

RECYCLING MARKET DEVELOPMENT PROGRAM ANNOUNCEMENT OF GRANT FUNDING AVAILABILITY

The Indiana Department of Environmental Management (IDEM) announces grant funding for projects that increase recycling efforts through the Recycling Market Development Program (RMDP).

- **Grant proposals will be accepted beginning March 1, 2017.**
- **Grant funding requests may range from \$1,000 up to \$500,000, with a 50 percent required match.**
- **Deadline for proposals is May 10, 2017.**

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General Information

Available funds

The available funding anticipated for the current year of the Recycling Market Development Program will be \$1 million. The 2017 grant funding round will consider projects that increase education and collection efforts in reaching the state's recycling goals.

Eligible candidates, based on the criteria identified in Attachment A, may seek a grant starting at \$1,000 and up to \$500,000, with a 50 percent required match. Successful applicants will enter into a grant agreement with IDEM to perform the work described within their proposal.

The Recycling Market Development Board will make final funding decisions. Depending on the scope of work and cost per proposal, multiple projects are expected to be funded. Receipt of submission by IDEM does not imply a complete or successful proposal. Proposals forwarded by IDEM for Board review does not guarantee funding.

Eligibility

Municipalities, non-profit organizations, and public and private businesses located and doing business in the state of Indiana are eligible to apply for funding.

In general, applicants must be an Indiana based business, registered with the Office of the Secretary of State and in compliance with all federal, state, and local regulations.

Projects should focus on reuse, reduction, and recycling methods. For detailed guidance on eligibility, please review the [Frequently Asked Questions \(FAQs\)](#). Examples of ineligible projects include: waste-to-energy projects, reuse or waste water recycling, purchase of property or aesthetic renovations, vehicles such as pickup trucks, salaries, and one-day collection or give-away events. The program's focus is to better collect and process municipal solid waste materials, reducing what can be valuable commodities from final disposal, such as landfilling or incineration.

Matching Funds Requirement

The RMDP requires 50 percent matching funds. In other words, if an applicant's project will incur an investment of \$200,000 total eligible costs, the applicant may apply for a \$100,000 grant and must have a match of \$100,000 in secured funds. This is termed a "50/50" match.

Project Duration

Sponsored projects must be completed within one year from the issue date of the grant agreement.

Program Objectives and Priorities

Proposals for the Recycling Market Development Program should demonstrate an understanding of the changing economy for recyclers, looking at where monies can be used most effectively by businesses and communities to assist in meeting Indiana's recycling goals. Proposals should demonstrate a need for the project, an increase in recyclable material collection, a reduction in municipal solid waste shipped for final disposal, and improved partnerships with communities, including, not only economic impacts, but increased public awareness of recycling opportunities through tangible outreach and education efforts.

Proposal Review and Selection

Process

Proposals for presentation to the Board will be made based on the program objectives and priorities determined by the RMDP review team. The team will be comprised of IDEM staff with past experience reviewing RMDP grant proposals. The proposals deemed eligible and complete will be forwarded to the Board for funding consideration and approval.

Evaluation Criteria

Proposals will be evaluated in accordance with the criteria listed in Attachment A. Each proposal will be given a numerical score, and if eligible and complete, will be forwarded to the Board.

Reward Notification

IDEM anticipates notification to the *successful* applicant(s) will be made via email or postal mail. The notification will advise the applicant that the proposed project has been successfully evaluated and forwarded for award consideration. The notification will be made to the original signer of the proposal.

The notification that the applicant's proposed project has been forwarded to the Board for award consideration is **not a funding award or** an authorization to begin implementing the project. The project must have the approval of the Board, after which will then begin the state contract process. This process can take up to eight weeks.

Proposal Guidance

Proposal Formatting

A proposal should have a one-inch margin, with no smaller than 12 point font size, and be in Times New Roman font. It must include the following components:

A. *Project Abstract Cover Page*: (Provided as Attachment B). This will be the first page of your proposal. It requires:

1. Project title and brief description.
2. Applicant information: Organization name, NAICS or SIC code, address, contact person, phone number, email address.
3. Funding Request: Specifically, the amount you are requesting from IDEM.
4. Total project cost, including all additional resources.
5. Project period: Estimated start and end date (Please keep in mind that all projects must be designed to be completed within one year of the executed grant agreement; if an extension should be requested they will be reviewed on a case by case basis and shall not exceed a total of 24 months from the originally executed date).

