

CENTRAL INDIANA WASTE DIVERSION PROJECT

APPLICATION GUIDELINES

General Information

The Central Indiana Waste Diversion Project (CIWDP) was established to determine the most practical and effective means of diverting recyclable materials from waste streams for the purpose of commercial reuses.

Eligible candidates may seek funding up to \$3.7 million. Successful applicants will be required to enter into an agreement with the Indiana Department of Environmental Management (IDEM) to perform the work described within their proposal. The Recycling Market Development Board (Board) will select candidates based on the applicant's ability to successfully divert waste and prevent unnecessary final disposal of potentially valuable recyclable materials and to show productive reuse of the diverted waste.

Applicants should review the guidelines in its entirety before completing an application and direct any questions to the Recycling Market Development Program Manager.

The Board will make final funding decisions in early 2025. Depending on the scope of work and cost per application, multiple projects may be funded. Receipt of submission by IDEM does not imply a complete or successful application. Applications forwarded, by IDEM, to the Board for review and consideration does not guarantee funding.

General Requirements

Private sector entities with a project area restricted to Marion, Hamilton, Hancock, Shelby, Johnson, Morgan, Hendricks, and Boone Counties are eligible to apply for funding. Business entities awarded funding must be registered with the Office of the Secretary of State. **Applicants must be compliant with all federal, state, and local regulations.**

Projects that reduce waste going to final disposal destinations such as landfills, incinerators, and waste-to-energy are eligible for funding. Funding is mainly towards projects with a focus on the recycling of materials from municipal solid waste (MSW); however, innovative projects may be considered on a competitive basis. Funding is not available for projects that involve disposal of MSW or stray from the original mission of waste reduction or diversion from final disposal.

Program Objectives and Priorities

Projects should focus on potential reuse/recycling of waste diverted from final disposal for use in manufacturing and other Indiana industries. Projects must demonstrate direct connectivity in diversion of valuable raw materials for procurement to identified Indiana based end markets as a commodity.

Funding consideration factors include the amount and type of waste diverted from landfills through the project and the potential for productive reuse of the diverted waste, with priority given to the largest amount of waste diversion potential through the project.

Matching Funds Requirement

The CIWDP requires 50 percent (50%) cash match. For example, if an applicant's project will incur an investment of \$200,000 total eligible costs, the applicant may apply for a \$100,000 grant and must have a match of \$100,000 in secured funds. This is termed a "50/50" match. Matching funds can be obtained through public/private partnerships and other non-state grant programs. In-kind matches such as personnel costs and other non-eligible funding service costs will not qualify as an eligible cash match.

Key Dates:

- Application Available: Monday, July 1, 2024
- Application Submission Deadline: Tuesday, October 1, 2024
- Approval for Award by the Board: January 2025 (Date TBD)
- Contract Approval (Target Date): April/May 2025

Project Duration

The duration of the project may not exceed four (4) years after the date that the project commences upon an agreed start date as determined in the grant agreement.

Deadline and Submission

IDEM must receive applications no later than Tuesday, October 1, 2024. Incomplete applications or applications submitted after the closing date may not be considered for funding. Submissions must have the following naming criteria: Organization Name_CIWDP_FileDescription.pdf (Example: "Recycling Rocks Inc_CIWDP_FlowDiagram.pdf.")

Submissions for CIWDP funding are via the Grant Portal at <https://www.in.gov/idem/recycle/central-indiana-waste-diversion-pilot-project/>, and must include:

- A completed Central Indiana Waste Diversion Project Application: State Form 53076 [Webform] (available on the [IDEM Agency Forms](#) page). Applicants must provide complete and detailed responses to all questions. Incomplete responses may result in a determination that the application is incomplete and, therefore, **not considered for funding**.
- Proof of funding for the required cash match of at least 50 percent (50%) of the eligible costs towards the project.
- Supporting documents (letters of support, partnership agreements, project flow diagrams, location maps, etc.) as applicable.
- Quotes for service and equipment.

Once the proposal has been submitted, you will receive direct confirmation within three business days. If receipt of submission is not received by email within this timeframe, applicants must contact RMDP staff to confirm receipt. If you are unable to submit the proposal electronically, please contact one of the RMDP staff for submittal instructions.

Application Guidance

An applicant must demonstrate direct connectivity in diversion of valuable raw material for procurement to identified Indiana based end markets as a commodity (IC 13-20-26 -1). While completing the application, your discussion of the project should include funding considerations such as increased recovery, increased production, cost benefit analysis, job creation, projects that address problem areas within Indiana's recycling infrastructure, supply chain, and production issues, and the feasibility of expansion of the project throughout Indiana.

To address these considerations, as you answer the application questions, applicants should ensure the following factors are discussed:

- Describe the project site location and/or activities for recycling infrastructure development in Central Indiana.
- Indicate the type and annual amount (tons) of materials that will be recycled from the solid waste stream. Discuss how the materials will be collected and delivered to the project site. Indicate what sectors are impacted (residential and/or industrial, commercial, institutional (ICI)).
- List key people and indicate their general duties in conducting the project.
- Discuss the project operation. If applicable, provide a process flow drawing and description about the steps of the process.
- Describe any partnerships and stakeholder involvement with the project. Indicate their roles and funding commitments. Applicants should include letters of support from partners and stakeholders.
- Give examples of other successful programs or projects that are supportive of the application.
- Projects with a Research & Development focus should identify variables and activities to help minimize risk for commercial operations. Indicate previous development work and investment efforts associated with the project.

