



REQUEST FOR PROPOSALS
Recycling Incentive Grants
NOTICE OF AVAILABLE FUNDS
May 13, 2015

The Department of Energy and Environmental Protection (DEEP) is pleased to announce the availability of funding for municipalities and regions through the Recycling Incentive Grants Program. This RFP describes funding opportunities for the following programs:

Section 1 – Recycling Rewards (awards may range between \$2,000 and \$25,000)

Section 2 – Unit-Based Pricing (UBP) Program (maximum award is \$50,000)

Section 3 – Waste Reduction Initiatives (maximum award is \$20,000)

Each Section requires a separate submission including a cover page and relevant application form (Appendices 1 – 4). A municipality may submit one proposal per year for each of the three funding opportunities listed above.

Funding is currently available for FY2016 and additional funds may become available for FY2017 and beyond. Applicants are encouraged to apply for projects on an ongoing basis and awards will be made as projects merit and funding is available.

PROPOSAL DEADLINES:

1. Recycling Rewards deadline is June 29, 2015 at 3:00 PM for FY 2016 and February 1 at 3:00 PM for future years. Subsequent rounds of rewards will be distributed via this RFP as they become available. Announcement of revisions to this RFP will be posted to DEEP's [Municipal Recycling Resource Center](http://www.ct.gov/deep/MuniRecyclingResources) webpage (or www.ct.gov/deep/MuniRecyclingResources) and posted to the CT Recyclers Listserve.
2. UBP Program is ongoing and grants will be awarded on a first-come first-serve basis for as long as funds are available.
3. Waste Reduction Initiatives is ongoing and grants will be awarded on a first-come first-serve basis for as long as funds are available.

Mail **one (1) original and two (2) copies** (faxed and e-mailed applications will not be accepted) to:

Maritza Pagan, Agency Contact
Department of Energy and Environmental Protection
Bureau of Materials Management and Compliance Assurance
Waste Engineering and Enforcement Division
79 Elm Street, Hartford, CT 06106-5127

All applicants will be notified regarding a decision on their application following DEEP's review.

Grants awarded by DEEP are administered through a grant contract. Grantees will request reimbursement from DEEP for eligible expenses in accordance with the contract.

This application and all attachments may be found on DEEP's [Municipal Recycling Resource Center](http://www.ct.gov/deep/MunicipalRecyclingResourceCenter) webpage (or www.ct.gov/deep/MuniRecyclingResources).

For further information, contact: Maritza Pagan at (860) 424-3095 or Maritza.Pagan@ct.gov

OVERVIEW

The Recycling Incentive Grants Program offers funding to municipalities and regional organizations actively engaged in reducing solid waste, reducing disposal costs and increasing reuse and recycling. This grants program is one component of the Municipal and Regional Recycling Assistance Program which supports Connecticut's Solid Waste Management Plan to increase diversion from disposal by 60% through targeted technical assistance and incentives. The grants are divided into three categories: Section 1 – Recycling Rewards, Section 2 – Unit-Based Pricing Programs, and Section 3 – Waste Reduction Initiatives.

MINIMUM ELIGIBILITY REQUIREMENTS

To be eligible for funding, applicant must:

- Be a Connecticut municipality or Connecticut regional entity (e.g. council of governments, quasi-government agencies, regional planning agencies, resource recovery authorities, recycling operating committees, etc.).
- Offer parallel collection of recycling if trash collection is offered curbside or at transfer station per [C.G.S Sec. 22a-241j](#) (Section 2 – UBP program grants excluded)
- Be in compliance with relevant DEEP solid waste and recycling reporting requirements (Annual Municipal Recycling Report, Municipal Transfer Station Quarterly Reports, etc.)

Compliance status with other environmental regulations or statutes may impact eligibility.

GRANT APPLICATION PROCESS

Submission of complete and accurate information will enhance the possibility of the application being selected for funding. Applicants must:

- Meet Minimum Eligibility Requirements (see previous section) and Review Criteria (below);
- Submit a complete application for the category of funding you wish to be considered (Attachment 1, 2 and/or 3) and include one cover page for each category applied for (Attachment 4);
- Agree to report on the progress of the UBP Program or Waste Reduction Initiative, including and a description of challenges and resolutions, on a quarterly basis.

