



Department of
**Environment &
Conservation**



Recycling Rebate Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | July 2016



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Recycling Rebate Program

Fiscal Year 2016-2017

Application Manual

Prepared by:



Division of Solid Waste Management

Materials Management Programs

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14th Floor

Nashville, TN 37243

Overview

The Solid Waste Management Act of 1991 (T.C.A. §68-211-825) established the Solid Waste Management Fund to be used in part to establish a recycling rebate program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. The goal of the State is to reduce the amount of solid waste disposed of at Class I disposal facilities by twenty-five percent (25%).

T.C.A. §68-211-825(b) amended by Public Chapter 742 authorizes the Department to provide a rebate against the amount due to the state under the state tipping fee surcharge to the five (5) most populous counties according to annual estimated census released in April by the United States Census Bureau.

A local match equal to the rebate amount must be expended by the local government. Recycling rebates may be used for any recycling purpose to assist local governments in their achievement of the State's 25% waste reduction and diversion goal.

Purpose of the Rebate

The five eligible counties contain roughly 41% of the State's population and are responsible for approximately 44% of the municipal solid waste disposed of in Tennessee. The Recycling Rebate Program supports the implementation of 2015-2025 Solid Waste and Materials Management Plan Objectives (<http://www.tennessee.gov/environment/topic/sw-2015-2025-solid-waste-and-materials-management-plan>). It is the Department's intent with this rebate to support local governments' efforts toward achieving their waste reduction and recycling goals.

Preferred usages will demonstrate how the requested equipment will improve operating efficiencies or:

- Increase material tonnages (Objective 1)
- Increase recycling access and/or participation (Objective 2),
- Promote material processing and end use in Tennessee (Objective 3)
- Support new waste reduction and recycling technologies (Objective 5) or
- Support education and outreach efforts (Objective 6)

Recycling rebates are in lieu of grants to purchase recycling equipment. With this in mind, some portion of the rebate should be directed to supporting recycling equipment purchases that will increase tonnage collection and processing capacity or to promote the public's understanding of recycling.

Deadline to Submit

The standard Grant Application (with an original signature) and *the Recycling Rebate Funds Request and Certification Form* shall be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management, on or before Monday, October 3, 2016, 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on October 3, 2016 will be returned to the applicant without review.

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Materials Management Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave, 14th Floor
Nashville, TN 37243

Electronic applications submitted in a *.PDF format to Loretta.Harrington@tn.gov or saved to a USB Drive and mailed to the address above are encouraged.

REBATE TIMELINE

The anticipated timeline for this rebate offering is as follows:

- July 1, 2016: Recycling Rebate offers sent out
- October 3, 2016: Deadline for application submittal, start processing requests
- October 31, 2016: Acknowledgement letters sent

Eligibility

The five most populous counties according to the annual census released in April by the United States Census Bureau and the cities within, which provide collection or disposal services, are eligible for the Recycling Rebate. Expending funds for recycling, waste reduction and diversion activities that demonstrate measurable outcomes are eligible. Efforts should be made to document progress made with rebate funds. Rebates may be used for a variety of recycling purposes such as establishing new programs/collection sites; preparing recovered materials for transport and marketing; identifying markets for recovered materials; and developing educational programs for adults and children to help them understand solid waste issues, management options, costs and the value of waste reduction and recycling efforts.

If a local government provides collection or disposal services (TCA §68-211-825 (b)(2)), recycling rebates for the amounts shown in the below table are offered.*

Davidson/Nashville	\$121,224	Knox	\$48,885
Belle Meade	\$552	Knoxville	\$34,048
Berry Hill	\$101	Rutherford	\$31,697
Goodlettsville	\$2,010	Murfreesboro	\$23,175
Oak Hill	\$864	Shelby	\$18,451
Hamilton	\$19,443	Arlington	\$2,136
Chattanooga	\$32,449	Bartlett	\$10,764
Collegedale	\$1,974	Collierville	\$8,979
East Ridge	\$3,907	Germantown	\$7,211
Lakeside	\$343	Lakeland	\$2,307
Lookout Mountain	\$346	Memphis	\$120,502
Red Bank	\$2,163	Millington	\$2,026
Signal Mountain	\$1,567		
Soddy Daisy	\$2,420		
Walden	\$379		

Funds should be expended for recycling, waste reduction and diversion activities that demonstrate measurable outcomes. Efforts should be made to document progress made with rebate funds.

