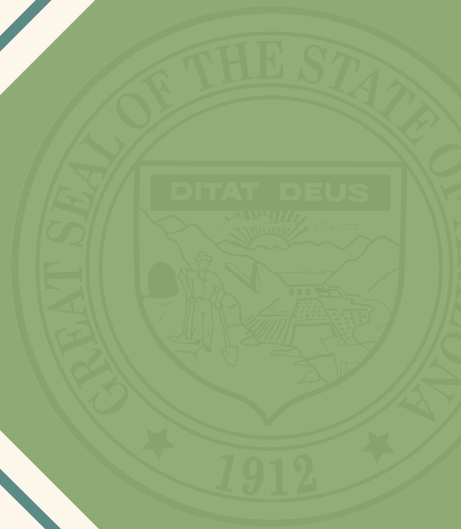


# ADEQ RECYCLING GRANT PROGRAM GUIDANCE MANUAL



Clean Air, Safe Water,  
Healthy Land for Everyone

# Arizona Department of Environmental Quality

## Notice of Funding Availability

### Recycling Grant Program

Grant Applications Open: October 3, 2023

Grant Applications Due: December 1, 2023, 3:00 p.m. MST

Submit Applications to: [recycling@azdeq.gov](mailto:recycling@azdeq.gov)

**GRANT WORKSHOPS:** There will be two grant workshops to answer questions concerning the grants and the application process. Each meeting will last approximately one and a half hours. To view upcoming grant workshops dates, times and locations, visit the ADEQ website at <http://azdeq.gov/recyclinggrants>.

**APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS RECYCLING PROGRAM GRANTS MANUAL AND ATTEND ONE OF THE GRANT WORKSHOPS LISTED ABOVE.**

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# 1.0 Funding Opportunity Description

## 1.1 Background

The Arizona Department of Environmental Quality’s Recycling Program was established through the Arizona Solid Waste Recycling Act of 1990 (see Arizona Revised Statutes [A.R.S.] §49.831 et seq.). The Recycling Program is responsible for providing public education to encourage participation in recycling and source reduction, and for providing the public with information on proper solid waste disposal. Program monies are derived from landfill disposal fees and fund the following Recycling Grants: Waste Reduction Assistance (WRA), Waste Reduction Initiative through Education (WRITE), and Recycling Research and Development (RR&D).

- **WRA** grants assist recipients in providing recycling opportunities to all Arizonans and promote projects that divert significant amounts of materials from the solid waste stream.
- **WRITE** grants assist recipients in providing the information and education needed to encourage recycling, reuse, and source reduction, and to increase awareness of reducing and properly disposing of solid waste.
- **RR&D** grants help recipients develop tools and create knowledge that will help divert significant amounts of material from the solid waste stream in the future.

This grant program is administered in accordance with A.R.S. §41-2702 and A.R.S. §49-837.

## 1.2 Eligibility

The following Arizona entities are eligible applicants

- Political Subdivisions/Tribal Governments
- Non-profit Organizations
- Private Enterprises

Organizations whose goals are consistent with the state’s interests are eligible organizations who may submit applications. Organizations whose goals are determined to be inconsistent with the state’s interests are not eligible organizations.

## 1.3 Award Information

Total funding under this competitive opportunity is approximately \$1 million to be awarded in State Fiscal Year 2024. ADEQ anticipates that multiple grant awards will be made. Each recipient’s budget and work plan may include work to be completed during a 1-year period after grant award.

- More than one project application per applicant may be submitted.
- Eligible entities may collaborate on proposed projects, if appropriate.
- A grant must be awarded and a grant agreement executed before a project can be started.
- Payments are made on a cost reimbursement basis. Grantees must provide assurance that the work has been completed by submitting receipts and invoices in order to receive reimbursement.
- Reimbursement can be made no more frequently than monthly but at least quarterly.

