

Abandoned Manufactured Homes Grant Program

REQUEST FOR PROPOSAL

Division of Environmental Assistance and Customer Service
N.C. Department of Environmental Quality (NC DEQ)

The purpose of this grant program is to assist counties with implementing Abandoned Manufactured Home Clean-up Programs. The Division of Environmental Assistance and Customer Service (DEACS) within the N.C. Department of Environmental Quality (DEQ) administers the Abandoned Manufactured Home (AMH) Grant Program through the Solid Waste Management Outreach Program.

With the release of this request for proposals (RFPs), DEACS is accepting applications for grant funding from North Carolina counties seeking to participate in the AMH Grant Program.

Applicants should carefully read this entire document prior to applying for an AMH grant. There are many details in this grant application and the county staff need to be fully aware of them to provide the best possible application and have the greatest chance of getting grant funding. For assistance, potential applicants are strongly encouraged to contact David Hance, AMH Grant Program Administrator at (919) 707-8122 or david.hance@ncdenr.gov.

Application Deadline: 5:00 p.m. on Thursday, Dec. 3, 2020

Eligible Entities:

Only North Carolina county governments are eligible for funding through the AMH Grant Program.

Applicants with current, open DEACS AMH grant contracts will not be considered for funding. 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.

Types of AMH Grants:

There are two types of AMH grants available:

- (1) ***AMH Planning Grant:*** Available to first-time applicants in Tier 1 and Tier 2 counties, AMH Planning Grants are designed to assist counties in gaining a more precise understanding of the AMH challenges in their jurisdiction and how they will be addressed. A planning grant may be applied for with a cleanup grant or may be applied separately. See sections below for more information on planning requirements, planning grants, and funding availability.
- (2) ***AMH Cleanup Grant:*** AMH Cleanup Grants are designed to assist counties with the demolition and cleanup costs associated with the removal of AMHs within their jurisdiction. Applicants for an AMH Cleanup Grant must have either previously received an AMH Planning Grant, submit in conjunction an application for an AMH Planning Grant (if eligible), or submit in conjunction a written plan for the management of AMHs within their jurisdiction.

Available Funding:

DEACS has limited funds for the AMH Grant Program and has allocated \$40,000 for AMH grant funding for fiscal year 2020-21. Upon consideration of the proposals, DEACS reserves the right to revise the amount spent for this grant cycle.

The amount of funding available to each applicant through an AMH Grant is determined by the a county's designation by the N.C. Department of Commerce as a development Tier 1, 2, or 3 area ([map of tier designations](#)) as set forth by [G.S. 143B-437.08](#).

Regardless of total funds received by a particular county, the type of funding a county may receive is dictated by NCGS 130A-309.115 (c) for counties based on economic stress levels under the NC Department Commerce

economic tier map and listing. Planning grants may be used to support the development of a County’s written plan for the management of AMHs and/or to identify and inventory the number AMHs in a community. Planning grants may be separate from or incorporated into the initial AMH Grant Program application and contract. Tier 3 counties are not eligible for supplemental funds or planning grants.

The following table summarizes the types of funds for the AMH Grant Program based on tiers levels:

AMH Grant Funding Availability	Tier 1 or 2 County	Tier 3 County
Planning Grant (<i>one-time only</i>)	Eligible	<i>Not eligible</i>
Clean-up Grant	Eligible	Eligible
Supplemental award for clean-up	Eligible	<i>Not eligible</i>

Required Written Plan:

The statutory foundation for addressing AMHs is found in Session Law 2013-409. **The statute requires that for a county to be eligible for AMH Grant Program funding, the county must have a specific written plan for the management of AMHs.**

Each county that is seeking AMH grant funds to remove units must submit a written plan with the grant application. This requirement impacts both new applicants and those who have applied as repeat grantees. The only exception are first-time applicants seeking a planning grant only. First-time grantees receiving a planning grant separate from a cleanup grant must submit a written plan as an attachment to their final report at the end of the contract period to fulfill the requirements of the planning grant contract.

