



**State of Delaware  
Department of  
Natural Resources  
and Environmental Control**



## **Fiscal Year 2009 Recycling Assistance Grant Program**

### **Program Criteria and Requirements**

#### **1. Purpose**

The purpose of the Recycling Assistance Grant Program is to implement programs to reduce the amount of municipal solid waste generated and disposed of in Delaware, pursuant to Executive Order #90 which states:

*“It shall be the goal of this State to achieve a fifty-one (51) percent diversion rate for recyclables from Delaware’s municipal solid waste stream”*

#### **2. Eligibility Criteria**

##### **• Eligible Groups**

The following groups and organizations are eligible to apply for grants:

- ◆ State of Delaware municipalities;
- ◆ Schools, colleges, and universities; and
- ◆ Not-for-profit organizations (scouting troops, religious organizations, etc.), civic associations, and other community organizations. *Note: Not-for-profit organizations must submit proof of 501(c) (3) Internal Revenue Code status.*

##### **• Ineligible Groups**

The following groups and organizations are not eligible to apply for grants:

- ◆ Agencies of the state, and
- ◆ For-profit businesses. However, applications submitted by eligible entities may include partnerships with other parties, including for-profit businesses.

##### **• Eligible Activities**

The following activities are eligible for funding under the grant program:

- ◆ The design, implementation, or expansion of municipal solid waste recycling and yard waste composting programs,
- ◆ Curbside collection of recyclables,
- ◆ Design or implementation of “Pay-As-You-Throw” programs,
- ◆ Recycling outreach or educational initiatives, or
- ◆ Any other activity that reduces municipal solid waste generation and disposal and/or supports the achievement of a 51% solid waste diversion goal for the purposes of Executive Order #90.

- **Ineligible Activities**

The following types of proposals are not eligible for grant money:

- ◆ Requests to fund existing programs at their current level of service.
- ◆ Programs that do not focus primarily on municipal solid waste.

### **3. Selection Criteria**

The criteria listed below will be used as a guideline in evaluating grant proposals. The Recycling Public Advisory Council will select for funding those proposals that it considers to be most responsive and to have the greatest potential to increase the diversion of municipal solid waste. Applicants are advised to take these criteria into consideration in designing their projects and preparing their proposals:

#### **a. Support of 51% diversion rate – Total possible points = 20.**

*Does the project have the potential to support the achievement of the 51% diversion rate for recyclables from Delaware's municipal solid waste stream?*

- The project would establish or lay the groundwork for a sustainable program that would increase the waste diversion rate in the target area.
- The project incorporates methods for monitoring success and for making adjustments as necessary to maintain or increase the higher diversion rate.
- The applicant has demonstrated an understanding of the long-term economics of continuing the activity after completion of the project period.
- The proposal explains how the activity will continue after completion of the project period.

#### **b. Waste Reduction/Diversion – Total possible points = 15.**

*Will the project contribute to increasing the recycling rate or decreasing the weight of municipal waste generated in the target area, or will it enhance the reuse potential of a recyclable/reusable material?*

- The applicant has exhibited knowledge of current levels of recycling/waste reduction/reuse of the targeted materials within the target population and has addressed the impact that the proposed project would have on existing waste diversion efforts.
- The applicant has demonstrated that the project will result in an increase in the amount of material being recycled, reduced, or reused.
- The proposal contains a reasonable means for measuring the increase in waste diversion.

#### **c. Ability to maintain the program – Total possible points = 10.**

*Does the application demonstrate a commitment by the applicant to maintain the program through the duration of the project period and to demonstrate attainment of the project goal?*

- The resources committed by the applicant are sufficient to maintain the program through the duration of the project period.
- The project is appropriate to the size and resources of the applicant.
- Proposal includes an appropriate means to demonstrate attainment of the project goal.

**d. Feasibility – Total possible points = 25.**

*Does the application demonstrate that the proposal can be completed in the time and manner indicated?*

- Proposal includes a realistic time line.
- Proposal demonstrates availability of, and access to, personnel and other resources needed to carry the project to completion.
- Proposal incorporates the use of appropriate technology and techniques.
- Proposal includes a realistic budget to achieve the project.

**e. Outreach and Education – Total possible points = 10.**

*Does the proposal include an effective outreach and education component to inform and activate the population within the target area?*

- Proposal demonstrates an understanding of the target population and appropriate methods for disseminating information to that population.
- The outreach/education effort is capable of reaching the majority of residents in the target area.
- The outreach/education program is appropriate for the target population and is likely to motivate the population in the manner intended.

