

Glass Equipment and Infrastructure Grant

REQUEST FOR PROPOSALS

N.C. Department of Environmental Quality

Division of Environmental Assistance and Customer Service

The purpose of this grant program is to assist local governments and private recycling businesses in procuring recycling equipment to efficiently sort and clean post-residential glass cullet. The Division of Environmental Assistance and Customer Service (DEACS) administers the Glass Equipment and Infrastructure Grant through the Solid Waste Management Outreach Program.

With the release of this Request for Proposals (RFP), DEACS is seeking proposals for the funding of recycling infrastructure within the state. **Applicants should carefully read this entire RFP prior to submitting a proposal.** Please address any questions to Matt James at 919-707-8133 or matt.james@ncdenr.gov.

Glass Equipment and Infrastructure Grant Program Description:

DEACS is soliciting applications for organizations seeking to purchase glass recycling equipment at single stream material recovery facilities (MRFs) or equipment for community drop-off glass collection. The purpose of this grant funding is to produce higher quality recycled glass cullet and to increase the amount of glass bottles and jars recycled in the state of North Carolina.

Grant funds will help purchase MRF equipment that is shown to reduce the amount of non-glass residue and contaminants in the recycled glass stream. Grant funds will also help purchase roll-off containers or infrastructure for community glass collection programs that do not have access to a MRF recycling glass in their region. It is anticipated that better quality glass cullet will yield higher economic and environmental benefits for the applicant and the residents of North Carolina.

The following stipulations apply for any project to be eligible for funding:

- Recovered glass cullet must be used in the creation of recycled products—bottles, fiberglass, etc.
- Applicants for drop-off collection equipment must demonstrate why separated collection for glass is necessary.
- The applicant must include glass as an accepted material in their program. If a MRF applicant does not already include glass as an accepted material, they must demonstrate how they will update their customers.
- The applicant(s) must have communicated with a member of DEACS staff to discuss project parameters prior to submitting a grant proposal.

Deadline for Proposals: January 31, 2022

Available Funding: DEACS plans to offer grants through the Glass Equipment and Infrastructure Grant program until January 31, 2022, or until funding is depleted. Grant contracts will only be initiated once all application requirements are met, and the project is approved by DEACS staff. Applications will be scored based on the criteria on page 4.

Grant Award Amounts: Applicants for the Glass Equipment and Infrastructure Grant are eligible for up to **\$80,000** in state funding. Upon consideration of the proposals received, DEACS reserves the right to award grant amounts that are lower than the amount requested by an applicant. Contract execution and disbursement of grant funds are contingent upon the availability of funds to DEACS for this purpose. Grant funding will be paid through reimbursements of the grantee's expenditures.

Cash Match Requirement: Grant winners must provide a cash match equivalent to 20 percent of the requested grant funding. For example, a grantee under this program receiving \$80,000 from DEACS must spend a match of \$16,000 on the project. If the total cost exceeds the budgeted match, the applicant is responsible for covering the additional cost.

Allowable Grant Projects:

All projects must be used to enhance glass recycling in North Carolina. Examples for uses of funding:

- Glass sortation and cleaning equipment
- Equipment for drop-off glass collection such as a roll-off container or a glass bunker for consolidation
- Site development costs such as glass equipment installation or building upgrades to accommodate the new equipment

Unallowable Uses of Grant Funds:

- Employee salaries
- Studies or work by consultants
- Administrative expenses or overhead costs
- Contracted collection, hauling, or processing costs
- Land acquisition costs
- Recycling equipment for non-glass materials

Eligible Entities:

- MRFs that sort and market traditional household recyclables are eligible to apply for funding. MRFs may be owned by a local government or a private recycling business:

Local government – A local government is defined as a county, municipality, council of governments, or solid waste authority in North Carolina. The local government must be applying on behalf of a MRF.

Private recycling business – A recycling business is defined as a business or a nonprofit organization that accepts, collects, and/or recycles materials from outside sources to create a value-added feedstock for intermediary processing or end-use recycled product manufacturing.

- Local governments that operate drop-off centers for recycling collection. These applicants can apply for equipment to collect separated glass, but they must demonstrate why recycling glass through a MRF is not an option in their community.

Contract Period:

The contract period for this grant is one year. The applicant must expend funds and submit a final report within the contract period unless the time is extended by written agreement between the applicant and the N.C. Department of Environmental Quality. Requests for no-cost time extensions must be submitted to the DEACS staff contact at least 60 days prior to the contract expiration date. Funds not expended by the end of year one will be forfeited.

How to Submit Proposals:

One electronic copy of the proposal must be submitted. Receipt of all acceptable proposals will be acknowledged by e-mail. Submit electronic documents to matt.james@ncdenr.gov. Please submit electronic versions as Microsoft Word (preferred) or Adobe (PDF) attachments.

Required Proposal Format:

The following list describes what applicants must include in their proposal for their application to be considered complete. Proposals that fail to provide all the required information will be deemed inadequate and not considered for funding:

- Project Title
- Applicant Contact Information to include the following:
 - ✓ Name and title of main contact
 - ✓ Organization
 - ✓ Address
 - ✓ Phone number
 - ✓ E-mail address
- Date of Proposal Submittal: this must be the date of submission of proposal to DEACS
- Operations Description:
 - ✓ Overall description of MRF operations (if applicable)
 - ✓ Description of how glass is currently managed
 - ✓ Tonnage of glass currently collected
 - ✓ Quality of glass currently collected
- Project Description:
 - ✓ Description of new equipment to be purchased and put into use
 - ✓ Description of how new equipment will improve glass management and recovery
 - ✓ Anticipated tonnage and quality of glass collected with new equipment
 - ✓ Destination of sorted glass – what is the end market?
 - ✓ List of public and private recycling programs that will benefit from the project
 - ✓ Description of how the organization will/does publicize glass recycling to the public
- Project Timeline: Bulleted list showing project milestones and general implementation dates (note: project must be complete in one year).
- Project Budget: to include the following:
 - ✓ Itemized intended expenditures

- ✓ Funds requested from the state
- ✓ Matching funds from the applicant
- ✓ Matching funds from other sources
- ✓ Quote(s) for budgeted items

Grant Selection Process:

The selection committee made up of DEACS staff will use the pre-established criteria below to evaluate proposals and make award decisions. Applicants are encouraged to consider the award criteria as they develop their grant proposals.

