

FISCAL YEAR 2019

**Nevada Recycling Grant Program
Notice of Funding Opportunity**



Bureau of Waste Management

NDEP Nevada Recycles Internet Web site address: nevadarecycles.nv.gov

Application Deadline: October 1, 2018

Nevada Division of Environmental Protection
Bureau of Waste Management

Nevada Recycling Grant Program

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**Nevada Division of Environmental Protection
Bureau of Waste Management
Fiscal Year 2019
NEVADA RECYCLING GRANT PROGRAM**

INTRODUCTION

In 1991, Assembly Bill 320 established a \$1.00 per tire fee for each retail tire sold in Nevada. Funds generated from that fee are deposited in the Solid Waste Management Account and are allocated among the two health districts in Nevada, The Department of Taxation and the Nevada Division of Environmental Protection (NDEP). Funding for the Grant Program comes from NDEP's portion of the Solid Waste Management Account. On March 8, 2006, the regulation was adopted to establish a program for awarding grants to enhance and promote the efficient use of resources including the recycling of solid waste.

The objectives of the Nevada Recycling Grant Program are to increase opportunities for the recycling and reuse of solid waste; to increase public awareness of the importance of conserving natural resources; and the reduction, reuse and recycling of solid waste. NDEP encourages action-oriented projects rather than projects oriented toward research and development. Proposals should be realistic, specific, focused, have an effective delivery system, identify a target audience and be reasonable and appropriate for the amount of funding requested. Proposals which demonstrate the likelihood of being financially self-sustaining at the projects' conclusion will be favored.

The Nevada Recycling Grant Program altogether has a total of up to **\$50,000.00** available for grants in fiscal year 2019 (July 1- June 30). Preference will be given to applications that provide the greatest regional coverage and/or sustainability projects. **Grantees may be offered partial funding.** Grants will be paid through a reimbursement process. Matching funds and in-kind contributions are not required but are encouraged.

NDEP is now accepting applications. Application for funds shall be made on forms provided by NDEP. An application cover sheet and budget form are included in this application package for your use.

Submission of a complete application does not guarantee that the applicant will receive a grant.

ELIGIBILITY CRITERIA

Applicants must meet the following:

Proposals will be accepted from municipalities, not-for-profit organizations, schools and school districts, the Nevada System of Higher Education and other public institutions. Partnerships are encouraged. Grant funds may be used for personnel, operating expenses, travel, subcontractors, and equipment purchases which support goals of the project and the grant program.

- Grantees must expend grant funding to complete purchases and submit all reimbursement requests by January 31, 2020.
- The applicant must submit a complete application by October 1, 2018, as described below in the section titled “Required Application Components.”

APPLICATION PROCESS AND EVALUATION CRITERIA

APPLICATION:

Required Application Components:

To be considered complete, an application must include all of the components listed below, **and the “Applicant Signatory” on the application cover sheet MUST be signed**. Incomplete responses may result in a determination that the application is incomplete and, therefore, not eligible for funding.

- **Application cover sheet, including applicant signature.**

Complete the application cover sheet form. The cover sheet will become page 1 of the application. Please number all pages consecutively.

If the applicant is a municipality, whether the municipality has adopted a plan for the management of solid waste that has been updated at least once within the immediately preceding 5 years.

Narrative

- **Project Description:**

In no more than three pages, please provide the following information. Number the pages and attach them to the application cover sheet, which is page 1 of the application.

- List the recyclable materials or organics collected by the recycling program that will be promoted through the proposed grant project.
 - Is this a new service or enhancing an already existing service?
 - Estimated number of households or businesses that will be impacted.
- **Specificity of Proposal:**
 - If applicable, provide a description of the current or potential recycling program including:
 - The primary message or need of the project.
 - Types of promotional materials developed.
 - Types of groups (audience) targeted.

