



Community Recycling Grant Program Guidelines

Administered by IDEM's Office of Program Support

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www.idem.IN.gov

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The Indiana Department of Environmental Management (IDEM) announced the availability of grant 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 higher quality applications 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.

- **Grant applications will be accepted starting February 1, 2021.**
- **Grant funding requests may range from \$500 up to \$100,000 with a 50 percent required match.**
- **IDEM must receive proposals by Monday, March 1 at 5:00 pm.**
- **Grants will be awarded in late March 2021.**

About the Community Recycling Grant Program

The Community Recycling Grant Program 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 \$500 to \$100,000, with a 50 percent required match.

Eligible Community Recycling Grant Applicants

Solid waste management districts (SWMDs), counties, municipalities, schools, and nonprofit organizations located in Indiana are eligible to apply for funding from the Community Recycling Grant Program. Businesses, commercial operations, and for-profit organizations are NOT eligible for funding. 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:

- 1) 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.
- 2) More than one open Community Recycling Grant.

Eligible Funding Requests

Funding is available for expenses related to the startup or expansion of recycling, reuse, composting, HHW collection or disposal, and source reduction programs. Eligible expenses include the purchase of recycling equipment such as balers and compactors; organics management equipment including chippers and leaf collectors/vacuums; and 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.

Example projects include:

- Curbside recycling
- Drop-off recycling
- Recyclables processing
- Organics management programs such as yard waste collection and composting
- Pay-as-you-throw recycling

Example school projects include:

- Starting a school recycling program
- Worm composting programs
- Source reduction educational projects

Example household hazardous waste (HHW) projects include:

- HHW recycling and disposal expenses
- Purchase of an approved hazardous materials storage unit
- Purchase of HHW management equipment. Examples include paint can crushers, portable eye wash stations and pallet movers
- Purchase of HHW management supplies such as gloves, respirators, aprons, and protective eyewear
- Expenses for a HHW collection event
- Education and promotion expenses

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

Ineligible Funding Requests

- 1) 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.
- 2) These expenses will not be funded through the Community Recycling Grant Program:
 - a) Permanent structures or site improvements (may be approved for use as cash match on a case-by-case basis)
 - b) Leasing of equipment or property
 - c) Ongoing program costs such as salaries, recycling contracts, and vehicle maintenance
 - d) Personnel expenses, except where contracted as professional fees
 - e) Computer hardware and software (with the exception of software that is specifically 100 percent source reduction and recycling focused)
 - f) Administrative expenses, including accounting and grant administration
 - g) Contractor labor, set-up, and preparation charges
 - h) Food, beverages, and party supplies
 - i) Cash payments such as gift cards
 - j) Grant application preparation and submittal expenses
- 3) Program expenses for the following types of programs will not be funded through the Community Recycling Grant Program, with the exception of public education and promotion activities that include information on source reduction and recycling:
 - a) Illegal dumping cleanups
 - b) Litter and tire cleanup projects
 - c) Open burning projects

Match Requirements

- 1) In-kind and cash matching requirements *must* be directly related or dedicated to the proposed project and must be made during the term of the grant agreement.
- 2) All grant applications must document a 50 percent match of total project costs; **at least** 25 percent must be a cash match. The remaining portion may be an in-kind match.
- 3) A cash match requires documented, direct cash expenditures for the project. A cash match may be supplied from other entities (with the exception of state resources, see #6 below), but must be demonstrated as a direct cash investment toward the project. If awarded, the grant agreement will specifically note any additional cash match requirements.
- 4) An in-kind match may be used to satisfy up to 25 percent of the total project costs. An in-kind match is defined as a local commitment in the form of non-cash expenditures. This might include:
 - a) Documented personnel costs assigned to the project
 - b) Documented in-house overhead that is a result of the project
 - c) Documented donated goods or services
 - d) Documented donated contractor fees or permitting fees
- 5) An in-kind match must be directly attributed to the grant project. Double counting of an in-kind match among several projects is not permitted. The grant application must specifically identify in-kind match requests and provide documentation.
- 6) All match requirements must be summarized in the application and dollar amounts entered in the budget sheet. All match requirements must be documented in the grant expenditure report at the time of grant closeout.
- 7) **No state funding can be used for the cash or in-kind match for projects funded through the Community Recycling Grant Program.** This restriction has been the practice of IDEM's grant programs. The preceding restriction on match funding shall not apply to public schools and state educational institutions. 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 the Recycling Market Development Program, in-kind contributions from state agencies, and salaries funded through any state appropriations.)
- 8) **IDEM Priority Projects:** From time to time, IDEM may identify priority waste streams for the grant programs. Projects involving these priority waste streams will receive additional attention in the review process and may receive additional flexibility on match requirements.
- 9) Communities that OPS recognizes as a CLEAN Community (<https://www.IN.gov/idem/partnerships/2459.htm>) may be eligible for a reduced match requirement.

