



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Division of Solid Waste Management
401 Church Street, 5th Floor
Nashville, TN 37243

MEMORANDUM

DATE: August 26, 2010

TO: All Counties, Municipalities, Solid Waste Authorities and Non-profit Recycling Organizations

FROM: Loretta Harrington
Grant Program Manager

SUBJECT: Grants for the Purchase of Recycling Equipment for Fiscal Year 2011

The Solid Waste Management Act of 1991 as amended made possible the establishment of a grant program for the purpose of purchasing recycling equipment. We are enclosing the grant guidance document giving pertinent details regarding eligibility and application requirements for Fiscal Year 2011. A local match of 10%-50% will be required based on an economic formula. The necessary guidance documents and grant application forms are attached. There are two priorities to this grant. First priority is applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (10). **Second priority will be given to applicants that start, extend, or modify a paper/fiber recycling program.** All other applicants will be scored and grants awarded based on the merits of the applications' narratives.

Each grant application will be reviewed by a team of raters who evaluate the merits of your recycling program based on the information contained in the narrative you prepare. Applicants are reminded to follow the format provided in the grant application, Attachment B, (Contents of Narrative for Recycling Equipment Grant Applications), answering item numbers one (1) through thirty-seven (37). Give concise and complete information. It is important that each section of the narrative be read carefully and answered thoroughly. Counties and municipalities should verify section three (3) of the regional Annual Progress Report (APR) to confirm that equipment being requested is included in the regional plan. If it is not included, an amendment to the APR must be submitted adding the equipment along with an explanation of need prior to the grant application submittal.

Applications signed by anyone other than the regularly authorized agent (county mayor, city mayor, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Do not purchase any equipment or enter into any obligations until you receive the executed (approved) grant from this office with the Commissioner's signature.

All applications must be received, on or before the deadline of **Friday, October 8, 2010 at 4:30 p.m.** Applications received after this time will be returned without action.

If you have any questions concerning the application, please contact Loretta Harrington at (615) 532-0086.

LSH:

Enclosures



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Guidelines for Grants to Purchase of Recycling Equipment

Statutory Authority

THE SOLID WASTE MANAGEMENT ACT OF 1991

T.C.A. §68-211-825: "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."

These grants are competitive and require a local matching share. The required match for these grants has been determined by the Department, using an economic index as noted on page 4, Recycling Equipment Grant Match Requirement, of the grant guidelines,. The match is based on factors which include per capita income and property values of the jurisdiction served. The match amounts are from 10%-50% with those in the lower economic scale eligible for the lower matching rates. Municipalities and non-profit agencies will be required to meet the required match of the county in which they are located.

Eligibility

Counties, Municipalities, Solid Waste Authorities and not-for-profit recycling organizations chartered in the State of Tennessee, which have been determined to be tax exempt 501(c)(3) organizations by the Internal Revenue Service are eligible for grants in accordance with T.C.A. §68-211-825.

The funding priorities for the Recycling Equipment Grants are as follows. First priority will be given to applicants that employ developmentally disabled individuals as defined in T.C.A. §33-1-101 (10). Second priority will be given to applicants that start, extend, or modify a paper/fiber recycling program. All applicants will be given priority based on scoring of the application narrative. All applicants may request a grant of up to \$25,000 for the purchase of key recycling equipment needed to establish a new collection site, to improve the operation of an existing collection site, or to prepare recovered materials for transport and marketing. Each piece of equipment requested must have specific justification to be considered.

Applicants should research the equipment they are seeking to purchase and get accurate price information prior to submitting their application. Chassis cab trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds and higher will be permitted. All awards will be made based on the estimates in the grant application and will not be increased.

Counties and/or municipalities ineligible to receive a recycling equipment grants as shown on page 3 of this guidance are eligible to receive a recycling rebate.

Amount

Grants are competitive and will be awarded on the basis of merit, according to the evaluation criteria assigned in these guidelines. No grant may exceed \$25,000. The Department has set aside \$200,000.00 for this offering.

All grant recipients will be required to purchase and pay for the equipment authorized under the grant and contribute the required percentage of matching funds. Grantees may only request reimbursement after the equipment has been delivered, inspected and found to be operational. The request for reimbursement must include support documentation (invoices, copies of checks issued for payment, etc.) before grant funds will be released. In-kind contributions will not be considered.

All grants awarded will have a specific expiration date. Recycling equipment must be purchased, delivered, installed, and operational on or before the expiration date. Grants will not be extended beyond the specified expiration date.

