting roll-off equipment will be placed in service for the collection of commingled recyclables and the date when the final report will be submitted to the state to complete the grant project.
6. **Program Budget:** Provide a budget for the purchase of commingled collection compacting equipment. Please use the following budget format:

**Sample Grant Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Item** | DEACS Grant Funds | Community Funds | Total |
| 1 | 30 cubic yard self-contained compacting roll-off system | $15,000 | $3,250 | $18,250 |
| 1 | New sign and recycling outreach materials for Convenience Center | $500 | $500 | $1,000 |
|  | Total Project Expenditures | **$15,500** | **$3,750** | **$19,250** |

Additional costs are likely to be associated with the installation of a compacting roll-off system including site preparation, concrete, installation of electrical infrastructure, freight, and other installation costs. It is not necessary to list these costs in the Program Budget, though communities are encouraged to take these costs into consideration when planning compactor system installation projects. Assistance with budget preparation is available from DEACS.

1. **Quote:** Provide a copy of an itemized quote obtained from the intended equipment vendor that specifies the item(s) to be purchased.

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

**How to Submit Applications:**

Applicants must submit an electronic copy of their proposal, preferably in MS Word format. Receipt of all proposals will be acknowledged by e-mail or other correspondence. Submit electronic versions to [matt.james@ncdenr.gov](mailto:matt.james@ncdenr.gov). Please submit electronic versions as Microsoft Word (preferred) or Adobe Acrobat attachments.

**Information for Current or Previous Convenience Center Commingled Recycling Collection Grantees:**

* A maximum of two (2) compacting roll-off systems can be purchased using Convenience Center Commingled Recycling Grant funding. In order for a previous grantee to reapply for CCCRC funding, the return applicant must not have purchased more than one compacting roll-off system with the support of CCCRC funds. In addition, the return applicant must be in good standing with the CCCRC Grant Program and with other grant programs operated by DEACS, and the applicant must be in compliance with all solid waste statutes and rules as determined by the N.C. Division of Waste Management.
* Re-applications will not be accepted until the expiration date of a previous CCCRC Grant has passed.
* When allocating funding, first time applicants to the CCCRC grant program may take priority over re-applicants.

**Other General Terms and Conditions:**

All grantees are subject to the terms and conditions listed below. Additional terms and conditions may be addressed in the grant contract and / or listed on the following web site:

<http://deq.nc.gov/conservation/recycling/local-government-recycling-assistance/grant-programs>

* **EIN and NC E-Procurement Registration** – Grantees will be required to provide the local government’s EIN (Federal ID number) and to register with the state’s NC E-Procurement system before a contract can be initiated. You may register with NC E-Procurement using the following link: <http://eprocurement.nc.gov/>
* **Publications** – Documents and publications associated with a grant contract should submitted electronically, though if printed must 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 DEACS at least 30 days prior to the contract end date, and a final report is required to be submitted by the contract end date. Final Reports should be submitted electronically. The final report format will be provided by the assigned grant administrator.
* **Contract Extensions and Amendments –** No-cost time extensions are possible but not guaranteed for grant contracts. Grantees seeking no-cost time extensions should submit a request for a time extension at least 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 listing revised project milestones and must include a new budget if budget changes are also being requested.
* **Reimbursement** –DEACS grants funds are distributed on a reimbursement basis. Requests for reimbursement can only be made after the grantee has spent funds on the grant project. Reimbursement requests must be submitted electronically, must be submitted on letterhead, must include copies of invoices, and must include proof that the grantee has made payment. Proof of payment may include copies of cancelled checks or other financial reports showing that funds were spent. State and local sales taxes are not reimbursable, may not be counted towards expenditure requirements, and should be excluded from reimbursement requests. Payment of grant proceeds may be made by check or electronic draft, and funds are usually distributed between 15 and 30 days after a reimbursement request is received and approved by DEACS.
* **Final 10 Percent of Funds** – DEACS will continue to reimburse grantees until 90 percent of the grant award amount has been expended. The final 10 percent of grant funds will be held until an acceptable final grant report has been received and approved by DEACS. The final report must be received by the contract end-date. All final requests for reimbursement must be received within 45 days of the contract end-date or all unpaid grant funds will be forfeit.

**Related Grant Programs and Funding:**

Implementation of commingled recycling collection at staffed convenience centers is expected to free up physical space that can be used to offer additional recycling services to the public. Applicants under the Convenience Center Commingled Recycling Collection Grant Program are strongly encouraged to expand or improve these services using the following funding sources:

* **Community Waste Reduction and Recycling Grants** – this program provides possible funding for collection of additional materials at convenience centers including oil, oil filters, antifreeze, cooking oil, textiles, carpet, bulky rigid plastics, and plastic bags. For more details about this program, see <http://deq.nc.gov/conservation/recycling/local-government-recycling-assistance/grant-programs> or contact Matt James at 919-707-8133 or [matt.james@ncdenr.gov](mailto:matt.james@ncdenr.gov).
* **White Goods Distributions** – funds distributed to counties for the management of white goods may be used to improve infrastructure at convenience centers for the collection of white goods and related materials.  For more information on the use of white goods distributions, see

<http://deq.nc.gov/about/divisions/waste-management/waste-management-permit-guidance/solid-waste-section/white-goods> or contact Bill Patrakis at 919-707-8290 or [william.patrakis@ncdenr.gov](mailto:william.patrakis@ncmail.net).

* **Electronics Management Fund Distributions** – local governments receiving electronics management fund distributions may use this funding to purchase equipment, structures, and supplies that streamline or improve their collection of electronic products from the public at convenience centers. For more information on this program, see:

<http://deq.nc.gov/about/divisions/waste-management/solid-waste-section/electronics-management> or contact Shawn McKee at 919 707-8284 or [shawn.mckee@ncdenr.gov](mailto:shawn.mckee@ncdenr.gov).