*Note: There will be no attempt to balance the awards geographically, politically, or categorically.*

**4. Award Process**

All complete applications that meet the eligibility criteria and are received by the deadline will be forwarded to the Recycling Public Advisory Council for evaluation and selection of grant recipients. It shall be the goal of the Department to announce the selected grant recipients in October of 2008.

**5. Matching Contributions**

- ◆ The applicant must provide a match at least 25% of the total project cost in either cash or in-kind contributions. For example, if the total project cost is \$10,000, the applicant may request \$7,500 in grant money and must provide the additional \$2,500 as its match portion.
- ◆ This 25% match requirement may be met by the eligible grant applicant or by a partner or partners included in the proposal or by a combination of the applicant and partners.
- ◆ State funds from any source may not be used for matching purposes.

***In-Kind Contributions***

- ◆ Applicants utilizing in-kind expenses to meet the match requirement must include the in-kind contributions in their project budget.
- ◆ In-kind refers to contributed goods and services. Although not actual cash expenses, in-kind contributions represent items that would have required cash outlays. Examples are: merchant discounts, waived rentals, volunteer staff time, and donated supplies and materials.

***Establishing the Value of Third-Party In-Kind Contributions***

Recipients must maintain records and documentation showing how the value placed on third-party in-kind contributions is derived.

***Determining the Value of Donated Services***

<b>If the unpaid services are provided by:</b>	<b>then the services are to be valued:</b>
an individual as a volunteer doing work otherwise performed by recipient employees	at rates consistent with those paid for similar work in the recipient's organization, including reasonable fringe benefits.
an individual as a volunteer doing work not usually performed by recipient employees	at rates consistent with those paid by other employers for similar work in the same labor market, including reasonable fringe benefits.
a third-party employer who is compensating the employee for the work	at the employee's regular rate of pay. Fringe benefits, excluding overhead costs, may be added to this rate.

***Determining the Value of Donated Supplies and Loaned Equipment or Space***

Donated materials are to be valued at the fair market value at the time of the donation. Loaned equipment and space in buildings are to be valued at the fair rental rate of the equipment or space.

**6. Use of Funds**

The Recycling Assistance Grant Program may consider support for expenses in the following areas if they relate directly to the project for which the grant is being sought:

***Allowable costs include (but are not limited to):***

- Dedicated recycling vehicles and/or containers,
- General operating and administrative costs,\*
- Marketing/publicity,
- Personnel,
- Contracts for goods and services,
- Supplies and materials,
- Technical costs associated with the project/program,
- Travel, and
- Other expenses that are exclusively related to the project.

\*Allowable project related expenses must be over and above the operational and administrative costs of the organization's normal course of doing business.

***Unallowable costs include (but are not limited to):***

- ◆ Expenses incurred prior to grant period,
- ◆ Activities outside Delaware,
- ◆ Routine refuse and solid waste removal (excluding implementation of curbside collection of recyclables and Pay-As-You-Throw waste collection),
- ◆ Any activities that do not contribute to increasing the diversion rate,
- ◆ Site improvements not related to grant activities,
- ◆ Contingency funds or investments of any type,
- ◆ Private entertainment costs, alcoholic beverages,
- ◆ Permit fees and/or contracts for goods and services where such costs are borne by public entities,
- ◆ Bad debts, and
- ◆ Anything contrary to state law.

Note: Other restrictions on the use of the funds may be added at the time of the award based on the project definition.

### **7. Fiscal Requirements of Applicant**

- ◆ The DNREC or any other duly authorized representative shall have access to any books, documents, papers, and records maintained to account for funds expended under the terms and conditions of the grant for the purpose of audits and examinations.
- ◆ Grantees must provide accurate, current, and complete disclosure of financial results of federal/state sponsored projects. Grantees must maintain records of cash match and expenditures of state funds for all activities connected with the grant for at least three years.
- ◆ Grantees' financial management systems must provide for effective control over and accountability for all funds, comparison of actual outlays with budgeted amounts, and accounting records that are supported by source documents.

### **8. Giving Credit to the DNREC and the Recycling Public Advisory Council**

- ◆ Grantees must give credit to the DNREC and to the Recycling Public Advisory Council in all advertising, news releases, printed materials, and promotion and publicity pertaining to the grant activities. The credit shall be worded as follows: "This project is funded in part by a grant from the Delaware Department of Natural Resources and Environmental Control and the Recycling Public Advisory Council. For information about the Recycling Assistance Grant Program, call 302-739-9403."
- ◆ If the Grantee maintains a web page, the Grantee must acknowledge receipt of the Recycling Assistance Grant on the web page. The acknowledgment shall include a brief description of the project and the amount of funding received.

