



Division of Materials Management
Bureau of Solid Waste Management
625 Broadway, Albany, NY 12233-7260

New York State
Environmental Protection Fund

Municipal Waste Reduction and Recycling Program

Recycling Coordination, Education, Planning and Promotion Projects
Grants Gateway Application Guidelines and
Request for Applications

NYS Grants Gateway Opportunity ID Name: DEC01-MWRC-2019

Application Due Date: October 31, 2019 3:00 PM ET

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1.0 INTRODUCTION

Passage of the Environmental Protection Act in 1993 created the Environmental Protection Fund (EPF), a continuing source of funds dedicated to environmental projects, including programs such as the Municipal Waste Reduction and Recycling (MWRR) State Assistance Grant program to help municipalities meet environmental goals and mandates. Funding for the individual program components is subject to annual legislative appropriations. Funding for the contract term January 1, 2020 – December 31, 2020 is \$4,500,000.

The EPF allows the Department of Environmental Conservation (DEC) to provide MWRR funding to local governments for waste reduction and recycling projects. **The overall goal of this funding program is to assist municipalities in expanding local waste reduction and recycling programs, and increase participation in those programs.**

Under this grant opportunity, the MWRR State Assistance Grant program can help fund the costs of Recycling Education, Coordination, Planning and Promotion. Eligible projects are expected to enhance municipal recycling through activities that coordinate recycling activities as well as encourage participation in local recycling programs.

If, during the application process, any questions arise or any assistance is needed please contact, as applicable:

DEC (Program related questions):

Phone: 518-402-8678

Email: RecyclingGrants@dec.ny.gov

Grants Management Helpdesk (Grants Gateway related questions):

Phone: 518-474-5595

Email: Grantsgateway@its.ny.gov

2.0 TIMETABLE OF KEY EVENTS:

Event:	Date:
Application Period Begins	August 1, 2019
Question & Answer Period Ends	October 25, 2019
Applications Due	October 31, 2019 3:00 PM
Award(s) Announced by (anticipated)	January 14, 2020
Contract Start and End Dates	January 1, 2020– December 21, 2020

3.0 ELIGIBILITY INFORMATION

Who is eligible to apply?

- Counties, Cities, Towns or Villages
- Local Public Authorities
- Local Public Benefit Corporations (organizations established by State Law)
- School Districts, Supervisory Districts & Improvement Districts
- Native American Tribes or Nations residing in New York State.

Private companies, not-for-profit organizations, and State agencies are **NOT** eligible to receive this MWRR funding.

What is public education/promotion/outreach? Examples include:

- Recycling guides, mailers, brochures, and webpages
- Advertising on TV, radio, newspaper, billboards, social media, etc.
- Recycling signs and displays
- Give-a-ways, children's shows, county fair fees, America Recycles Day items
Note: Give-away items must be consistent with a waste prevention or recycling message.
- Promotion of reuse of certain materials, refillable or reusable packaging
- Promotion of backyard or on-site composting and of product stewardship initiatives
- Other media for educating the public on the benefits and methods of waste reduction, reuse, composting and recycling

What is “Recycling Coordination”?

Recycling coordination is the development, coordination and implementation of activities necessary for a successful municipal recycling program, including:

- Planning, monitoring and modifying the local recycling program
- Developing public education and promotion tools, and implementing the outreach strategies
- Establishing, monitoring and improving recyclables marketing, tracking and reporting
- Fostering inter-governmental coordination relative to recycling
- Developing enforcement strategies

Important guidelines for applicants:

- Preference will be given to projects:
 - from applicants that actively collect and manage solid waste and recyclables.
 - that include both coordination and education components.
 - that exceed \$10,000 in grant funds requested.
- Payments are limited to no more than 50% of the eligible costs incurred by the applicant. Awards are a minimum of \$10,000, up to a maximum of \$2,000,000 per project.
- If any Federal or State assistance is received for the project, reimbursement will be limited to 50% of the net eligible costs incurred after deduction of any Federal or State funding assistance.
- A grant contract for the eligible portions of the proposed project must be executed by DEC, as well as the NYS Comptroller’s Office and NYS Attorney General’s Office as applicable.
- Payments will be made only after appropriate reimbursement requests / payment documentation have been reviewed and approved by the DEC.