B. *Project Summary/Scope of Work*: (Recommended not to exceed seven (7) pages)

1. Detailed project summary, description of specific actions and methods to be taken and the responsible institutions.
2. Project Rationale: Why the proposed project is important in achieving the RMDP goals.
3. Description of the roles of the applicant and partners, if any.
4. Description of the applicant's organization and experience related to the proposed project.

5. Description of staff expertise/qualifications, staff knowledge, and resources, or the ability to obtain them, to successfully achieve the goals of the proposed project.
6. Estimated and reasonable time line for the various tasks associated with the proposed project.
7. Environmental Results: Potential outcome(s) of proposed project.

C. Past Performance: Please submit a list (no more than five) of any state funded assistance agreements similar in size, scope, and relevance to the proposed project that your organization performed within the last three years. Please describe your history of meeting reporting requirements under those agreements, including whether progress towards achieving the expected outputs and outcomes of those agreements were reported on in an adequate and timely manner (and if not, explain why not), as well as whether you submitted acceptable final technical reports under the agreements. If your organization has no past performance for the proposed project, please provide information that shows efforts to avoid duplication of work. Failure to provide this information may result in a score of zero (0) for this factor.

D. Voluntary Cost Share/Match and Leveraged Funds: Please identify if any funds for this project will be matched or leveraged. Describe the amount and type of leveraged resources to be provided. Please note that because the RMDP is a state funded program, state funds cannot be used to match other state funds. If additional funding from other sources will be used in matching the RMDP grant, documentation must be provided showing that these funds have been approved for immediate use. Presentation of an acknowledgement letter from another source showing receipt of a grant application, but not indicating funding is secured or awarded for your project, does not count as matching funding.

E. Detailed Budget Narrative: This should include a cost break down by task in conjunction with the task-by-task timeline requested under B.6.

Deadline and Submission

Proposals must be received by **Wednesday, May 10, 2017, by close of business**. Proposals submitted after the closing date and time will not be considered for funding. Proposals must be submitted via email to RMDPgrants@idem.in.gov. Proposals may be in the form of Microsoft Word or Adobe PDF.

Notification of Receipt

Once the proposal has been submitted via email, you will receive direct confirmation within three business days of receipt. If receipt of submission is not received by email within this timeframe, applicants must contact RMDP staff in order to confirm receipt. If you are unable to submit the proposal electronically, please contact one of the RMDP staff for submittal instructions.

Business Plans

For your project to be considered, a complete business plan must be submitted with the information requested above. Business plans must include Net Present Value information to indicate the fiscal impact to future activities. Examples and walkthrough exercises to complete a business plan may be found at Indiana’s Small Business Development Center’s Small Biz Navigator at: <https://www.smallbiznavigator.com/> and the U.S. Small Business Administration at: https://www.sba.gov/tools/business-plan/1?from_mobile=true.

Key Dates

Dates for the following activities are target dates only. Board dates may be subject to change depending on the number of proposals received.

Activity	Date
RMDB approves RMDP Plan for Grant Proposals	February 2, 2017
Posting of proposal information via IDEM <i>Recycle Indiana</i> web site	March 1, 2017
Deadline for Submission of Proposals	May 10, 2017
Proposal Evaluation/Requests for Additional Information	May 17 – June 23, 2017
Approval of Awards by RMDB	August 3, 2017
Contract Approval (Target Date)	October/November 2017

Subcontracting

All expected subcontracting should be identified within the project proposal with the subcontractor’s scope of work identified.

Progress Reports

Quarterly progress reports are required that summarize technical progress, planned activities for the next quarter, and a summary of expenditures. The schedule will be established by IDEM after the award has been presented.

Final Products

All projects awarded under this request are to be completed no later than one year from the execution of the grant agreement. Grantees of funded projects will submit a final report to IDEM in electronic form via email to RMDPgrants@idem.in.gov for acceptance and approval at the completion of the project or within 90 calendar days of the completion of the project. All data collected, compiled, or calculated must be submitted. Final project information will be placed on the IDEM website at IDEM’s discretion and are subject to the Access to Public Records Act (IC 5-14-3).

