

VIRTUAL GRANT WORKSHOP



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Resource Recovery
6/22/21

Meeting Format & Audio

- Participants will be muted
- You can ask a question at any time
 - Unmute yourself or type it in the chat box
- Trouble with computer audio or no mic on computer:
 - Call in (571) 317-3122, Access Code: 790-509-581
 - Under settings, click on “phone” tab to get your PIN
 - Phone only: *6 to mute/unmute
- I will field questions in the chat box



Agenda

- Municipal Grant Program 101
- Training Programs and Project Grant Priorities and Examples
- Public Space Recycling Grants
- Project Grant Application Forms
- Post-Grant Award
- Closing



MUNICIPAL GRANT PROGRAM 101



Grant Program 101

- Municipal Grant Policy:
 - Sets guidelines and procedures
 - Approved by our Board
- Municipalities can partner with schools, non-profits, businesses
- Funding limits: Grant requests can't exceed the total funds available for the year



Available Funding & Deadlines

- Grant funding is part of our budgeting process, approved in May/June by the Board
- Budgeted for fiscal year, July 1-June 30
- Announced within two weeks of budget approval:
 - Funding levels
 - Application deadlines



Grant Application Approval

- Staff review, determine eligibility and grant policy alignment
- Ideally, at the following Board meeting:
 - Environmental-Recycling Subcommittee reviews grants and makes recommendation for the full Board
 - Full Board reviews and approves grants
- Within two weeks of Board review, staff notifies applicants of outcome
 - Grantees approved receive letter to confirm approved amounts and associated deadlines



Types of Grants

- Project grants
 - Two deadlines/cycles per fiscal year
 - 100% funding for public space recycling services
 - 50% municipal match for all other projects
- Training grants
 - Rolling deadline
 - Good rule of thumb: apply ASAP, about two months in advance
 - Reach out to Kristin for a timeline
 - 100% funding for the cost of the training only
 - Not covered: travel, lodging, per diem, testing, certification, etc.
- Submit separate applications for each project or training, per cycle or year



FY22 Funding and Deadlines

- \$75,000 total for project and training grants
- Project grant deadlines:
 - July 21, 2021, reviewed in late August*
 - February 23, 2022, reviewed late March review*
- Training grant deadline: rolling*

*subject to Board meeting schedule



Grant Program Webpage

- Municipal Officials & Haulers menu → [Grant Program](#)
- Current fiscal year's deadlines and funding
- Municipal Grant Policy
- Application Forms
- Report Forms
- Samples



Pre-Application Chat

- New/optional: Before July 7 (two weeks before the application deadline), set up a call with me to go over your project idea or draft application
- Help us both understand the project's need and goals
- Ensure it's properly communicated and documented
- Leading to a better project application and outcome



TRAINING PROGRAMS AND GRANT PROJECTS



Funding Priorities

- Reduce contamination in mixed recycling
- Educate Rhode Islanders on recycling right
- Provide public space recycling opportunities - NEW
- Promote reducing and reusing
- Conserve space in the Central Landfill
- Provide solutions to waste diversion challenges
- Initiate recycling programs for public-private partnerships
- Show a high likelihood of success and potential to be replicated
- Provide educational opportunities to municipal staff (training grants)



Training Grant Examples

- Northeast Recycling Council (NERC) – regional conferences, sometimes in Providence
- Solid Waste Association of North America (SWANA) conferences and certification courses:
 - 2019 SWANApalooza in Boston
 - Regional training center
 - Online courses
- MassRecycle Spring conference
- Northeast Resource Recovery Association (NRRRA) – Spring conference in NH
- [And many more!](#)



Project Grants 101

- One-time expenditure
- Ongoing support – recycling coordinator, yearly mailings
- Resource Recovery's standardized materials such as recycling labels and guidelines shall be used where applicable
 - Examples to follow



Project Grants: Staff

- Recycling Coordinator position - Narragansett
- Intern or part-time enforcement staff to inspect recycling carts and educate residents – Woonsocket and East Providence
- Staff to apply Recycle Across America labels on all residential recycling carts - Coventry