At a minimum, this written plan must address the following four items:

- A method by which the county proposes to identify AMHs in the county, including, without limitation, a process by which manufactured homeowners or other responsible parties may request designation of their home as an AMH.
- A plan for the deconstruction of these AMH.
- A plan for the removal of the deconstructed components, including mercury switches from thermostats for reuse or recycling, as appropriate.
- A plan for the proper disposal of AMHs not deconstructed.

When applying for an AMH Cleanup Grant, applicants must provide a copy of their written plan for the management of AMHs. This plan must address **each** of the four required provisions listed above.

DEACS will *not* accept references to county ordinances, solid waste plans or other documents *in lieu of an actual written plan that follows the four points listed above.*

If significant changes made to your written plan since the last time you applied should be noted in the final report. These could include changes acted upon by the county board, significant amendments to ordinances, changes to any other documents used to support program, or some administrative change enacted by the county government.

Contact David Hance, AMH Grant Program Administrator at (919) 707-8122 or david.hance@ncdenr.gov if program changes occur or if you have any questions.

AMH Planning Grant:

As stipulated in Section 5 of Session Law 2008-136, counties designated as Tier 1 or Tier 2 areas may request a Planning Grant of up to \$2,500. These funds may be used to prepare a plan for the management of AMHs and to identify AMHs within their jurisdiction for potential abatement. In receiving a planning grant from DEACS, the

county is making a commitment to pursue an AMH demolition and cleanup grant either in conjunction with the planning grant or in a later grant round.

Eligible applicants may choose to apply for a planning grant either *in conjunction with* or *separately from* their application for an AMH cleanup grant.

- **Where a planning grant is applied for separately from a cleanup grant by a NEW grantee, these small grants are exempt from grant RFP deadlines and may be applied for anytime during a fiscal year, provided funds are still available.**
- Any grantee that applies for a cleanup grant *with* a planning grant is subject to deadlines and other requirements of the RFP for new applicants.
- Repeat grantees are not eligible for a planning grant.

Any first-time Tier 1 or Tier 2 applicant may apply for an AMH Planning Grant as a stand-alone grant during a grant-round in advance of applying for a full AMH demolition and cleanup grant in a later year. The applicant will need to demonstrate in the application that the county board or program manager intends to apply for an AMH cleanup grant. Acceptable proof of the intent to pursue an AMH cleanup grant includes board minutes showing a favorable vote, a resolution from the county board, a letter from the board chairman, or a letter from the AMH program manager stating the intent to pursue an AMH grant in a later round.

Counties are directed by statute to pursue sharing of the cost of managing AMH units with responsible parties. Counties should attempt to recover costs that exceed \$1,000 spent on a project from the responsible party prior to seeking reimbursement of grant funds. The steps required for recovering costs from responsible parties are outlined in [G.S. 130A-309.114](#) subsection c. For more information on the amount of grant funding available for the deconstruction of individual units, please see the description of the AMH Cleanup Grant below.

AMH Cleanup Grant:

Counties may develop AMH clean-up programs that are mandatory, voluntary or any combination thereof. Counties are encouraged to develop programs that incorporate both voluntary and mandatory components. Counties are also strongly encouraged to incorporate up-front cost recovery practices into their programs to ensure that the most efficient and effective use of state grant funding is achieved. Counties may directly conduct clean-up of AMH units or they may contract with a private entity or another unit of local government to conduct clean-up operations.

The maximum amount of money a grantee may use for each AMH demolition is dependent on the county’s annual tier designation (Tier 1, Tier 2, or Tier 3) from the NC Department of Commerce. In addition, the allowable reimbursement amounts per unit are based on the size of the mobile home unit deconstructed (single- or double-wide unit). Use of grant funds to support the demolition and removal of triple-wide units is no longer allowed.

The AMH Grant Program reimbursement schedule allows for Tier 1 and Tier 2 counties to be reimbursed \$1,000 for the management of single-wide units, plus a supplemental reimbursement of \$500 to assist with the disposition of AMHs. Counties are encouraged to seek program cost savings through operation efficiencies and to recover costs that exceed \$1,000 from responsible parties prior to using supplemental funds. When applying for an AMH Grant, the applicant’s AMH program description must describe the approach towards seeking funds from responsible parties. Reimbursement of supplemental funds is made at the discretion of DEACS.