Examples of ELIGIBLE Costs

1. Salary and allowable fringe benefits of an employee responsible for recycling coordination, public education, promotion, or outreach. Personnel must be employees of the applicant and assigned to the project for no less than 50 percent of their full-time work schedule;
2. Direct costs necessary to educate the public and increase public awareness of and participation in waste reduction and recycling, including:
 - a. recycling guides, mailers, brochures, and webpages
 - b. advertising on TV, radio, newspaper, internet, billboards, etc.
 - c. recycling signs and displays
 - d. give-a-way items, children's shows, county fair displays, America Recycles Day items;
3. Reasonable costs for consultant services necessary for recycling education, promotion, planning, public relations, or other specialized purposes; and
4. Costs for supplies and materials specifically acquired and used as part of the municipal waste reduction and recycling education, promotion, planning and coordination project.

Examples of INELIGIBLE Costs

1. Costs of any item NOT primarily used for educating, promoting, planning and coordinating the benefits or methods of waste reduction, reuse and recycling;
2. Ordinary operating costs for facilities and offices, including, but not limited to, office supplies and equipment, equipment service, office maintenance, internet service, telephone (except for dedicated recycling "hotlines"), utilities, mileage costs, travel expenses, and fuel within an applicant's service area or other similar costs or expenses, as determined by the department;
3. Indirect, overhead or in-kind costs;
4. Costs of equipment or facility costs that are funded under the MWRR Capital Grant program, such as bins, totes, or other recycling containers;
5. Costs incurred in preparing and submitting an application for state assistance;
6. Unnecessary or unreasonable costs as determined by the department;
7. Costs for employees who use less than 50% of their time for recycling coordination and education; and
8. Costs of educational materials that describe disposal, such as collection schedules for non-recyclables.

4.0 APPLICATION PROCEDURES

4.1 New York State has implemented an electronic Grants Gateway system. The Grants Gateway is a statewide Governor’s initiative to reform the contract process with the intention of making it easier for grantees to apply for and receive funding. Applicants must be registered in the Grants Gateway to apply for and receive MWRR grants.

4.2 GRANTS GATEWAY REGISTRATION

All NYS grant applicants must be registered in the NYS Grants Gateway to be eligible to:

- Apply for a NYS grant opportunity.
- Enter into a grant contract, an amendment to an existing contract, or a letter of agreement.
- Apply for future grant payments.

GRANTS GATEWAY REGISTRATION INSTRUCTIONS

Registration is NOT an online process. Register now to allow time for processing!!

1. On the Grants Management Website at <https://grantsmanagement.ny.gov/register-your-organization> download a copy of the Registration Form for Administrator.
2. Complete the form according to the instructions provided. The completed form must be signed and notarized.
3. Mail the signed and notarized original form to the Grants Management at the address provided in the instructions.
4. After the form is received and reviewed, you will be provided with a Username and Password allowing you to access the Grants Gateway.
5. Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. You will be prompted to change your Password at the bottom of your Profile page. Enter a new Password and click the SAVE button located on the top, right-hand side of the page.

If you have previously registered and do not know your Username please email grantsgateway@its.ny.gov. If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

4.3 GRANTS GATEWAY APPLICATION AND ROLES: A municipality may file an application for a new MWRR grant with the approval of its governing body. If the applicant’s Governing Body requires a resolution to apply for and accept a grant, please do this before submitting the application.

An individual must be logged in under the correct role to initiate, complete or submit a grant application. See summary of roles:

- “**Grantee**” role can initiate, edit, or save a grant application, but cannot submit the application.
- “**Grantee Contract Signatory**” role can initiate, edit, save, and submit (sign) a grant application.
- “**Grantee System Administrator**” role has the same rights as the Grantee Contract Signatory.
- “**Grantee Delegated Administrator**” role can NOT initiate an application. This user creates users and assigns roles.