“You can’t manage, what you don’t measure.” -- Peter Drucker

“You can’t measure, what you haven’t defined.”
-- Solid Waste Environmental Excellence Performance (SWEET) corollary

Basic Definitions

- 1) "Recycling" means a process by which materials that would otherwise become solid waste are collected, separated or processed, and converted into materials or products for reuse or sale (IC 13-11-2).
- 2) "Source Reduction" means a reduction in the amount of solid waste generated that is achieved through actions affecting the source of the solid waste (IC 13-11-2).
- 3) "Composting" means an aerobic degradation process by which plant and other organic wastes decompose under controlled conditions to produce a usable product (IC 13-11-2).
- 4) "Organics management" includes composting and yard waste management activities.
- 5) "Final disposal facility" means any of the following: 1) a landfill; 2) an incinerator; or 3) a waste-to-energy facility. The term does not include a transfer station (IC 13-11-2).

Evaluation Procedure

Selection Criteria

Selection of proposals for presentation to the Board will be made based on the program objectives and priorities. The selection team will be comprised of IDEM staff with experience reviewing funding requests for recycling and waste diversion projects. The proposals deemed eligible and complete will be forwarded to the Board for funding consideration and approval.

Selection Notification

IDEM will notify **successful** applicant(s) via email. The notification will advise the applicant that the proposed project has been successfully evaluated and recommended to the Board for award consideration at the board meeting and provide the corresponding date. The notification will be made to the designated grant manager/contact. Applicants are required to be present at the board meeting. The RMDB members

often have specific questions or clarifications needed regarding a project.

The notification that the applicant's proposed project has been recommended to the Board for award consideration is **not a funding award** or an authorization to begin implementing the project.

Awarded Projects

Before the project can be implemented, the Board must award the project and an agreed upon start date must be incorporated into the grant agreement. After Board approval, IDEM staff will develop a grant agreement. *This process can take up to three months.*

Organizations must not make purchases towards the project before the agreed upon project start date that will be incorporated into the grant agreement. Funds will not be disbursed until a grant agreement has been executed.

Responsibilities of the Grantee

Upon Board award, Office of Program Support (OPS) staff will develop a grant agreement between the state and the applicant. After this paperwork is properly completed, legally reviewed, and approved by all parties, OPS will route the agreement through the state signature process. The agreement must then be approved and signed by the awardee, IDEM, the Indiana Department of Administration, the Indiana State Budget Agency, and the Indiana Attorney General's Office. The effective date of the agreement will be the date on which the agreement is signed by the Attorney General's Office (also referred to as the contract execution date). The agreed upon project start date may occur before the grant execution date.

Applicants must receive notice of the project start date prior to using awarded funds towards any purchases. Any purchases made outside the project term will not be eligible for CIWDP funding.

Execution of the agreement may take up to three months to be completed. To avoid delay in an organization's project or plans, please keep in mind the application deadlines when applying for the project funding and allow adequate time for execution of the contractual agreement before expenditures are made.

Funds Disbursement

Funds necessary to implement the project will be disbursed upon execution of the contractual agreement. A portion of the funding will be held until the last quarter of the project. Substantial progress toward the completion of the project must be demonstrated to IDEM for the final disbursement of funding.

Subcontracting

All expected subcontracting should be identified within the project proposal with the subcontractor's scope of work identified.

Reporting

A quarterly progress report is required after execution of the agreement that summarizes the technical progress, planned activities, a summary of expenditures, the amount and type of waste diverted, final destination and end use of materials diverted and other relevant information to the project. A final report is required a minimum of ten (10) business days prior to expiration of the agreement.

In addition, awardees are required to submit an annual report via the Re-TRAC Connect online reporting system to IDEM on the amount and type of recyclables they process from Indiana's waste stream for shipment by destination category (Indiana recycler facilities, broker arranged, and manufacturers/end users).

Event, Print Materials, and Signage Guidelines

Upon award of a project funding, the grantee is responsible for recognizing the funder on print materials and signage and to include IDEM representation in any celebratory event(s) relating to the project.

Final Products

All projects sponsored under this request are to be completed no later than four years from the execution of the contractual agreement.

Grantees of funded projects will submit a final report to IDEM in electronic form via email to RMDPgrants@idem.in.gov for acceptance and approval a minimum of ten (10) business days prior to expiration of the grant agreement. All data collected, compiled, or calculated must be submitted. Final project information will be placed on the IDEM website at IDEM's discretion and is subject to the Access to Public Records Act (IC 5-14-3).

Questions/Inquiry Process

All questions/inquiries regarding this solicitation for applications must be submitted by email to RMDPgrants@idem.in.gov. IDEM compiles a list of the most frequently asked questions/inquiries submitted. Responses are posted to the IDEM website and regularly updated.

Any additional questions not addressed herein should be directed to one of the Recycling Market Development Program staff:

Deanna Garner
317-233-5433
RMDPgrants@idem.IN.gov

Tom Leas
317-234-4051
tleas@idem.IN.gov