



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

NYS Grants Gateway Opportunity ID Name: DEC01-MWRC-2018

Application Due Date: October 31, 2018 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.

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.** The MWRR State Assistance Grant program can help fund the costs of:

- Recycling Education, Coordination, Planning and Promotion
- Waste Reduction Capital or Education

Eligible projects are expected to enhance municipal capacity to collect, aggregate, sort and process recyclable materials. Recycling education and coordination promotes and encourages participation in local recycling programs. Waste reduction capital or education can include the capital, planning and promotional costs of waste reduction projects undertaken to reduce the volume or toxicity of material entering the municipal solid waste (MSW) stream, by reducing the volume or toxicity of material at the point of generation.

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 Reform 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 3, 2018
Question & Answer Period Ends	October 26, 2018
Applications Due	October 31, 2018
Award(s) Announced by (anticipated)	January 14, 2019

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
- Any combination of the above

By law, 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, etc.
- Recycling signs and displays
- Give-a-ways, children's shows, county fair fees, America Recycles Day items
- 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 recycling, 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
- Managing financial aspects of the municipal recycling program

What is a Waste Reduction Project?

A waste reduction project is a project undertaken to reduce the volume or toxicity of materials entering the MSW stream, by reducing the volume or toxicity of materials at the point of generation. Waste reduction projects include capital, planning and educational activities to increase public awareness of:

- Methods to prevent the generation of waste
- The reuse of certain materials
- The use of refillable or reusable packaging
- Audits of procedures and practices, resulting in the elimination or reduction of materials disposed
- Substitution of non-toxic household products
- The promotion of backyard or on-site composting
- The promotion of product stewardship initiatives

Important items to be kept in mind when applying:

- Payments are limited to no more than 50% of the eligible costs incurred by the applicant 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 assistance received.
- Payments will be made only after a grant contract for the eligible portions of the proposed project is executed by all required State agencies, in addition to the NYS Comptroller's Office and NYS Attorney General's Office as applicable, and 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. 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 incurred in preparing and submitting an application for state assistance;
5. Unnecessary or unreasonable costs as determined by the department;
6. Costs for employees who use less than 50% of their time for recycling coordination and education; and
7. 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 Reform Website at <https://grantsreform.ny.gov/grantees> 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 Division of Budget 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 A municipality may file an application for a new MWRR grant with the approval of its governing body. The applicant must login to the NYS Grants Gateway system and initiate an MWRR proposal.

- 4.4 To complete an application, applicants must 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 Objectives 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
- G. Recycling Coordinator Job Description (for coordination/education projects) -- upload

- 4.5 The proposed project will be evaluated. DEC will review the final application, which may be approved, disapproved or modified to reject costs that are determined to be ineligible for MWRR funding.
- 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 If the grant application is approved, the following items will be required for contracting:
- A. Proof of Applicant's Workers Compensation Insurance – upload if grant is approved
 - B. Proof of Applicant's Disability Insurance - upload if grant is approved
 - C. Vendor Responsibility Information, if applicable (see section 3.8).
- 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>.

5.0 CONTRACTING AND PAYMENT PROCEDURES

5.1 Grants Gateway

All MWRR grant contracts have transitioned from paper records to the Grants Gateway.

5.2 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 at: <https://www.grantsreform.ny.gov>.
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 Office of the State Attorney General and the Office of the State Comptroller 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.

5.3 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 2018, 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, promotional or outreach)

A Progress Report is required with each payment request, as they are submitted. Use the blank Progress Report Form included on Page 13.

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. Applicant Type (Eligibility check): Please 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
2. Contact Person Name, Mailing Address, Phone and email for this project.
3. What is the geographic location, population, and number of households in the applicant's service area?
4. What components of the municipal recycling/composting program will be newly initiated or improved by this project?
5. Which municipal department will perform or manage 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;
 - 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 listing 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. Upload a completed BUDGET WORKSHEET for this project.
13. Upload a copy of the applicant's source separation 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 local recycling law is listed, then indicate that Local Law is on file with the DEC ftp site.
14. Upload a completed Municipal Recyclables Summary Worksheet.
15. 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.
16. 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?
17. Certify that all materials/services will be purchased in accordance with the GML and other applicable laws and regulations, and best procurement practices.

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

Instructions: To Complete this Application:

1. Provide a brief workplan or description of the proposed project. (approximately 100-200 words) in the Work Plan Overview Form link in the Forms Menu.
2. Enter the Objectives, Tasks and Performance Measures of this project in the Objectives link in Forms Menu. Note: Goals must be related to materials management.
3. Use the completed BUDGET WORKSHEET to Enter the Expenditure Budget Items in Forms Menu.

Instructions: Please be advised that if this application is approved for funding, the following additional documents will be required from the applicant:

1. Proof of Disability Insurance
2. Proof of Workers' Compensation Insurance
3. Any vendors who receive \$100,000 or more from this project must complete and update a Vendor Responsibility Questionnaire, and are subject to a review by the Office of State Comptroller.

Note: You must be logged in under the correct role in order to begin a grant application. The role of *Grantee Delegated Administrator* **cannot** start a grant application. However, this user can create accounts for roles that can start applications.

- **Grantee:** This role can start, edit, and save a grant application, but can't submit the application.
- **Grantee Contract Signatory:** This role can start, edit, save, and submit (sign) a grant application.
- **Grantee System Administrator:** This role has the same rights as the Grantee Contract Signatory.

Instructions: To submit the application (make sure logged in as the **Grantee Contractor Signatory** or **Grantee System Administrator**-See above Note) after the above items are completed, go to Status Changes.

Under APPLICATION SUBMITTED, click the APPLY STATUS button.

Read the Agreement, Click on "I Agree" Button.

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

	Type of Expense	Cost
8	Health Insurance	\$
9	Retirement/Pension	\$
10	Social Security & Medicare	\$
11	Workers Compensation	\$
12	Employee Benefit Funds	\$
13	Subtotal Fringe Benefit Costs (Add lines #8-12)	\$
14	Percentage of time dedicated to recycling & waste reduction efforts (% Funded)	%
15	Total Fringe (amount pro-rated by the percentage of time dedicated to recycling and waste reduction efforts)	\$
16	State Grant Funds (50% of Line #15)	\$
17	Local Match Funds (50% of Line #15)	\$

Copy the amounts from lines 16 and 17 to Forms Menu > Expenditure budget > Personal Services - Fringe

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

	Description of Expense	Cost
18		\$
19		\$
20		\$
21		\$
22		\$
23		\$
24		\$
25	Total Public Education Amount (Add lines 18-24) 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	Current Annual Recovery Amount (tons) Year 20	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 – White Goods			
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			

Materials Collected for DISPOSAL	Curbside (C) Drop-off (D) Both (B)	Current Annual Disposal Amount (tons) Year 20	Projected Disposal Amount if this project is approved (tons)
MSW			
C&D Debris			
INDUSTRIAL			
BIOSOLIDS (dry tons)			
OTHER *			
TOTAL TONS			
RECYCLING RATE: (tons recycled/ tons recycled + tons disposed)		%	%

* Specify what is the OTHER items

MUNICIPAL WASTE REDUCTION AND RECYCLING PROJECT

PROGRESS REPORT FORM - Recycling Coordination/Education Projects

A Progress Report is due on the seventh day of January and July during the term of the Contract. The due dates may be modified upon mutual agreement by DEC and the Municipality. 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?