Application

Applicants must complete the Grant Application and answer questions in Attachment B, Contents of Narrative for Recycling Equipment Grant Applications. Write complete, concise answers and follow the given format answering questions 1 through 37 in order. The application must be certified and signed by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the regularly authorized agent (county mayor, city mayor, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Submission Date

One application (with an original signature) and the narrative in Attachment B should be submitted to and received by the Department of Environment and Conservation on or before 4:30 p.m. on the announced closing date to be considered. Faxed and/or e-mailed copies of the application and Attachment B will not be accepted. Applications received after 4:30 p.m. on the closing date will be returned without review.

Evaluation and Rating

The Tennessee Department of Environment and Conservation will review all eligible applications. Once the application is received, the merits of each proposal will be evaluated based on the following criteria.

These sections coincide with Attachment B, Contents of Narrative for Recycling Equipment Grant Applications and the thirty-seven (37) questions contained therein. The maximum points that may be awarded are reflected in the point value by section.

<u>Point Value</u>	<u>Narrative Section</u>
6	Establishment of Priority
15	Equipment
19	Consistency with Regional Solid Waste Plan
17	Coordination with Other Solid Waste Facilities
15	Program Design and Efficiency
18	Demonstration of Need
12	Marketing Strategy
4	Community Education and Outreach
<hr style="width: 50px; margin-left: 0;"/> 106	Total Points Possible

Award

The Department of Environment and Conservation will announce recycling equipment grant awards and commit funds to meet the obligation approximately sixty (60) days after completion of the application review process.

Local Governments Ineligible for Recycling Equipment Grants

The following Counties and Municipalities are not eligible for the recycling equipment grant because they are eligible to receive recycling rebates for FY 2011.

Davidson County
Belle Meade
Berry Hill
Forest Hills
Goodlettsville *
Lakewood
Oak Hill
Ridgetop *
Hamilton County
Chattanooga
Collegedale
East Ridge
Lakesite
Lookout Mountain
Red Bank
Ridgeside
Signal Mountain
Soddy-Daisy
Walden
Knox County
Farragut *
Knoxville

Loudon
Philadelphia
Lenoir City
Greenback
Loudon Town of
Farragut *
Madison County
Jackson
Medon
Threeway
Montgomery County
Clarksville
Rutherford County
Eagleville
LaVergne
Murfreesboro
Smyrna
Shelby County
Arlington
Bartlett
Collierville
Germantown
Lakeland
Memphis
Millington

Sullivan County
Bluff City
Bristol
Johnson City *
Kingsport *
Sumner County
Gallatin
Goodlettsville *
Hendersonville
Millersville *
Mitchellville
Portland *
Westmoreland
White House *
Williamson County
Brentwood
Fairview
Franklin
Nolensville
Spring Hill *
Thompson's Station

* Municipalities divided among two or more counties

Recycling Equipment Grant Match Requirement

County	Match % Rate Required
Anderson	50%
Bedford	40%
Benton	10%
Bledsoe	10%
Blount	50%
Bradley	50%
Campbell	20%
Cannon	20%
Carroll	20%
Carter	20%
Cheatham	40%
Chester	10%
Claiborne	20%
Clay	10%
Cocke	20%
Coffee	40%
Crockett	20%
Cumberland	40%
Davidson	50%
Decatur	20%
DeKalb	30%
Dickson	40%
Dyer	40%
Fayette	40%
Fentress	20%
Franklin	30%
Gibson	30%
Giles	20%
Grainger	10%
Greene	50%
Grundy	10%
Hamblen	40%
Hamilton	50%
Hancock	10%
Hardeman	10%
Hardin	30%
Hawkins	30%
Haywood	20%
Henderson	20%
Henry	30%
Hickman	10%
Houston	10%
Humphreys	30%
Jackson	10%
Jefferson	30%
Johnson	10%
Knox	50%
Lake	10%

County	Match % Rate Required
Lauderdale	10%
Lawrence	20%
Lewis	10%
Lincoln	30%
Loudon	50%
Macon	20%
Madison	50%
Marion	30%
Marshall	30%
Maury	40%
McMinn	40%
McNairy	30%
Meigs	10%
Monroe	30%
Montgomery	50%
Moore	20%
Morgan	10%
Obion	40%
Overton	10%
Perry	20%
Pickett	10%
Polk	20%
Putnam	40%
Rhea	20%
Roane	40%
Robertson	50%
Rutherford	50%
Scott	10%
Sequatchie	20%
Sevier	50%
Shelby	50%
Smith	30%
Stewart	20%
Sullivan	50%
Sumner	50%
Tipton	40%
Trousdale	10%
Unicoi	20%
Union	10%
Van Buren	10%
Warren	30%
Washington	50%
Wayne	10%
Weakley	30%
White	10%
Williamson	50%
Wilson	50%

Paint Recycling Equipment

Large Scale

Operation: Latex paint would be reconditioned to produce a high quality, versatile product and result in a very significant reduction in the volume of latex paint that needs to be disposed. In addition, the program would have a reuse area for citizens to claim usable oil based paint that is kept in its original container. The remaining oil based paint would be handled by the State's HHW contractor. Waste latex is dried and land filled or incinerated or beneficially reused as in a Portland cement additive. No latex paint will be handled by the State's contractor. This operation should be processing a minimum of 10,000 pounds of paint a year. The price range for this operation should be from \$10,000 to \$20,000 depending on the size of the operation.