Maximum Per Unit Reimbursement Schedule		
Unit Type	Tier 1 and 2 Counties	Tier 3 Counties
Single-Wide	\$1,500.00	\$1,000.00
Double-Wide	\$2,500.00	\$2,000.00

Apart from planning grants, reimbursement will only be made for operating expenses directly related to the management of AMHs. If a county is using a contractor for deconstruction operations, documentation of disposal/deconstruction costs will be through contractor invoices, tipping fee invoices, and general full cost accounting. If the program is run internally, documentation of costs will be through full cost accounting of program expenses using an accounting methodology agreed upon by the county and DEACS. If a third party is administering or operating aspects of the AMH program, reasonable fees paid for program administration will be considered reimbursable, and details of anticipated administrative costs should have been provided as a part of the county's program budget in the grant application.

In order to minimize the amount of time spent managing reimbursements, requests for reimbursement should be submitted on a quarterly basis or when a grantee has accumulated a minimum of 5 deconstructed units. DEACS may make exceptions to this on a case-by-case basis.

Funding Period:

AMH Grant Contracts will be written for the minimum contract term of one (1) year and a maximum contract term of two (2) years. Applicants should carefully consider the need and demand for AMH deconstruction in their community as they determine whether to seek a one (1) year or two (2) year grant term and develop their grant timeline. Grantees must expend grant funds within the grant contract term unless the term is extended by written agreement between the grantee and DEQ.

How to Submit a Proposal:

One electronic copy of the proposal must be submitted to David Hance at david.hance@ncdenr.gov. Please submit electronic applications as Microsoft Word (preferred) or Adobe (PDF) attachments. If you are unable to apply electronically, please contact David Hance at 919-707-8122 for alternative arrangements. Please note that the application deadline still applies.

Due Date:

Proposals MUST be received by DEACS by 5:00 p.m. on Thursday, Dec. 3, 2020.

Proposals received after the deadline will NOT be considered. Local governments requiring board approval to apply for grant funds should plan to procure that approval before the submittal deadline.

Receipt of all proposals will be acknowledged by email. It is the responsibility of applicants submitting a proposal to contact our office if they do not receive a confirmation. No arrangements will be made for lost applications after the due date. If you do not receive a confirmation that your application has been received, contact David Hance at david.hance@ncdenr.gov or 919-707-8122 as soon as possible.

Grant Selection Process:

The selection committee will use the pre-established criteria below to rank proposals and make award decisions. A total of 100 points is available. Applicants are encouraged to consider the award scoring criteria as they develop their grant proposals. It is incumbent on the county staff to make the best possible case for grant funding of your proposal to the DEACS staff.

Award Scoring Criteria**Available points****1. Project Planning/Experience****(0 - 25 points)**

Does the grant application adequately address all the required items described on pages 6-7? Does the proposal indicate sufficient program planning to ensure the success of the proposed project? Is the proposal well thought-out, well researched and backed by valid facts and assumptions? Did the grantee submit an implementation timeline and accurate budget tables for expenses and revenues?

2. Written Plan Assessment**(0 - 25 points)**

Does the county's AMH Written Plan meet the four requirements outlined on page 2? Is the rest of the proposal consistent with the Written Plan in the application requirements? Are the relevant county ordinances referenced in the written plan?

3. Cost Effectiveness & Cost Sharing with Homeowners**(0 - 10 points)**

Does the proposal effectively utilize limited funds and provide a mechanism for partial cost recovery? How does the proposal utilize homeowner or landowner funds to advance AMH demolition, disposal or recycling? How much will the average homeowner need to pay to get participate in the program? If the county pays a standard charge for demolition and/or disposal and does not directly charge homeowners fees, can the portion of that charge that could be supported by homeowners as revenue be estimated and what is that amount?

4. Effectiveness**(0 - 10 points)**

Does the application demonstrate that the applicant can reduce the inventory of AMHs in the county and by how many units? How will the project facilitate more AMH demolitions, removals, and recycling in the county? Does the project set a strong example for other counties to replicate? How does the project provide innovative solutions in addressing AMHs in the county?

