NEVADA DIVISION OF
ENVIRONMENTAL PROTECTION

NDEP Recycling Grant Program

Notice of Funding Opportunity – FY2024

Bureau of Sustainable Materials Management

Divert materials from landfills located within rural counties

TIMELINES: **Grant Opens July 10, 2023**
Grant Closes August 18, 2023
Anticipated Awards Announcement on August 31, 2023

Executive summary

The intent of the NDEP Recycling Grant Program is to divert materials from rural landfills, including increasing access to recycling and improving the quality of collected materials.

As identified in the *2023 Recycling and Waste Reduction Report*, (2023 Recycling and Waste Report) transportation costs to get materials to market and the high contamination rates of recyclable materials are examples of various barriers that rural recycling programs encounter. To assist rural counties in achieving their waste diversion goals, the Nevada Division of Environmental Protection (NDEP) is offering this funding opportunity to the fifteen counties within NDEP's solid waste jurisdiction. This includes all Nevada counties except for Clark and Washoe. The focus of this funding opportunity has the overall goal of diverting materials away from rural landfills by increasing access to recycling or improving the quality of materials collected.

The Nevada Division of Environmental Protection's Recycling Grant Program has a total of up to $50,000.00 available for grants in fiscal year 2024 (July 1, 2023- June 30, 2024).

Proposals should be realistic, focused, measurable, identify targeted audiences, and have a reasonable timeline for the funding requested. Preference will be given to applications that provide the greatest regional coverage and demonstrate the likelihood of being financially self-sustaining at the project's conclusion. Grantees may be offered partial funding. Matching funds and in-kind contributions are not required but are encouraged.

NRS 444A.110 was adopted in 2006 to establish a program for awarding grants to enhance and promote the efficient use of resources, including the recycling of solid waste. Funding for the Grant Program comes from NDEP's portion of the Solid Waste Management Account, established in 1991, which includes a $1.00 per tire fee for each retail tire sold in Nevada.

Table of Contents

EXECUTIVE SUMMARY ..... **I**

APPLICATION INFORMATION **1**

Grant Focus 2

Required Application Components 3

Cover Letter 4

Project Capability 5

Proposed Schedule 6

Work Plan 7

Measurement 9

Budget 10

Application Submission Information 12

Evaluation Criteria 12

REQUIREMENTS **13**

Grant Agreement Requirements 14

Reporting Requirements 15

Application Information

This section includes information about components to include in applications, the evaluation information, and submission requirements.

Grant Focus

In 2022, Nevada's *Solid Waste Plan* was revised and became the *Sustainable Materials Management Plan* (SMMP). While the rehaul of this plan was written by NDEP, revisions and feedback were provided from Nevada stakeholders, including the Partners for a Sustainable Nevada (PSN), a statewide stakeholder group moving actionable sustainability across the state through various projects. The SMMP outlines an approach that seeks to use and reuse materials and products more productively over their entire lifecycles while supporting a more circular and sustainable system of solid waste management throughout Nevada.

Projects must relate to one of the strategies from Objective 5 in the *Nevada Sustainable Materials Management Plan*: (Sustainable Materials Management Plan)

Objective 5: Improve the effectiveness of and access to recycling programs.

Strategy 1. Improve recycling access to multi-family buildings.

1.1. Work with counties, waste haulers, and the PSN to launch a recycling pilot program for multi-family buildings and gather data.
1.2. Provide information to landlords on how to start a recycling program and provide tenants information on how to engage landlords.

Strategy 2. Improve recycling access to rural areas.

2.1. Develop a Hub and Spoke pilot program in rural Nevada.
2.2. Identify funding mechanisms to help rural areas acquire recycling infrastructure.
2.3. Identify stakeholders and needed educational and outreach resources for rural areas.

Strategy 3. Assist counties to improve their recycling programs and recycling rates.