Grant Application Process

- 1) Current project proposal and application deadlines, anticipated funding dates, and contact information for grant representatives are available at www.recycle.IN.gov.
- 2) 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.
- 3) 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:
 - a) A completed application form (available on IDEM's website) including:
 - i) A cover sheet, with applicant signature
 - ii) Proposed budget sheet
 - b) Proof of available funding for total project cost
 - c) Quotes for service and equipment
 - d) Any supporting documentation (letters of support, partnership agreements, location maps, etc.)
- 4) 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.
- 5) E-mail application materials to: recycle@idem.IN.gov
- 6) For answers to any questions regarding the submittal requirements and/or application deadlines, please contact the Grant Manager at: recycle@idem.IN.gov or (800)988-7901.

Funding Criteria

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

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

Grant Agreement Period

Grant agreements will be for a term of 12 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.

Funds Disbursement and Reporting

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.

Grantees of funded projects must email a final report to IDEM at recycle@idem.IN.gov for acceptance and approval on or before ten days before the grant term is over. All data collected, compiled, or calculated must be submitted. Final project information will be placed on the IDEM website at IDEM's discretion and is subject to the Access to Public Records Act ([IC 5-14-3](#)).

Equipment Purchases

There are a number of requirements that must be met and a number of factors that must be considered in order for equipment requests to be funded. These requirements are intended to ensure that monies are being utilized to further the state's waste diversion goal. Although it is not the sole evaluation criteria, grant applications requesting equipment must address waste diversion or the environmental impact of diversion.

- 1) 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.
- 2) In addition to the required private sector displacement determination ([IC 13-20-22](#)), 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.
- 3) 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.
- 4) 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.

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.

Basic Definitions for Recycling Grants

- 1) "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](#)).
- 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](#)).
- 3) "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](#)).
- 4) "Organics management" includes composting and yard waste management activities.
- 5) "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](#)).

Eligible Grant Expenses - Match Guide

ELIGIBLE GRANT EXPENSES	CASH MATCH	IN-KIND MATCH
Personnel IDEM does not offer grant funds for personnel expenses.		Actual salaries/wages for current personnel for time spent on project Volunteer time (\$10/hour) Donated services Teacher/professional time (\$20/hour)
Project Costs Purchase of equipment Purchase of gloves, packing materials, supplies, drums, etc. Professional training	Purchase of equipment and supplies Permanent site improvements (concrete, electrical, etc.) Production costs	Operator time on equipment Maintenance of equipment Donated goods and materials
Operating Costs IDEM does not offer grant funds for day-to-day operating expenses.		Travel, maintenance, overhead that is a result of the project, insurance and liability expenses
Professional Fees/Contractor Services Subcontracting for HHW disposal services Development of workshops, training programs and materials	HHW disposal contractor fees, service fees, distribution costs Relevant conference fees	Donated contractor fees Paid or donated consultant fees
Education/Promotion Costs Printing, photocopying, promotional materials, postage, distribution costs, labels, and buying advertising space or time Purchase of promotional materials, magnets, manuals, and kit support materials Development of publications, training materials, or other media	Publication expenses and room rental fees	In-office generated copies/printing

Cash match: direct cash expenditures for the project.

In-kind match: local commitment in the form of non-cash expenditures

This guide is an example of eligible grant expenses and common match expenditures. It is not meant to be a complete list.