5. Impact on the Waste Stream**(0 - 5 points)**

Describe how the project will reduce the local waste stream through the recovery and recycling of metals, window/door frames, steel components, white goods, and other materials. What is the anticipated tonnage recycled based on past data? Can you give a rough estimate of that tonnage if you are a new grantee? Are the names and contact information for at least two demolition contractors and at least two recyclers provided?

6. County Tier Level per NC Department of Commerce**(5 or 10 points)**

Grant Tier 1 and Tier 2 will receive 10 points. Grant Tier 3 will receive 5 points. This is in recognition that poorer communities struggling with local economics need to be given greater consideration. For more information, see: <https://www.nccommerce.com/grants-incentives/county-distress-rankings-tiers>.

7. Priority Project:**(0 - 5 points)**

ONLY NEW GRANTEES requesting an AMH Cleanup grant with a planning grant are regarded as priority projects. To clarify, these are those counties that have never applied for a grant.

8. Partnerships with Other Communities**(0 - 5 points)**

Does the proposed project work in partnership with one or more communities to expand the project scope? Please include documentation of support from the partnering community (i.e., a resolution, letter of intent, letter of fund transfer, etc.) and the contact information of the partnering entity. A one-party proposal will receive zero (0) points; multi-party proposals (involving cash match from all participants) will receive the maximum of 5 points.

9. Need for the Grant:**(0-5 points)**

What is the need in the county for AMH Grants based on the inventory of abandoned properties? How many grants has the county received in the past to demolish AMH units and what is the total number of AMH units removed since 2008 in the county? Is the county AMH program operating such that it has funding independent of grants?

Failure to address the Award Scoring Criteria above could result in a low score and could impact the ranking and funding of the proposed application.

AMH Application Requirements:

The following outline indicates what applicants **must** include in their proposal for the application to be considered complete. Proposals that fail to provide all of the required information or that fail to follow the format below may not compete well and may not be considered for funding.

1. Contact Information, including:

- Name and title of main contact
- Organization
- Address
- Phone number
- E-mail address
- County's Federal Employer Identification Number (EIN)
- County's NC Department of Commerce Tier Designation

2. General Requirements:

- ✓ Written statement indicating that the applicant does not have an open AMH grant contract with DEACS.
- ✓ Written statement indicating that the applicant has completed and submitted the required Local Government Solid Waste and Materials Management Annual Report for FY2018-19. The county solid waste staff should have this information.

3. AMH Program Description: Application must include a detailed description of the County's AMH Program. Copies of program materials, such as ordinances, plans or reports **shall NOT be accepted** as a substitute for providing a description of each of the following program elements:

- Please specify the length or term of the grant (one or two years).
- Description of the county's AMH program implementation history, how the county identifies AMH units for deconstruction, and the process used for the selection of the contractor(s) that will perform deconstruction services (if applicable).
- A description of the program approach to sharing the cost of deconstruction with responsible parties and a description of the process for recovery of funds from responsible parties. Does the program waive homeowner fees under some circumstances? If so, please explain.
Please note that the statutes governing the AMH program require DEQ to place a strong emphasis on cost recovery from responsible parties. Counties applying for an AMH grant are expected to articulate their approach to seeking funds from responsible parties.
- A description of the program approach to deconstruction operations, including:
 - Will deconstruction activities be performed by county staff or a contractor? Will county staff oversee or supervise deconstruction activities?
 - Will non-recycled deconstruction debris be directed to a specific landfill(s) for disposal? If so, provide the name and location of the landfill(s) to be used.
 - Provide the contact information for each demolition contractor pre-qualified for bid, anticipated to bid on AMH demolition(s). For new grantees, provide contractors who could potentially be a contractor for this grant. There needs to be a minimum of two persons or firms noted in the application.
- A plan for meeting basic recycling requirements when managing AMH units. At a minimum, all metals, including siding, roofing, chassis, and window frames should be recycled. Provide the contact information for each recycler the program will use, with a minimum of two persons or firms noted in the application.
- A plan for removal and proper management of mercury thermostats, fluorescent lights, or any other mercury containing product at the site, including the name and contact information of the entity receiving them from the program.
- A plan for the removal and proper management of white goods, tires and other materials banned from disposal in North Carolina.