3.1. Provide resources on developing effective franchise agreements to help counties make the best decisions.
3.2. Develop resources to help counties review their recycling plans and make adjustments to improve their recycling rate and access to recycling.
3.3. When developing policies and programs to improve the recycling rate, encourage counties to think about how source reduction plays a role in increasing the recycling rate [i.e., a county can increase its recycling rate by reducing the denominator of the recycling equation (i.e., the total amount of MSW generated) and/or increasing the numerator (i.e., MSW recycled)].

Strategy 4. Promote opportunities and programs that compost yard waste in areas of Nevada where it is practical to do so.

4.1. Evaluate different collection methods (e.g., curbside, drop-off) for yard waste, as well as other organic waste materials, for landfill diversion.

Strategy 5. Collaborate with State, county, and local jurisdictions to recruit and incentivize recyclable material processors and manufacturers to come to Nevada.

Grant funds may be used for personnel, operating expenses, travel, subcontractors, and equipment purchases which support the goals of the project and the grant program. Partnerships are encouraged.

Required Application Components

Grant applications are due by **5:00 PM PST on August 18, 2023,** with all information described in this section. Applications must include all of the components listed below, and the "Applicant Signatory" on the application cover sheet must be signed. Incomplete responses will not be eligible for funding.

1. **Cover Letter**
    a. The name, address, telephone number, fax number and electronic mail address of the municipality, educational institution or nonprofit organization submitting the application;
        Per NAC 444A.630, an application for a grant may only be submitted by the following:
        I. A municipality - defined per NRS 444A.012, which means a county, city, town, general improvement district, health district, tribe, or other political subdivisions of Nevada who have jurisdiction over the management of solid waste.
        II. An educational institution - any public or private education institution that includes preschools, K-12 entities, and higher education institutions.
        III. A nonprofit organization
    b. The name of the proposed project.
    c. A summary of the proposed project.
    d. The name, address, and telephone number of a contact person for the proposed project.

2. **Project Capability**
    a. Describe the managerial and technical ability of the applicant to carry out the proposed project; and
    b. Describe the extent of any assistance that a consultant may provide for the proposed project.

3. **Proposed Schedule**
    a. Include a proposed schedule for the project's major tasks and activities which includes, without limitation, a beginning and an ending date for the project.

4. **Work Plan**
    a. Describe the principal objectives of the proposed project, including, without limitation, a description of the background, goals, deliverables and need for the proposed project.

5. **Project Measurement**
    a. Describe the criteria according to which the success of the proposed project will be measured.

6. **Budget**
    a. Include an itemized budget for the proposed project.

Cover Letter

Nevada Division of Environmental Protection

2024 Recycling Grant Application Cover Letter Template

[Enter your information in the italicized words]

1. **Organization Name:** *[Name of organization]*
2. **Organization Address:** *[Address of organization]*
3. **Eligible Entity Type:** *[Eligible entity type]*
4. **Contact Information:** *[Include name of contact person(s), title, address, e-mail address, and phone number.]*
5. **Project Title:** *[Project title]*
6. **Project Summary:** *[Briefly describe your project in two to four sentences]*
7. **Project Location:** *[Location, such as cities or counties, where the project will be taking place]*
8. **Project Timeline:** *[Provide anticipated project start date and anticipated project completion date]*
9. **Total Funding Requested:** *[Specify the amount of funding requested from NDEP]*
10. **SMMP Strategies Covered:** *[List any strategies covered by this project from the SMMP and explain]*
11. **Applicant Signature:** *[application must be signed by the person accepting responsibility for the terms and conditions of the grant agreement if awarded]*

Authorized Authority Name: _____ Title: _____

Signature: _____ Date: _____

Project Capability

1. Describe the managerial and technical ability of the applicant to carry out the proposed project; and
2. Describe the extent of any assistance that a consultant may provide for the proposed project.

Project capability response area:

Proposed Schedule

Include a proposed schedule for the project which includes, without limitation, a beginning and end date for the project.

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

- When purchases will be made
- Major accomplishments
- Reporting requirements

Proposed schedule response area:

Work Plan

Describe the principal objectives of the proposed project, including a description of the background, goals, deliverables, and need for the proposed project.

Principle Objective:
Describe the primary message or need of the project and which strategy(s) from the SMMP will this project relate to.

