Composting Facility

Grant Program

FY 2014-2015

Application Manual

Prepared by:
Tennessee Department of Environment and Conservation
Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave, 14th Floor
Nashville, TN 37243
http://www.tn.gov/environment/solid-waste/solid-waste_grants.shtml
Overview

BACKGROUND:

The goal of the Solid Waste Management Act of 1991 is to reduce by twenty-five percent (25%) the amount of solid waste disposed of at Class I municipal solid waste disposal facilities. Organic material is realized to be a significant portion of the waste stream. Organic material can be converted to compost and put towards beneficial end-use, and thus kept out of landfills. The spirit of this grant is to promote composting and build/update infrastructure that supports the 2015-2025 Solid Waste and Materials Management Plan's Objective 4 implementation. T.C.A. §68-211-821(c) states: "The commissioner is directed to develop, with the input and advice of the underground storage tanks and solid waste disposal control board, comprehensive goals for the system of solid waste management programs throughout the state. These goals should address waste avoidance, waste reduction, recycling, composting, and household hazardous waste objectives and should incorporate a strategy of education, technical assistance, and incentives for assuring compliance by all solid waste regions. This program shall be put in place for grants given out after July 1, 2000; provided, that there is sufficient information available on the waste reduction and diversion activities of the counties at that time."

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

There are three priorities for this grant:

- Applicants in partnerships with local municipalities and businesses.
- Applicants composting food scraps.
- Applicants demonstrate that proposed program will support the Regions' Solid Waste Plan.

Deadline to Submit

GRANT APPLICATION TIMING AND DELIVERY:

One application (with an original signature) and the narrative in Attachment 1 should be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management on or before Wednesday, August 1, 2015, 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on August 1, 2015 will be returned to the applicant without review.

Electronic or facsimile applications will not be accepted

GRANT TIMELINE:
The anticipated timeline for this grant offering is as follows:

May 1, 2015:	Request for applications announced
May 4-8, 2015:	Conduct grant application workshops
August 1, 2015:	Deadline for application submittal
August 15, 2015:	Rate and recommend grant awards
September 1, 2015:	Announce awards and prepare grant contacts
November 1, 2015:	Send grant offer to successful applicants
January 1, 2016:	Mail fully executed grants

Eligibility

Tennessee counties, cities, solid waste authorities and organizations which have been determined to be tax exempt nonprofit recycling organizations by the Internal Revenue Service may apply for grants.

All counties and cities in the State of Tennessee are eligible to receive this composting facility grant.

Applicants may not request equipment that is otherwise available at privately owned facilities which serve the relevant geographical area. If an applicant demonstrates that the equipment is an indispensable component of a project and will not compete with privately owned facilities, it may be considered for funding. Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area is not eligible under this grant.

To be eligible for funding, the requested equipment or facility must be included in the 2014 Municipal Solid Waste Region's plan update (Annual Progress Report) submitted prior to March 31, 2015.

Eligible composting equipment or facility infrastructure includes key composting equipment needed to establish a new composting facility or to improve the operation of an existing composting facility. Equipment may include but is not limited to windrow turners, screeners, grinders, and loaders. Facility design may include but is not limited to concrete, fencing, shelters, aeration systems, and enclosures. Organic collection trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds or higher will be considered. Regular sized pick-up trucks will not be considered for funding. Any equipment or facility that aides in the increased disposal of materials in Class I disposal facilities is not eligible under the terms of the grant.

Applicants previously awarded grants from the Solid Waste Management Fund in the last two years that are under contract with open balances or who have failed to meet the obligations of those contracts are ineligible.

Funding

GRANT REQUESTS AND MATCHING THE GRANT:
The Department has set aside $2,500,000 for this offering for FY 2014-2015. A match of 10%-50% is required as indicated in Attachment 2.

In-kind contributions will not be considered.

This grant offering has three priorities for funding. Applicants will receive extra points if their projects meet criteria in these three priority areas. The priorities are:

- Applicants in partnerships with local municipalities and businesses.
- Applicants composting food scraps.
- Applicants demonstrate that proposed program will support the Region's Solid Waste Plan.