Project Grants: Education

- Below examples are contingent on using standardized messages or materials, including staff approval of the message
- Print and mail annual recycling brochure with water bills - East Providence
- Print and mail a recycling postcard – Barrington
- Multi-platform education campaign to encourage residents to recycle right and reduce/divert waste - Warren
- Reusable bags with mixed recycling guidelines or recycling message – Smithfield & Pawtucket
- Print cart hang tags for enforcement efforts – East Providence



East Providence's Cart Hang Tags



Reminder: We can make this file
for your community



Project Grants: Organics

- Set up school food waste reduction program, including hauling – Narragansett, Newport
- Compost bin giveaway or reduced-price sale to residents that attend an Intro to Composting presentation
 - Coventry, East Greenwich
 - Newport, West Warwick
 - 500 lb. credit per bin sold to residents
 - Please be in touch if you'd like to replicate it!

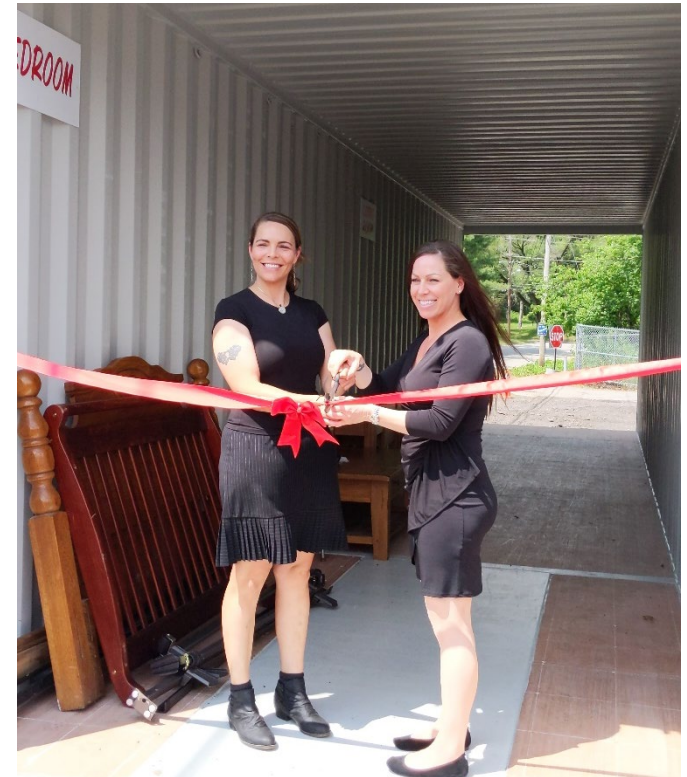


Projects: Infrastructure – Drop-off

- Covered cardboard roll-offs – Warwick
- Containers to establish recycling center – rigid plastic and scrap metal – Smithfield
 - Separate grant for signage
- Cover for existing cardboard roll-off – Charlestown and West Warwick
- Mixed recycling dumpster for recycling area at DPW - West Warwick
- Furniture Bank swap program – Coventry



Coventry's Furniture Bank



Coventry's Furniture Bank



Smithfield's Recycling Center & Signage



Smithfield's Recycling Center & Signage



Projects: Infrastructure - Carts

- Recycling carts for residents to provide additional weekly capacity – East Greenwich, East Providence
- Example of standardized label to be used
- Note: RI's mixed recycling label is available as a full color in-mold lid label. Rehrig Pacific has the file.