Grants are awarded only to municipalities or regions based on meeting the above criteria and subject to the Commissioner's discretion. Approved projects will receive awards in the form of a contract, and work may not proceed until such time as the contract is fully executed. Applicants are encouraged to implement the project within one year of contract start date. The recipient will have two years to use allocated funding and all reports and documentation of expenses must be submitted to DEEP not later than 90 days following the expiration date of the grant contracts.

The suggested upper limit for Section 2 – UBP Programs is \$50,000 and Section 3 – Waste Reduction Initiatives is \$20,000. Requests for larger grants will be considered, but only for exceptional and well-justified proposals. Projects may be approved for funding at amounts which may differ from proposals at the Commissioner's discretion. For projects which are more expensive or in order to guarantee the continuation of the proposed project beyond the initial year of its implementation, matching funds should be considered. Proposals which demonstrate a commitment to maintain and continue the project beyond the initial year in which it is implemented without DEEP support are encouraged and will receive additional consideration. Any seasonal constraints which may prolong the project duration must be specifically discussed in the proposal.

More than one proposal may be submitted for consideration by an individual applicant. For those applicants who have previously received funding through the Department of Energy and Environmental Protection, past performance will be a factor considered in the approval process.

Timeline

Event Date	Event
May 13, 2015	RFP released
June 15, 2015 at 3:00 p.m.	Deadline for submitting questions to Agency Contact
June 18, 2015	Questions and responses will be posted on DEEP website
June 29, 2015 at 3:00 p.m.	Section 1, Recycling Rewards application deadline
July 2015	Notice of Recycling Rewards recipients
May 2015 – ongoing	Ongoing review of applications for Section 2 UBP programs and Section 3 Waste Reduction Initiatives

Review Criteria

Applications will be ranked and ultimately selected based upon a set of review criteria listed below. Section 1 Recycling Rewards includes a separate review method with a table of criterion and points to be earned and therefore Review Criteria numbers 3 – 7 below do not apply to that program.

1. Satisfaction of the Minimum Eligibility Requirements listed above;
2. Environmental compliance status of applicant (including [Electronics Recycling Law](#))
3. Sustainability of project, including ability to demonstrate funding and resource availability over the long term.
4. Ability to demonstrate program is likely to be successful in reducing waste and/or increasing recycling based on other successful applications and research
5. The applicant's realistic and well thought out methodology and implementation plan, including but not limited to the:
 - Strength of implementation plan;
 - Strength of education and promotion plan;
 - Percent of households, or residents served and/or number of businesses/institutions served;
 - Estimated diversion of materials;
 - Progress to date and demonstrated support from key stakeholders
6. As applicable, the extent to which the project would be matched by other sources of revenue or municipal services;
7. Timeline for implementation of project - applicants are encouraged to implement program within one year of contract execution;

Submission of complete and accurate information will enhance the possibility of the application being selected for funding.

MULTIPLE SUBMISSIONS

A Proposer may submit a maximum of three (3) proposals annually in response to this RFP, one for each Section. Include a cover page for each category applied for (Attachment 4).

INQUIRY PROCEDURES

Applicants may submit questions about the RFP to the Official Agency Contact on or before June 15, 2015 at 3 p.m. Eastern Standard Time. Questions must be in writing and submitted by US mail or e-mail to the Agency Contact. Questions will not be accepted over the telephone. Anonymous questions will not be answered. The agency reserves the right to provide a combined answer to similar questions. Responses to questions will be added

as an amendment to original RFP and will be posted by June 18, 2015 on DEEP's [Municipal Recycling Resource Center](#) webpage.

DEEP will also maintain a running list of FAQs on the [Municipal Recycling Resource Center](#) webpage.

CONFIDENTIAL INFORMATION

Proposers are advised not to include in their proposals any proprietary information. The Connecticut Freedom of Information Act generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by statute (C.G.S. § 1-19(b)(5)). If the information is not readily available to the public from other sources and the Proposer submitting the information requests confidentiality, then the information generally is considered to be "given in confidence." Confidential information must be isolated from other material in the proposal and labeled CONFIDENTIAL.

STYLE REQUIREMENTS

Proposals must conform to the following requirements: (1) be word processed or typewritten, (2) be not more than 8 pages in length for each Section, including any attachments, (3) be printed double sided, and (4) preferably be printed on paper having a minimum of 30% post-consumer recycled content.