- 1. Operational Planning & Experience (0-25 points):** Does the proposal indicate sufficient operational planning to ensure the success of the proposed project? Does the applying organization demonstrate sufficient experience to ensure they can execute the project? How well does the applicant plan their glass management system? Does the proposal address all elements of the application?
- 2. Market & Infrastructure Need (0-25 points):** How well does the proposal address the recycling and market needs of a specified region?
- 3. Impact on Glass Stream (0-25 points):** Will the glass stream have more volume and/or better quality? Will the project produce more recycled glass? Please quantify existing glass recovery compared with the expected glass recovered from the project, including any reduction in fines and non-glass residue.
- 4. Cost-effectiveness (0-25 points):** Does the proposed project show substantial improvements to the glass sortation system for a reasonable cost? Will the new equipment improve processing costs over time?

If Your Proposal is Selected for Funding:

Applicants selected for funding will be notified by a DEACS staff member. The applicant must accept or decline the offer of grant funding. The following will occur once the offer is accepted:

- DEACS will conduct a compliance review with the Division of Waste Management (this may occur before offer is accepted).
- Where appropriate and as needed, the applicant must work with DEACS staff to develop a final proposal. Any changes to initial proposals must be approved by DEACS and the applicant.
- Successful applicants will be required to provide their federal tax ID number.
- Successful applicants will be required to register with the state's e-procurement system using the same address provided in the applicant's proposal. To register in the state's e-procurement system please visit the following link: <http://eprocurement.nc.gov/>. Please note that any differences in the address used for the grant contract and e-procurement registration may result in a delay of grant disbursements.
- DEACS will submit a request through the DEQ contract processing system for a grant contract.

- Private recycling businesses will be required to provide their federal DUNS Number (<http://fedgov.dnb.com/webform>)
- Successful applications will be required to submit a Conflict of Interest Policy using the following template or providing a copy of your organization's existing policy: <https://deq.nc.gov/conservation/recycling/programs-offered/grants-local-governments#Forms>
- Private recycling businesses must provide the following:
 - No Overdue Taxes Certification with notarized signature
 - Non-Debarment form
 Templates for these documents are available at: <https://deq.nc.gov/conservation/recycling-business-assistance/financing/grants/forms>

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

Other general terms and conditions:

Terms and conditions will be outlined in the grant contract.

- 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 Notice of Violations (NOVs) must be corrected to the satisfaction of the N.C. Division of Waste Management (DWM) prior to any grant being awarded. Applicants with outstanding NOVs are responsible for providing DEACS with information from DWM indicating that the community is in compliance and that the NOVs have been corrected before a grant contract can be initiated.
- Companies on the N.C. Office of State Budget and Management's Suspension of Funding List due to failure to complete applicable financial reports for any previous North Carolina state agency grant are ineligible to compete unless removed from the list prior to the proposal deadline. If selected for grant funding, business will be required to certify that they are not debarred from doing business with any Federal or State department or agency.
- Applicants are responsible for contacting the appropriate state and local regulatory agencies to obtain information about permitting requirements for the proposed grant project. All permitting requirements must be satisfied prior to receiving any grant funding. For information pertaining to the permitting of new solid waste facilities or altering existing permits, contact DEACS at 919-707-8133.
- As a condition of grant award, DEACS may work with applicants to revise initially submitted proposals before entering into a contract. Changes to proposals may include adjustments to project scope, project budget, project timeline, and/or other elements of the proposal. Any changes to initial proposals must be approved by DEACS and the applicant and the resultant Glass Equipment and Infrastructure Grant proposal will become an attachment to the grant contract.

- **Site Visits** – DEACS staff will perform at least one site visit to verify grant-related purchases after reimbursement is requested. Due to COVID safety protocols, DEACS staff may need to forgo a site visit, and the grantee will provide photographs of the installed machinery.
- **Reimbursement** – All funds for DEACS grants are distributed on a reimbursement basis. Requests for reimbursement must include proof that funds were spent for the budgeted items and include an original receipt marked paid for the purchased equipment or work completed under the grant project. Vendor contact information must also be provided. Approval of reimbursement requests are subject to independent DEQ verification of purchases with the vendors of the equipment or item. **Purchases made *before* a grant contract is signed by both DEQ and the grant recipient will NOT be reimbursed.**
- **Final Report** – When the grant project is complete, grantees must submit a final report to the DEACS grant manager. The report should show the change in glass quality before and after the equipment installation.
- **Final 10% of Grant Funds** – The final 10% of grant funds will be held until an approved final report has been received by DEACS. *The report must be received and approved prior to the end date of the contract.* All final requests for reimbursement must be received within 30 days of the contract end-date or all remaining grant funds will be forfeited.
- **Extensions** – No-cost time extensions are possible, but not guaranteed for grant contracts. Grantees seeking no-cost time extensions must request an extension 60 days prior to the contract end date; extension requests received less than 60 days prior to the end date may be denied. The request for extension must indicate 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 a new budget. Extensions request templates are available through the assigned DEACS grant project manager.