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment or facility they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment or facility improvements identified in the application and awarded will be funded so proper planning and research should be done by applicant before submitting application.

Format and Checklist

- ☐ **Step 1.** Complete a Composting Facility Grant application form (CN0915) signed and certified by a legally authorized representative for the applicant. Signees other than mayor must include a resolution from the local government's governing body giving authority to sign for the applicant.

- ☐ **Step 2.** Complete Attachment 1 "Content of Narrative" fully describing the applicant's composting facility and the proposed project for which funding is requested. Follow the narrative format, section by section, providing complete, concise responses to all items. Responses should thoroughly discuss and address the questions for each section. Equipment and facility improvements requested must be included in the 2014 Annual Progress Report as an identified need by the region's solid waste board.

- ☐ **Step 3.** Provide specification sheets on equipment being requested. Be sure to acquire price quotes for equipment and facility improvements to assure that cost information is accurate. Grant award will be based on this quote information and will not be changed.

- ☐ **Step 4.** Have the application certified and signed by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the designated authorized agent (county executive, mayor, executive director, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Forms relative to this grant offering may be found at the end of this grant manual.

NOTE: Applicants are responsible for all relevant, factual, and correct information contained in the application regardless of who prepares the application

Selection Criteria

Once the application is determined to be complete, the technical merits of each proposal will be evaluated. All applications will be reviewed and scored by a team of raters (3 or more). Applicants receiving the highest average score will be recommended for funding to the extent that funding is available. The minimum score for funding consideration is an average of 70 points by the team of raters, funding available.

All applications will be scored and grants awarded based on the following criteria and weightings:

CRITERIA AND WEIGHTINGS

Establishment of Priority	35 points
Equipment	5 points
Consistency with Regional Solid Waste Plan and State Solid Waste Plan	25 points
Facility Design, Operations, Inputs, and Outputs	20 points
Coordination with Other Materials Management Facilities	10 points
Program Design and Efficiency	15 points
Demonstration of Need	15 points
Community Education and Outreach	10 points
Total	135 points possible

Each question for the narrative proposal is very important. Time should be taken to thoroughly develop proposals and supply an adequate description for each of the criteria so raters have a complete understanding of the applicant's compost program and the proposed project. While some questions may seem to be similar, the response should still be made in its entirety as it relates to the project. Applicants should follow the Content of Narrative format, section by section. Particular attention should be given to sections with higher point values.

Funding Conditions

Applicants must be ready to proceed with the project as soon as a fully executed grant is received. Local funding for costs in excess of the grant awarded must be approved and available for the project upon receipt of a fully executed grant to avoid unnecessary delays in project completion.

It is important that applicants research the equipment and facility improvements they are seeking to purchase and obtain accurate quotes prior to submitting their application. Grant awards will be made based on the estimates included in the grant application, not to exceed $2,500,000 per year and will not be increased.

The local share of the match shall be determined by the Department, using an economic index promulgated by the board based upon factors which include, but are not limited to, per capita income and property values of the county applicant. Counties falling within the lower one half (1/2) of the economic scale on the index shall be eligible for lower matching rates. The board shall promulgate regulations regarding the appropriate index and matching rates. Reimbursement may not exceed 50% of the approved total eligible project costs.

- Matching funds are required at the time of grant reimbursement.
- Grantees are required to contract with an engineering or construction consultant to have technical documents prepared and to provide oversight of project work.

Maximum funding of any one project will be limited to $2,500,000 per year which is the amount of funds allocated for FY 2014-2015.

No in-kind contributions will be considered.

Contact

RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF

The person named below shall be the sole point of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation
Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

General and Administrative Questions:
Grant Program Manager
Loretta Harrington
615-532-0086
Loretta.Harrington@tn.gov

Technical Questions:
Program Technical Assistance
Robert Wadley
615-741-4907
Robert.Wadley@tn.gov

Frequently Asked Questions

1. ***What method is used for grant project expense funding?***
   Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment and facility improvements purchased, and then submit required invoice documentation to TDEC for reimbursement.