Funding

The Department has allocated \$500,000 for recycling rebates for Fiscal Year 2016-17.

Rebate recipients are required to provide a dollar-for dollar match for funds requested. Matching costs will be documented at the time of reimbursement of eligible costs.

Each county's allocation of funding shall be proportional to the population of each county. Municipalities that manage solid waste within the five counties shall be offered a proportionate share of their county's rebate on a per capita basis.

A local government may elect to not receive the rebate or may elect to have rebate funds assigned to the county, another city, solid waste authority, or non-profit recycler. The State must be notified in writing of the local government's intent to receive, assign, or waive funding opportunity by October 3, 2016.

If a city designated to receive a recycling rebate does not submit the appropriate rebate application by October 3, 2016, the rebate funds will automatically be assigned to the county.

If a county designated to receive a recycling rebate does not provide the appropriate rebate application by October 3, 2016, the allocated rebate funds for that county will automatically revert back to the Solid Waste Management Fund.

The allocation of funds in accordance with the amended T.C.A. §68-211-825 (b) is as follows:

$$\text{Rebate} = \frac{(\text{Total Population of County})}{(\text{Total Population of Five Most Populous Counties})} \times \begin{matrix} 100\% \text{ of State Funds Allocated} \\ \text{for} \\ \text{Recycling Equipment Grants} \end{matrix}$$

Funding is distributed to each eligible rebate recipient based on a prorated per capita share.

Format and Checklist

FORMS AND ATTACHMENTS

CHECK

Complete form CN-0915 signed and certified by a legally authorized representative for the applicant. Signees other than the executive officer or mayor must include a resolution from the applicant's governing body giving authority to sign for the applicant.	<input type="checkbox"/>
Complete the Recycling Rebate Funds Request and Certification form (CN1490) summarizing how the recycling rebate funds will be used.	<input type="checkbox"/>
Complete the Automated Clearing House Credits ACH (ACH) form with voided check or deposit slip for direct deposit of reimbursements.	<input type="checkbox"/>
Complete the Title VI Pre-Audit Survey CN-1448.	<input type="checkbox"/>
If assigning a rebate to another county, city, solid waste authority or non-profit recipient, submit a letter indicating the recipient the recycling rebate should be assigned.	<input type="checkbox"/>
Submit the complete packet, as listed above before October 3, 2016.	<input type="checkbox"/>

Forms and attachments relative to this rebate offering may be found at the end of this rebate manual.

Selection Criteria

The Recycling Rebate is a non-competitive funding opportunity and is based upon an eligible county's population as reported by the annual April U. S. Census Bureau estimates. The top five most populous counties and its municipalities that operate solid waste management systems are selected annually to receive the recycling rebate.

Eligible municipalities that are located within multiple counties will only receive funding based upon the population residing in the eligible county.

Funding Conditions

Applicants shall be prepared to proceed with eligible projects as soon as a fully executed *Recycling Rebate Funds Request and Certification* form is received. Local funding for costs in excess of the rebate award are the grantee's responsibility and shall be approved and available upon receipt of *Recycling Rebate Funds Request and Certification* form to avoid unnecessary delays.

The Department promotes environmentally preferable purchasing in support of the 2025 Solid Waste and Materials Management Plan Objective 3 by requiring equipment to be made with recycled content, when available.

