



**Yard Waste
Grant and Low Interest Loan
Guidance**

The Delaware Department of Natural Resources and Environmental Control (DNREC) is now accepting applications for a Grant and Low Interest Loans (Grant and Loan) Program to aid in the operation and maintenance of yard waste drop-off facilities in New Castle County. Assistance will be provided to an entity, or entities, interested in a one-time grant for the establishment of a private yard waste site that will serve as a replacement to one or both of DNREC's yard waste demonstration sites. Applications must be submitted no later than 3:00 p.m. on Friday, September 7, 2012. Grant and Loan awards are expected to be announced in September 2012 and recipients should be in a position to accept yard waste from Delaware residents as soon as possible.

I. Purpose

The Yard Waste Grant and Low Interest Loan Program is a competitive program to transition the state-operated yard waste drop-off demonstration sites permanently into a privately operated business or businesses. Funding will assist with:

- a. Establishing one yard waste site in between both the DART and Polly Drummond Hill Road sites that will serve as an alternative replacement to both sites
- OR**
- b. Establishing one yard waste site that will serve as a replacement to the DART site, AND establishing one yard waste site that will serve as a replacement to the Polly Drummond Hill Road site (in this scenario, a proposal may include the operation and maintenance of the Polly Drummond Hill Road site within its existing footprint)

The funding priority will be for option "a" above. Following this grant award, applicants must be able to provide all equipment, materials, property, and labor to operate and maintain a yard waste drop-off site.

II. Grant and Loan Focus, Priorities and Terms

The Department of Natural Resources and Environmental Control's (DNREC) DART Mid-County yard waste demonstration site located at 1423 South DuPont Parkway near Bear, DE will be required to cease operation at the end of calendar year 2012, leaving the Polly Drummond yard waste demonstration site on Polly Drummond Hill Road in Newark, DE as the only operating DNREC yard waste site. It is the intention of DNREC to privatize yard waste operations by awarding a grant(s) to establish a private yard waste site that will serve as an alternative replacement to both the DART and Polly Drummond Hill Road sites, in a geographic location that is between the two current sites. This scenario, described as option "a" above is the funding priority.

Though option “a” will be prioritized for funding, DNREC is also accepting proposals for option “b”. Please note that multiple applications and partnering are acceptable. Option “b” involves the establishment of a site that replaces the DART site somewhere in its vicinity and the establishment of a site that replaces the Polly Drummond Hill Road site somewhere in its vicinity. Consideration may be given to proposals that operate and maintain the Polly Drummond Hill Road Site within its current footprint.

Any new site will provide an area for individual Delaware residents to drop off yard waste, free of charge to the public for a minimum of two years. It is completely up to the applicant to decide how to manage commercial or business customers as long as this does not impede access to individuals. Yard waste is defined as plant material resulting from lawn maintenance and other horticultural gardening and landscaping activities and includes grass, leaves, prunings, brush, shrubs, garden materials, Christmas trees, and tree limbs up to 4 inches in diameter.

Any mulch, compost, or related products, produced from grinding or processing the yard waste will become the property of the grant recipient and thus is encouraged to be marketed for profit. Composting operations require approved Beneficial Use Determinations from DNREC, and also may require additional approvals depending on the nature of the operation.

Please note that partial awards are a possibility. An applicant is not precluded from submitting multiple grant or loan applications; however, the priority will be funding one alternative yard waste site between the DART and Polly Drummond Hill Yard Waste sites in New Castle County, DE during this grant offering. All applicants who choose to submit multiple applications for this grant are highly encouraged to ensure that their grant or loan proposals can stand alone and are competitive.

Because it is possible to receive partial grant funding, the opportunity to apply for a low interest loan may be offered to successful applicants whose requested grant amount is not fully awarded. Applicants who are selected to receive partial funding will be mailed a loan application with the notice of grant award letter which is sent to all successful applicants. **Please note:** In order to qualify for a loan, applicants will be subject to the satisfactory completion of the loan application within 45 days from the date of the notice of grant award letter including the submittal of all documentation requested in the application. 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 costs under this grant and loan program are capital equipment costs, property acquisition or lease, site improvements, outreach and education costs, and related costs for operating and maintaining a yard waste drop-off site free to the public.
- Eligible projects will be those engaging in the operation and maintenance of a yard waste recycling business whose primary business model involves the use of a site for the public to drop off yard waste from their personal properties, free of charge for two years. The grinding of yard waste to produce mulch is a viable means to control the accumulation of yard waste, and the mulch may be returned to market for a profit.