Equipment: The key difference from this type of operation and other paint recycling operations is a mixing vat and a high speed mixer. Other necessary equipment includes a pump for high viscosity liquids, several 55 gallon drums, and screens for the drums. Other potential equipment includes an air compressor, one or more can opening machines, and one or more can crushers. The mixing vat could be one designed specifically for paint or one designed for other purposed such as dairy vats or jelly mixing tubs. Shelving is needed for distribution of paint to the public.

- Process at least 10,000 pounds of paint per year
- Costs \$10,000 to \$20,000
- Necessary equipment- large mixer, large vat, 55-gallon drums, screens for drums, pump, shelving
- Optional equipment- can opener(s), can crusher(s), air compressor
- Supplies- paint additives, paint filters, colorants, paint buckets, and paint labels

Medium Scale

Operation: Oil-based and latex paints are segregated. Usable oil-based paint is set aside for the reuse by local government or the public. Unusable oil-based paint is boxed for pick-up by the mobile HHW contractor. Latex paint is segregated by color into 55-gallons drums. A mixer designed for this purpose is used to blend the paint in the drums. No additives are used in this process. The paint is then pumped through a filter into pails and labeled for reuse. The paint that is produced is typically of a lower quality and fewer color varieties than reconditioned paint, but can still be used for a number of uses such as graffiti abatement, outdoor applications such as fences and picnic shelters, as well as exterior use for homes. Waste latex is dried and land filled or incinerated. The State's HHW contractor will not handle any latex paint. This operation should process a minimum of 500 pounds of paint a year. The price range for this operation is from \$500 to \$2000.

Equipment: This type of operation would require 55-gallon drums with special manufactured screen tops, a drum mixer, and a pump for high viscosity liquids. Other potential equipment includes an air compressor, a can opening machine, and a can crusher. Shelving is needed for distribution of paint to the public.

- Process at least 500 pounds of paint a year
- Costs \$500 to \$2000
- Necessary equipment- drum mixer, 55-gallon drums, screens for drums, pump, shelving
- Optional equipment- can opener, can crusher, air compressor
- Supplies- 5 gallon buckets with lids and labels for buckets

Small Scale

Operation: Oil-based and latex paints are segregated. Usable oil-based paint is set aside for the reuse by local government or the public. Unusable oil-based paint is boxed for pick-up by the mobile HHW contractor. Latex paint is segregated by color into 2-5 gallon buckets. An electric drill with a paint mixer attachment is used to blend the paint in the buckets. Once the bucket is full of the desired color, place a lid on the container and indicate the color by daubing some paint on the lid. No additives are used in this process. The paint that is produced is typically of a lower quality and fewer color varieties than reconditioned paint, but can still be used for a number of uses such as graffiti abatement, outdoor applications such as fences and picnic shelters, as well as exterior use for homes. Waste latex is dried and land filled or incinerated. The State's HHW contractor will not handle any latex paint. This operation should process a minimum of 200 pounds of paint a year. The price range for this operation is from \$500 to \$1000.

Equipment: This type of operation would require 2-5 gallon buckets with lids, an electric drill with paint mixing attachments, a flathead screwdriver/paint can opener, and an extension cord.

- Process at least 200 pounds of paint a year
- Costs \$500 to \$1000
- Necessary equipment- electric drill, flathead screwdriver/paint can opener, extension cord
- Supplies- 2-5 gallon buckets with lids



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GRANT APPLICATION

RECYCLING EQUIPMENT USED OIL WASTE REDUCTION OTHER _____

Return Application to Above Address

APPLICANT INFORMATION:

Name of Agency/Organization:

Address: _____

Name and telephone number of person responsible for all grant activities
(i.e. bidding, purchasing):

Name: _____
Telephone: _____
Fax Number: _____
FEIN#: _____

Type of Organization:

- [] County
[] Municipality
[] Solid Waste Authority
[] Planning Region
[] For-Profit Organization
[] Corporation
 [] Proprietorship
 [] Partnership
[] Not-for-Profit Organization
[] Other (please specify) _____

FOR NON PROFIT ORGANIZATIONS:

Chartered in Tennessee Yes [] No []
Date of Charter: _____
IRS Classification: _____
Attach a copy of approval letter for charter or
501(c) (3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

Print or Type Name of Authorized Representative

Title

Signature

Date

Telephone: _____

E-Mail Address (required if available)

Attachment B

Contents of Narrative for Recycling Equipment Grant Applications

Establishment of Priority (Value 6 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 5.
2. If the answer to question 1 is yes, how many developmentally disabled individuals are employed in your recycling program?
3. How many hours a week does each developmentally disabled individual work?
4. Summarize key duties for the developmentally disabled employees listed above in the recycling operation?
5. Is paper/fiber recycling equipment being requested in this application? Yes No If no, go to question 8.
6. If the answer to question 5 is yes, will the paper/fiber recycling equipment be an expansion of an existing program or a new service ?
7. Has the Municipal Solid Waste Planning Board passed an authorizing resolution for equipment purchase? Yes No Provide copy of certified Municipal Solid Waste Planning Board minutes with application.

