



2008 Community Waste Reduction and Recycling Grants

REQUEST FOR PROPOSALS

N.C. Department of Environment and Natural Resources
Division of Pollution Prevention and Environmental Assistance

The purpose of this grant cycle is to assist local governments and not-for-profit agencies in expanding, improving and implementing waste reduction programs in North Carolina. The Division of Pollution Prevention and Environmental Assistance administers the Community Waste Reduction and Recycling Grants through the Solid Waste Management Trust Fund.

With the release of this Request for Proposals, DPPEA is seeking proposals for the funding of equipment and other items that help initiate or expand waste reduction programs within the state. **Applicants should carefully read this entire RFP prior to submitting a proposal. Proposals must be received by DPPEA by 5:00 p.m. on Friday, February 15, 2008.** Please address any questions to Jim Hickman at (919) 715-6528 or jim.hickman@ncmail.net.

Available Funding and Required Match:

Applicants are eligible for a maximum award of \$25,000. Grant winners must provide a cash match equivalent to 10 percent of the requested grant funding – for example, a grantee under this program receiving \$20,000 must spend at least \$2,000 on the project. Projects that propose to divert a significant amount of materials from the waste stream will be given strong consideration. Additionally, projects that improve program efficiency while increasing waste reduction are strongly encouraged. Projects that address recently-passed legislation banning rigid plastic bottles, used oil filters, oyster shells or pallets, or projects that address recently passed legislation requiring ABC permit holders to recycle beverage containers will be eligible for bonus points as outlined in the scoring criteria section. Please contact Jim Hickman at (919) 715-6528 for more information or to discuss your project ideas.

After close examination of the requested funding and subject to agreement with the applicant, DPPEA may award grant amounts lower than the original request. For any amount awarded, grantees must still provide a 10 percent cash match.

Calculating Cash Match:

To determine the award amount and cash match from an overall project budget use the following equation: grant award amount = total project cost ÷ 1.1. The difference between the total project cost and the grant award amount equals the cash match.

Eligible Entities:

- Counties, municipalities, councils of governments, solid waste authorities and not-for-profit agencies in North Carolina are eligible to apply for funding.
- Federal and state agencies, including public universities and community colleges, and private colleges and universities are not eligible for funding for this grant cycle.
- Not-for-profit entities may apply under either the CWRAR grant round **OR** the Recycling Business Development Grant Round; however, not-for-profit entities are no longer allowed to submit proposals under both grant rounds. For more information about the Recycling Business Development Grant round, please contact Matt Todd at (919) 715-6522 or matthew.todd@ncmail.net.

Conditions on Submittals:

- **ONLY ONE PROPOSAL PER ELIGIBLE ENTITY WILL BE ACCEPTED.**
- Multi-party initiatives (such as by two or more local governments) are strongly encouraged.
- Any group participating in a regional or multi-party project proposal may not submit additional proposals.
- Applicants with delinquencies on existing DPPEA grants (e.g., failure to submit final report) will not be considered for funding.

- All applicants selected for funding will undergo a compliance review to ensure that they do not have any outstanding notices of violation related to North Carolina solid waste statutes and rules. Outstanding NOV's must be corrected to the satisfaction of the N.C. Division of Waste Management prior to any grant being awarded. DPPEA will be notified by DWM when NOV's are corrected.

Examples of Uses of Grant Funds:

- Site development costs
- Equipment purchases and installation
- Public awareness programs/public education
- Operation and maintenance costs

Examples of activities for which Funds may NOT be used:

- Administrative expenses such as overhead costs
- Land acquisition costs
- Employee salaries
- Contracted collection costs

Funding Period:

The applicant must expend funds within one year of contract execution unless the time is extended by written agreement between the applicant and the N.C. Department of Environment and Natural Resources. Extensions are possible but not guaranteed. It is anticipated that grant contracts will begin July 1, 2008 and end June 30, 2009.

Due Date:

Proposals **MUST** be received by DPPEA by **5:00 p.m. on Friday, February 15, 2008**. Any proposals received after the deadline will not be considered. Applicants must submit one hard copy and one electronic copy of their proposal by the submittal deadline. If electronic submission is not possible, the applicant may submit five (5) hard copies of their proposal (for detail on what is required in the proposal, see page three of this document). Receipt of all proposals will be acknowledged by e-mail or other correspondence.

