

Aluminum Beverage Can Capture Regional Recycling Grant Program Request for Proposals

The Recycling Partnership is a national nonprofit transforming recycling in communities, counties, and states nationwide. Improved recycling creates jobs, protects the environment, and empowers communities. For more information regarding our programs, staff, and funders, visit: recyclingpartnership.org.

Funding for this pilot program is provided by metal can manufacturers Ardagh Group and Crown Holdings, via the Can Manufacturers Institute. For more about the grant sponsors' sustainability initiatives, visit: <http://www.cancentral.com/sustainability>, ardaghgroup.com/corporate/sustainability, and crowncork.com/sustainability.

Introduction and Grant Program Summary

This summary is provided to help potential applicants gain a broad understanding of this grant program. Specific parameters and requirements are explained in detail in the body of the Request for Proposals (RFP) document. Applicants should ***carefully read this entire document prior to submitting a proposal***.

The purpose of the Aluminum Beverage Can Capture Regional Recycling Grant Program is to facilitate accurate Material Recovery Facility (MRF) processing and sortation of used beverage cans (UBC) in the Southeast region to ensure more of the valuable aluminum cans that arrive at the MRF are properly sorted into UBC bales. The result should be more cans captured at the MRF, leading to greater revenue for the MRF, and more UBCs able to be recycled into new cans and other valuable, recyclable products. This program focuses on equipment and process investments that will capture significant numbers of UBCs that are uncaptured and not recycled prior to the intervention this grant facilitates. The funded projects must result in the successful ongoing return of aluminum to manufacturing use.

Eligibility: To be eligible for funding, an applicant must be a publicly, privately, or non-profit owned and operated Material Recovery Facility that is geographically located within Alabama, Arkansas, Georgia, Florida, Kentucky, Louisiana, North Carolina, South Carolina, Tennessee, or Texas. This grant program focuses on the Southeast region because of its relatively low recycling rate for aluminum beverage cans, including two states—Florida and Texas—that send a significant amount of this commodity to landfill.

Future grants may occur and if this funding benefits your MRF, but you are currently outside of the region for this application, please notify us of your interest. Local recycling collection programs, post-MRF processors of UBCs, or any other parties not directly involved in MRF processing are not eligible for funding.

Funding Targets: Grant funding is available for equipment or process investments that will capture lost UBCs that are left uncaptured for recycling during processing.

Funding Availability: Funding is available through competitive responses to this Request for Proposals. Ultimate decisions on proposal funding are subject to allocation of contributions to grantmaking and to the goals and objectives of the RFP.

Grant Matching: This RFP encourages strong grant matching for projects while also ensuring fair sharing of project costs and facilitating a strong return on investment. Details on project match are provided below.

Data and Reporting Requirements: The Partnership's work is data driven, and applicants must agree to provide written reports on project investments and results, as specified below.

Grantmaking Process: **Grant applications under this program will be accepted in two rounds. The first round of applications is due by Feb. 19 with grant(s) awarded by March 31, 2020, and the second round of applications is due by March 31 with grant(s) awarded by June 30, 2020.** When evaluating applications, The Partnership considers the thoroughness of the proposal in addressing required application elements and how well the proposal meets the objectives specified below. The Partnership commits to a speedy review of all applications received and will seek to notify applicants of a grantmaking decision within roughly 60 days of the receipt of a complete application. Grant recipients will be asked to enter into a grant contract agreement with The Partnership. Grant contract terms will typically last for at least one year if not longer, and grant proceeds are paid on a reimbursement basis, meaning that grantees must make the initial purchases of grant-related materials and then work with The Partnership to request a reimbursement of funds from grant proceeds.

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Submitting an Application for Grant Funding

Proposals will be accepted on an ongoing basis. Note that there are two rounds outlined below that have specific corresponding due dates. Applicants must submit proposals using the format prescribed below. No other application format will be accepted. Any applicant with questions related to this grant program or who is interested in submitting an application is strongly encouraged to contact Rich Simon at rsimon@recyclingpartnership.org prior to submitting an Aluminum Beverage Can Capture Regional Recycling Program Grant proposal.

Grant Program Conditions and Requirements

The following information outlines the requirements and parameters of this grant program. Applicants must meet all requirements in order to be eligible to apply for grant funding.