4.4 In the application, complete these components in the Grants Gateway:

- A. Program Specific Questions – answer all applicable questions online in the Grants Gateway
- B. Input a Work Plan Overview and Workplan Properties for the project
- C. Input an Expenditure Budget consistent with item D
- D. Budget Worksheet – complete and upload detailed budget worksheet
- E. Municipal Recyclables Summary Sheet (including disposal figures) -- upload
- F. Applicant's Local Recycling Law enacted per General Municipal Law §120-aa – upload or input reference citation
- G. Recycling Coordinator Job Description (for coordination/education projects) – upload
- H. Proof of Applicant's Workers Compensation Insurance – upload
- I. Proof of Applicant's Disability Insurance - upload
- J. Vendor Responsibility Information, if applicable (see section 4.8).

4.5 The proposed project will be evaluated. DEC will review the final application, which may be deemed acceptable and approved, unacceptable and disapproved, or modified to reject costs determined by DEC to be ineligible for MWRR funding. Evaluation and Selection criteria for funding include:

- A. New municipal recycling program components to be initiated or improvements in existing program.
- B. The size of project service area or populations served.
- C. A detailed and significant scope of work.
- D. The number of new work products to be created.
- E. A budget with both Recycling Coordination and Education costs, if reasonable and appropriate.
- F. Consistency with applicant's DEC-approved Local Solid Waste Mgmt. Plan (LSWMP), as applicable.
- G. Enactment of a local recycling law consistent with NYS General Municipal Law 120-aa.

4.6 The DEC may ask for additional information from an applicant as necessary to update or complete an application. Failure to provide additional, required information in a timely manner, as determined by DEC, may result in the application being disapproved.

4.7 Proof of Workers Compensation and Disability Benefits Insurance

Evidence of Workers' Compensation and Employers Liability coverage must be provided on one of the following forms:

- | | |
|-----------------|--|
| C-105.2 | Certificate of Workers' Compensation Insurance (Sept 2007, or current version) |
| U-26.3 | State Insurance Fund Version of the C-105.2 form |
| SI-12/GSI-105.2 | Certificate of Workers' Compensation Self-Insurance |
| CE-200 | Certificate of Attestation of Exemption |

If the form includes "Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder)," specify the "NYS Dept. of Environ. Conservation, 625 Broadway, Albany, NY 12233-7250."

Evidence of Disability Benefits coverage must be provided on one of the following forms

- | | |
|----------|---|
| DB-120.1 | Certificate of Insurance Coverage under the NYS Disability Benefits Law |
| DB-155 | Certificate of Disability Self-Insurance |
| CE-200 | Certificate of Attestation of Exemption |

If the form includes "Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder)," specify the "NYS Dept. of Environ. Conservation, 625 Broadway, Albany, NY 12233-7250."

4.8 Vendor Responsibility Requirement: (Applicable to projects where a project subcontractor is paid \$100,000 or more.) Contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. Contractors or subcontractors that receive contract funding valued at \$100,000 or more must complete a Vendor Responsibility Questionnaire.

To enroll in and use the NYS VendRep System, see the VendRep System instructions available at https://www.osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep System at <https://portal.osc.state.ny.us>.

4.9 Sexual Harassment Prevention Certification: State Finance Law §139-I requires all applicants of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Applications that do not contain the certification will not be considered for award; provided however, that if the applicant cannot make the certification, the applicant may provide a signed statement with their application detailing the reasons why the certification cannot be made.

Applicants are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made into the pre-submission uploads folder.

5.0 CONTRACTING AND PAYMENT PROCEDURES

5.1 Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Partially fund an application if the partially-funded portion can be demonstrated to meet the criteria for this RFA.
- Reject any or all applications in response to the RFA at DEC's sole discretion.
- Reduce an award from the amount requested in the application, so long as the reduced funding does not jeopardize the viability of the project to proceed at the reduced funding level.
- Reduce an award from the amount requested in the application, should the project budget contain costs considered ineligible under this grant program.
- Award an agreement for any or all parts of the RFA in accordance with the method of award, or withdraw the RFA at any time, at DEC's sole discretion.
- Award to the next highest scoring application in the event a grantee fails to negotiate a grant contract with DEC within 60-90 days of a grant award.
- Monitor the progress of all grant awards and withdraw grant funding, if the grantee fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.

