



**Universal Recycling  
Grants and Low Interest Loan Program  
Guidance**

**The Delaware Department of Natural Resources and Environmental Control (DNREC) is now accepting applications to the Universal Recycling Grant and Low Interest Loan Program (Grant and Loan). This is the sixth Grant and Loan offer from DNREC with up to \$500,000 available to fund projects and activities in accord with the provisions in this document.**

**Recognizing that expansion of recycling efforts in Delaware schools provides students with an abundance of opportunities to learn about and engage in recycling activities, and aids in the formation of an environmental ethic, enhancement and expansion of school recycling programs shall receive the highest funding priority during this grant cycle. Educational and other projects are encouraged and creativity is welcome. Applications for this grant cycle must be submitted no later than 4:30 p.m. on Tuesday, March 3, 2015. Grant and Loan awards for this offering are expected to be announced in April 2015 and projects must be completed by May 2016.**

**I. Purpose**

The Universal Recycling Grants and Low Interest Loan Program (7 Del. C. §6055) was established by the Delaware Solid Waste Recycling Law. It is a competitive program to assist persons engaged in the business of collecting, transporting, processing, or marketing recyclable materials with the implementation of:

- a. Source-separated recyclables collection and processing programs with emphasis on start-up costs for residential single-stream recyclables collection; and
- b. Start-up costs for initiatives which result in recycling of solid waste materials which would otherwise be land disposed, with emphasis on commercial waste.

Implementation of state-wide, universal recycling programs has contributed to significantly increasing the State's recycling diversion rate of 32.6% for 2009 to its current rate of 41.9% for 2013. Building upon this progress, it is necessary to expand recycling in the commercial sector in order to meet the following statewide diversion goals established in Table 1 of 7 Del. C. §6056.

<b>Table 1. Interim Zero Waste Diversion Goals<sup>1</sup></b>		
Date by which goal is to be achieved	Solid Waste Diverted from disposal	Municipal Solid Waste Diverted from disposal
January 1, 2015	72%	50%
January 1, 2020	85%	60%
<sup>1</sup> By weight		

## II. Grant and Loan Focus, Priorities and Terms

The intent of the Solid Waste Recycling Law is to create an environment wherein all residents and the commercial sector can actively and easily participate in recycling. This is accomplished by establishing aggressive recycling goals, offering the Grant and Loan program, and by requiring the implementation of prescribed recycling programs by a set date. There is an expectation that the applicants who are waste service providers (typically waste haulers and municipalities) currently provide the required Universal Recycling services. Effective January 1, 2014 the commercial sector (all for-profits, non-profits, municipalities, schools, and organizations) is also required to participate in a comprehensive recycling program. Commercial sector projects that set to start recycling where none exists must justify why there has been no recycling program implemented to date or may be considered for partial or no funding.

The most common examples of previously funded items include purchase of recycling containers/dumpsters and various educational materials.

**The funding priority for this offering will be implementation of school recycling programs.** But, educational projects are encouraged, other projects are considered, and creativity is welcome.

An applicant is not precluded from submitting multiple grant or loan applications. All applicants who choose to submit multiple applications are highly encouraged to ensure that each application can stand on its own merits and is competitive.

The grant and loan program has limits on the amount of funding available, so awards cannot exceed the funds available. This is a competitive grant and loan process and therefore partial awards and non-awards are a possibility.

Low-interest loans are possible through this program. Applicants who want a loan must clearly indicate on the application that the application is for a loan. Because it is possible to receive partial grant funding, the opportunity to apply for a loan to supplement grant costs may be available to successful applicants whose requested grant amount is not fully awarded. Applicants who are selected to receive partial funding must indicate their interest in a loan within 7 days of receiving the grant award notification which is sent to all successful applicants. **Please note:** In order to qualify for a loan, applicants may be subject to the submittal of additional documentation within 45 days. Applicants must qualify for any loan request by demonstrating credit worthiness and meeting the required loan criteria. An invitation to apply for a loan does not guarantee an applicant will qualify for loan funding.

