

RECYCLING MARKET DEVELOPMENT GRANT ANNOUNCEMENT AND REQUEST FOR PROPOSAL (RFP) GUIDELINES

The Indiana Department of Environmental Management (IDEM) announces grant funding availability through the Recycling Market Development Program (RMDP).

- **Grant Proposals will be accepted beginning Wednesday, April 15, 2020.**
- **Grant funding requests may range from \$10,000 up to \$500,000, with a 50 percent required cash match.**
- **IDEM must receive proposals by Friday, May 29, 2020 at 5:00 p.m.**

General Information

The 2020 grant funding round will consider projects that increase recycling markets, education, and collection efforts in reaching the state's recycling goals.

Eligible candidates may seek a grant starting at \$10,000 and up to \$500,000, with a 50 percent required match. Successful applicants will be invited to enter into a grant agreement with IDEM to perform the work described within their proposal. Candidates will be selected based on the selection criteria identified in Attachment B. **Applicants should review this RFP in its entirety and, if needed, discuss their proposed projects with the grant program manager prior to submitting a proposal.**

The Recycling Market Development Board will make final funding decisions fall of 2020. 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 to the Board for review and consideration does not guarantee funding.

Eligibility

Municipalities, non-profit organizations, schools, 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 established 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. Waste-to-energy projects are not eligible. For more detailed guidance on eligibility, please review the [Frequently Asked Questions \(FAQs\)](#) page.

Matching Funds Requirement

The RMDP requires 50 percent matching funds. For example, 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 reach Indiana's 50 percent state-wide recycling goal. Proposals should demonstrate a need for the project and include one or more of the following:

- An increase in recyclable material collection and/or consumption,
- A reduction in municipal solid waste shipped for final disposal,
- 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

Selection of proposals for presentation to the Board will be made based on the program objectives and priorities determined by the RMDP selection team. The selection team will be comprised of IDEM staff with past experience reviewing RMDP grant recipients. The team will consider a number of factors in the decision-making process. The proposals deemed eligible and complete will be forwarded to the Board for funding consideration and approval.

Selection Criteria

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

Selection Notification

IDEM anticipates notification to the **successful** applicant(s) will be made via email. The notification will advise the applicant that the proposed project has been successfully evaluated and recommended to the Board for award consideration. The notification will be made to the designated grant manager/contact.

The notification that the applicant's proposed project has been recommended to the Board for award consideration is **not a funding award** or an authorization to begin implementing the project.

Awarded Projects

The project must be awarded by the Board before the project can be implemented. After Board approval, IDEM staff will develop a contractual Grant Agreement. This process can take up to three months. Organizations must receive notice that the Agreement has been signed by all state signatories **before** any purchases are eligible for reimbursement of funds.

Proposal Guidance

The following outline indicates what applicants **must** include in their proposal for their application to be considered complete. Proposals that fail to provide all of the required information or that fail to follow the following format may not compete well and may not be considered for funding.

Proposal Formatting

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

A. *Cover Page:* (Provided as Attachment A)

1. Applicant information: Organization name, address, project manager, phone number, email address, organization website, and grant manager/contact, if different from project manager.
2. Funding request: specifically, the amount you are requesting from IDEM.
3. Total project cost: including all additional resources.
4. Project title and brief summary: including brief summary of the project, anticipated project purchases, costs, any waste diversion/reduction numbers, and the project timeline.

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

1. Detailed project scope of work, description of specific actions and methods to be taken and the responsible institutions. Please be as specific as possible and include a detailed plan with supporting information such as estimated type and amount of waste diverted from landfills as a result of the project, partnering organizations, letters of support, or any education and outreach associated with the project.
2. Project Rationale: Demonstrate the need for the project and 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. Project period: Estimated start and end date. The start date should not be set before January 1, 2021 to allow time for grants to be awarded and Grant Agreements to be executed. (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 18 months from the originally executed contract date).
7. Summary of all required federal, state and local permits, licenses, authorizations, etc. and their current status. All applicants selected for funding consideration are subject to a compliance review to ensure they are meeting applicable permitting and regulatory requirements. Prospective grantees found to be out of compliance must resolve all compliance issues and submit proof of compliance before receiving a grant award.
8. Environmental Results: Potential outcome(s) of proposed project, which can include diversion rates, energy savings, and other benefits such as improving air, land, and water quality or advancing technology trends in recycling.