- An estimate or projection of the number of AMH units intended to be managed during the grant term and the length of grant term requested (one or two years).
- A plan for gathering and tracking program data including the number of units managed and the tonnage and types of materials recycled and disposed for each unit (data on materials landfilled and recycled is required to be included for each project when seeking reimbursement of grant funds).

4. **Timeline for Implementation of AMH Program:** The applicant should specify desired the length of contract sought and the projected dates of project milestones. Contracts are expected to have a start date of March 1, 2021. The timeline must include a bulleted list with key implementation dates for the following grant project elements:
- Projected date of initiation of deconstruction activities during grant term; and
 - A date showing the completion of the AMH Grant Final Report prior to the end of contract term (typically shown as last day of contract term).

5. **Program Budget:**

Applicants must submit a project budget in the form of two tables, one for expenses and one for revenues. Expenses and revenues should be estimated for individual AMH units.

Expense Table: Provide estimated per unit expenses and the number of AMH units projected to be deconstructed during the grant term. Typical expense items may include program promotion and advertising, program supplies and equipment, contractor costs for deconstruction/disposal, landfill tipping fees, hazardous materials handling costs, and program administration costs (local labor and/or fees paid to consultants or third-party administrators). If your program intends to seek grant funds for the support of program administrative costs, please provide detail in descriptive text. Applicants that do not include administrative costs in their program budget will not be eligible for the reimbursement of administrative expenses.

Revenue Table: Provide the proposed amount of the state grant awarded, responsible party fees, county mobile home permitting fees used to support the program, revenues from other governments for joint projects with the applicant, and any other source of revenue for the project. The estimated per unit revenues and the projected number of units to be deconstructed during the grant term should also be identified.

The revenue table must specify any existing or new fees to support the county’s AMH program. If you are awarded state funds based on the merits of your grant application, you must show those funds in this table as well as other revenue sources. If an AMH grant applicant has commitments for revenues from another county or a municipality within the county, the total amounts must be entered in the applicants AMH Program Revenue Budget Table as matching funds. Any other revenue that is not a part of the grant or the grant match needs be listed under other.

Sample budget tables can be provided upon request. Please contact David Hance for assistance at david.hance@ncdenr.gov or 919-707-8122.

6. **Written Plan for the Management of AMHs:** Provide a copy of county’s written plan for the management of AMHs. See “Required Written Plan” section on page 2 of this document for more information. *Failure to submit an actual Written Plan referenced on this page and the bulleted list may result in an application deemed incomplete by DEACS and return of the application to the county.* Applicants must address each bulleted point shown on that list.

7. **Important Reminders for AMH Applicants:**

- ALL applicants** must respond to **each** of the items outlined above in the section titled “**AMH Application Requirements**” of this grant RFP (see pages 6-7).

- ❑ The **Written Plan** for your county as required under statute as shown on page 2 and referenced above must be included with this application.
- ❑ **All applicants** must address the “**AMH Grant Award Scoring Criteria**” outlined on page 5 to be considered for AMH funding. Failure to adequately address items in this section may result in a lower score when compared to other grantee applications and may negatively impact funding given for your proposal.

There is no limit on the number of times a county can participate in the AMH Grant Program, but to be eligible to reapply a county must be in good standing with the AMH Grant Program and with other grant programs operated by DEACS, and the county must be in compliance with all solid waste statutes and rules as determined by the N.C. Division of Waste Management.

If Selected for Funding:

DEACS anticipates that applicants selected for funding will be notified in January 2021. DEACS will notify the applicant by email. Successful applicants must accept or decline the offer within the timeframe provided by DEACS in the award letter.