## III. Eligibility

### Eligibility defined:

- Eligible applicants are:
  - Organizations interested in performing outreach and education, applicable studies, or training, provided they can:
    - demonstrate relevant prior successes and their capacity to accomplish the goal of their application; and
    - demonstrate the financial, technical and managerial capability to comply with applicable laws and conduct the proposed activity.
  - Those persons engaged in the business of collecting, transporting, processing, or marketing recyclable materials.

- Eligible applicants also include those persons who contract for these services; however, applicants who contract for these services are restricted to the eligible costs defined immediately below and must be able to clearly demonstrate a savings in the contractual service as a result of any grant or loan assistance awarded. Requests for payment of contractual services will not be considered.
  - For-profits, non-profits, municipalities, schools, and organizations are eligible.
- Eligible costs under this grant and loan program are capital equipment costs, outreach and education costs, and studies that identify the most efficient means to comply with the requirements of the Universal Recycling program.
- Costs for initiatives with an emphasis on recycling in schools will be prioritized.

Ineligible costs, entities and activities include:

- Capital equipment costs for single-family, single-stream residential recyclable collection programs;
- Contractual services for the cost of recyclables collection;
- Scenarios that result in double payment for services rendered (for example: a municipality that contracts for waste services applies for a grant to cover the cost of carts but must pay a waste service fee that does not account for the cart cost savings);
- Activities outside Delaware (note: transporting collected recyclables out-of-state is permissible; however, assistance with out-of-state transportation costs is not eligible for funding);
- Routine refuse and solid waste removal (equipment costs related to implementation of curbside Pay-As-You-Throw waste collection may be eligible for loan funding);
- Any activities that do not contribute to increasing the diversion rate;
- Site improvements not related to eligible activities;
- Contingency funds or investments of any type;
- Food and entertainment costs of any kind;
- Permit fees and ongoing contracts for services where such costs are borne by public entities (this is most commonly found where an entity contracts out for recycling services and recoups the costs from the residents being served);
- Unrelated debts;
- Any labor costs, with the exception of labor costs for selected education and outreach, study, or training projects (such labor costs shall be justified and reasonable for the work being performed, maximum \$30 per hour inclusive of wages and fringe benefits);
- Operational or overhead costs including, but not limited to, fuel, maintenance, utilities, and indirect facility and administration expenses;
- State executive branch agencies, departments, and offices required to comply with Executive Order Eighteen;
- Homeowners transporting their own waste and recyclables;
- Organizations or entities that are not formally established and operating at the time of application (however, consideration may be given to such entities for loan funding);
- The purchase of real estate;
- Political or lobbying activity;
- Any other activities that do not directly contribute to increasing the diversion rate; 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 specifics of the project.*

#### IV. Application Deadline & Requirements

- a. **Deadline** - One application **with signature** must be scanned and submitted electronically by email to DNREC\_Recycling\_Grants@state.de.us by 4:30 p.m. on **Tuesday, March 3, 2015**. A blank electronic application will be available at [www.dnrec.delaware.gov/whs/awm/Pages/RecyclingGrants.aspx](http://www.dnrec.delaware.gov/whs/awm/Pages/RecyclingGrants.aspx) and must be used for electronic submittals. All applicants will receive confirmation of their electronic submission within 72 business hours of receipt.

If an applicant is unable to submit an electronic application the applicant must submit one **signed**, typewritten, original application package. The application packages should be printed on recycled content paper, printed double-sided, and bound with a paperclip or staple (no binders please). The application must have the same format as the blank electronic application available at [www.dnrec.delaware.gov/whs/awm/Pages/RecyclingGrants.aspx](http://www.dnrec.delaware.gov/whs/awm/Pages/RecyclingGrants.aspx), and must be received by 4:30 p.m. on **Tuesday, March 3, 2015**. For mailed applications, the use of a mail tracking system is highly encouraged. DNREC is not responsible for applications lost in the mail.

DNREC – Recycling Grant & Loan Program  
Solid and Hazardous Waste Management Section  
89 Kings Highway  
Dover, Delaware 19901  
Attn: Marshall Budin

Applications that are incomplete, that do not meet the eligibility criteria, or that are not received by the deadline will be deemed ineligible for consideration.