- 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 or similar project(s), please provide a statement that you have not received other state grants or other similar grants. Failure to provide this information may result in a score of zero for this factor.
- D. *Voluntary Cost Share/Match*: Please provide proof of funds. Also, identify if any funds for this project will be matched by another partner organization or grant. Please note that because the RMDP is a state funded program, funding from other state programs cannot be used to match funds for this grant program. 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. In addition, please submit the project budget in a table following the example shown below:

Project Purchase	State Grant Award	Applicant Cash Match	Project Total
Recycling Carts for Commercial Recycling Program (100 carts @ \$55 each)	\$ 2,750	\$ 2,750	\$ 5,500
Labels for Carts and Signs for Recycling Sites	\$ 206	\$ 206	\$ 412
Program Brochures (Design and Printing)	\$ 125	\$ 125	\$ 250
Total	\$ 3,081	\$ 3,081	\$ 6,162

Budget narrative must include copies of quotes for equipment, supplies, and other relevant purchases.

Deadline and Submission

IDEM must receive proposals no later than 5 p.m. on Friday, May 29, 2020. Incomplete proposals or proposals submitted after the closing date and time may 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. 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

Businesses requesting funds for equipment purchases must provide a complete business plan with their proposal submission. 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 the U.S. Small Business Administration at: https://www.sba.gov/tools/business-plan/1?from_mobile=true or find additional assistance through Indiana's Small Business Development Center at: <https://isbdc.org/u/2017/09/BusinessPlanning.pdf>.

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
Posting of proposal information via IDEM Recycle Indiana web site	April 15, 2020
Deadline for Submission of Proposals	May 29, 2020
Approval of Awards by the Board	September 3, 2020
Contract Approval (Target Date)	December/January 2020

Responsibilities of the Grantee

Upon Board award, Office of Program Support (OPS) staff will develop a contractual Grant Agreement (the "Agreement") between the state and the applicant (the "Grantee"). After this paperwork is properly completed and approved by all parties, OPS will route the Agreement through the state signature process. The Agreement must then be approved and signed by the Grantee, IDEM, the Indiana Department of Administration, the Indiana State Budget Agency, and the Indiana Attorney General's Office. The effective date of the grant will be the date on which the Agreement is signed by the Attorney General's Office (also referred to as the contract execution date).

Applicants must receive notice that the Agreement has been signed by all state signatories **before** any purchases are eligible for reimbursement of funds. Any purchases made outside the term of the Agreement will not be reimbursed. Execution of the Agreement may take up to three months to be completed. To avoid delay in an organization's process or plans, please keep in mind the application deadlines when applying for the grant and allow adequate time for execution of the contractual Agreement before expenditures are made.

Any grant-related expenditure made prior to the start date of the grant agreement (i.e., the date on which the agreement is signed by the Attorney General's Office) will not receive reimbursement.

Subcontracting

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

Progress Report

A progress report is required midway through the project that summarizes the technical progress, planned activities, and a summary of expenditures.

