



## Community Recycling Grant Guidelines

Community Recycling Grant Program  
IDEM Office of Program Support



**Table of Contents**

Overview ..... 2

Definitions ..... 2

Timeline..... 3

Eligible and Ineligible Applicants ..... 4

Eligible Projects ..... 4

Eligible and Ineligible Funding Cost ..... 4

Matching Requirements ..... 5

Application Documents ..... 6

Application Review Information ..... 7

Grant Agreement..... 10

Reimbursement Process..... 10

Program Standards..... 10

Reservation of Rights for Community Recycling Grants..... 11

Other Considerations ..... 11

## Overview

The Community Recycling Grant Program (CRGP) is authorized to provide grants by [IC 13-20-22](#). The program is funded through the State Solid Waste Management Fund, which generates revenue through a 50 cent per ton surcharge fee at final disposal facilities within Indiana. Projects that can be funded under this program include education and promotion of recycling, source reduction, organics management (including yard waste management and composting), and household hazardous waste (HHW) collection and disposal. Eligible candidates may seek a grant ranging from \$1,000 to \$100,000, with a 25 percent required cash match.

The Indiana Department of Environmental Management (IDEM) announced the availability of grand funds to assist communities with recycling and waste reduction efforts. The Community Recycling Grant Program is administered through the Office of Program Support (OPS) of IDEM.

These guidelines are intended to aid grant applicants in submitting their application for the IDEM review process.

There is no implied guarantee of funding for a submitted grant proposal, even if the grant application meets all desired expectations.

### Basic Definitions for Recycling Grants

- "Recycling" means a process by which materials that would otherwise become solid waste are collected, separated or processed, and converted into materials or products for reuse or sale ([IC 13-11-2](#)).
- "Source Reduction" means a reduction in the amount of solid waste generated that is achieved through actions affecting the source of the solid waste ([IC 13-11-2](#)).
- "Composting" means an aerobic degradation process by which plant and other organic wastes decompose under controlled conditions to produce a usable product ([IC 13-11-2](#)).
- "Organics management" includes composting and yard waste management activities.
- "Final disposal facility" means any of the following: 1) a landfill; 2) an incinerator; or 3) a waste-to-energy facility. The term does not include a transfer station ([IC 13-11-2](#)).
- "Household Hazardous Waste" means hazardous waste generated by households ([IC 13-11-2](#)).

## Timeline

Dates	Activity and Details
<b>Year-round</b>	Question and Answer Period <b>- Questions regarding the application and its requirements must be submitted in writing via email: <a href="mailto:CRGP@idem.in.gov">CRGP@idem.in.gov</a></b>
August 1, 2024 – <b>September 6, 2024</b>	Applications Accepted <b>-Applications must be submitted via the Grants Portal</b>
<b>September 6, 2024</b>	Application Due Date -Applications must be submitted via the Grants Portal by this date. <b>-Customer service will be available until 12:00 p.m. EST.</b>
September 9, 2024 – <b>October 4, 2024</b>	Completeness Review -Applications will be reviewed for completeness. -Additional information may be requested during this timeframe.  Compliance History Check -Applicants will be reviewed by the Office of Air, Land, and Water for compliance within their regulatory authority. -Compliance checks through the Department of Revenue and Department of Workforce Development.
October 7, 2024 – <b>November 8, 2023</b>	Review Committee Process -Applications reviewed by review committee. -Applications will be scored based on the rubric listed under guideline section titled: <b>Application Review Information.</b> -Additional information may be requested during this timeframe. -Review committee meeting to discuss and award funding.
November 11, 2024 – <b>December 20, 2024</b>	Compliance Site Visit -Applicants will be contacted by one of IDEMs Compliance and Technical Assistant Program (CTAP) staff member. CTAP will contact applicants, by email or phone, to set up a possible site visit, insuring each applicant is <b>following all environmental requirements and regulations.</b>
<b>By December 31, 2024</b>	Grants Awarded <b>-All applicants will be notified regarding the status of funding.</b>

## **Eligible and Ineligible Applicants**

### Eligible Applicants

- Solid waste management districts (SWMDs)
- Counties
- Municipalities
- Schools
- Nonprofit organizations located in Indiana

### Noneligible Applicants

- Businesses
- Commercial operations
- For-profit organizations
- State agencies are not directly eligible for grants from IDEM. State agencies may be partners in projects with a solid waste management district or a local unit of government.

