



Waste Reduction Grant Program



FY 2015-2016 Application Manual

Prepared by:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management

Solid Waste Assistance Program

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14th Floor

Nashville, TN 37243

<http://www.tennessee.gov/environment/article/sw-solid-waste-grants>

Division of Solid Waste Management FY2015-2016

Overview

BACKGROUND:

The goal of the Solid Waste Management Act of 1991 is to reduce by twenty-five percent (25%) the amount of solid waste disposed of at Class I municipal solid waste disposal facilities. T.C.A. §68-211-825 states, "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."

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

There are three priorities for this grant:

- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (10).
- Applicants that develop public/private partnerships.
- Applicants demonstrate that the proposed equipment or facility will build lasting capacity in their program to support the Region's Solid Waste Plan and the State 2015-2025 Solid Waste and Material Management Plan Objectives.

PURPOSE OF THE GRANT:

The Waste Reduction Grant supports the implementation of 2015-2025 Solid Waste and Materials Management Plan Objectives (<http://www.tennessee.gov/environment/topic/sw-2015-2025-solid-waste-and-materials-management-plan>). It is the Department's intent with this grant to support local governments' efforts toward achieving their waste reduction and recycling goals. According to U.S. Environmental Protection Agency, paper/fiber and plastic/aluminum beverage containers represent approximately one-third of the municipal solid waste stream. Organics, including wood, yard trimmings, and food waste, represent an additional 34 percent. Successful proposals will demonstrate how the requested equipment and facility will improve operating efficiencies or;

- Increase recycling access and participation (Objective 2), by enhancing drop-off and curbside programs
- Increase diversion of organics (Objective 4), by supporting organics recovery and diversion programs
- Support new waste reduction and recycling technologies (Objective 5)

Deadline to Submit

GRANT APPLICATION TIMING AND DELIVERY:

One application (with an original signature) and the narrative in Attachment 1 should be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management on or before Thursday, October 1, 2015 at 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on October 1, 2015 will be returned to the applicant without review.

NOTE NEW MAILING ADDRESS:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave, 14th Floor
Nashville, TN 37243

Electronic or facsimile applications will not be accepted

GRANT TIMELINE:

The anticipated timeline for this grant offering is as follows:

July 1, 2015:	Request for applications announced
October 1, 2015:	Deadline for application submittal
October 21, 2015:	Rate and recommend grant awards
January 1, 2015:	Announce awards and prepare grant contacts
January 15, 2015:	Send grant offer to successful applicants
February 28, 2015:	Mail fully executed grants

Eligibility

Tennessee counties, cities, solid waste authorities and organizations which have been determined to be tax exempt nonprofit recycling organizations by the Internal Revenue Service may apply for grants under T.C.A. §68-211-825.

All counties and cities in the State of Tennessee are eligible to receive this waste reduction grant. This also includes the recycling rebate counties as defined in T.C.A. §68-211-825(b).

Applicants may not request equipment that is otherwise available at privately owned facilities which serve the relevant geographical area. If an applicant demonstrates that the equipment is an indispensable component of a project and will not compete with privately owned facilities, it may be considered for funding. Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a)) is not eligible under this grant.

To be eligible for funding, the requested equipment or facility must be included in the 2014 update to the Region's Solid Waste Plan (Annual Progress Report) submitted prior to March 31, 2015.

Eligible waste reduction equipment includes key recycling equipment needed to establish a new collection or processing site, to improve the operation of an existing collection or processing site, or to prepare recovered materials for transport and marketing. Key recycling equipment includes, but is not limited to; roll carts made with recycled content and embedded RFID tags, containers, balers, sorters, mulching equipment, grinders, chippers, and densifiers. Collection trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds or higher will be considered. Eligible facilities shall receive, process, and distribute materials for waste reduction purposes. Eligible facility expenses include, but is not limited to; site and design plans, site preparation, and consultant and construction services.

Ineligible requests include, collection trucks with a gross vehicle weight rating (GVWR) less than 10,000 pounds and any equipment or facility that aides in increased disposal of materials in Class I disposal facilities or directly competes with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a)). Furthermore, applicants previously awarded a Waste Reduction Grant from the Solid Waste Management Fund in the last two years that are currently under contract with open balances or who have failed to meet the obligations of additional Division of Solid Waste grant contracts are ineligible.