Ineligible costs, entities and activities include:

- Contractual services of any kind except those used specifically for the physical establishment of the yard waste site; and
- Activities that involve collection of yard waste; and
- Activities outside Delaware; and
- Any activities that involve the disposal of yard waste in any landfill, in any state; and
- Site improvements not related to eligible activities; and
- Contingency funds or investments of any type; and
- Food and Entertainment costs of any kind; and
- Unrelated debts; and
- Homeowners transporting their own yard waste **are not** eligible to apply for this grant or loan program; 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

Required Pre-Application Meeting - An informational pre-application meeting will be held at the DART yard waste site (1423 S. Dupont Hwy, New Castle, DE 19720) on Tuesday, August 28, 2012 at 10:00 am. This meeting is mandatory. Any bidder who does not attend is disqualified from receiving a grant reward.

Deadline - One application with signature must be scanned and submitted electronically by email to DNREC_Recycling_Grants@state.de.us by 3:00 p.m. on Friday, September 7, 2012. 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 be received by the deadline at 3:00 p.m. on Friday, September 7, 2012. For mailed applications the use of a mail tracking system is highly encouraged. DNREC is not responsible for applications lost in the mail.

DNREC – Yard Waste Grant & Loan Program
Solid and Hazardous Waste Management Branch
89 Kings Highway
Dover, Delaware 19901
Attn: Debra Nielsen

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.

Requirements - The Yard Waste Grant and Low Interest Loan Program is competitive and as such, only the highest ranking application(s) may receive funding. It shall be the goal of the Department to announce the selected recipient(s) within six weeks of the application deadline. Applicants shall submit

their own application; there is no form. The total application must not exceed six pages, not including attachments such as maps or a list of references.

The first page of the application must include the following:

- Project Title
- Name of Organization
- EIN/Tax ID Number
- Brief Project Description (two sentences or less)
- Total Funding Requested
- A statement indicating if the organization applying for this program is, or is not, delinquent on any state or federal taxes.
- The Name, Title, Mailing Address, Phone Number, and Email of the Project Manager
- An Original Signature, Name, Title, Mailing Address, Phone Number, and Email of the Director/Manager of the Organization

The remaining pages of the application, up to page 6, must address the project categories below. You may include attachments after six pages for items such as maps/site plans or a list of references.

- **Site Plan**
 - Where is the proposed site going to be?
 - What is the proposed site's proximity to the DART and Polly Drummond sites?
 - What is the distance of the proposed site from schools, residences, daycare centers, and other commercial businesses?
 - Is the new site easily accessible to the public?
- **Vendor Experience**
 - Explain your experience in the yard waste management industry.
 - Do you already own or lease equipment, land, or other capital being used in the yard waste industry or similar industry?
 - Provide 3 business references
- **Explanation of Operations**
 - Include a description of how you envision the operations of the site running
 - What will the hours of operation be?
 - What days will you be open?
 - How often and how will you clear accumulation of yard waste?
 - How will you handle or manage any trash?
 - How will the site handle the volume of traffic?
 - How will the proposed program manage the volume of yard waste coming into the site? How will the yard waste be used or processed, and marketed?
- **Implementation –**
 - How will this project be implemented and over what timeframe? Please include pertinent implementation benchmarks.
- **Outreach and Education –** How will the public know how to properly use the site?
- **Sustainability –** How will the project continue once the grant funds have been utilized?
- **Partnering –** Indicate whether or not partnering will occur and if yes, please describe the nature of the partnership(s).
- **Budget –** Please clearly define and itemize the projects expenses. Provide cost estimates, quotes or other supporting documentation. Clearly justify and support all expenditures.
- **Supporting Documentation –** Please include any supporting documentation that will corroborate your application.

- **Reporting** – Describe your ability to track the quantity of yard waste being managed and report that information and general operational information to the Department on a quarterly basis during the contract period.

DNREC staff is available to provide technical assistance. For more information, contact Debra Nielsen at 302-739-9403 or via email at debra.nielsen@state.de.us.