2. ***When can the grant project begin?***
   Projects may begin **after** the Grantee is notified by State that the grant has been fully approved. Also, vendors' bids for equipment and facility improvements purchases must be submitted and approved by the State prior to receiving equipment. Any equipment or facility improvements received/purchased prior to the begin date of the approved contract will not be reimbursed. Failure to submit bids for approval prior to committing funds may result in denial of costs.

3. ***Do I have to follow a bidding process?***
   Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

4. ***When can I request reimbursement for expenses relative to the grant project?***
   Reimbursement invoices must be submitted, after equipment or facility improvements have been purchased, installed, are operational, and inspected by the State. The grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

   Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

5. ***How long will I have to complete the grant project?***
   All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases and work activities. Grantees must be precise in the timelines submitted in the application to assure that sufficient time is allowed for purchases and work activities.

6. ***What are the grantee's responsibilities for the project after the grant is paid in full?***
   Grantees must maintain financial documents for audit purposes for Five years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State.
   Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

7. ***Can applicants that have received funding in a prior year apply again this year?***
   Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding have been completed and the grantee paid in full.

8. ***Can we submit supplemental documents?***
   Yes, supplemental documents may be submitted, but only to the extent that these documents

support the narrative information provided and are submitted at the time of application. Excess documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make good decisions concerning projects. Only **necessary** supplemental documents should be included.

9. ***Where can I find grant documents?***
   The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website: http://www.tn.gov/environment/solid-waste/solid-waste_grants.shtml

STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Division of Solid Waste Management
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

GRANT APPLICATION

☐ RECYCLING EQUIPMENT ☐ USED OIL ☐ WASTE REDUCTION ☒ OTHER COMPOSTING

Return Application to Above Address

APPLICANT INFORMATION:

Name of Agency/Organization: _____

Address: _____

_____

_____

_____

Name and telephone number of person responsible for all grant activities (i.e. bidding, purchasing):

Name: _____

Telephone: _____

Fax Number: _____

FEIN#: _____

TYPE OF ORGANIZATION:

[ ] County
[ ] Municipality
[ ] Solid Waste Authority
[ ] Planning Region
[ ] For-Profit Organization
[ ] Corporation
[ ] Proprietorship
[ ] Partnership
[ ] Not-for-Profit Organization
[ ] Other (please specify) _____

FOR NON PROFIT ORGANIZATIONS:

Chartered in Tennessee Yes [ ] No [ ]

Date of Charter: _____

IRS Classification: _____

Attach a copy of approval letter for charter or 501(c) (3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

_____
Print or Type Name of Authorized Representative

_____
Title

_____
Signature

_____
Date

Telephone: _____

_____
E-Mail Address (required if available)

Attachment 1
Contents of Narrative for
Composting Facility and Equipment Grant Applications

Establishment of Priority (Value 35 points)

1. Is this proposal for a composting facility or equipment part of a partnership among local municipalities and businesses? Yes ___ No ___

   Provide accompanying resolutions describing the details of the partnership and roles of each participating local government and business.

2. Does/Will your composting program accept food scraps for composting? Yes ___ No ___ If yes, please provide sources and estimated tons per year of food scraps processed.

3. Does the proposed program support the Region's Solid Waste Plan? Yes ___ No ___ Please explain in detail.

Equipment (Value 5 points)

4. List all equipment requested, in priority order, and give the estimated cost and quantity of each.

	Requested equipment in order of priority	Quantity	Estimated Unit Cost	Total
1				
2				
3				
4				
5				
			Total Estimated Equipment Cost	$
			Less Local Matching Share _____%	$
			Maximum Grant	$
			Additional Local Share	$

5. Are matching funds and the additional funds noted in question 4 currently committed? Yes ___ No ___

6. If the answer to question 5 is no, explain why funds are not currently committed. Discuss the expected funding source and time line for obtaining these funds.

7. Explain briefly the use and the specifications for each piece of equipment requested.

8. What is the physical address where each piece of equipment will be located and operated or the location of the facilities to be improved under this grant offering?