- b. **Requirements** - The Recycling Grants and Low Interest Loan Program is competitive and as such, only the highest ranking applications may receive funding. It shall be the goal of the Department to announce the selected recipients within six weeks of the application deadline. The application must address the following project categories:

- **Goal** – What will the project accomplish?
- **Needs/Benefits** – Describe why the grant is necessary. Describe the service area, the population served, and the reason(s) that group selected is to be addressed in the manner proposed. By whom and by what amount will this project increase diversion of the targeted waste stream?
- **Implementation** – How will this project be implemented and over what timeframe? Please include pertinent implementation benchmarks.
- **Outreach and Education** – By what means will the intended recipients of this project be made aware of the projects availability, requirements for participation and benefits? Various tools and informational links are available at [www.recycling.delaware.gov](http://www.recycling.delaware.gov).
- **Performance Measures** – What unit of measure will be used to determine the success of the project, especially if an increase in the tonnage of materials diverted is being used to measure program effectiveness?
- **Sustainability** – How will the project continue once the grant or loan funds have been utilized?
- **Partnering** – Indicate whether or not the opportunity for partnering has been evaluated, whether or not partnering will occur and if yes, please describe the nature of the partnership.
- **Budget** – Please clearly define and itemize the projects expenses. Provide cost estimates, quotes or other supporting documentation. Clearly justify and support all expenditures. Organizations that request personnel funding must also provide budget summaries and hourly wage rates for personnel

costs which are subject to approval. Personnel costs are largely ineligible (see section on ineligibility above).

- **Supporting Documentation** – Please include any supporting documentation that will corroborate your application.

**Confidentiality** – Please note that the Department’s Freedom of Information Act (FOIA) requirements specify the procedures and criteria under which a person may request that certain records or portions of records submitted to the Department be held confidential. For more information visit the Department’s FOIA regulation at: <http://regulations.delaware.gov/AdminCode/title8/900.shtml#TopOfPage>.

**Application Form** – Please note that the attached application form limits the length of the application by section and in total. Please make sure your wording for any of the sections or fields does not exceed these limits to avoid text from being unintentionally excluded.

## V. Selection Criteria

The criteria listed below will be used as a guideline in evaluating Grant and Loan applications. The Department and the Recycling Public Advisory Council will rate each application based on these criteria. Applicants are strongly advised to take these criteria into consideration in designing their projects and preparing their proposals:

Points	Criteria
15	<u>Diversion</u> – Applicant demonstrates the project will contribute to meeting the deadlines established in 7 Del. C. §6053, the diversion goals* established in 7 Del. C. §6056 and that the diverted materials will be recycled as opposed to landfilled or incinerated.
15	<u>Priority Area</u> – Applicant’s project is within the programmatic priorities. See section II “Grant and Loan Focus, Priorities and Terms” above.
10	<u>Sustainability</u> – Applicant demonstrates a commitment to sustaining the project beyond the grant term and explains how that commitment will be maintained.
10	<u>Proposal</u> – Applicant has a clear, well written, and thought out proposal that will accomplish the intended goal including a clear timeline for implementation.
15	<u>Outreach</u> – Applicant has an effective plan for outreach to encourage recycling.
15	<u>Budget</u> – Applicant has a clear, well written, and thought out budget with price quotes and a commitment to clearly respond to any questions or concerns DNREC or RPAC may have.
10	<u>Measurement</u> – Applicant has demonstrated the ability to measure material diverted.
10	<u>Efficiency, Effectiveness and Cost Share</u> – Applicants that demonstrate highly efficient and effective programs (such as savings over current rates) and that can provide a cost share toward the total project costs, either in matching cash or in-kind services, may be awarded additional points.
100	Total

\* The diversion percentage goals do not need to be met by the individual applicant. The applicant just needs to demonstrate that their project will contribute to an increase of recycling in Delaware.