- Applicant must give suitable public acknowledgement to ADEQ's Recycling Program for the grant assistance.
- All projects must be completed one year from award

## 1.4 Grant Application Process

### 1.4.1 Request for Grant Applications

The distribution of a Recycling Program Request for Grant Applications (RFGA) letter is the first step in each grant cycle. A RFGA letter will be sent to everyone on the program's distribution list. The request announces the approximate amount of funds available, application due date, anticipated date awards will be made, a list of grant workshops, and other pertinent information specific to a grant cycle. Information is also on the ADEQ Recycling Program website at <http://azdeq.gov/recyclinggrants>. You do not have to be on the mailing list to submit a grant application. To be added to the mailing list, contact ADEQ staff for assistance at [recycling@azdeq.gov](mailto:recycling@azdeq.gov).

### 1.4.2 Workshops

The ADEQ Recycling Program staff conducts workshops to meet with interested applicants. Guidelines concerning the grant process will be discussed with the applicants. Although these guidelines are covered in this manual, staff will discuss each step of the process and encourage questions. The intent is to ensure that applicants clearly understand the application process.

### 1.4.3 Grant Application

Grant applications must be submitted by the application due date provided and must be submitted according to the requirements indicated in this document.

### 1.4.4 Application Evaluation

Grant applications will be evaluated in accordance with A.R.S. §41-2702 by the Arizona Recycling Advisory Committee (ARAC). The ARAC members are appointed by the ADEQ Director to serve for 3-year terms pursuant to A.R.S. §49-837.

The evaluation process begins after the grant application due date. Each application will be reviewed to ensure that it is eligible for funding based on compliance with the requirements indicated in the grant manual. Applications which fail to meet requirements may be rejected and will not be further evaluated. ADEQ will notify applicants if the eligibility requirements are not met. If the grant application meets all eligibility requirements, it will be evaluated by the ARAC based on the criteria of the funding program to which it has applied. The applicant may be requested to supply additional information and may also be asked to revise their application based on the additional information submitted. Awards are limited by the amount of funding available, which fluctuates yearly; therefore, all qualifying projects may not be funded. In addition, grant management performance will be considered in future grant applications. During evaluations, the grant applications will be confidential. After award, the grant applications will be available for public review.

### 1.4.5 Oral Presentations

After initial evaluation of applications, applicants who submitted projects determined to be reasonably

acceptable for award selection may be asked to provide the ARAC with an oral presentation of the project. If required to provide an oral presentation, applicants will be contacted by the ADEQ Recycling Coordinator and additional information will be provided.

#### 1.4.6 Final Selections and Grant Execution

Applicants will be notified via email after the evaluation process is completed. If the applicant is not awarded a grant, the notification email will provide a point of contact to review the evaluation if desired. If the applicant is awarded a grant, this email will be accompanied by a Grant Agreement. After notification of a grant award, the applicant must:

- Sign the original Grant Agreement and return it to ADEQ within 30 days of receipt. ADEQ will execute the Grant Agreement using DocuSign which will return an original to the applicant (now referred to as the Grantee).
- Submit a Certificate of Insurance (described in the Grant Agreement Terms and Conditions, item 9 Indemnification and Insurance).
- Set up a project file to maintain a record of all correspondence, receipts, invoices, and copies of all reports and documents associated with the project (see Grant Agreement Terms and Conditions, item 6 Grant Agreement Administration and Operation).
- Use the Instructions for Record Keeping and Reporting Requirements (pg. 11) as a guideline for maintaining adequate financial records. A narrative report and budget must be submitted to ADEQ on a quarterly basis. A copy should be maintained by the Grantee in their project file.
- Work cannot be started on a project until the Grant Agreement is executed, a Certificate of Insurance is submitted, and the Grantee receives a Notice to Proceed email from ADEQ.

After grant awards are made, all applications and the associated evaluations will be made available to the public. ADEQ may determine that trade secrets or proprietary information may continue to be held confidential. If the applicant feels that any of the information contained in their application should be held confidential they must designate that information as “confidential” in their application, and provide an explanation as to why it should be held confidential.