Equipment (Value 15 points)

8. 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 For Any Balance Remaining				\$

9. If the equipment cost exceeds the maximum grant award amount of \$25,000, briefly explain the source of additional funds.
10. Are matching funds and any additional funds noted in question 9 currently committed? Yes No If yes, attach a notarized copy of the authorizing resolution.
11. If the answer to question 10 is no, explain in 100 words or less why funds are not currently committed. Discuss the expected funding source and time line for obtaining these funds.
12. In 25 words or less for each piece of equipment, explain the use and the specifications of the equipment requested.

13. Will the requested equipment be utilized more than 75% for the recycling program? Yes No
14. What is the physical address where each piece of equipment will be located and operated?

Consistency with Regional Solid Waste Plan (Value 19 points)

15. Does the applicant's municipal solid waste planning region currently meet the waste reduction goal? Yes No
16. If the answer to question 15 is no, in 100 words or less explain why the goal was not met.
17. Is the equipment requested in this application a reported need in the municipal solid waste planning region's current Annual Progress Report, Solid Waste Planning and Implementation Section? Yes No If the answer is yes, go to question 20.
18. If the answer to question 17 is no, has the applicant requested an amendment to the municipal solid waste planning region's current Annual Progress Report to include the requested equipment? Yes No If the answer is yes, go to question 20.
19. If the answer to question 18 is no, explain in 100 words or less why an amendment has not been requested.
20. In 100 words or less, describe how each piece of equipment will sustain or support current recycling efforts in accordance with the municipal solid waste planning region's ten-year solid waste plan and the update provided in the Annual Progress Report?

Coordination with Other Solid Waste Facilities (Value 17 points)

21. Will the use of this equipment directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a))? Yes No
22. Is there equipment being used by neighboring local governments that could be used in a cooperative effort to accomplish the recycling goals of the solid waste regional plan? Yes No (If yes go to question 24)
23. If the answer to question 22 is no, in 100 words or less explain why neighboring local government's existing equipment cannot be used to accomplish the stated needs within the applicant's jurisdiction? (Examples: system inefficiency due to transportation, topographical, volume, etc.)
24. In 100 words or less, describe how the proposed equipment will be used cooperatively within the municipal solid waste planning region.
25. In 250 words or less, describe how the requested equipment is compatible with and will integrate into the municipal solid waste planning region's existing solid waste systems?

Program Design and Efficiency (Value 15 points)

26. Is the equipment requested in this application to be used to:
Start Expand Replace Improve the recycling program?
27. In 250 words or less, describe the applicant's proposed modification of the existing recycling program or planned new program noted in question 26. Include operation plan, service area, population, materials and methods of collection, accessibility, volume, and staffing.
28. In 250 words or less, describe the applicant's plan for future expansion and inclusion of new commodity sectors and population areas as identified in the municipal solid waste planning region's solid waste plan.
29. 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).

30. In 250 words or less, describe the physical layout of the facility in question 29 where the requested equipment will be located?

Demonstration of Need (Value 18 points)

31. In 100 words or less, describe the applicant's criteria for selecting the particular equipment requested described in this application including: size, power, design, processing, recycling system capability, total weight per day, etc.
32. In 100 words or less, how will the requested equipment help the applicant meet or exceed the current recycling goals?
33. In 250 words or less, describe cost benefits or impact the requested equipment will have on quality of the materials collected, processed, or stored for compaction/volume reduction, improved marketing, and savings in transportation, etc.

Marketing Strategy (Value 12 points)

34. In 100 words or less, describe how and the amount of materials the applicant **currently** markets.
35. In 100 words or less, describe any **cooperative** efforts within the municipal solid waste planning region's local governments use to market recovered materials and quantities.
36. In 100 words or less, describe how any **new** recovered materials will be marketed and give estimated quantities expected and reasoning behind estimates.

Community Education and Outreach (Value 4 points)

37. In 100 words or less, describe the applicant's efforts to improve the public's participation in the recycling program and recycling in general in the next twelve months. Do not include pamphlets and news articles.

Narrative Prepared by: _____

Name of Preparer's Organization: _____