Final Products

All projects sponsored under this request are to be completed no later than one year from the execution of the grant agreement. IDEM will continue to reimburse grantees until 90 percent of the grant award amount has been expended. The final 10 percent of grant funds will be held until an acceptable final report has been received by IDEM. 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 thirty days after completion of the project or thirty calendar days after the expiration of the Grant Agreement, whichever is earlier. 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:

Deanna Garner
317-233-5433
RMDPgrants@idem.IN.gov

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



Attachment A: Cover Page

(Form can be downloaded from the [State Forms Page](#))

**RECYCLING MARKET DEVELOPMENT PROGRAM
GRANT PROPOSAL: COVER PAGE**

State Form 56936 (4-20)

**INDIANA DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT
OFFICE OF PROGRAM SUPPORT**
100 North Senate Avenue
Indianapolis, IN 46204
Telephone: (317) 232-8172
Toll-Free: (800) 988-7901



This 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 Recycling Market Development Board a quick overview of what you hope to accomplish as well as provide information upfront to assist in prompt completion of contracts, should your project be awarded funding.

Please be sure to include the exact spelling of your company name and matching Federal Identification number as it is listed with the Indiana Secretary of State.

Organizational information

Company Name			
Parent Company (if applicable)			
Address (number and street)		Website	
City	County	State	ZIP Code
Company Federal Identification Number	SIC Number	NAICS Number	
Project Manager Name and Title			
Telephone with area code		E-mail	
Grant Manager / Contact Name and Title, if different from above			
Telephone with area code		E-mail	
Amount requested \$	Total project cost \$	Registered vendor with the state? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Project Street Address (number and street, city, state, and ZIP code)			
Project Manager / Title			
City	County	State	ZIP Code
Telephone with area code	E-mail	Website	

Check all applicable environmental permits and/or regulations that apply to the building(s) and location(s) included in this proposal and provide the associated permit or identification number. If there is not enough space to provide all the information required, you may submit an attachment.

Clean Air Act <input type="checkbox"/> Air registration <input type="checkbox"/> MSOP <input type="checkbox"/> FESOP <input type="checkbox"/> SSOA <input type="checkbox"/> Title V <input type="checkbox"/> Permit by Rule Permit number(s): _____
Clean Water Act <input type="checkbox"/> NPDES (i.e., discharge to waters of the state or storm water) <input type="checkbox"/> Drinking water <input type="checkbox"/> Local pre-treatment (i.e., discharge to sewer) Permit number(s): _____
Resource Conservation and Recovery Act <input type="checkbox"/> CESQG <input type="checkbox"/> SQG <input type="checkbox"/> LQG <input type="checkbox"/> TSDF EPA Identification number: _____ <input type="checkbox"/> State Clean Up <input type="checkbox"/> Solid Waste Identification <input type="checkbox"/> UST <input type="checkbox"/> VRP <input type="checkbox"/> CRTK Permit number(s): _____

Completeness Check

Please use this completeness check to ensure all required information has been included with your application. If you have questions, please contact the Recycling Market Development Program Manager at RMDPGGrants@idem.IN.gov. The application must be **complete** before it will be forwarded to the review team.

- Submitted proposal by the deadline. Proposal and supporting documentation should be submitted via e-mail to RMDPGGrants@idem.IN.gov. Proposals must be in the format of Microsoft Word or Adobe PDF.
- Registered with Indiana Secretary of State
- Has maintained all required federal, state, and local permits.

The following information has been provided in the grant proposal submission. Please refer to the proposal guidance for further information regarding the below required information.

- A. Cover Page
- B. Project Description / Scope of Work
- C. Past Performance
- D. Voluntary Cost Share / Match, including proof of available funding for total project cost
- E. Detailed Budget Narrative, including table and copies of quotes for all relevant purchases

If you are business purchasing equipment:

- F. Business Plan

Project Title and Summary: Outreach / Education Collection Manufacturing

Provide a brief summary of the project. Please include anticipated project purchases, costs, any waste diversion/reduction or outreach numbers, and the project period.

Attachment B: Proposal Evaluation Criteria

RMDP Proposal Evaluation Criteria	
Conformance with the goals and priorities of the Recycling Market Development Program	
<i>The work proposed would further progress the priorities of the RMDP. The overall goals of the RMDP are:</i>	
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. Materials include: 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
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.	20
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.*	15
D. Other environmental benefits. This would include improving air, water, or land quality or advancing emerging technology trends in recycling.	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.)