

CENTRAL INDIANA WASTE DIVERSION PILOT PROJECT

APPLICATION GUIDELINES

General Information

The Central Indiana Waste Diversion Pilot Project (CIWDPP) 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 \$4 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 2023. 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

Organizations with a project area restricted to Marion County are eligible to apply for funding. Business entities awarded funding must register with the Office of the Secretary of State. **Applicants must be in compliance with all federal, state, and local regulations.**

Projects that reduce waste going to landfills are eligible to apply. Funding is mainly towards 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 pilot project and the potential for productive reuse of the diverted waste, with priority given to the largest amount of waste diversion potential through the pilot project.

Key Dates:

- Application Available: Wednesday, June 30, 2022
- Application Submission Deadline: Saturday, October 1, 2022
- Approval for Award by the Board: February 2023 (Date TBD)
- Contract Approval (Target Date): June 2023

Project Duration

The duration of the pilot project may not exceed two (2) years after the date that the pilot project commences upon execution of a contract.

Deadline and Submission

IDEM must receive applications no later than Saturday, October 1, 2022. Incomplete applications or applications submitted after the closing date may not be considered for funding. Submissions must have the following name criteria: Organization Name_CIWDPDF.pdf. Ex/Recycling Rocks Inc_CIWDPDF.pdf.

Submissions for CIWDPDF funding must include:

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

Applications must be submitted as one combined file via email to RMDPgrants@idem.IN.gov. Note, the e-mail box limit is 25 megabytes (MB) of information per submission.

Once the proposal has been submitted via email, 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 pilot 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 Marion County.
- 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 the contractual agreement must be executed. After Board approval, IDEM staff will develop a contractual agreement. *This process can take up to three months.*

Organizations must receive notice that the agreement has been executed prior to using awarded funds towards any purchases.

Responsibilities of the Grantee

Upon Board award, Office of Program Support (OPS) staff will develop a contractual 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).

Applicants must receive notice that the agreement has been executed prior to using awarded funds towards any purchases. Any purchases made outside the term of the agreement will not be eligible for CIWDPP 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 pilot project funding and allow adequate time for execution of the contractual agreement before expenditures are made.

Any pilot project-related expenditure made prior to the start date of the agreement (i.e., the date on which the agreement is signed by the Attorney General's Office) will not be eligible for funds.

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 pilot 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 pilot 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 two 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 are 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:

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