



Tire Environmental Act Program

Proposal Application Manual

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Prepared by:
Tennessee Department of Environment and Conservation
The Office of Policy and Sustainable Practices
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243

Tire Environmental Act Program

Overview

BACKGROUND:

In 2015, the Tennessee Automotive Association partnered with the Tennessee Department of Environment and Conservation (TDEC) and the General Assembly to establish the Tire Environmental Fund. At the time of the first retail sale in Tennessee of a new motor vehicle that is to be titled and registered in Tennessee, a flat fee based on the number of the vehicle's wheels is assessed. The purpose of the fee is to fund projects creating or supporting beneficial end uses for waste tires.

TDEC is designated by the Tire Environmental Act as the lead state agency to develop and manage a process for implementation of the tire environmental program for beneficial end use of waste tires in Tennessee, including fund recipient selection. Oversight of Tire Environmental Act Program (TEAP) will be managed through TDEC's Office of Policy and Sustainable Practices. Reports updating program progress and metrics will be made quarterly to TDEC's Commissioner and the General Assembly.

The new tire environmental fee is imposed on the purchase of new motor vehicles pursuant to Tennessee Code Annotated § 68-211-303, while the tire pre-disposal fee enacted in 1991 is imposed on the sale of new tires, except those tires sold as a component of a new or used motor vehicle. The funds collected through the tire environmental fee and deposited in the Tire Environmental Fund are used for TEAP while the tire pre-disposal fee revenue is allocated to the Solid Waste Management Fund or to counties by the Tennessee Department of Revenue for beneficial end use of tires in accordance with Tennessee Code Annotated Title 67, Chapter 4, Part 16, and § 68-211-867.

PURPOSE OF THE TIRE ENVIRONMENTAL ACT PROGRAM:

The purpose of TEAP is to select and fund projects that best result in a beneficial end use for waste tires as identified below. TEAP provides financial assistance to eligible entities in Tennessee to conduct or purchase, install, and construct projects that fit into one of the following eligible project categories:

- 1. Tire Recycling:** Local government, nonprofit, and for-profit entities that receive and process waste tires into a useable beneficial end-market product.
- 2. Tire-derived Product Use:** Local government, nonprofit, and for-profit entities that use waste tires in a manner that is considered a beneficial end-market use.
- 3. Research, Testing and Development:** Entities that conduct research, testing or development of beneficial end-market uses for waste tires.
- 4. Facility Improvements:** Local government, nonprofit, and for-profit entities that recycle or use recycled Tennessee tires that need facility improvements.

Grant Timeline

GRANT APPLICATION DELIVERY:

Grant applications must be received electronically in PDF (portable document format) with all grant application materials. The grant application must be submitted electronically to the email address provided in the Contact section. Upon receipt and evaluation of the grant application, TDEC will notify the applicant of the status of the application within twenty (20) calendar days.

Facsimile applications will not be accepted.

GRANT TIMELINE:

20 Days from Grant Application Submittal: Status of Application (approval or denial will be communicated with applicant).

60 Days from Application Approval: Announcement of Award (contract* will be awarded to successful applicants).

***No work shall begin on grant projects until an executed contract has been signed by all parties.**

Eligibility

Tennessee state or local government entities and other entities that will conduct, install, or construct projects in Tennessee *enhancing* beneficial end markets in Tennessee for Tennessee waste tires are eligible for TEAP funding. To be eligible, an entity must obtain any permit, registration, or certification required for the proposed project by TDEC prior to application and any entity that has been issued a permit, registration, or certification by TDEC must be current and in good standing regarding such permit, registration, or certification.

PROJECTS NOT ELIGIBLE:

- Tire collection sites (as identified by TDEC Division of Solid Waste Management)
- Used tire sales
- Projects that involve disposal of tires into a landfill

OTHER ITEMS NOT ELIGIBLE FOR FUNDING AND NOT COUNTED AS MATCHING FUNDS

- Real property
- Working capital , furniture, furnishings and salaries associated with tire processing operations
- New construction of buildings or structures (improvements and upgrades to an existing facility are acceptable)
- Fees associated with TDEC permits and associated financial assurance

- Professional fees, including architectural and engineering services, and administration costs
- Other items not directly related to the diversion and beneficial reuse of Tennessee tires
- Amounts spent outside of the TEAP contract term

* By signing the Grant Application, the Applicant certifies that the entity along with any other officers, directors, owners, partners, employees, or agents is (are) not presently debarred, suspended, proposed for debarment or suspension, or declared ineligible for an award by any state or federal agency. This is in accordance with Federal Acquisition regulation 52.209-5 and Tenn. Comp. R. & Regs.0690-03-01-.17.

Funding

GRANT REQUESTS AND MATCHING THE GRANT:

The applicant must, at a minimum, match the grant amount requested. The applicant must specify the match percentage as one of the following:

- 50% Grant / 50% Match; or
- Greater than 50% Match (amount specified).

The match may additionally be satisfied by materials, equipment and other financial investments approved by TDEC provided that those expenditures are made during the TEAP contract term; expenditures outside of the contract term cannot qualify for match. Projects with a more than 50% match will receive higher consideration.