- If an application is determined by DEC to be incomplete, the applicant will be notified by DEC, and the application may be revised and resubmitted at the discretion of DEC. DEC, at its own discretion, will establish a deadline for resubmission of the application, which in no instance will exceed 30 calendar days after notification that an application is incomplete.
- DEC is authorized, at its own discretion, to combine applications from municipalities in overlapping jurisdictions.

5.2 Method of Award

Complete applications will be evaluated by DEC and, if acceptable, will be approved for State assistance for up to 50 percent of eligible costs. Acceptable projects are those that include all application components described in Section 4.4 of this RFA, and that satisfy the criteria described in Section 4.5 of this RFA.

If there are insufficient funds to provide 50 percent reimbursement for all acceptable applications, DEC may either lower the percentage or set a dollar maximum on the level of funding to be provided to each municipality. In the event DEC lowers the maximum reimbursement percentage, the lowered percentage or dollar maximum will be the same for all municipalities that submit an acceptable and approved application.

5.3 Master Contract for Grants

1. Upon approval by DEC of a final application, a municipality must enter into a Master Contract for Grants. The Master Contract for Grants can be viewed by clicking here: [Master Contract for Grants](#).
2. The MWRR Contract will include: The statewide Master Contract for Grants, Attachment A-1 Program Specific Terms and Conditions, Attachment B-1 Expenditure Based Budget, Attachment C – Work Plan and Attachment D – Payment and Reporting Schedule. The project Work Plan and Expenditure Based Budget are drafted by the Applicant and approved by DEC prior to the Contract being sent to the grantee for signature. Once the Applicant has signed the Contract, DEC will execute the contract. For contracts valued at more than \$50,000, approval by the NYS Comptroller's Office and NYS Attorney General's Office is also required. Applicants must carefully review and fully understand all Master Contract for Grants terms and conditions and be prepared to comply with all terms and conditions should a grant be awarded.

5.4 Payment Procedures

1. Upon execution of a contract, and completion of purchases, the grantee may request 50 percent reimbursement for the eligible costs of completed portions of the project.
2. As of July 2019, payment requests are NOT incorporated into the Grants Gateway for the MWRR program. Payment requests include a completed State Aid Voucher and must contain all supporting documents (vendor invoice, purchase order, cancelled check) for the expenses claimed. The grantee is required to file a "certificate of completion" with the final payment request.
3. After review of a payment request, DEC may approve, disapprove or modify the amount of funds reimbursed. Payment will not exceed the approved grant contract amount.

6.0 INSTRUCTIONS FOR REPORTING (Applies to projects involving recycling education, coordination, promotion, or outreach)

A Progress Report is required with each payment request, as they are submitted. Use the blank Progress Report Form included on Page 14.

7.0 PROGRAM SPECIFIC QUESTIONS

The following questions must be answered online in the Grants Gateway. They are copied here to allow for previewing before completing online. It is recommended that applicants generate, edit and save responses in this format, then cut and paste the finalized responses into the Grants Gateway screens. Please do not submit this information in paper form.