Local governments requiring board approval should plan to procure that approval before the submittal deadline.

Other Obligations:

New legislation governing the use of state funds by non-state entities went into effect on July 1, 2005. The legislation defines non-state entities as a firm, corporation, partnership, association, county, unit of local government, public authority, or any other person, organization, group, or governmental entity that is not a state agency, department or institution. It should be noted that for the purposes of grant making any entity that is subject to audit or reporting requirements of the Local Government Commission is not treated as a non-state entity (i.e., local governments). Follow this link to access the new statutes:

- http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-6.2.html
- http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-34.html

All applicants are strongly encouraged to visit the following Web site to review reporting and auditing requirements: <http://www.p2pays.org/Localgov/assistance/financial.asp>. A link to the new guidelines is in the upper right hand corner. If you do not have Internet access, please contact Jim Hickman at (919) 715-6528.

How to Submit Proposals:

One electronic copy AND one double-sided copy of the proposal must be submitted. Five double-sided hard copies may be submitted if an electronic submission is not feasible. Receipt of all acceptable proposals will be acknowledged by letter or e-mail. Submit electronic versions to jim.hickman@ncmail.net. Please submit electronic versions as Microsoft Word or Adobe attachments.

Hard copy proposals mailed to DPPEA should be printed double-sided on at least 30 percent POST-CONSUMER CONTENT RECYCLED PAPER. All major office supply companies and copy companies provide 30 percent post-consumer content paper. For local governments, 30% post-consumer content paper is available on state term contract – <http://www.doa.state.nc.us/PandC/645a.pdf>. If you have trouble finding recycled paper, please contact Rachel Eckert for help – (919) 715-6505.

Send hard copy proposals to:

2008 COMMUNITY WASTE REDUCTION AND RECYCLING GRANT ROUND
ATTENTION: JIM HICKMAN
DIVISION OF POLLUTION PREVENTION AND ENVIRONMENTAL ASSISTANCE
1639 MAIL SERVICE CENTER
RALEIGH, NC 27699-1639

For hand-delivery of proposals, the physical address is:
2728 Capital Boulevard, Raleigh NC, 27604-1500, Room 1G 220
Please check in with Customer Service for directions to DPPEA’s offices.

Proposals must be received by 5:00 p.m. on Friday, February 15, 2008. Proposals postmarked but not received by 5:00 p.m. on February 15, 2008 will not be accepted.

What Must the Proposal include?

The following table describes what applicants must submit for their proposal to be considered complete. Different requirements apply to local government applicants versus non-governmental entities. Proposals that fail to provide all the required information and forms will be deemed inadequate and not considered for funding:

Local Government Applicants	Not-for-Profit Applicants
Contacts page, including: <ul style="list-style-type: none"> ✓ Name and title of main contact ✓ Organization ✓ Address ✓ Phone number ✓ Fax number ✓ E-mail address 	Contacts page, including: <ul style="list-style-type: none"> ✓ Name and title of main contact ✓ Organization ✓ Address ✓ Phone number ✓ Fax number ✓ E-mail address
One page description of proposed grant project.	One page description of proposed grant project.
One page bulleted list showing project milestones and general implementation dates (note: project must be complete in one year).	One page bulleted list showing project milestones and general implementation dates (note: project must be complete in one year).
Budget page, showing: <ul style="list-style-type: none"> ✓ Itemized intended expenditures ✓ Funds requested from the state ✓ Matching funds from the applicant 	Budget page, showing: <ul style="list-style-type: none"> ✓ Itemized intended expenditures ✓ Funds requested from the state ✓ Matching funds from the applicant
	Your Organization’s Signed Conflict of Interest Statement –sample conflict of interest statements can be downloaded at: http://www.p2pays.org/Localgov/assistance/grants.asp
	Certification of No Overdue Taxes – a template for this statement can be downloaded at: http://www.p2pays.org/Localgov/assistance/grants.asp
	For non-profit applicants, a copy of the IRS Federal Tax Exempt Letter or 501(c) Verification Form

Grant Selection Process:

Through a blind vote process, a selection committee will use the pre-established criteria below to rank proposals and make award decisions. The review process is expected to be completed and preliminary award announcements made during March, 2008. Applicants are encouraged to consider the award criteria as they develop their grant proposals. A total of 86 points is available.