- Methods used to distribute information or materials.
- Frequency of outreach.
- Description of existing community support and/or partners in the program
 - i. Include any specific letters committing an amount of time, money, activities, or other specified resources for the planned program
- Describe the type(s) of material(s) or tool(s) to be purchased through the proposed grant project (pamphlets, cart tags, billboard rentals, media buys for public service announcements or other media-based outreach, purchase of signs, or the purchase of other physical materials associated with the project).
- Describe how the proposed grant project will be used to either enhance an existing program (provided by applicant, service provider, nonprofit, or public entity) or start a new program.
- If new materials are to be developed, include details regarding how the materials will be developed and who is responsible for the design of the materials. Indicate whether services will be contracted with an external marketing or graphics design firm, or if the materials will be developed by internal staff. If the materials will be developed by internal staff, provide a description of the staff's qualifications to develop a professional product. If possible, include examples of the proposed materials.
- Indicate the geographic area (including names of counties or cities) served by the project.
 - i. Include the population and/or number of households/units served, if known.
 - ii. If known, list the recycling and composting service providers currently operating within the geographic area served by the project. If known, provide a brief description of any education materials provided by the service providers.
- Description of existing operational funding sources.
- Description of how the project will be sustained beyond the grant timeline, including a description of existing or proposed operational funding sources such as user fees, millage, special assessments, or general funds, etc.

● **Project Evaluation:**

- Describe how the project will be evaluated, including how success will be defined and measured. A final report will be due 60 days after the grant program has been completed. The final report must include any relevant and measurable data including number of people reached, an inventory of the type(s) of material(s) distributed under the grant, percentage increase in participation or recovery rates resulting from the educational/promotional project (if known), data demonstrating a decrease in contamination (if known), lessons learned, and recommendations for future actions.
- Describe how evaluation results will be used and distributed, including any products that will result from the planned program.

- **Goals and Objectives:**

- Clear and realistic project goals and objectives, including a description of how the proposed project's goals will increase the recycling rate in the State of Nevada.
- Describe how the goals and objectives will help meet the unmet need within the community.
- Explain how achievable the proposed project is.

Work Plan

In no more than three pages, please provide the following information presented by tasks (with sub-tasks as necessary).

- Identify the tasks and responsible party for development and procurement of item(s) proposed in the application.
- Identify the tasks and responsible party for implementation and/or utilization of the project details and item(s) proposed in the application.
- Identify the tasks and party responsible for preparing quarterly progress reports and the final project report.
- Please provide a timeline of activities, showing when each task described in the work plan will be started and completed. Number the pages and attach them to the work plan.

The following key dates should be considered as the timeline is developed:

- All education, outreach, and publicity products to be purchased through the proposed grant project shall be submitted to the NDEP for content approval as soon as possible, and prior to distribution.
- Reimbursement requests must be submitted quarterly.
- Final report is due 60 days after the completion of the grant program.

Budget

In no more than three pages, complete the Grant Application Budget Form (see attached) and provide a narrative discussion, including the information below.

- **Budget Narrative:**

- How reasonable are the costs when compared to the number of households served?

- **Proposed Project Budget:**

- All costs identified in the Application Budget Form must be eligible grant costs.
 - Describe the item(s) purchase budget, including cost per item. If possible, include a price quote for the item(s) to be purchased.
 - Describe the budget necessary for any additional materials, contractual services, or staffing that may be needed for the planned program and how those budget items will be supported.
- If applicable, description of the source(s) of match funding to be used

for the purchase of grant item(s).

EVALUATION CRITERIA

Priority will be given to applicants including the following:

- **Projects demonstrating a clear and concise mechanism to help meet the 25% recycling rate.**
- Sustainable recycling program funding mechanisms (existing or proposed) that demonstrate a commitment to ongoing education.
- Projects demonstrating local and/or regional support.
- Partnership commitments for development and distribution of recycling education item(s).
- Products printed double-sided on recycled content paper.

During the grant review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timelines, and grant amounts, within the parameters outlined in the application instructions.

APPLICATION SUBMISSION INFORMATION

Full applications must be received by e-mail no later than 5:00 p.m. on October 1, 2018. **Late applications will not be considered for funding.**

- Applications that are incomplete will be deemed ineligible and receive no further consideration for funding.

Each e-mail submission must be complete and will supersede any previous e-mail submissions. Please sign the cover page using blue ink and scan in color for each e-mail submission.