### Eligibility Guidelines for Repeat Applicants

Applicants who have previously received funding under the Community Recycling Grant Program must not have:

- Any unresolved compliance issues identified by IDEM, such as any overdue grant reports, close-out documents, or refunds or reversions owed to the state, at the time of application submission.
- An open Community Recycling Grant.

## **Eligible Projects**

All projects should accomplish one of the following:

- Start or expand a recycling, source reduction, reuse, or composting program.
- Offer a new service, collect a new material, and/or serve a new area through the establishment of a new permanent service.
- Improve efficiency and sustainability over current program practices through increased volumes of materials collected, and better processing of materials, cost savings, and resource conservation.

## **Eligible and Ineligible Funding Cost**

### Eligible Funding Cost

Funding is available for expenses related to the startup or expansion of recycling, reuse, composting, Household Hazardous Waste (HHW) collection or disposal, and source reduction programs. Eligible expenses include:

- Purchase of recycling equipment such as balers and compactors.
- Organics management equipment including chippers and leaf collectors/vacuums.
- Recycling collection vehicles, such as a curbside recycling truck.
- Educational materials to inform new and existing participants.
- Funding for HHW projects will be used toward proper collection and disposal methods of HHW,

establishment of reuse and product exchanges to reduce the quantity of HHW being disposed, and education programs to reduce the quantity of HHW generated by informing the public of less hazardous and/or nontoxic substitutes for typical household hazardous products.

#### Ineligible Costs

- Funding is not available for projects that involve municipal solid waste disposal or stray from the original mission of waste reduction or diversion from final disposal.
- These expenses will not be funded through the Community Recycling Grant Program:
  - Permanent structures or site improvements, may be approved for use as cash match on a case-by-case basis.
  - Vehicles that can be used for more than a specific recycling use, such as a box truck, passenger truck, etc.
  - Leasing of equipment or property.
  - Ongoing program costs such as salaries, recycling contracts, and vehicle maintenance.
  - Personnel expenses, except where contracted as professional fees. Professional fees will be reviewed on a case-by-case basis. An example of an approved professional fee is HHW disposal.
  - Computer hardware and software with the exception of software that is specifically 100 percent source reduction and recycling focused.
  - Administrative expenses, including accounting and grant administration.
  - Contractor labor, set-up, and preparation charges.
  - Food, beverages, and party supplies.
  - Cash payments such as gift cards.
  - Grant application preparation and submittal expenses.
- These expense will not be funding through the Community Recycling Grant Program, with the exception of public education and promotion activities that include information on source reduction and recycling:
  - Illegal dumping cleanups.
  - Litter and tire cleanup projects.
  - Open burning projects.

#### Matching Requirements

- All grant applications must document a 25 percent cash match per project item, see budget sheet from application. Enter the dollar amounts in the budget sheet.
- Matching contributions must be cash expenditures and must be made during the term of the grant agreement.
- A cash match may be supplied from other entities except for state resources, see next bullet point. If awarded, the grant agreement will specifically note any additional cash match requirements.
- **No state funding can be used for the match for projects funded through the Community Recycling Grant Program.** This restriction has been the practice of IDEM's grant programs. Grant funding is intended to create strong local commitment to recycling and HHW projects. Match supplied through federal funding will be reviewed on a case-by-case basis.
  - Examples of ineligible state-funded match include grant funding from:
    - i) The Recycling Market Development Program.
    - ii) In-kind contributions from state agencies.
    - iii) Salaries funded through any state appropriations.

## Application Documents

- Current project proposal and application deadlines, anticipated funding dates, and contact information for grant representatives are available at [www.recycle.IN.gov](http://www.recycle.IN.gov).
- Informal determinations of eligibility for grant funding are available at any time by phone or e-mail from the Grant Manager. Informal eligibility determinations will be based on the potential applicant's description of the proposed project and are not binding.
- A completed final grant application must be received by the application due date posted on the OPS website for funding consideration. A complete final application includes:
  - Community Recycling Grant Program Application Package - State Form 56847 (available on [IDEM's website](#)) including:
    - Proof of available funding for total project cost
    - Quotes for service and equipment
    - Any supporting documentation (letters of support, partnership agreements, location maps, etc.)
- Completed final applications containing all information and documentation requested by IDEM must be received, by IDEM, by the established deadlines. Late or incomplete applications may not be accepted for consideration.
- Applications are to be submitted using the Online Portal
- For answers to any questions regarding the submittal requirements and/or application deadlines, or issues with submitting please contact the Grant Manager at: [CRGP@idem.IN.gov](mailto:CRGP@idem.IN.gov) or (800) 451-6027.