Funding

GRANT REQUESTS AND MATCHING THE GRANT:

The Department has set aside \$1,000,000 for this offering for FY 2015-2016. No grant may exceed \$200,000. A match of 10%-50% is required as indicated in Attachment 2 Waste Reduction Grant Match Requirement.

In-kind contributions will not be considered.

This grant offering has three priorities for funding. Applicants will receive extra points if their projects meet criteria in these three priority areas. The priorities are:

- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (10).
- Applicants that establish a new plastics/aluminum beverage containers or paper/fiber recycling program.

- Applicants demonstrate that the proposed equipment or facility will build lasting capacity in their program to support the Region’s Solid Waste Plan and the State 2015-2025 Solid Waste and Material Management Plan Objectives.

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment or facility they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment identified in the application and awarded will be funded so proper planning and research should be done by applicant before submitting application.

Format and Checklist

- Step 1.** Complete a Waste Reduction Grant application form (CN0915) signed and certified by a legally authorized representative for the applicant. Signees other than the executive officer or mayor must include a resolution from the applicant’s governing body giving authority to sign for the applicant.
- Step 2.** Complete the Attachment 1 Technical Narrative fully describing the applicant’s recycling program and the proposed project for which funding is requested. Follow the narrative format, section by section, providing complete, concise responses to all items. Responses should thoroughly discuss and address the questions for each section as appropriate. Equipment and facility requests must be included in the 2014 Annual Progress Report as an identified need by the region’s solid waste board.
- Step 3.** Provide manufacturer specifications and accurate price quotes for all equipment and facility needs requested. **Grant award will be based on this pricing information and will not be changed.**
- Step 4.** Submit the complete application, signed and certified by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the designated authorized agent (county executive, mayor, executive director, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Forms relative to this grant offering may be found at the end of this grant manual.

NOTE: Applicants are responsible for providing relevant, factual, and correct information regardless of who prepares the application.

Selection Criteria

Applications will first be reviewed for completeness. Upon receipt of a complete application, the Technical Narrative will be evaluated and scored by a team of raters (3 or more). Applicants receiving the highest average score will be recommended for funding to the extent that funding is available. The minimum average score for funding consideration is 70 points.

CRITERIA AND WEIGHTINGS

Establishment of Priority	10 points
Project Description and Regional Planning	25 points
Materials Management and Diversion	25 points
Education Plan	25 points
Project Sustainability	25 points
Total:	110 points possible

Each question asked in the Technical Narrative is very important. Thoroughly develop proposals and supply an adequate description for each of the criteria to ensure raters have a complete understanding of the applicant's recycling program and the proposed project. While some questions may seem to be similar, the response should be made in its entirety as it relates to the project. Applicants should follow the Technical Narrative format, section by section. Particular attention should be given to sections with higher point values.

Funding Conditions

Applicants shall be prepared to proceed with the project as soon as a fully executed grant is received. Local funding for costs in excess of the grant award shall be approved and available upon receipt of a fully executed grant to avoid unnecessary delays.

The local match shall be determined by the Department, using an economic index based upon factors which include, but are not limited to, per capita income and property values of the county applicant. Reimbursement may not exceed 50% of the approved total eligible project costs. See Attachment 2 Waste Reduction Grant Match Requirement.

- Matching funds are required at the time of grant reimbursement.
- Grantees are required to contract with an engineering or construction consultant to prepare technical documents and provide oversight of project work, as required by state law or local codes.
- In-kind contributions will not be considered.

It is important that applicants research the equipment and facility improvements needed to submit accurate price quotes with their application. Grant awards will be made based on the estimates included in the grant application not to exceed \$200,000. The Department's intent with this grant offer is to promote environmentally preferable purchasing in support of the 2025 Solid Waste and Materials

Management Plan Objective 3 by requiring equipment to be made with recycled content, when available. Include recycled content specifications when requesting price quotes.

TDEC Sustainability Statement

The Tennessee Department of Environment and Conservation (TDEC) acknowledges that the products and services we procure have fundamental human health, environmental, and economic impacts, and that purchasing decisions should exemplify our commitment to sustainability and to protecting the environment and the quality of life of Tennesseans. TDEC endeavors to reduce the environmental impacts of its operations and to promote fiscal responsibility and community and environmental stewardship by integrating sustainability considerations in sourcing processes while continuing to observe general state purchasing laws and procurement policies.