SECTION ONE: Recycling Rewards
(See Attachment 1 for Application)

OVERVIEW

Municipalities with outstanding waste reduction and recycling programs may receive a payment in the form of a Recycling Reward. This grant seeks to reward municipalities that have strong waste prevention, reuse, recycling and composting programs and encourage such municipalities to continue to advance their waste diversion efforts. Rewards may be used towards designated activities and equipment that enhance existing solid waste reduction and recycling programs. To qualify, municipalities must complete the Recycling Rewards application (Attachment 1) by providing a description of activities that municipality administers from the list of model program activities and policies below.

DEADLINE: Fiscal year 2015 applications are due by June 29, 2015 and subsequent applications will be due on February 1 of the next fiscal year as long as funds are available. Applications will be scored based on the Review Criterion listed below. Each criterion has a value ranging from 0 -5.

Criterion	Maximum Potential Points*
Existing UBP program (curbside or transfer station)	5
Residential or institutional / commercial / industrial (ICI) food scrap collection or drop-off	3
Active recycling enforcement program for ICI sectors and/or residents	3
Swap shack	1
Collection or drop-off for hard to recycle materials (bulky plastics, books/media, textiles, wood, other)	3
School recycling programs	3
Municipal building recycling programs	3
Recycling outreach and technical assistance to industrial, commercial, and/or institutional sectors	3
Promote backyard composting and grasscycling	1
Program to purchase recycled content and reusable instead of disposable products	1
Successful innovative recycling programs	3
Support and set-up of a “repair café” or material share/exchange (i.e., tool library)	1
Mini disposal audit to assess success of keeping recyclables and potential reusable products out of the disposal waste stream	3
Update of municipal recycling ordinance to: <ul style="list-style-type: none"> a) reflect recent state wide changes in recycling requirements; b) provide greater clarity regarding responsibility of landlords to provide for recycling services for tenants if they provide for trash services for tenants; c) allow for unit-based pricing or managed collection to function in municipality 	3
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* If a criteria does not apply to a municipality that criteria will receive zero (0) points.

GRANT AWARD AMOUNT

Municipalities will earn points based upon the criteria outlined above and then ranked in order from municipalities with the most number of points to municipalities with the least number of points. The grants will be awarded to the top ranking municipalities (by points) as far down the list as resources allow

(i.e. the cut-off point will be determined by the point at which the total available funding has been committed). Grant amounts will be calculated for each municipality based on population, with a baseline reward combined with an additional payment for each point earned above and beyond the minimum of 10 points. See table below. The last municipality to make the cutoff may only receive a partial amount depending on availability of funds.

Population	Baseline Reward for a minimum of 10 points earned	Value of Each Additional Point	Maximum Reward
1 - 4,999 (41 towns)	\$2,000	\$200	\$7,200
5,000 - 9,999 (33 towns)	\$3,000	\$300	\$10,800
10,000 - 24,999 (53 towns)	\$4,000	\$400	\$14,400
25,000 – 69,999 (33 towns)	\$5,000	\$500	\$18,000
70,000 + (8 towns)	\$7,000	\$700	\$25,200

To receive rewards in subsequent years, the municipality must make improvements in their waste reduction and recycling programs resulting in more points earned.

USE OF GRANT FUNDS

Recycling Rewards funds may be used towards items designated under Attachment 5 unless alternative options are approved by the Commissioner.



SECTION TWO: Unit-Based Pricing Programs

(See Attachment 2 for Application)

OVERVIEW

These grants are designed for Connecticut municipalities and regional entities seriously considering the implementation of a unit-based pricing (UBP) program or the expansion of an existing UBP program to involve additional households and/or businesses. UBP is a method of charging for trash disposal based on the amount disposed in the same way that residents are charged for electricity, gas and other utilities. This provides incentives for residents to not only increase the amount they recycle, but also to think about ways to generate less waste in the first place. UBP programs are flexible and can be implemented curbside or at transfer stations or drop-off centers and works with municipally funded trash pick-up programs as well as private subscription programs.