If an applicant does not receive a grant award, the applicant may request a meeting with the Recycling Coordinator to discuss the application and evaluation. Applicants also have the right to protest the award decision in accordance with A.R.S. § 41-2704. Within 30 days from the date of notification of the award decision, a letter of protest shall be submitted to the Waste Programs Division Director and the Recycling Coordinator at [recycling@azdeq.gov](mailto:recycling@azdeq.gov). ADEQ will issue a decision on the protest of the award of a grant within 30 days from the date of the letter of protest. An appeal from a decision of ADEQ may be made to the Arizona Department of Administration (ADOA). A protest of an award and any appeal shall be resolved in accordance with the rules of procedure adopted by ADOA pursuant to A.R.S. § 41-2611.

#### 1.5 Staff Assistance

Grant applicants are encouraged to attend one of the Grant Workshops. Workshops are optional, but will provide the opportunity to ask questions concerning the grants manual, the evaluation process, or

general program, and will assist applicants in writing a successful grant application. If you are unable to attend a Grant Workshop, ADEQ staff may be available upon request to meet and discuss the Recycling Grant Program.

Contact: Joseph (JB) Shaw, Recycling Coordinator  
ADEQ Recycling Program  
1110 W. Washington St. Phoenix, AZ 85007  
Phone – (602) 771-5613  
[recycling@azdeq.gov](mailto:recycling@azdeq.gov)

## 2.0 Grant Application Guidelines

### 2.1 Application Instructions

Before completing your Recycling Program Grant application, the applicant should pre-plan the project and know:

- How the project needs to be structured
- Identify project components
- When and what personnel are needed
- How much it will cost to complete

It is highly recommended that you attend a grant workshop and consult with ADEQ staff regarding any questions on the application forms.

Follow these guidelines when preparing the application:

- Read and familiarize yourself with all chapters of this manual. Make sure the proposed project meets all of the described requirements.
- Download the Recycling Program Grants Manual and required application forms available for download at <http://azdeq.gov/recyclinggrants>.
- Complete the narrative portion of your application being sure to respond to all items required and identified in this manual. Include all required schedules and attachments that are pertinent to your application.
- All applications must be single spaced, with no less than 10-point type size. The narrative portion of the application shall total no more than four typed pages not including the following attachments: (1) Signed Recycling Program Grant Application Form, (2) Disclosure Form, and (3) Budget Form and narrative description of budget. Narrative description of budget should be no more than two pages.
- Email the grant application package to [recycling@azdeq.gov](mailto:recycling@azdeq.gov). Make sure to include the Grant Application Form with a signature by a person who is legally authorized to enter into an agreement on behalf of the applicant. An electronic signature is encouraged to reduce the use of paper.
- Do not send additional attachments with your application, for example, magazines, articles, product samples, etc. Provide only the application and attachments as stated in the grant

manual.

- The application must be formatted and submitted in the sequence requested and must include page numbers. ADEQ will not provide any reimbursement for the cost of developing or presenting applications. Failure to include requested information may result in the rejection of your application or may have a negative impact on the evaluation of the application.
- Submit the completed grant application package by the deadline identified in this manual.
- Late applications will not be accepted.
- The Department may conduct discussions, request additional information, suggest changes to the application, and negotiate project price adjustments. If discussions/negotiations are conducted, applicants may be invited to modify their applications. ADEQ reserves the right to award grants for less monies than requested.

## 2.2 Recycling Grant Match Requirements

No match requirements for FY24, please be aware that match requirements will return for FY25 and beyond.

## 2.3 Application Outline

Grant Applications **must be structured and submitted in the outline format provided below**. This information is listed in the order of importance and will be used by the evaluation committee during the evaluation process. Make sure the information you provide clearly describes your project. The evaluation committee will be guided by the information you provide.

The application should be formatted as shown below:

### 1) Strategy and Approach

Description of Proposed Project and Technical Approach.

Provide a clear description of the project and how the project is consistent with the goal of developing a circular economy in Arizona. Describe the steps and actions that will be taken to accomplish the project.

Effectiveness of Technical Approach.

Provide a clear and logical rationale for how the proposed project and approach are likely to achieve the project goal and how well it fits the category in which it has applied. State how the goal will be achievable within the scope and how the project will be sustainable. Provide any long-term goals of the proposed project.