Contact

RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF

The person named below shall be the sole point of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

General and Administrative Questions:

Grant Program Manager
Loretta Harrington
615-532-0086
Loretta.Harrington@tn.gov

Technical Questions:

Program Technical Assistance
Paula Mitchell, Recovered Materials Manager
615-532-0075
Paula.Mitchell@tn.gov

Frequently Asked Questions

1. *What method is used for grant project expense funding?*

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment purchased, and then submit required invoice documentation to TDEC for reimbursement.

2. *When can the grant project begin?*

Projects may begin **after** the Grantee is notified by State that the grant has been fully executed. Also, vendors' bids for equipment purchases must be submitted and approved by the State prior to receiving equipment. Any equipment received/purchased prior to the begin date of the executed contract will not be reimbursed. Failure to submit bids for approval prior to committing funds may result in denial of costs.

3. *Do I have to follow a bidding process?*

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

4. *When can I request reimbursement for expenses relative to the grant project?*

Reimbursement invoices must be submitted, after equipment has been purchased, installed, operational, and inspected by the State. The grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

5. *How long will I have to complete the grant project?*

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases and work activities. Grantees must be precise in the timelines submitted in the application to assure that sufficient time is allowed for purchases and work activities.

6. *What are the grantee's responsibilities for the project after the grant is paid in full?*

Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State. Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

7. *Can applicants that have received funding in a prior year apply again this year?*

Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding have been completed and the grantee paid in full.

8. *Can we submit supplemental documents?*

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess

Frequently Asked Questions

documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make good decisions concerning projects. Only **necessary** supplemental documents should be included.

9. Where can I find grant documents?

The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website: <http://www.tennessee.gov/environment/article/sw-solid-waste-grants>

10. Are workshops available?

Yes, the schedule is listed below.

Date	Location	Time
Wednesday, July 8, 2015	Jackson Environmental Field Office 1625 Hollywood Drive Jackson, TN 38305	9:00 a.m. – 12:00 p.m. CST
Friday, July 10, 2015	Fleming Training Center 2022 Blanton Drive Murfreesboro, TN 37129	9:00 a.m. – 12:00 p.m. CST
Wednesday, July 22, 2015	Knoxville Environmental Field Office 3771 Middlebrook Pike Knoxville, TN 37921	9:00 a.m. – 12:00 p.m. EST

**Attachment 1
Technical Narrative
Waste Reduction Grant Applications**

I. Establishment of Priority – 10 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 2.
 - If the answer to question 1 is yes, how many developmentally disabled individuals are employed in your recycling program?
 - How many hours a week does each developmentally disabled individual work?
 - Summarize key duties for the developmentally disabled employees listed above in the recycling operation?

2. Is this proposal for recycling equipment to be used in a public/private partnership?
Yes ___ No ___
 - Describe the details of the partnership and roles of each participant.

3. Does the proposed program support the 2015-2025 Solid Waste and Material Management Plan’s Objectives?
Yes ___ No ___ Please explain in detail which Objectives the proposed facility and equipment support and how.

4. 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				\$

II. Project Description and Regional Planning – 25 points

1. Describe the proposed project, including its goals and objectives. What criteria and methods will be used for measuring and determining the success towards accomplishing the goals and objectives?

2. Describe the activities planned to accomplish the goals and objectives. Provide anticipated project plan timeline (e.g. activity occurs in months 1-3, months 4-6, year 1, year 2, etc.). *This timeline will be used to develop Scopes of Services of successful projects. It is critical to develop a realistic timeline taking into consideration the amount of time needed to bid, select, order, and install the equipment and the facility. Grant timelines and scopes cannot be amended once executed. Failure to meet established milestones or deadlines may impact funding and reimbursement.*

3. Will the project provide a service that is currently not available in the area or expand participation/access in an existing program? What area and population will the project serve? How many households or customers do you currently serve and what is the estimate for the next five years of operations?
4. What is the physical address where the facility and/or each piece of equipment will be located and operated? If the equipment is mobile and used in the field, please identify the primary location where the equipment will be operated. If equipment requested is to be used for collection of materials, provide a map of proposed locations within the Region.
5. Explain how this waste reduction equipment and/or facility implements the relative parts of the Region's municipal solid waste plan and updates to the solid waste plan (Annual Progress Report). Describe how this equipment and/or facility integrate with existing infrastructure and systems within the Region.