To apply, municipalities and regional entities must complete the UBP Program application (Attachment 2). Grant funds will be awarded to municipalities or regional entities with the strongest UBP program application and timeframe for implementation. Grant funds may be spent on a number of pre-approved solid waste and recycling program expenses related to improving municipal recycling and waste reduction, with the contingency that the municipality adopts UBP.

DEADLINE

The UBP Program is ongoing and grants will be awarded on a first-come first-serve basis for as long as funds are available.

GRANT AWARD AMOUNT

Applications will be accepted and reviewed on an ongoing basis. Grants will be calculated based on number of households participating in the UBP program. Requests for larger grants will be considered only for exceptional and well-justified applications.

Municipal awards will be based on the following:

- Base funding point is \$10,000;
- Add an additional \$1.00 to \$2.00 per household participating in the UBP program; and
- Maximum award of \$50,000.

Regional awards will be calculated using the above formula for each municipality participating in the UBP program. In addition, regional awards may also be eligible for up to a 10% bonus incentive.

USE OF GRANT FUNDS

UBP program implementation funds may be used to cover the costs of bags and tags for solid waste, educational materials, customer helpline, cameras to ensure UBP bags are being used, program staff, containers for solid waste (48 gallons or less), recycling containers, and other UBP start-up expenses pre-approved by DEEP.

Up to 20% of awarded funds may be used towards unit-based pricing activities deemed necessary prior to implementation of the program, such as free bags for residents, education, outreach, or consulting services, as

approved by DEEP. These expenses may be reimbursed prior to implementation of the program.

Any funds not used for implementation of a UBP program may also be used towards items designated under Attachment 5 as long as the UBP has been operating for at least 6 months.

REQUIREMENTS FOR UBP PROGRAM

If grant funds are awarded, municipalities and regions will be required to acknowledge and agree to the terms and conditions below. These specifications will be included in the contract with DEEP.

- Operate the UBP program as an established and enduring program.
- Implement the UBP program preferably within a one year from date of contract.
- For curbside cart programs, set a fee structure for multiple variable sized containers that effectively incentivizes smaller sized containers for trash. For example, the *per gallon* cost for a 32 gallon container should be preferably lower or equal to the *per gallon* cost of a 64 gallon container, eliminating the “super-size” advantage of the larger container.
- For programs utilizing bags at the curb or transfer station, set a fee structure that incentivizes waste reduction in a manner similar to cart example above.
- Tipping costs and a portion of the collection costs should be covered by the variable revenue from the containers. Fixed costs of operating the program and a portion of the collection costs should be covered by a flat fee.
- If a municipality makes provision for a degree of free disposal, the program may provide no more than one free 35 gallon bag or container per household per week.
- Provide a detailed implementation plan and timeline for the UBP program and written verification that the program has been approved and budgeted for by the appropriate decision-making body (e.g., Board of Selectmen, Town Meeting, and City Council).
- Comply with [C.G.S Sec. 22a-241j](#) requirement that municipalities offering curbside collection of trash must provide curbside collection of recyclables. Size of recycling collection containers must be equal to or greater than trash containers and large enough to contain the volume of recyclables that are generated at each household.
- Comply with [C.G.S Sec. 22a-241j](#) requirement that collectors include recycling collection charges integrated in the charge for solid waste collection (i.e., one bundled price for trash and recycling collection). This applies to private collectors operating within the municipality.



SECTION THREE: Waste Reduction Initiatives

(See Attachment 3 for Application)

OVERVIEW

These grants are designed to support municipal and regional initiatives that will result in additional materials diverted from disposal with the goal of reaching 60% recycling by 2024. These funds should be used to implement new or enhance existing waste prevention, reuse and recycling programs such as those listed in Attachment 5. Projects with matching funds, strong implementation plans, and have the potential for measurable diversion will score favorably. To apply, municipalities must complete the Waste Reduction Initiatives application (Attachment 3).

DEADLINE

Waste Reduction Initiatives is ongoing and grants will be awarded on a first-come first-serve basis for as long as funds are available.

GRANT AWARD AMOUNT

Applications will be accepted and reviewed on an ongoing basis and scored based on the Review Criteria section (page 3 of this RFP). Grant applications will be considered for up to a maximum of \$20,000.

USE OF GRANT FUNDS

Waste Reduction Initiative funds are to be used towards items designated under Attachment 5 unless alternative options are approved by the Commissioner.