IDEM will consider the following elements during application review and final determination of grant awards:

- Potential for increased waste diversion as a result of the project.
- Adherence to application guidelines, including deadlines and format instructions.
- Submission of required forms and comprehensive responses to all applicable application questions.
- Assurances that the project will accomplish stated goals and the established methods can be used as a model for similar projects.
- Demonstration of positive economic and environmental impact within the project service area, within the region, or statewide.
- Sustainability of the program without future grant funding.
- Applicant's past performance in grant administration and project management, if applicable.
- Applicant's past performance with environmental compliance, if applicable.
- Financial need of the applicant.
- Availability of funding for the Community Recycling Grant Program.

## Application Review Information

The evaluation criteria and descriptions correspond to the Community Recycling Grant Program Application. The review committee will score applications based on the responses to each section listed below and the maximum points per criterion.

Evaluation Criteria and Description	Maximum Points Per Criterion
<p>1. Project Summary Under this criterion, IDEM will evaluate:</p> <ul style="list-style-type: none"> <li>a. Project Narrative includes a clearly written description of the overall project, be detailed (10 points).</li> <li>b. Project meets the requirements of type of applicant and type of project (5 points).</li> <li>c. Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reason steps and milestones to meet the stated objectives (10 points).</li> <li>d. Project Narrative sets forth reasonable time schedule for the execution of the task associated with the project and the results planned to achieve (5 points).</li> </ul>	30
<p>2. Organization Under this criterion, applicants will be evaluated based on the extent to which they demonstrate how the project will address their mission. Including:</p> <ul style="list-style-type: none"> <li>a. How the organization’s mission fits into the role within the state and/or their local community, and how this relates to their recycling role (5 points).</li> <li>b. The applicant describes how the proposed project fits within their organization strategy and vision as it relates to recycling (5 points).</li> </ul>	10
<p>3. Motivation Under this criterion, the review committee will evaluate the application based on:</p> <ul style="list-style-type: none"> <li>a. The application provides the motivation of their project (5 points).</li> </ul>	10
<ul style="list-style-type: none"> <li>b. The application conveys how the project serves the community (5 points).</li> </ul>	
<p>4. Outcomes The applicant describes how they will measure success in meeting the project’s objectives.</p> <ul style="list-style-type: none"> <li>a. Describe your project outcomes and how you will measure the outcomes (5 points).</li> <li>b. How does the public benefit from your project (5 points).</li> <li>c. In what way(s) is the project a return on public investment (5 points).</li> </ul>	15

<p>5. Environmental Outcomes Anticipated outcomes and outputs must be quantitative or qualitative and must measure environmental improvement or should be directly linked to environmental improvement.</p> <p>a. The applicant provides a detailed description of the anticipated project outputs and outcomes, including qualitative and quantitative targets as appropriate (5 points).</p> <p>b. Estimate annual waste quantity generated before project, indicate pounds or tons. Applicant explains how was this number determined (5 points).</p> <p>c. Estimate annual waste quantity to be diverted from landfill, either by source reduction or recycling/composting. Applicant explains how was this number determined and includes percent reduction from landfill (5 points).</p>	15
<p>6. Economic Impacts</p> <p>a. How the project benefits communities including those that have experienced a lack of resources (5 points).</p> <p>b. The extent to which the project positively impacts the lives of local residents in these communities described in this project (5 points).</p>	10
<p>7. Education Component Under this criterion, applications will be evaluated based on the proposal’s inclusion and application of community informed messaging that reduces barriers to prevent or reduce waste, and/or improve recycling (10 points).</p>	10
<p>8. Lifespan of Project Under this criterion, the review committee will evaluate the application based on the extent and quality to which the application promotes efforts to support long-term outcomes and benefits associated with the project after IDEM funding has ended (5 points). Also, explain how results from the project can be transferred to other communities (5 points).</p>	10
<p>9. Key Personnel Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering their:</p> <p>a. Past performance in successful completing and managing previous projects (5 points).</p> <p>b. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project (5 points).</p>	20
<p>c. Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (5 points).</p> <p>d. History of meeting the reporting requirements if awarded a previous award from IDEM, additional grant received, or large project successfully completed (5 points).</p>	