1. Did the person(s) completing this online read the "Grants Gateway Application Guidelines and Request for Applications" Document for this grant opportunity, and do they understand that this application must be submitted to DEC prior to 3:00 pm on October 31?
2. Applicant Type (Eligibility check): Enter the applicant's organization type from the list below.
County, City, Town or Village
Local Public Authority
Local Public Benefit Corporation (established by NYS Law)
School Districts, Supervisory Districts or Improvement Districts
Native American Tribes or Nations residing in New York State
3. Enter a Contact Person's Name, Mailing Address, Phone and email for this project.
4. What is the geographic location, population, and number of households in the applicant's service area?
5. What components of the municipal recycling/composting program will be newly initiated or improved by this project?
6. What is the name and title of the person employed as a municipal recycling coordinator/educator, as well as the percentage of the person's work time spent on recycling?
7. Enter the name of the person responsible for EACH OF THE FOLLOWING DUTIES:
 - a. planning, monitoring and modifying the recycling program;
 - b. implementing outreach strategies for the recycling program;
 - c. tracking and reporting for the recyclables program; and
 - d. overall solid waste management program.
8. Upload the official Job Description or Position Duties used when hiring the recycling coordinator position.
9. Provide a scope of work describing specific recycling educational/outreach/promotional tasks performed under this project.
10. Provide a list of work products (e.g., brochures, mailers, advertisements, promotional items, etc.) to be developed by this project and their projected usage.
11. Provide an implementation schedule, including milestones, intended to assess project progress.

12. Describe the consistency of the proposed project with the DEC-approved Comprehensive Recycling Analysis (CRA) or Local Solid Waste Management Plan (LSWMP) in effect for the municipality in which the project is located.
13. Describe any state, federal, or other financial assistance for this project, received or pending, and any rebates, refunds or cost recovery associated with the project. If so, what amounts and from what entities?
14. Certify that all materials/services will be purchased in accordance with the General Municipal Law and other applicable laws and regulations, and best procurement practices.
15. Upload a completed BUDGET WORKSHEET for this project.
16. Upload a completed Municipal Recyclables Summary Worksheet.
17. Upload Proof of Workers' Compensation Insurance (See Guidelines Section 4.7)
18. Upload Proof of Disability Insurance (See Guidelines Section 4.7)
19. Upload a copy of the applicant's recycling law adopted in compliance with General Municipal Law (GML) Section 120-aa and describe the consistency of the proposed project with the applicant's source separation/recycling law.
Alternative to Upload: Check this site: <ftp://ftp.dec.ny.gov/dshm/LocalLaws/>
If applicant's current recycling law is listed, indicate that Local Law is on file with DEC.
20. Are any vendors expected to receive \$100,000 or more from this project? If yes, they must complete and update a Vendor Responsibility Questionnaire, and are subject to a review by the Office of State Comptroller. (See Guidelines Section 4.8)
21. Upload a completed Sexual Harassment Prevention Certification (See Guidelines Section 4.9)

Additional information may be required based on review of the responses to these questions.

Instructions: To Complete this Application, complete these links in the Forms Menu:

1. **Work Plan Overview** - Provide a brief **workplan** or description of the proposed project. (approximately 100-200 words). Use your responses to PSQ's 9-11 as a workplan.
2. **Work Plan Properties** - Enter the Objectives, Tasks and Performance Measures of this project
Note: Goals must be related to recycling efforts.
3. **Expenditure Budget** - Use the completed BUDGET WORKSHEET to populate the Expenditure Budget

Instructions: To submit the application, a **Grantee Contractor Signatory** or **Grantee System Administrator**- (See section 4.3) must be logged in. Go to the Status Changes link.
Under APPLICATION SUBMITTED, click the APPLY STATUS button.
Read the Agreement, Click on "I Agree" Button.

Application Must Be Submitted by October 31, 2019 at 3:00 PM ET

MWRR Budget Format for Coordination/Education Projects

Please use this form, or create a similar format for your budget.

Personal Services - Salary of the employee designated Recycling Coordinator

1	Annualized Salary for the position	\$
2	Number of hours in a standard work week for this person	hours
3	Percentage of time dedicated to recycling & waste reduction efforts	%
4	Number of months funded (max. is 12 months)	months
5	Annualized Salary pro-rated by the percent funded and number of months	\$
6	State Grant Funds (50% of Line #5)	\$
7	Local Match Funds (50% of Line #5)	\$

Copy the amounts from lines 1-4, 6 and 7 to Forms Menu > Expenditure budget > Personal Services - Salary

Personal Services – Fringe Benefits of the employee designated Recycling Coordinator