- Information provided in the application must be formatted to correspond with the application instructions.
- All questions regarding application preparation and submission should be directed to the NDEP recycling hotline phone number (1-800-597-5865).
- Applications are also available on the Nevada Recycles website (NevadaRecycles.nv.gov).
- **Applications must be submitted through the NDEP FTP site:** [\(Click Here\)](#)
Click the green button ("Add files") to add your file. Once finished, press "Start upload" to complete the process. You do not need to create an account.

APPLICATION REVIEW PROCESS

- Deadline for submittal of applications is **October 1, 2018**.

- Grantees will be notified of their funding status once NDEP makes final funding recommendations. Estimated date: **November 2018**.
- Successful applicants will be posted on the Nevada Recycles website.

Grant Agreement Requirements for Successful Applicants (Grantee)

Successful applicants will be required to enter into a grant agreement with the NDEP.

Failure of a successful applicant to accept the obligations outlined in the standard agreement may result in withdrawal of the Grant. The NDEP reserves the right to offer partial funding for any approved applicants. The Grant agreement will stipulate a project period during which the project must be completed and all expenditures must be made. Successful applicants must be prepared to agree to the following minimum agreement conditions:

- Grant funds must be spent by December 31, 2019 and reimbursement requested by January 31, 2020.
- Grants are paid through reimbursement or advance payment. Payment terms will be negotiated during the Grant Agreement process.
- Reimbursement are to be requested quarterly in conjunction with required progress reports.
- All education, outreach, and publicity products shall acknowledge that the project was supported in whole or in part by the Nevada Recycling Grant Program.
- All education, outreach, and publicity products to be purchased through the proposed grant project shall be approved by the NDEP prior to distribution. Where possible, these products should be printed double-sided on recycled content paper.

**Nevada Division of Environmental Protection
Bureau of Waste Management
Application Cover Sheet**

Applicant/Organization Name:	
Street Address:	
City/State/Zip/County:	
Mailing Address: (if different from street address)	
City/State/Zip:	
Contact Person and Title:	
Contact Person's E-Mail Address:	
Contact Person's Telephone Number:	
Federal Tax ID (if applicable):	State Vendor #:
Project Name:	
Brief Summary of Project:	
Total Grant Budget:	\$
Applicant Signature: (application must be signed by the person accepting responsibility for the terms and conditions of the grant agreement if awarded)	
Print Name: _____	
Signature: _____	
Date: _____	

Nevada Division of Environmental Protection
Bureau of Waste Management
Grant Application Budget Form

Line Item No.	Budget Line Item Description	Quantity	Unit Price	Budget Amount
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total Grant Budget				\$

REPORTING REQUIREMENTS

The Grantee shall comply with all reporting requirements of the State during the Agreement Period.

QUARTERLY REPORT

Quarterly progress reports must be submitted at least every three months during the Agreement Period, even if no funds were expended. Provide the following narrative using the numbers and headings listed below:

- I. SUMMARY OF ACTIONS TAKEN DURING THE CURRENT PERIOD.
 - a. Describe the tasks completed and how project funds were expended during the time period covered by the report. If no funds were expended during the current period, include a statement to that effect and explain why. A description of tasks completed during the current period must still be included.
- II. SUMMARY OF ACCOMPLISHMENTS DURING THIS PERIOD.
 - a. Goals and objectives as set forth in the grant application and grant contract. List the project's stated goals and objectives and describe how the project is meeting them.
 - b. Additional project accomplishments not included in original project goals and objectives.
 - c. Project data: Provide any data collected during the current period. Attach available documentation which supports the data. If the data provided covers a previous reporting period, specify the dates which the data is from.
- III. SUMMARY OF REMAINING ACTIONS TO BE TAKEN.
 - a. Describe the remaining tasks to be completed and indicate whether or not these tasks will be completed within the approved project schedule. For tasks which will not be completed within the approved project schedule, discuss the reasons for the delay and provide the revised task completion date.
- IV. PROBLEMS ENCOUNTERED DURING THIS PERIOD.
 - a. Identify any problems encountered during the current reporting period and explain how they were resolved. Describe the impact these problems have had or will have on project design, completion and operations.
- V. ADDITIONAL COMMENTS.
 - a. Provide any additional comments relevant to the status of the project and its operations.