Background:
Provide a summary of the background of this project. Indicate the geographic area (including names of counties or cities) targeted with this project. If known, include the following:

- Population and/or number of households or locations served
- List the recycling or materials service providers currently operating within the geographic area served by the project, and how this project will interact with the services offered.

Need for the project:

- Describe how the proposed grant project will be used to either enhance an existing program or start a new program.
- Description of how the project will be sustained beyond the grant timeline and funding.

Goals:
What are the anticipated impacts from this project?

Deliverables:
Describe what deliverables, tangible and/or intangible, will be included in this project.

Project Partners:
Describe the existing community support and/or partners in the project, including if this is a Partners for a Sustainable Nevada project. Include any specific letters committing an amount of time, money, activities, or other specified resources for the planned project.

Workplan response area:

Workplan response area (continued):

Measurement

Describe how the project will be evaluated, including outcomes and outputs that measure environmental improvement. Metrics can be quantitative or qualitative.

Measurement response area:

Budget

Complete the Budget Form below and provide a narrative discussion, including the information below. Describe product costs and include a price quote for the products to be purchased. Describe the budget necessary for any additional materials, contractual services, or staffing that may be needed for the planned program. If applicable, describe any match funding to be used to support this project proposal.

Grantees must expend grant funding to complete purchases and submit all reimbursement requests by June 30, 2024.

Budget narrative response area:

Nevada Division of Environmental Protection

Nevada Recycling Grant Budget Form

Line Item #	Budget Description	Quantity	Unit Price	Budget Amount
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			$	$
			Total Grant Budget	$

Application Submission Information

Full applications must be received by e-mail no later than **5:00 PM PST on August 18, 2023.** Late applications will not be considered for funding.

- Incomplete applications will be deemed ineligible and receive no further consideration for funding.
- E-signatures are acceptable on the cover page.
- 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 Kayla Alm, kalm [@] ndep.nv.gov, or 775-687-9467.
- Applications are also available on the Nevada Recycles website (NevadaRecycles.nv.gov).

APPLICATION REVIEW PROCESS

- Estimated date of award notifications: **August 31, 2023**.
- Successful applicants will be contacted directly and posted on the Nevada Recycles website.

Evaluation Criteria

Priority will be given to applicants including the following:

- Sustainable recycling program funding mechanisms (existing or proposed) that demonstrate a commitment to ongoing programs.
- Projects demonstrating strong partnerships and local/regional support.

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

Requirements

This section includes information about reporting requirements and other grant agreements that grantees must abide by.

Grant Agreement Requirements

Awarded projects 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 the 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 **June 30, 2024,** and reimbursements requested by July 30, 2024.
- Grants are paid through reimbursement or advance payment. Payment terms will be negotiated during the Grant Agreement process.
- Reimbursements are to be requested quarterly.
- All education, outreach, and publicity products shall acknowledge that the project was supported in whole or in part by the Nevada Recycling Grant Program and be approved by the NDEP before purchase and distribution.
- To receive funds grant recipients **MUST** be a vendor with the State of Nevada Office of the Controller.

Reporting Requirements

Grantees must submit all reporting requirements during the Agreement Period. Failure to submit required reports can result in grant withdrawal. Reporting documents and reimbursement requests will be sent to grantees upon award.

Required reports:

- Four Quarterly Reimbursement Request
  - October 30, 2023
  - January 30, 2024
  - April 30, 2024
  - July 30, 2024
- One Midterm Report
  - January 30, 2024
  - Less than two-page report outlining work completed, major accomplishments, budget overview, potential barriers, and next steps to complete the project.
- One Final Report
  - August 30, 2024
  - Less than four-page report outlining the project overview, data collected, project costs, goal and objective evaluations, lessons learned, and replicability of the project.

The Carson City Office
901 S. Stewart Street, Suite 4001
Carson City, Nevada 89701

Phone (775) 687-4670
Fax (775) 687-5856

The Las Vegas Office
375 E. Warm Springs Road, Suite 200
Las Vegas, NV 89119

Phone (702) 668-3900
Fax (702) 668-3932