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://www.dnrec.de.us/dnrec2000/FOIA.pdf>

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
20	<u>Site</u> –Ability to handle the volume of traffic and yard waste from both the DART Mid-County and Polly Drummond Hill Road yard waste sites, and location in close proximity to and roughly in-between both sites.
15	<u>Proposal</u> – Clear and cost-effective proposal.
10	<u>Sustainability</u> – Long-term plan for staying operational
10	<u>Experience</u> – Experience of vendor in yard waste management.
10	<u>Preparedness</u> – Vendor already owns or leases equipment and/or land necessary to maintain and operate a yard waste site.
10	<u>Non-Intrusive</u> – Proximity of proposed site to residences, schools, daycares, and other commercial businesses
10	<u>Accessibility</u> – Ease of use and accessibility by the public.
10	<u>Professional References</u> – Positive outcome from professional reference check from 3 sources
5	<u>Hours of Operation</u> - Appropriate hours to serve the public’s needs
100	Total Score

VI. Award Process & Grant Recipient Responsibilities

Awards Process: Once a grant is approved, the DNREC will prepare a Grant Recipient Contract specifying the terms and conditions of the agreement. The Contract must be signed by both the applicant’s authorized representative and the Secretary of the DNREC. 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 the DNREC. Grant expenditures are solely for activities described in the Contract.

Payment of grant and loan funds is subject to submission of a complete and accurate accounting of all approved project expenses and activities. More detailed funding requirements will be included in the grant 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 to implement the startup of a yard waste site may be precluded from making future grant or loan applications.

Grantee Responsibilities:

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.

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 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, all funds awarded under this grant will be returned to the Delaware Recycling Fund no later than the end of the grant or loan period.

VII. 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. Applicants are hereby advised that this is a one-time funding availability and DNREC does not intend to issue any future yard waste site funding.

For technical assistance with the grant application process, contact either Debra Nielsen or Bill Miller at 302-739-9403.

LOCATION OF DNREC'S "DART SITE"



The DNREC/DART Mid-County Yard Waste Demonstration Site is located at 1423 South Dupont Highway in Bear, Delaware. It is actually just west of Delaware City on the southwest intersection of Route 13 and Route 72 (Dupont Hwy and Wrangle Hill Rd). If you turn into the DART facility off of Dupont Hwy, the site will be on your left, just across from the park&ride lot on your right.

LOCATION OF DNREC'S "POLLY DRUMMOND HILL ROAD SITE"



The Polly Drummond Hill Community Yard Waste Demonstration Site is located on Polly Drummond Hill Road east of Newark. Polly Drummond Hill Road is between Kirkwood Highway (Rt. 2) and Paper Mill Road (Rt. 72). The site entrance is on the west side of Polly Drummond Hill Road just across from the entrance to the Judge Morris Estate.

State of Delaware

Monthly Usage Report – Site Work at DART Mid-County Yard Waste Site

Month	Item	Item Description
May 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
June 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
July 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
July 2011	Grinding Event	10 days of grinding yard waste into mulch using tub or horizontal grinder
August 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
September 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
October 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
November 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
November 2011	Grinding Event	10 days of grinding yard waste into mulch using tub or horizontal grinder
December 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 5 times
January 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 5 times
February 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
February 2012	Grinding event	10 days of grinding yard waste into mulch using tub or horizontal grinder
March 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
March 2012	Crushed stone	44 tons of crushed stone used to improve site entrance
April 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
May 2012	Grinding event	10 days of grinding yard waste into mulch using tub or horizontal grinder
May 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
Approximately 1,860 tons of mulch were removed from the DART Mid-County Yard Waste Site during calendar year 2011.		

State of Delaware

Monthly Usage Report – Site Work at Polly Drummond Hill Road Yard Waste Site

Month	Item	Item Description
May 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
June 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
July 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
July 2011	Grinding event	16 days of grinding yard waste into mulch, using tub or horizontal grinder
August 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
September 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
October 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
November 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
November 2011	Grinding event	16 days of grinding yard waste into mulch, using tub or horizontal grinder
November 2011	Crushed stone	44 tons of crushed stone used to improve site entrance and fill low spots
December 2011	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 5 times
January 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 5 times
February 2012	Grinding event	16 days of grinding yard waste into mulch, using tub or horizontal grinder
February 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 9 times
March 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
April 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
May 2012	Grinding event	16 days of grinding yard waste into mulch using tub or horizontal grinder
May 2012	Pushback/clear	Clear pad of deposited yard waste, set aside trash as possible, 13 times
Approximately 2,970 tons of mulch were removed from the Polly Drummond Hill Road Yard Waste Site in calendar year 2011.		