FINAL PROJECT REPORT

The final report is due 60 days after the end of the grant period. The purpose of the final project report is to provide the State with data on your project and a narrative discussion about your project, including an evaluation of the project to date.

Identify the time period covered by the final project report. Provide the following narrative information using the numbers and headings listed below:

I. PROJECT DESCRIPTION

- a. Provide a description of the project funded.
 - i. Provide a summary of the project, including the following information, as applicable: inventory and description of the type(s) of education materials purchased (pamphlets, cart tags, billboard rentals, media buys for public service announcements or other media-based outreach, purchase of signs, or the purchase of other physical materials associated), types of groups (audience) impacted, geographical area served (include population and/or number of households/units served), and frequency and method of outreach.
 - ii. Description of how the project will be sustained beyond the grant timeline.
 - iii. Include any news articles and/or photographs as appropriate.
 - iv. Include the date project operations began and a discussion of the current status of project operations.
- b. List and explain the steps involved in completing the project, from planning through implementation to ongoing operations. Include the dates of major project activities and events.
- c. List and discuss other entities (e.g. companies, non-profit groups, local units of government) that played a role in planning and implementing the project and briefly describe their role. Describe any formal agreements that were entered into as a part of project implementation.

II. PROJECT DATA: Geographical area/population impacted, participation rate increase, recovery rate increase.

- a. Provide information on the population and/or number of households/units of the geographic area impacted by the project. Describe the frequency of outreach. Describe the methods for measuring these numbers.
- b. If data is available, describe the impact the education project has had on participation rates in the programs promoted through the project. Describe the methods for measuring these numbers.
- c. If data is available for the geographic area impacted by the project,

provide the quantity of recyclable materials diverted, in tons or cubic yards, for the time period covered by this report. Specify which recyclable materials are included in this reported volume. Describe the methods for measuring these quantities.

III. PROJECT COSTS: Provide the following information regarding additional costs required to implement the project.

- a. Provide the dollar amounts and a description of all program related capital costs which have been incurred during the time period covered by this report. Identify the specific dates these costs were incurred.
- b. For the time period covered by this report, provide the dollar amounts and a description of all additional costs required to complete the project. Identify the specific dates these costs were incurred.
- c. Describe the funding mechanisms utilized to operate and maintain the project activities.

IV. PROJECT EVALUATION

- a. Goals and Objectives. Summarize each of the project's goals and objectives as stated in your original proposal. Discuss (in both narrative and numerical terms) how well you are meeting each goal and objective. For each goal or objective that is not being met, discuss why.
 - i. If the project goals and objectives have changed from those that were originally established, discuss how and why. Also discuss how these changes have impacted the final project.
 - ii. If the project is not meeting its goals, provide a discussion on why these goals are not being met. Also indicate what steps you are taking in order to meet the stated goals in the future, and provide a timeframe for meeting these goals.
- b. Discuss any project accomplishments not included in the project's original goals and objectives.
- c. List and describe all significant problems encountered during project implementation, including any cost overruns, institutional barriers, local issues, etc. Describe how the problems were addressed and resolved. Describe any impact these problems had in educational or promotional material(s) design, deployment, and/or ongoing outreach efforts.
- d. Describe the most successful components of the project and explain why you think they are successful. Describe the least successful components of the project and explain why you think they are not successful.
- e. Lessons Learned. Discuss any conclusions you have made about the technical and economic feasibility of carrying out a similar project. Identify

what you would do differently if you were to carry out a similar project, and why.

V. ADDITIONAL COMMENTS

- a. Provide any additional information relevant to the status of the project and its operations.

The quarterly and final project report must be signed by the authorized contact person for the project. Indicate any name, address or telephone number changes for the contact person and/or the project.

Submit the quarterly and final project reports to the attention of the State's Contact at the following address:

Patricia Moen, Northern Nevada Coordinator
Nevada Division of Environmental Protection
901 S. Stewart St, Suite 4001
Carson City, NV 89701-5249
(775) 687-9466
pmoen@ndep.nv.gov