Leveraging Resources, and Expertise of Partners.

Describe the plan to leverage the resources and expertise of partners and stakeholders in the project. Letters of support must be submitted with the application.

### 2) Environmental Results, Measurement & Reporting

State how the project will impact the solid waste stream, impact the community and local economy, and contribute to a circular economy in the proposed target area. Provide a reporting plan for tracking,



measuring and reporting outputs<sup>1</sup> and outcomes<sup>2</sup> for the project. The plan should include an estimate of outputs (e.g., activities, products), and to the maximum extent practicable, their expected outcomes (results achieved from the outputs, e.g., the percentage of the population served, the volume of solid waste diverted or eliminated from the waste stream, and the type of waste targeted, jobs created etc.) from the proposed project during the grant period. If applicable, state whether a similar project/program currently exists within the target area. Provide any benefits that may be derived from promotional and/or educational materials associated with the proposed project.

### **3) Programmatic Capability (and Past Performance for future grant cycles)**

State the applicant's ability to manage the proposed project considering:

**Organizational Experience and Plan.** Organizational experience and plan for timely and successfully achieving the objectives of the proposed project.

**Staff Experience.** Staff expertise/qualifications, staff knowledge and resources or the ability to obtain them to successfully achieve the goals of the proposed project. Resumes of Key Personnel for the personnel who would be performing the day to day work and management of the project must be submitted with the application (see Grant Agreement Terms & Conditions, item 12.0 Key Personnel)

### **4) Timeline**

Applications will be evaluated based on the methodology, timeline and tasks used to complete the project. Applications will also be evaluated on the value of the deliverables produced by the project and the transferability of information and experience gained in undertaking the project. Examples of deliverables may include pamphlets, videos, or advertisements. Please complete a [timeline](#) as provided on the ADEQ website.

- Provide a timeline that
  - Describes the anticipated schedule for the steps and actions that will be taken to complete the project
  - Shows the major project milestones and timing of outputs
  - Four quarterly reports are due during the project term and a separate final report is due at the end of the project term and should be incorporated into the timeline

### **5) Budget Description**

The budget should support the proposed project. It should be accurate and complete. Any item for

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<sup>1</sup> Outputs: The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the grant funding period.

<sup>2</sup> Outcomes: The term "outcome" means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within the grant funding period.

which funding is requested should be reasonable and justified in the budget narrative. All required matching funds or in-kind matching must be clearly identified in the budget form and narrative (no match requirement for FY24). State the following in your application:

- Complete the [budget form](#) provided on the ADEQ website with the costs associated with the project. List in-kind and monetary matches in accordance with sections 1.11 and 1.15 listed in the Terms and Conditions (no match requirement for FY24).
- Provide a narrative description of the budget that corresponds with and clearly explains and justifies the costs listed on the budget form of the proposed project.

## 3.0 Types of Grants

### 3.1 Waste Reduction Assistance

#### 3.1.1 Objective

The objective of the WRA program is to provide recycling opportunities to all Arizonans, and to provide funding assistance to projects that divert significant amounts of materials from the solid waste stream or are a component of a comprehensive program designed to achieve high diversion levels. WRA projects may include a small public awareness component, but must have a component that diverts material from the waste stream.

#### 3.1.2 Available WRA Funds

Private enterprises and non-profit organizations may request a maximum of \$250,000 of WRA funds per application. Applications for more than the maximum amount shall not be considered.

Political subdivisions and Tribal governments may request a maximum of \$250,000 of WRA funds per application. Applications for more than the maximum amount shall not be considered.

Any eligible organization may request a maximum of \$500,000 of WRA funds to establish a new end market for processing materials.

WRA funds may be used to pay for supplies, equipment, vehicles, construction related costs or new personnel (see Grant Agreement Terms & Conditions, item 6.11 Equipment). Requested funds shall not be used to pay for existing personnel. Existing personnel must be listed as in-kind match only.