Projects: More Ideas

- Ongoing projects – yearly mailing of mixed recycling guidelines and city/town diversion programs
- Print mixed recycling guidelines to hand out with annual transfer station permits
- Combined curbside enforcement project: send mailer to all residents, hire part-time staff to inspect carts, print hang tags
- Transfer station education: sandwich board signs, staff to interact with residents



Projects: Even More Ideas

- Setting up new diversion programs such as marine shrink wrap with Clean Ocean Access
- App development for residents to disseminate recycling information or for enforcement staff to track recycling non-compliance
- Check out prior issues of [Chasing Arrows](#), our newsletter for municipal recycling officials



PUBLIC SPACE RECYCLING GRANTS



NEW: No Match Required

- 100% funding for recycling receptacles such as bins, carts, barrels for public spaces, events and athletic fields
 - Would require the use of our standardized labels
- 100% funding for services such as pick up or hauling of the recyclables from the above bins
- Not covered: trash receptacles



Past Public Space Grants

- Carts for public spaces and events – East Providence
- Solar compacting recycling receptacles such as Bigbelly – Westerly
- Recycling barrels for Portsmouth High School's athletic field



Public Space Grant Photos

Portsmouth High School
athletic field recycling barrel



East Providence
public space carts



Westerly's Bigbellys



PROJECT APPLICATION



Project Application 101

- Fillable form in Microsoft Word
 - Enter your information in the boxes with the faded gray font
 - Dropdown menus
 - Tab between fields
- Save in Word and email the file to municipal@rirrc.org, which goes to Kristin
 - Please don't convert to .pdf
- Attach other relevant information like quotes from vendors, product specifications, pictures, etc.



Municipal Information

- Assumes
 - We have the applicant's contact info
 - We might not have the project manager's

MUNICIPAL INFORMATION

Applicant Name: Enter your name **Position:** Enter your position **Date:** Select today's date

Department of: Enter your department **City/Town of:** Enter your municipality

Project Manager Name & Title: Enter the project manager, if different from the applicant

Project Manager Email Address: Enter e-mail address **Phone Number:** Enter phone number



Grant Funds Requested

- Dropdown menus for fiscal year and cycle number
 - Example: FY22, Cycle 1
- Total Project Cost & Grant Funds Requested:
 - 50% match: total cost \$2,000, request \$1,000
 - 50% with sponsor: total \$1,500, split between sponsor, municipality and Resource Recovery. Grant request is \$500
 - 100% coverage for public space services: same total project cost (assume)



Project Need & Description

- Need: What problem or issue will your project address?
- Description: How will the project will help solve the problem/issue identified



Need & Description Examples

- Public Space Recycling Barrels
 - Need: There are no public space recycling receptables at the athletic field. The trash stream is 90% recyclable items.
 - Description: Pairing six recycling barrels with trash barrels will capture the mixed recyclables
- Enforcement
 - Need: Our town has 2 rejected loads per week on our Monday route.
 - Description: Enforcement staff will target the two routes weekly and tag for non-compliance.



Proposal Tips: Be Obvious

- State the obvious and why. Examples:
 - Reduce waste: to decrease tipping fees, increase the life of the Central Landfill, increase diversion rate to hit the goal in state law, prevent going over cap
 - Decrease rejected loads: prevent costs to municipality and MRF, increase life of landfill
 - Educate residents to recycle right to keep recycling clean and accepted



Proposal Tips: Be Obvious

- Cardboard roll-off covers: keep cardboard dry, marketable for RIRRC, prevent rejected loads
- Recycling dumpster: need for residents and businesses not served by the town, and for recycling overflow for those served curbside
- New diversion programs: increase tons diverted from landfill, need in local community



Expected Results & Performance Measures

- Who will benefit
- How many people will participate?
- Number of people or households or percentage of population educated
- Pounds of waste diverted
- Changes to recycling/diversion rates or load rejection rates



Proposal Tips: Be Data-Driven

- Use our scale data & reports
- Current tons recycled or rejected (or # loads)
 - How you expect that to change and by how much
- Do the math: public space recycling – how many bags/pounds/tons will you collect?
 - [EPA Volume-to-Weight Conversion Factors](#)
- Enforcement: how many households will you inspect per week?