Consistency with Regional Solid Waste Plan and State Solid Waste Plan (Value 25 points)

9. Explain how this composting equipment and facility implements the relative parts of the region's municipal solid waste plan. Describe how the proposed composting equipment and facility supports Objective 4 of the State 2025 Solid Waste Plan. Discuss in detail roles of partners involved if applicable.

Facility Design, Operations, Inputs, and Outputs (Value 20 points)

10. Please describe your operation plan in detail, including how each requested equipment will be used. Also, include sources of feedstock(s), types of feedstock(s), weight of feedstock(s), capacity of proposed facility, technology used, operating cost, service area, staffing cost and available end-markets. Your answer should include your business plan for the use or sale of the end product, including marketing strategies

Coordination with Other Solid Waste Facilities (Value 10 points)

11. Will the use of this equipment or facility directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a))? Yes___ No___

12. Describe how this equipment or facility integrates with existing infrastructure and systems within the partnership or region.

13. Does this composting equipment or facility currently exist within the region? If yes, explain the need for and justify the request for the same equipment or facility. Describe how the proposed project will not compete with or duplicate services provided within the municipal solid waste planning region.

Program Design and Efficiency (Value 15 points)

14. Provide a detailed facility layout (including: building dimensions, equipment locations, free space, doors, and docks) with proposed equipment placement (drawing does not need to be to scale). Please include a map showing location of facility. Also, attach all proposed equipment and facility specifications with itemized price quotes to this application.

Demonstration of Need (Value 15 points)

15. How will the requested equipment or facility help the applicant (and partners) meet or exceed the current 25% waste reduction goal?

16. Describe cost benefits or impact the requested composting equipment and facility will have on quality of feedstock, savings in transportation, landfill disposal costs avoided based on applicant's contracted gate fee, jobs created, and local revenues generated, etc.

Community Education and Outreach (Value 10 points)

17. Describe activities planned by the applicant that will cause a definitive increase for feedstock captured. Provide details on how education and outreach efforts will be implemented.

Narrative Prepared by: _____

Name of Preparer's Organization: _____

Telephone: _____

E-mail address: _____

Attachment 2
Compost Grant Match Requirement

County	Match % Rate Required	County	Match % Rate Required
Anderson	50%	Lauderdale	10%
Bedford	30%	Lawrence	20%
Benton	10%	Lewis	10%
Bledsoe	10%	Lincoln	40%
Blount	50%	Loudon	50%
Bradley	40%	Macon	10%
Campbell	20%	Madison	50%
Cannon	10%	Marion	40%
Carroll	20%	Marshall	30%
Carter	20%	Maury	50%
Cheatham	40%	McMinn	40%
Chester	10%	McNairy	20%
Claiborne	20%	Meigs	10%
Clay	10%	Monroe	30%
Cocke	20%	Montgomery	50%
Coffee	40%	Moore	30%
Crockett	20%	Morgan	10%
Cumberland	40%	Obion	30%
Davidson	50%	Overton	20%
Decatur	30%	Perry	10%
Dekalb	20%	Pickett	10%
Dickson	40%	Polk	20%
Dyer	30%	Putnam	30%
Fayette	50%	Rhea	20%
Fentress	10%	Roane	50%
Franklin	40%	Robertson	40%
Gibson	30%	Rutherford	50%
Giles	30%	Scott	10%
Grainger	10%	Sequatchie	20%
Green	30%	Sevier	50%
Grundy	10%	Shelby	50%
Hamblen	40%	Smith	30%
Hamilton	50%	Stewart	20%
Hancock	10%	Sullivan	50%
Hardeman	10%	Sumner	50%
Hardin	20%	Tipton	40%
Hawkins	40%	Trousdale	20%
Haywood	20%	Unicoi	20%
Henderson	30%	Union	10%
Henry	30%	Van buren	10%
Hickman	20%	Warren	30%
Houston	10%	Washington	50%
Humphreys	30%	Wayne	10%
Jackson	10%	Weakley	20%
Jefferson	40%	White	20%
Johnson	10%	Williamson	50%
Knox	50%	Wilson	50%
Lake	10%		

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