#### 3.1.3 WRA Grant Eligible Projects

All projects submitted must have a primary focus of providing recycling opportunities to Arizona residents and/or diverting significant amounts of materials from the solid waste stream. New or innovative ideas are encouraged along with established concepts. All programs should attempt to increase their effectiveness or scope by coordinating with existing resources.

The following is a sample listing of projects which may be submitted in response to this request. The list is not all inclusive; other projects which the applicant chooses are encouraged to be submitted. This list represents examples only and should not be viewed as restrictive.

### **Recycling Collection Programs**

- Establish a multi-unit housing collection program
- Implement a new residential curbside recycling collection program
- Expand a current residential recycling collection program by increasing the number of residents served and/or adding additional material types accepted in the program
- Establish a community recycling drop-off location
- Establish a regional hub and spoke recycling system

### **Construction and Demolition Debris**

- Establish a new, or expand an existing, MRF that accepts construction and demolition debris
- Establish a Construction and Demolition Debris collection program

### **Green Waste and Wasted Food Composting**

- Implement a new Green Waste and/or Wasted Food curbside recycling collection program
- Establish or expand a permanent Green Waste/Wasted Food and/or Composting facility or collection program

### **Material Recovery Facility (MRF)**

- Establish a permanent MRF that accepts at least three of the following commodities: newspaper, cardboard, aluminum, steel cans, plastic or glass
- Expand an existing MRF to increase the amount of materials being processed

### **Public Venue Recycling**

- Provide recycling opportunities in public venues (for example, but not limited to, entertainment venues, malls and shopping centers, parks)

### **Household Hazardous Waste (HHW) or Prescription Drug Collection**

- Conduct a one day or periodic HHW collection event whether such an event has been held in the past or not
- Establish a permanent HHW facility or collection program
- Conduct a one day or periodic Prescription Drug collection event or establish permanent drop-off locations

All HHW or Prescription Drugs must be properly collected and disposed of or, for HHW, properly recycled.

### **Electronic Equipment Recycling**

- Conduct a one day or periodic Electronics Equipment (for example, but not limited to, computers, monitors, audio, video) collection event whether such an event has been held in the past or not

- Establish a permanent Electronics Equipment (for example, but not limited to, computers, monitors, audio, video) collection facility or program

All electronic equipment must be properly collected and recycled by a certified electronics recycler.

### **End Market Development**

- Construct a micro factory to help keep materials local in a particular region of Arizona
- Develop an end market that addresses a portion of the waste stream
- Implement an end market pilot program that addresses a portion of the waste stream

## **3.2 Waste Reduction Initiative Through Education (WRITE)**

### **3.2.1 Objective**

The objective of the WRITE program is to provide all Arizonans with the information and education needed to increase awareness on how to properly reduce and dispose of solid waste, and to encourage participation in source reduction, reuse, and recycling opportunities. WRITE projects should communicate the importance of conserving natural resources and the benefits of reducing, reusing, recycling, buying recycled products, composting and/or properly disposing of solid waste.

### **3.2.2 Available WRITE Funds**

All eligible applicants may request a maximum of \$100,000 of WRITE funds per application. Applications for more than the maximum amount shall not be considered. Per A.R.S. §49-837(C), the director shall ensure that counties having a population of less than five hundred thousand persons receive benefits in proportion to their contributions to the fund.

### **3.2.3 WRITE Grant Eligible Projects**

All projects submitted must have the primary focus of providing Arizona citizens with the information and education needed to increase awareness of properly reducing and disposing of solid waste and to encourage participation in source reduction, reuse, and recycling. New or innovative ideas are encouraged along with established concepts. All programs should attempt to increase their impact in effectiveness or scope by coordinating with existing resources.

The following is a sample listing of projects which may be submitted in response to this request. The list is not all inclusive and other projects which the applicant chooses are encouraged to be submitted. This list represents examples only and should not be viewed as restricting creativity or innovation except where noted.