### **9. Contracts**

- ◆ Once a grant is approved, the DNREC will prepare a Grant Recipient Contract (Contract) specifying the terms and conditions of agreement. The Contract must be signed by both the applicant's authorized representative and the Director of the DNREC Division of Air and Waste Management. Once the Contract has been signed, no major changes in the project/program may occur in activities, personnel, venue, or budget without advance approval of the DNREC. Grant funds must be expended solely for activities described in the Contract.

### **10. Future Funding**

- ◆ Current support does not imply future DNREC funding. Each year's applications are considered in relation to all others.

### **11. Reporting Requirements**

- ◆ Grantees will be required to submit periodic progress reports on project activities and accomplishments in accordance with the terms of the Contract.
- ◆ If the DNREC determines that a report is incomplete or unsatisfactory, payment of grant funds may be delayed pending satisfactory completion of the progress report.
- ◆ The reporting requirements including timeframes and required forms will be provided with the Contract.

Note: Other project reporting requirements may be added at the time of the award based on the project definition.

**12. Grant Payments**

- ◆ Payment of grant monies is subject to the availability of state funds.
- ◆ A portion of the amount awarded may be requested to pay for start-up costs of the project.
- ◆ Other than disbursed start-up funds, payment for project related expenses will be on a reimbursement basis unless previous arrangements for payment are agreed upon.
- ◆ All Requests for Reimbursement must be submitted to the DNREC for review and approval. Payment of grant monies is subject to submission of a complete and accurate accounting of all approved project expenses.
- ◆ If the grant recipient does not demonstrate progress toward the grant activities and requirements by April 18, 2009 in the DNREC's discretion, unused funds will be returned to the Recycling Assistance Grant Program. If the grant recipient is unable to complete the approved project/program by December 31, 2009, unused funds will be returned to the General Funds of the State of Delaware.
- ◆ The DNREC may withhold ten percent (10%) of the total grant amount until such time as the Grantee has fulfilled all terms of the contract and submitted a satisfactory final report.
- ◆ The Grantee may request final payment after meeting all project completion requirements and submitting proper documentation.
- ◆ If the final total cost of the project is less than the award plus the matching contribution, the award will be reduced. For example: a grant of \$7,500 is awarded and the match committed is \$2,500 (cash or in-kind) for a project total of \$10,000. If invoices support a total cost of \$9,000 for the project, the total reimbursement will be \$6,750 (\$9,000 - \$2,250 = \$6,750).

**13. Recycling Assistance Grant Schedule**

Grant Information Workshops will be held during the times below (call 302-739-9403 for details).

<b>Date</b>	<b>Time</b>	<b>Location</b>
Monday, August 25, 2008	6:00 p.m.	Bear Library, 101 Governor's Place, Bear
Tuesday, August 26, 2008	6:00 p.m.	Dover Public Library, 45 South State Street, Dover
Wednesday, August 27, 2008	6:00 p.m.	Georgetown Public Library, 10 W. Pine Street, Georgetown

- ◆ Applications must be received by the DNREC no later than 4:00 p.m. on September 19, 2008.
- ◆ Grant Recipients will be announced during the month of October 2008.

**14. Application Requirements**

- ◆ Incomplete applications will not be considered. For assistance in completing grant applications, contact the DNREC – DAWM staff.
- ◆ Applications for funding that do not meet eligibility criteria will not be considered.
- ◆ No project funding request may exceed \$50,000 (the total amount of grant funds available).
- ◆ All completed applications must be received by 4:00 p.m. on September 19, 2008.
- ◆ Submit one signed original application, ten (10) copies and, if possible, an electronic version.

- ◆ The Project Description and other supporting documentation should be printed on recycled content paper, printed and/or copied doubled sided, and bound with a paperclip or staple (no binders).
- ◆ The application must be signed by an authorized individual in the applicant's organization.
- ◆ Applications should be mailed or hand delivered to:

Recycling Assistance Grant Program  
DNREC – DAWM  
89 Kings Highway  
Dover, Delaware 19901  
Attn: Bill Miller

Electronic copies should be e-mailed to: [bill.miller@state.de.us](mailto:bill.miller@state.de.us)