Award Criteria

1. Innovation/Creativity (0-20 Points)

Is the project innovative? Does the project set a strong example for other communities to replicate?

2. Planning (0-20 points)

Is the proposal well thought-out, well-researched and backed by valid facts and assumptions? Will the proposal have a significant impact for its category?

3 Sustainability/Commitment (0-10 points)

Will the project be ongoing and sustained in subsequent annual budgets? Does it have the support of the governing body?

4. Impact on the waste stream (0-10 points)

Will the project contribute substantially toward reduction of the local waste stream?

5. Efficiency (0-10 points)

Will the project improve the efficiency or cost-effectiveness of the local waste reduction program?

6. Joint Effort (0 or 6 points)

Individual party proposals receive zero points; multi-party proposals (involving cash match from all participants) receive six points.

7. Recently Passed Legislation (0-10 points)

To what extent does the project address the reduction of used oil filters, pallets, rigid plastic bottles or pallets, or does the project address the implementation of recycling services for ABC permit holders?

If Your Proposal is Selected for Funding:

DPPEA anticipates that applicants selected for funding will be notified in March 2008. DPPEA will notify the applicant with a formal offer by U.S. Mail or by e-mail. The applicant must accept or decline the offer. The following will occur once the offer is accepted.

- DPPEA will complete a compliance review with the Division of Waste Management (may occur before offer is accepted).
- Where appropriate, the applicant must (within 15 business days after notification) submit a revised project description and budget signed by an authorized representative reflecting the accepted offer. Applicants who fail meet this requirement will not be awarded funding.
- Successful applicants will be required to provide their federal tax ID number.
- DPPEA will submit request through the DENR contract processing system for a grant contract.
- Successful applicants must submit any necessary forms under new reporting and auditing requirements when they complete their project. For information on required reports, see: <http://www.p2pays.org/Localgov/assistance/grants.asp>

NOTE: Successful applicants that make purchases before a grant contract is signed by both DENR and the grant recipient will not be reimbursed.

Other General Terms and Conditions:

In addition to any terms and conditions addressed at the following link:

<http://www.p2pays.org/Localgov/assistance/grants.asp>, all grantees are subject to the following terms and conditions. Most of these terms and conditions will be outlined in the grant contract.

- **Publications** – all documents and publications associated with a grant contract should be printed on recycled paper containing at least 30 percent post-consumer content.
- **Cash match** – all grantees are required to provide a 10 percent cash match.
- **Final reports** – a draft final report is required to be submitted to DPPEA by 30 days prior to the contract end date and a final report is required to be submitted by the contract end date. All hard copies submitted should be double-sided and on recycled paper as stated above. Final reports for government grantees will follow a standard format provided by DPPEA. Final reports for non-governmental grantees will follow the format specified on the following Web page: <http://www.p2pays.org/Localgov/assistance/financial.asp>

- **Extensions** – no-cost time extensions are possible but not guaranteed for grant contracts. Grantees seeking no-cost time extensions must submit a request for a time extension 60 days prior to the contract end date. The request for extension must indicate how long the grantee is seeking to extend the project and the reason that the extension is being requested (i.e., why the project cannot be completed on-time). Any request for an extension must include a new timeline of project milestones and payments, as well as a new budget (if budget changes are also being requested).
- **Reimbursement** – all DPPEA grants are on a reimbursement basis. Requests for reimbursement must include proof that the funds were spent and must have the term “invoice” clearly stated on the request.
- **Final 10 Percent of Funds** – DPPEA will continue to reimburse grantees until 90 percent of the award amount has been expended. The final 10 percent will be held until an acceptable final report has been received by DPPEA. The report must be received and approved prior to the end date of the contract. All final requests for reimbursement must be received within 45 days of the contract end-date or all remaining grant funds will be forfeit.

A Final Word on Grant Writing:

Proposals often receive low scores because applicants fail to follow instructions, leading to uncertainty about the project goals and intended results. The clearer the details are, the less questions a reviewer will have about the validity/feasibility of a proposal. Applicants also stand a better chance of success if they adhere to the required components of a proposal and if they carefully review the grant award criteria in their proposal.