Quarter-End Dates

- September 30, December 31, March 31 and June 30
 - Quarterly reports due
 - Used to determine:
 - Project end date
 - Steps, milestones and benchmarks



Project Schedule

- Start date: Keep in mind approval process, after Sept. 1
- End date: You determine your project end date, based on how long it will take to complete
 - Line up and round up with a quarter-end date
 - If you don't, we will during the approval process
- Milestones and benchmarks by quarter
 - What steps you expect to be completed by each quarter's end, leading up to the anticipated project end date



Project Schedule Example

- Start date: September 1, 2021, End date: June 30, 2022
- Quarter 1 (by 12/31/21): Quote has already been received including shipping. Immediately after the grant is approved, order recycling barrels from RecyclingBarrels.com. Once received, Parks & Rec. staff will install at the athletic field and apply mixed recycling labels. Assess need for more mixed recycling labels or education. Staff will count bags of trash and recycling and log.
- Quarter 2 (by 3/30/22): Continue measuring results with games starting in March.
- Quarter 3 (by 6/30/22): Continue measuring results until the conclusion of the school year and sports season.
- Note: this can also be a narrative



Project Budget

- Be specific
- Include item pricing
 - Follow your internal procurement process such as getting quotes or going out to bid
 - Staff example: \$12,480 needed for part-time enforcement staff. $\$12/\text{hr} \times 20 \text{ hours per week} = \240 per week for 52 weeks
- Include any supplies and promotion costs
- Grant amount approved by Board is final
- Provide hyperlinks to items
- Attach quotes/bid documents, pictures, etc.



Project Budget

Please complete the budget worksheet below and provide a narrative explaining any items that have not been previously addressed. Hyperlinks to specific items that are intended to be purchased are appreciated.

ITEM	VENDOR	QTY	UNIT PRICE	TOTAL PRICE	GRANT FUNDS REQUESTED
Iron recycling barrels, model number 228-30	RecyclingBarrels.com	8	\$200.00	\$1,600.00	\$1,600.00
Shipping	RecyclingBarrels.com	1	\$380.00	\$380.00	\$380.00
TOTALS				PROJECT COST	GRANT REQUEST
				\$1,980.00	\$1,980.00

Provide additional budget narrative or hyperlinks below:

The exact model of recycling barrel can be found at:

www.recyclingbarrels.com/recycling/model-228-30

Sample budget for recycling barrels



POST-GRANT AWARD



Approval Letter

- Grant funds approved by line item
- Details and deadlines:
 - Contract number
 - Grant expiration date
 - Quarterly report deadlines
 - Contingency (if any)
 - Use of RI's standardized materials and staff approval of final file to print



Quarterly Reports

- Due September 30, December 31, March 31 and June 30
 - Email reminders sent at beginning of the month
- Use your application to report on the results and reflect on original intent and expectations
 - Funding spent thus far
 - Completed activities in the last quarter
 - Numbers: associated tons or people educated
 - Anecdotal results



Reporting Tip: Be Data-Driven

- East Providence reduced rejected loads (RL) using cart hang tags
 - 7 per month in June/July 2020
 - Light distribution of hang tags = 5 RL in August
 - 7 RL in September
 - Then high school students distributed hang tags to all households
 - Down to 3 RL in October and November and 5 in December
- Example: Reduce the number of rejected loads by using part-time enforcement staff. 2,000 people on route
 - 2,000 mailers sent
 - 200 households written warning in first week, 100 in second week (75% repeat offenders), 25 in third week



Reimbursement Process

- Reimbursed for approved expenditures
 - Quarterly during the reporting process
 - At time of final reporting
- Submit three items to get reimbursed:
 1. Quarterly report
 2. Copies of the invoices for approved items purchased
 3. Invoice from your city/town to Resource Recovery for reimbursable amount
 - 50% for most projects
 - 100% for public space recycling services



CLOSING THOUGHTS



Timeline

- New grant samples will be uploaded to the website
- Get those gears turning on project ideas
- Set up a call with me by July 7 to review your idea or draft application
 - Optional and appreciated
- Submit your application(s) by COB Wednesday, July 21
- Receive confirmation back of receipt and confirmation of Board review



When in Doubt, Apply!

- Almost as much unused funding in the past two fiscal years as is budgeted per year
 - \$20,000 in FY20
 - \$50,000 in FY21
- Think big!
- Think small!