## VI. Workshops

DNREC staff is available to provide technical and administrative assistance. For more information, contact Marshall Budin at 302-739-9403 or via email at [Marshall.Budin@state.de.us](mailto:Marshall.Budin@state.de.us). Grant applications can be downloaded at [www.dnrec.delaware.gov/whs/awm/Pages/RecyclingGrants.aspx](http://www.dnrec.delaware.gov/whs/awm/Pages/RecyclingGrants.aspx).

## VII. Award Process & Grant Recipient Responsibilities

**Awards Process:** Once a grant is approved, DNREC will prepare a Grant Recipient Contract specifying the terms and conditions of agreement. The Contract must be signed by both the applicant's authorized representative and by DNREC's Cabinet Secretary. Once the Contract has been signed, no major changes in the project/program may occur in activities, personnel, venue, or budget without advanced approval of DNREC. Grant expenditures are solely for activities described in the Contract.

The awarding of grants and loans is subject to availability of funding and the satisfactory completion of all terms of the contract as determined in DNREC's sole discretion. Payment of grant and loan funds is subject to the availability of funding pursuant to the provisions of 7 Del. C. §6054. Any grant or loan recipient who does not perform the activities outlined in their proposal or scope of work may be precluded from making future grant or loan applications.

**Grantee Responsibilities:** This is a reimbursement based program. Payment of grant funds is subject to submission of a complete and accurate accounting of all approved project expenses and activities. The grant payment process requires the grantee to submit a report and reimbursement request. If it is determined, at DNREC's sole discretion, that the contract requirements have been satisfied, approval to pay the reimbursement will be granted. ***It is the intent of the Department to issue a one-time total reimbursement within sixty (60) days or less, following the determination that all contract requirements have been satisfied.***

In exceptional instances, for qualifying applicants, the Department may be able to allocate funds directly without requiring a reimbursement if the grantee can demonstrate an advanced need for the funds via an economic hardship. Direct funding requests will be evaluated on a case-by-case basis.

Grant and loan recipients will be required to report, as specified in the Contract's Scope of Work, on the activities that have been completed to satisfy the grant or loan contract requirements, a discussion of the problems encountered, how they were overcome, the lessons learned, and any suggestions for DNREC on improving the grant and loan process.

All for-profit agencies awarded funds under this grant and loan program are hereby informed that the funds awarded are subject to state and federal taxes as applicable.

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 or loan for the purpose of audits and examinations.

Grant and loan recipients must provide accurate, current, and complete disclosure of financial results of federal/state sponsored projects. Grant and loan recipients 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.

If any grant or loan recipient is unable to complete an approved project, unused funds will be returned to the Delaware Recycling Fund no later than the end of the grant or loan period.

### **VIII. Other Important Information**

Awarding of grants or loans is subject to the availability of funding. Existence of this program is dependent upon funding pursuant to the Delaware Solid Waste Recycling Law (7 Del. C. §6054).

Being awarded a grant or loan does not imply future DNREC funding. Each grant and loan period's applications are considered in relation to all others received during the same grant period.

With the exception of organizations that have already implemented comprehensive recycling programs that meet the intent of Universal Recycling and have already released promotional materials, grant and loan recipients must give credit to DNREC and to the Recycling Public Advisory Council in all news releases and publicity pertaining to the grant activities. The credit shall be worded as follows: "This project is funded in part by a Universal Recycling Grant or Low Interest Loan from the Delaware Department of Natural Resources and Environmental Control and is supported by the Recycling Public Advisory Council. For information about the Universal Recycling Grants and Low Interest Loan Program, call 302-739-9403."

All grant and loan recipients who maintain a web page must acknowledge receipt of the Universal Recycling Grant or Low Interest Loan on their web page. The acknowledgment shall include a brief description of the project and the amount of funding received.

Enforcement Provision – Whoever violates the requirements of *Subchapter III. Solid Waste Recycling* in Chapter 60, Title 7 of the Delaware Code is subject to the enforcement provisions of 7 Del. C. Chapter 60. To view the Universal Recycling Law visit:

<http://delcode.delaware.gov/title7/c060/sc03/index.shtml>.

For technical assistance with the grant application process contact Marshall Budin at 302-739-9403 x8.