### **Educational Programs and Curriculum for Youth**

- Develop programs/curriculum aimed at educating elementary school age children
- Develop programs/curriculum aimed at educating High School students

### **Community Education Campaigns**

- Develop and implement programs designed to educate residents on new or existing curbside recycling or drop-off programs offered in their community

- Develop and implement programs designed to educate residents on new or existing recycling programs to reduce contamination in the recycling bin
- Develop and implement programs designed to educate residents on the proper disposal of solid waste and the negative impacts of illegal dumping.
- Develop programs designed to educate Arizona residents on the need and importance of recycling, source reduction, reuse and composting
- Mass media advertising campaigns designed to educate Arizona residents on the need and importance of recycling, source reduction, reuse and composting

### **Workshops and Seminars**

- Coordinate workshops or seminars aimed at educating specific industries or stakeholder groups
- Display and demonstration projects
- Technical Assistance workshops

## **3.3 Recycling Research and Development (RR&D)**

### **3.3.1 Objective**

The objective of the RR&D program is to provide funding assistance to projects that develop tools and ideas, and create knowledge that will help divert significant amounts of materials from the solid waste stream in the future.

### **3.3.2 RR&D Funds**

All eligible applicants may request a maximum of \$100,000 of RR&D funds per application. Applications for more than the maximum amount shall not be considered.

### **3.3.3 RR&D Eligible Grant Projects**

The following is a sample listing of projects which may be submitted in response to this request. The list is not all inclusive and other projects which the applicant chooses are encouraged to be submitted. This list represents examples only and should not be viewed as restricting creativity or innovation.

All projects submitted should have a long-term focus of diverting material from landfills, reducing solid waste at its source, new reuse applications for solid waste and contribution to a circular economy. New or innovative ideas are encouraged. All programs should attempt to increase their impact in effectiveness or scope by coordinating with existing promotional and/or educational resources.

- Technology development
- Recycled content product development
- Feasibility studies
- Solid waste audits
- End market development
- Other solid waste reduction concepts

## 4.0 Record Keeping and Reporting Requirements

A file must be dedicated to this grant agreement and all records relevant to this project shall be retained by the Grantee for five years after the final report is submitted.

Quarterly reports shall be submitted via email as agreed upon in the Task and Payment Schedule. All quarterly reports and/or payment requests shall include, a budget form, a brief narrative progress report, a Request for Reimbursement (as applicable) and photographs (if applicable).

- The budget must track the approved budget and report the budget expenditures (grant expenditures and match expenditures) for the current period
- The narrative progress report shall adequately discuss progress in completing the approved project tasks and deliverables and discuss any delays or problems preventing expeditious completion of the project
- Reimbursements will only be made if quarterly status reports are up-to-date and shall be accompanied by reasonable assurance (documentation, receipts and invoices) that the goods and services for which payment is requested were actually received and performed
- Photographs and serial numbers of any equipment purchased under the grant agreement must be submitted with quarterly reports

The Grantee is responsible for maintaining all records including supporting documentation adequate to demonstrate that costs claimed have been incurred, are applicable to the Grant, and comply with applicable cost principles. For any budget expenditures, the following documentation, if applicable, will be maintained by the Grantee and made available to ADEQ upon request.

- Employee related expense detail and explanation
- An itemization of per diem rates, equipment rental/usage rates, etc.
- Copies or originals of time sheets for employees and/or volunteers, with employee's and supervisor's signature, noting dates, hours, and projects worked
- Copies or originals of logs/schedules for equipment usage, signed statements noting fair market value for in-kind donations of materials or supplies
- Copies or originals of vendor invoices for materials, supplies, equipment, etc.

All matching fund contributions or expenditures must occur within the effective dates of the Grant Agreement. ADEQ has the right to disallow contributions determined inappropriate or unreasonable.

At the end of the project, a final budget report and final narrative report must be submitted and approved by ADEQ. The final narrative report shall include at a minimum: a summary of the project goals and objectives, project results or outcomes (including any data or photos), aspects of the project that worked well and things that did not work well, any public involvement and coordination and future activity recommendations for the project. ADEQ will not disburse final payment until the final report and all requirements of the Grant Agreement have been fulfilled.