Questions/Inquiry Process

All questions/inquiries regarding this solicitation for proposals must be submitted by email to RMDPgrants@idem.in.gov. IDEM compiles a list of the most frequently asked questions/inquiries submitted. Responses are posted to the IDEM website and regularly updated.

Any additional questions not addressed herein should be directed to one of the Recycling Market Development Program staff:

Pam Koons
317-234-4055
pkoons@idem.in.gov

Tom Leas
317-234-4051
tleas@idem.in.gov

Attachment A: Proposal Evaluation Criteria

RMDP Proposal Evaluation Criteria	
Conformance with the goals and priorities of the Recycling Market Development Program	
The work proposed would further progress the priorities of the RMDP. The overall goals of the RMDP are:	
<p>A. Increase the amount of recyclable materials recovered from the solid waste stream for the purposes of: (1) use or reuse; (2) conversion into raw materials; or (3) use in the production of new products.</p> <p>Materials include:</p> <ol style="list-style-type: none"> 1) Glass 2) Metal, including white goods (ferrous) 3) Metal (non-ferrous) 4) Paper and paper products (all grades) 5) Plastic and plastic products 6) Single stream recyclable materials 7) Any other distinct type of recyclable material not specified in 1) through 6) 	20
<p>B. Reduce the amount of materials discarded or ending in final disposal by improving the collection means and/or preparation for processing of recyclable materials to meet the state of Indiana’s 50% recycling goal. This can include projects that better curbside collection, refine manufacturing processes, or increase awareness of business and community recycling opportunities through public outreach and education campaigns.</p>	20
<p>C. Positively impact local economics. In a circular economy, recycling would not only enhance collection of materials for reuse and recycling, and increase materials and markets for recyclers and manufacturers, but help the local economy create products and jobs. Eligible projects located in economically distressed areas providing wages greater than the county’s average will receive additional consideration.*</p>	15
<p>D. Other environmental benefits. This would include improving air, water, or land quality or advancing emerging technology trends in recycling.</p>	10
Each project does not need to address all of these priorities, but they should form an important component of an overall regional effort toward achieving them.	
Need for the proposed work	
The proposal demonstrates that there is a large need within the community for the proposed work. Gaps in current knowledge or infrastructure that will be filled should be identified and the importance of filling these gaps explained. The work should result, directly or indirectly, in an increased availability of recyclable materials for processors and/or recyclable products for citizens.	10
Appropriateness of budget	

The suggested budget is reasonable and is in line with the work proposed and with expected benefits.	10
Integration with management efforts	
The project will facilitate environmental management efforts by engaging appropriate partners such as businesses, government agencies, academia, community groups, or stakeholders to increase and continue opportunities for recycling projects, products, and markets, as well as recycling outreach and education activities.	10
Integration with prior and concurrent work and capacity-building for future work	
The proposal takes into account similar prior and concurrent work. Whenever possible, efforts to form synergies with such work are made and duplication is avoided. The work is designed in a way to facilitate use of resulting information in future projects. The project should allow for additional research and development.	5

(*Information based on Stats Indiana at <http://www.stats.indiana.edu/>; economically distressed counties reviewed as the bottom 20 below Indiana's mean income.)

Attachment B: Abstract Cover Page

The Abstract Cover Page will be the first document of your proposal and should be completed as a snapshot of your project. It will provide IDEM staff and the RMDB a quick overview of what you hope to accomplish as well as provide information upfront to assist in prompt completion of a grant agreement, should your project be awarded funding. *Please be sure to include the exact spelling of your company name and matching Federal ID number as it is listed with Indiana's Office of Secretary of State.*

Organizational information

Company Name:			
Parent Company (if applicable):			
Address:			
City:	County:	State:	ZIP Code:
Company Federal ID #:		SIC #:	NAICS #:
Project Manager/Title:			
Phone with area code:		Email:	Website:

Please complete if the project location or project authority will be different from the information listed above:

Project Street Address:			
Project Manager/Title:			
City:	County:	State:	ZIP Code:
Phone with area code:		Email:	Website:

Project Description: outreach/education marketing manufacturing

(Approximately 16 lines)

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