- As a condition of the review process and grant award, DEACS may work with applicants to revise initially submitted proposals before entering a 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.
- DEACS will complete a compliance review with the N.C. Division of Waste Management related to North Carolina solid waste statutes and rules. Prospective grantees will not be awarded a contract unless and until all regulatory and compliance issues are resolved, as independently verified by the Division of Waste Management.
- 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.
- 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: <https://vendor.ncgov.com/vendor/register-new-vendor?execution=e1s1>.
- If a county is granted a larger portion of funding due to the ranking of grant by DEACS, then the county grant manager needs to let us know if you will need a two-year grant as opposed to a one-year grant prior to award being made.

Proposals NOT Selected for Funding:

- If a complete application cannot be funded in the year submitted, it will be placed into a pool for the next grant round and may be funded depending on funding availability and competitiveness of the proposal among the pool of applicants. Funding is subject to availability and is determined on an annual basis. Staff may work with the applicant to assist the county in developing a grant application and AMH Program prior to the next grant round.

Other General Terms and Conditions:

All grantees are subject to the following terms and conditions. Additional terms and conditions will be outlined in the awarded grant contract.

- **Reimbursement** – All funds for DEACS grants are distributed on a reimbursement basis. Requests for reimbursement can only be made after the grantee has completed purchases associated with the grant demolition project or a planning grant. Reimbursement requests must include copies of invoices on forms approved by the DEACS staff. Each reimbursement request must include a copy of the paid invoice(s) and

a Project Summary Form. To minimize the amount of time spent managing reimbursements, requests for reimbursement should be submitted on a quarterly basis **or** when a grantee has accumulated a minimum of 5 deconstructed units. **Purchases made before a grant contract is signed by both DEQ and the grant recipient will NOT be reimbursed.**

- **Reporting Requirements** – There are two separate reporting requirements associated with the AMH Grant Program. Please see page 10 of this document for more information.
- **Final 10% of Grant Funds** – DEACS will continue to reimburse grantees until 90% of the award amount has been expended. 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 for grant contracts are possible, but not guaranteed. 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. DEACS reserves the right to decline any request for extension from an AMH Grantee that has had limited deconstruction activity during the term of their grant unless the Grantee has a plan to actively increase program activity. AMH Grants are limited to no more than two (2) no-cost time extensions.
- **Publications** – Documents and publications associated with a grant contract should be printed on recycled paper containing at least 30 percent post-consumer content.
- **Record Keeping** – Comprehensive record keeping is required for continued participation in the AMH Grant Program. At a minimum, counties should maintain records including information on all program costs incurred by the county, proof of payment for program related expenses, all costs recovered, tonnage of material disposed, tonnage and types of materials recycled, the final disposition of mercury thermostats, and “before” and “after” photos of each deconstruction site. These records should be maintained on a unit by unit basis. Failure to maintain these records may result in decreased reimbursement from DEACS and loss of eligibility to participate in the AMH Grant Program.

AMH Grant Program Reporting Requirements:

Any county that receives funding from the AMH Grant Program will be required to complete two (2) different reports.

- **Fiscal Year Progress Report** – This report is due on August 1st for each fiscal year ending June 30th during which an AMH grant contract has been in place. If the grant contract term bridges two fiscal years, then a separate Fiscal Year Progress Report will be required for each fiscal year. Grantees will need to report units demolished by the county with grant funding and units demolished without use of grant funds. *(Note: an AMH disposed of by the homeowner or under a private contract without county involvement should not be included in this fiscal reporting or final reports on grants).*
- **AMH Grant Program Final Report** – All grantees must complete and submit an AMH Grant Program Final Report due on or before the grant contract end date. A draft of the AMH Grant Program final report should be submitted 30 days prior to the grant contract end date, and a final version must be received by the end of the grant contract term.

For more information about AMH grant program reporting requirements, please contact David Hance at david.hance@ncdenr.gov or 919-707-8122.

A Final Word on Grant Writing:

Proposals may receive low scores or even be rejected because applicants fail to follow the instructions outlined in this document. Applicants stand a better chance of success if they include all the required components of the respective format. Information submitted should be thoroughly completed, clear and concise and demonstrating thoughtful planning. Poorly prepared proposals create uncertainty about the project goals and intended results. Clear details will provide grant proposal reviewers confidence regarding the proposal. Applicants with questions are encouraged to contact DEACS for more information prior to application submittal.