III. Materials Management and Diversion – 25 points

1. Identify materials currently being managed by the Region. How many tons of materials by type were collected in 2014? What are the material sources? Estimate capture rates for each material managed by the Region.
2. List materials to be managed with the requested equipment and facility. How will the proposed equipment or facility be used to increase tonnages, improve capture rates, increase capacity, or decrease the amount of residual (landfilled) for the next five years for all materials?
3. Describe your operation plan in detail. How will material(s) be collected, transported, or processed (i.e. baled, compacted, ground for volume reduction)? Describe how the collected materials will be recycled, diverted from Class I solid waste disposal facilities, or beneficially used. What is your business plan for the use or sale of processed or collected commodities? Describe marketing strategies and estimate the amount of material that is not marketable (residual rate).
4. What new efforts, in addition to this proposed grant project, are planned to increase the amount of materials collected? Please provide a detailed timetable for the next 5 years with planned activities to achieve the 25% waste reduction and diversion goal.

IV. Education Plan – 25 points

1. Describe the goals of your public education and/or promotion plan for the waste reduction and recycling program.
2. Describe the project's education plan, timeline for meeting milestones, and target audience. Include media to be used, education and promotion message, frequency of message, and how the target audience will be informed about proper participation. Include budget or estimated cost for each milestone or provide a budgeted amount for each person served.
3. Describe proposed project's message.
4. Identify any partners who will be participating, and what each partner will contribute to the education plan.

IV. Project Sustainability – 25 points

1. Prepare a grant budget and line item detail. Provide price quotes and specification sheets, including recycled content when available, for all equipment requests. Attach supplemental documents or tables, if necessary.
2. Describe cost and program efficiencies realized by project implementation (e.g. return on investments, savings in manpower, cost avoidance, fuel, contractor and transportation cost, etc.).
3. Describe your plan for funding the continuation of the program or funding those costs not fully funded by the grant.
4. Applicants requesting funding for facility improvements and equipment purchases should establish a maintenance plan and a capital improvement fund to replace the equipment at the end of its useful life. Describe your plan and schedule for maintenance of the facility and equipment and for establishing a capital improvement fund for maintenance, repair, or replacement of the equipment and facility. If the requested equipment is to replace existing equipment, provide a copy of the maintenance schedule.
5. What is the plan for evaluating the implementation and outcome of the proposed project and who is the person responsible for performing the evaluation?

Narrative Prepared by: _____

Name of Preparer's Organization: _____

Telephone: _____

E-mail address: _____

Attachment 2
Waste Reduction Grant Match Requirement

County	Match % Rate Required	County	Match % Rate Required
Anderson	50%	Lauderdale	10%
Bedford	30%	Lawrence	20%
Benton	10%	Lewis	10%
Bledsoe	10%	Lincoln	40%
Blount	50%	Loudon	50%
Bradley	40%	Macon	10%
Campbell	20%	Madison	50%
Cannon	10%	Marion	40%
Carroll	20%	Marshall	30%
Carter	20%	Maury	50%
Cheatham	40%	McMinn	40%
Chester	10%	McNairy	20%
Claiborne	20%	Meigs	10%
Clay	10%	Monroe	30%
Cocke	20%	Montgomery	50%
Coffee	40%	Moore	30%
Crockett	20%	Morgan	10%
Cumberland	40%	Obion	30%
Davidson	50%	Overton	20%
Decatur	30%	Perry	10%
Dekalb	20%	Pickett	10%
Dickson	40%	Polk	20%
Dyer	30%	Putnam	30%
Fayette	50%	Rhea	20%
Fentress	10%	Roane	50%
Franklin	40%	Robertson	40%
Gibson	30%	Rutherford	50%
Giles	30%	Scott	10%
Grainger	10%	Sequatchie	20%
Green	30%	Sevier	50%
Grundy	10%	Shelby	50%
Hamblen	40%	Smith	30%
Hamilton	50%	Stewart	20%
Hancock	10%	Sullivan	50%
Hardeman	10%	Sumner	50%
Hardin	20%	Tipton	40%
Hawkins	40%	Trousdale	20%
Haywood	20%	Unicoi	20%
Henderson	30%	Union	10%
Henry	30%	Van buren	10%
Hickman	20%	Warren	30%
Houston	10%	Washington	50%
Humphreys	30%	Wayne	10%
Jackson	10%	Weakley	20%
Jefferson	40%	White	20%
Johnson	10%	Williamson	50%
Knox	50%	Wilson	50%
Lake	10%		



Tennessee Department of Environment and Conservation,
Authorization No. 327411, 0 copies. "This public document was
promulgated at a cost of **\$0** per copy."