<p><b>10. Measure Impact</b> The applicant describes how they will measure success in meeting the project’s objectives. The quality and extent to which the applicant articulates a clear plan for tracking and measuring progress toward achieving project outputs and outcomes (10 points).</p>	<p>10</p>
<p><b>11. Evaluations</b> Under this criterion, applicants will be evaluated based on their ability to evaluate the outcome of their project. a. What evaluation method will the applicant be using for their project? Describe in detail how you will evaluate the project (5 points). b. What steps will be taken to modify the project during operation if it does not go as planned (5 points).</p>	<p>10</p>
<p><b>12. For Solid Waste District Applicants Only</b> If the district maintains a cash balance greater than \$500,000, provide a statement of why grant funding is necessary.</p>	
<p><b>13. For Equipment Purchases Only</b> There are requirements considered in order for equipment requests to be funded. Although it is not the sole evaluation criteria, grant applications requesting equipment must address waste diversion or the environmental impact of diversion. a. Under no circumstances may grant-funded equipment be utilized for municipal solid waste hauling or disposal. Equipment requests that can be used for dual-use or non-recycling operations must demonstrate that this type of equipment is necessary for the recycling or composting task required. b. In addition to the required private sector displacement determination (<a href="#">IC 13-20-22</a>), applicants for organics management equipment (including but not limited to leaf collectors, composting equipment, and wood chippers) must identify on the application the registered compost facility where materials will be managed, if being managed in an area greater than 300 square feet. All regulations regarding land application must be followed. A copy of the agreement with the receiving facility or a letter stating the facility’s intentions to accept the collected materials must accompany the grant application. c. Applicants who propose the purchase of used equipment must submit a quote which provides detailed information as to the age, features and condition of the proposed equipment with their application. d. Requests for replacement of existing equipment will be evaluated on a case-by-case basis. If grant funds were used to purchase the original equipment, grant funding will not be available for the replacement unless the equipment is for a significant expansion of the original program.</p>	

<p><b>14. For Organics Projects Only</b></p> <p>a. Does your region have or plan to have an ordinance that prohibits the burning of leaves and yard waste? If you have one already, please attach a copy.</p> <p>b. Identify the registered compost facility where materials will be managed, if being managed in an area greater than 300 square feet. However, if collected organic materials are added to other materials requiring a permit for land application, provide details including the type of material, location, volume, etc. A copy of your agreement with the receiving facility or a letter stating the facility's intentions to accept the collected materials must accompany the final application.</p> <p>c. Owners or operators of facilities conducting compost operations must submit a registration application and receive approval from IDEM before beginning compost activities. They also must comply with requirements in IC <a href="#">13-20-10</a>, which include, but are not limited to, design, location, and operation of yard waste composting facilities; dust, odor, and noise control; vector, and pathogen control (if compost material contains food waste); and annual reporting.</p>	
---	--

**Grant Agreement**

Grant agreements will be for a term of 18 months. All grant terms will commence on the date the last state signatory signs the agreement. Extension requests will be evaluated on a case-by-case basis.

**Reimbursement Process**

Grant recipients shall receive their final grant funds as reimbursement after the grantee submits an acceptable final report and documentation of expenditures to IDEM at the end of the project or the grant term and IDEM has completed a site visit. Partial reimbursements will be disbursed as grantees submit expenditure reports and required documentation.

**Program Standards**

To be eligible for state grant assistance, all collection and/or processing programs must adhere to the requirements of the Occupational Safety and Health Administration (OSHA) worker safety standards (29 CFR 1910). Documentation of health and safety plans and worker training must be provided to IDEM upon request. To view the OSHA standards, go to <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/>. Assistance with meeting OSHA standards is available from the Indiana Department of Labor's INSafe Division, <https://www.in.gov/dol/insafe.htm> or (317)232-2655. All recycling and organics management programs must meet the standards set forth in Title 329 of the Indiana Administrative Code (329 IAC.) 329 IAC can be accessed on the State of Indiana Web site, <http://iac.iga.in.gov/iac//title329.html>.

All proposed HHW collection and disposal projects must also comply with:

- 1) U.S. Department of Transportation (DOT) requirements for packing and transporting household hazardous waste ([49 CFR 173](#).)
- 2) All federal, state, and local laws regarding the handling and disposal of waste pharmaceuticals and sharps.

## **Reservation of Rights for Community Recycling Grants**

IDEM approval or denial of a project application does not relieve the grantee of the responsibility to properly develop a reuse, recycling, or organics management project as required by federal or state statute or rule.

## **Other Considerations**

[IC 13-20-22](#) requires that no private sector services will be displaced if an equipment grant is awarded. The law also requires IDEM to determine if solid waste management districts must be determined to be eligible for recycling grants by IDEM through an economics needs test.

[IC 13-21-3](#) requires that the reasonableness of cost for solid waste districts proposing to provide or contract a service will be evaluated.