	Category of applicable Fringe Benefit (employer-funded benefit)	Cost
8	Retirement/Pension	\$
9	Health Insurance	\$
10	Dental or vision benefit insurance	\$
11	Life insurance	\$
12	Subtotal Fringe Benefit Costs (Add lines #8-11)	\$
13	Percentage of time dedicated to recycling & waste reduction efforts	%
14	Total Fringe (amount pro-rated by the percentage of time dedicated to recycling and waste reduction efforts)	\$
15	State Grant Funds (50% of Line #14)	\$
16	Local Match Funds (50% of Line #14)	\$

Copy the amounts from lines 15 and 16 to Forms Menu > Expenditure budget > Personal Services - Fringe

Public Education/Promotion/Outreach Expenses (Other services and costs)

	Description of Expense	Cost
17		\$
18		\$
19		\$
20		\$
21		\$
22		\$
23		\$
24		\$
25	Total Public Education Amount (Add lines 17-24) insert more lines if needed	\$
26	State Grant Funds (50% of Line #25)	\$
27	Local Match Funds (50% of Line #25)	\$

Copy the amounts in lines 26 and 27 to Forms Menu > Expenditure Budget > Other Expenses Detail

Total Personal and non-Personal Expenses	(Add lines 5, 15 and 25)	\$
State Assistance Requested	(Add lines 6, 16 and 26)	\$

MUNICIPAL RECYCLABLES SUMMARY WORKSHEET

Complete lines for the materials categories used in the applicant's recycling/compost program.

Applicant:		Population:	
Materials Collected for RECYCLING	Curbside (C) Drop-off (D) Both (B)	Current Annual Recovery Amount (tons) Year 2018	Projected Recovery Amount if this project is approved (tons)
COMMINGLED Single Stream			
COMMINGLED Paper			
COMMINGLED Containers			
PAPER – Newspaper			
PAPER – Corrugated Cardboard			
PAPER – Office Paper			
PAPER – Other (Specify)			
GLASS – Containers			
METAL – Ferrous Containers			
METAL – Aluminum			
METAL – Scrap Metal			
METAL – Other (Specify)			
PLASTIC – PET Containers			
PLASTIC – HDPE Containers			
PLASTIC - Mixed (1-7 Containers)			
PLASTIC – Film			
TEXTILES			
YARD TRIMMINGS			
FOOD SCRAPS			
BIOSOLIDS Composted			
Electronic Waste			
OTHER *			
TOTAL TONS			

NOTE: All applicants must complete the Disposal section below:

Materials Collected for DISPOSAL	Curbside (C) Drop-off (D) Both (B)	Current Annual Disposal Amount (tons) Year 2018	Projected Disposal Amount if this project is approved (tons)
MSW			
C&D Debris			
INDUSTRIAL			
BIOSOLIDS (dry tons)			
TOTAL TONS			
RECYCLING RATE: (tons recycled/ tons recycled + tons disposed)		%	%

* Specify what is the OTHER items

CERTIFICATION FOR SEXUAL HARASSMENT PREVENTION

Attachment S

Sexual Harassment Prevention Certification Form

By submission of this application, each applicant and each person signing on behalf of the applicant certifies, and in the case of a partnering application each party thereto certifies as to its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Grantee Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

MUNICIPAL WASTE REDUCTION AND RECYCLING PROJECT

PROGRESS REPORT FORM - Recycling Coordination/Education Projects

A Progress Report is due in conjunction with payment requests.

You may use this form, or your own form using a similar format. Use additional sheets if necessary.

Grantee:		Contract No.	
Period covered by this report:			
Person completing this report:			

1. List the objectives/activities from the **Work Plan** of your contract.
For each objective, provide a brief description of the activities and accomplishments completed toward the objective during the period covered by this report. Also, send copies of any completed work products, if applicable.
2. List the education/coordination/promotion/outreach objectives of your contract. Provide a brief description of the funded employee's activities and accomplishments completed during the period covered by this report.
3. What improvements, accomplishments or milestones have been achieved for your overall waste reduction or recycling program during the period of this report?