Further Funding Considerations:

TDEC SUSTAINABILITY STATEMENT

The Tennessee Department of Environment and Conservation (TDEC) acknowledges that the products and services we procure have fundamental human health, environmental, and economic impacts, and that purchasing decisions should exemplify our commitment to sustainability and to protecting the environment and the quality of life of Tennesseans. TDEC endeavors to reduce the environmental impacts of its operations and to promote fiscal responsibility and community and environmental stewardship by integrating sustainability considerations in sourcing processes while continuing to observe general state purchasing laws and procurement policies.

TDEC TITLE VI STATEMENT

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Contact

The persons named below shall be the sole points of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Materials Management Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

General and Administrative Questions:

Loretta Harrington, Grant Program
Manager
615-532-0086
Loretta.Harrington@tn.gov

Technical Questions:

Paula Mitchell, Recovered Materials
Manager
615-532-0075
Paula.Mitchell@tn.gov

Reba Butler, Recycling Rebate
Administrator
615-532-0219
Reba.Butler@tn.gov

Frequently Asked Questions

1. **What method is used for rebate project expense funding?**

Payment of project expenses is on a reimbursement basis. The Rebate recipient must make payments for recycling purposes, and then submit required invoice documentation to TDEC for reimbursement.

2. **When can the recycling rebate project begin?**

Projects may begin **after** the Local Government is notified by the State that the *Recycling Rebate Funds Request and Certification* form has been fully approved.

3. **Do I have to follow a bidding process?**

The state does not require any specific bidding process for recycling rebates. The Local Government should follow their procurement process for any purchases relative to the recycling rebate.

4. **When can I request reimbursement for expenses relative to the recycling rebate project?**

Reimbursement invoices must be submitted, after purchases or services are completed. The Local Government completes a *Tennessee Invoice for Reimbursement* form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before rebate funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Local Governments will be required to provide banking account information in order to receive reimbursements. The ACH form is included in the rebate manual.

5. **How long will I have to complete the recycling rebate project?**

Recycling Rebates are issued for the current fiscal year. All purchases must be completed by May 1, 2017 and requests for reimbursement submitted by May 31, 2017. This will insure that all funds are dispersed prior to the close of the fiscal year.

6. **What are the grantee's responsibilities for the project after the rebate is paid in full?**

Rebate recipients must maintain financial documents for audit purposes for three years after the rebate is paid in full. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

7. **Where can I find recycling rebate documents?**

The recycling rebate manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website:

<http://tn.gov/environment/topic/about-grants>

Or at:

<http://www.tn.gov/environment/article/sw-mm-grants-administration>

8. What is the Rebate Recipient Accountability?

The rebate recipient will be responsible for the following:

- a) **Accounting System** - Each recipient is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining financial records to properly account for the expenditure of all grant and matching funds.
- b) **Grant and Contract Accountability Policy** - The local applicant will fulfill the conditions of the written within this rebate manual.

9. When will workshops be available?

Date	Location	Time
Friday, July 8, 2016	Jackson Environmental Field Office 1625 Hollywood Drive Jackson, TN 38305	9:00 a.m. – 12:00 p.m. CST
Monday, July 11, 2016	Fleming Training Center 2022 Blanton Drive Murfreesboro, TN 37129	9:00 a.m. – 12:00 p.m. CST
Tuesday, July 19, 2016	Knoxville Environmental Field Office 3771 Middlebrook Pike Knoxville, TN 37921	9:00 a.m. – 12:00 p.m. EST

10. When a rebate is awarded, what are my Title VI responsibilities?

When applying for this rebate, the applicant must complete a Title VI Pre-Audit Survey CN-1448. A copy of that form is located in this rebate manual. You may read more about the Department’s Title VI information at this web link: <http://www.tennessee.gov/environment/topic/policy-title-vi-and-environmental-justice> . If your organization does not have a Title VI program, the Department has various resources that may assist you in the administration of this grant.

11. If I have a question, who do I can during the solicitation phase?

There are only three contacts (a technical contact and two administrative contacts) that can provide official information relative to this rebate offer. These individuals and their contact information may be found in the contact section of this grant manual. Any other Department contacts are not authorized to answer on behalf of this program.