MINIMUM AND MAXIMUM FUND REQUESTS

- The minimum amount of funding that can be requested for an eligible project is \$10,000.00.
- The maximum amount of funding that can be awarded is contingent upon and limited by the TEAP fund balance and other applications.

GRANT CANCELLATION:

- TDEC may terminate and cancel this Grant Program at any time. In such a case, TDEC will give the Applicant 30-days written notice.
- If for any reason the funds become unavailable, TDEC may cancel the Contract and will not be obligated to make any payments under the Contract after the termination date. TDEC will provide a 30-day notice of any such termination.

Format and Checklist

GRANT APPLICATION CONTENT/REQUIREMENTS:

Applicants must complete and provide the items listed below in the grant application. Details for completing the items below are provided in this grant manual.

As part of your application you will be asked to submit the following:

	Submittal
1	Tire Environmental Act Grant Application (2 pages).
2	Project Proposal that describes the full technical and cost detail of the project or equipment. The project proposal should be no more than 5 total pages , to include all selection criteria (1-6 on page 4 of this document).
	As stated above, the entire narrative portion of the project proposal or equipment description shall not exceed 5 single-spaced pages. Pages in excess of the page limit will not be reviewed. The pages must be letter-sized (8 ½ X 11 inches); recommended font size is no smaller than 10 point with 1-inch margin.
3	A completed Detailed Budget Spreadsheet (provided by the grantee) and Appendices (i.e., budget justification, letters of support, supporting documents). The budget and appendices are not included in the 5 page limit and must be submitted with the delivery of the application.
	Each item of the budget form is to be addressed; marked with zero if not applicable. Additional budget lines may be added to the form as required to characterize the project.
4	Project Schedule (timeline) for completing project or timeline for delivered equipment to be operational.

(Applications failing to follow the length and formatting guidelines are subject to disqualification.)

NOTE

- Each applicant is responsible for submitting all relevant, factual and correct information with the application. This will enable the evaluator(s) the best review of the project application.
- Funding will be awarded to applications selected according to fund limitations and the merit of the applications. Applications may be partially funded based on an revised scope and budget agreed upon by the Applicant and TDEC.

Selection Criteria

PROPOSAL: Applicants must explain and answer each selection criteria area:

1. General Benefit for Waste Tire Use
 - a) Immediate beneficial tire uses
 - b) Long term beneficial tire uses
 - c) Quantity of Tennessee tires recycled projected for years one through five of operation
2. Creative / New Technology
 - a) Unique & emerging technology
 - b) Model for future projects
 - c) Expanding end markets for tires
 - d) Case study development
 - e) Project validation
3. Qualifications, Experience, Capabilities, and Scheduling
 - a) Relevant experience with the technology or process

- b) Strength of team assembled
 - c) Proof of end-markets as evidenced by letters of commitment or support
 - d) Schedule, milestones, and deliverables of project
 - 4. Equipment Application
 - a) Relevant equipment to produce desired end product
 - b) Area or space to accommodate equipment and tires
 - 5. Protection of Environment Resources by Utilizing Existing Resources
 - 6. Ability to leverage (match) funding to enhance overall project objectives and financial solvency. For purposes of evaluating the applications, match may additionally be satisfied by materials, equipment and other financial investments approved by TDEC, which costs must be incurred during the contract term.
- ❖ Preference to be given to projects that use Tennessee contractors and local purchases of equipment.

Budget

BUDGET SPREADSHEET EXAMPLE

GRANT BUDGET				
Item	EXPENSE	FUNDS REQUESTED	GRANTEE MATCH	TOTAL PROJECT
1	Salaries, Benefits & Taxes ¹			
2	Supplies, Equipment Rental & Maintenance, Printing & Publications			
3	Other ²			
4	Capital Purchase ²			
5	Indirect Cost			
6	In-Kind Expense			
	GRAND TOTAL			

¹ Salaries are only acceptable for tire-derived product use and research & development.

² Detailed itemized descriptions and costs are required for all items in these categories in the Budget Justification.

BUDGET JUSTIFICATION

In addition to completing the budget spreadsheet (provided by the grantee), a budget justification must be included with three quotes for each line item or a justification for fewer quotes. Details and

justifications of budget line items with estimated costs must be provided for each category completed in the budget. The budget justification shall not exceed two (2) pages; this is in addition to the five (5) page limit for the project proposal.

Contact

RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF

TDEC will respond to salient questions in writing with a Questions and Answers compilation and post that document to TDEC's website: <https://www.tn.gov/environment/program-areas/opsp-policy-and-sustainable-practices/opsp-sustainable-practices/opsp-tire-environmental-act-program.html>.

The email below shall be the point of contact for questions throughout the application and award process. All other communications (regular mail, express mail, electronic mail, or fax), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation
The Office of Sustainable Practices – Tire Environmental Act Grant
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243
tire.grant@tn.gov

Applicants should communicate with TDEC through the email identified in this manual. Limiting communication is essential in order to create fairness and impartiality in the process of reviewing the proposals for this grant program. Communication with other TDEC staff could be perceived as an effort to use special access to exert unfair influence in this discretionary grant award process. While TDEC generally encourages open communications, TDEC expects to administer this process fairly and reserves the right to reject an application for improper communication in violation of this provision.

Frequently Asked Questions are Provided on the TEAP Webpage.