General Eligibility

To be eligible for funding, an applicant must be a publicly, privately or non-profit owned and operated Material Recovery Facility that is geographically located within Alabama, Arkansas, Georgia, Florida, Kentucky, Louisiana, North Carolina, South Carolina, Tennessee or Texas. Future grants may occur and if this funding benefits your MRF, but you are currently outside of the region for this application, please notify us of your interest. Community recycling collection programs, secondary post-MRF processors of UBCs, or any other parties not directly involved in MRF processing are not eligible for funding. There is no minimum MRF size requirement.

Project Measurement

An applicant must agree to provide written reports and related data on project impacts in a format specified by The Recycling Partnership.

Funding Recognition

An applicant must be willing to acknowledge The Recycling Partnership grant support financed by Ardagh Group and Crown Holdings in any public communications about the project, including using The Recycling Partnership logo on written materials released for public communications. An example of logo usage is available upon request.

Technical Assistance

An applicant must be willing to work with The Recycling Partnership to receive technical support and assistance to ensure adoption of best management practices in the implementation of the project. This includes allowing The Recycling Partnership staff to conduct on-site inspections of project implementation at any time desired or deemed necessary by The Recycling Partnership. The Recycling Partnership is willing to sign limited non-disclosure agreements to help facilitate this provision.

Funding Availability and Use of Grant Funds

Grant funding is available for equipment or process investments that capture lost or uncaptured UBCs. Uses of the funding may include, but are not limited to:

- Eddy current equipment
- Robotic sortation equipment
- Optical sortation equipment
- Peripheral supporting equipment to the above (conveyers, etc.)

Grant funds cannot be used for staff costs, recycling collection equipment, land or building purchases, or for any other purposes not directly related to UBC MRF processing and sortation.

Maximum Grants Available

Grant funding under this program has a target cap of \$75,000 per grant. However, The Recycling Partnership reserves the right to adjust the maximum award of a project.

Applicant Funding/Cash Match

Applicants are strongly encouraged to seek other sources of grant funding to support the implementation of the project including, where applicable, state operated recycling grant programs. Applicants should be prepared to make cash expenditures in addition to funding provided by The Recycling Partnership. Applicants who are able to secure additional sources of funding (internal and/or external) will have a more competitive application. The Recycling Partnership reserves the right to adjust matching requirements to facilitate project implementation.

In-kind Assistance to Grantees

The Recycling Partnership is prepared to offer limited technical assistance to grant recipients, including assistance related to the selection of equipment, identifying process changes to capture uncaptured or lost cans, market opportunities, and other possible technical issues.

Capturing Uncaptured/Lost UBCs

The intent of this grant program is to facilitate MRFs to take action to capture lost or uncaptured UBCs, which are typically the most valuable material in the recycling stream by weight. A [recent report](#) from CMI found that up to 25 percent of UBCs are lost or uncaptured at a typical MRF. These lost cans can be captured, among other ways, through the installation of a second eddy current or a robot. This equipment could be used to capture cans from the residue line, fiber line, etc. It is also possible to capture many of these lost cans through process improvements rather than additional equipment installation.

Grant Application Process and Proposal Submittal

There is a [rolling due date schedule](#) for grant applications, as shown below. Additional due dates will be added periodically to aid in the review and awarding process. Award notifications, by round, will be made no later than forty-five (45) days after the due dates below. Applications will be accepted on an ongoing basis for as long as funding is available. Applicants are strongly encouraged to submit applications at least ninety (90) days prior to intended project implementation.

- Round 1 Due Date: February 19, 2021
- Round 2 Due Date: March 31, 2021

A proposal for grant funding in the form of a Microsoft Word or PDF (.pdf) document using the prescribed format and content below and the letters of support must be submitted via email to Rich Simon at rsimon@recyclingpartnership.org. Each applicant will be notified by The Partnership upon the receipt of their proposal. Applicants may include an optional cover letter with their application should they wish to provide The Partnership with additional information or to address issues not raised in the application form.

Grant Review and Selection Process

The principal goal of the grant program is to capture lost or uncaptured UBCs. All grant applications will be assessed from the standpoint of how well they achieve this objective.

The Partnership intends to award funding for Aluminum Beverage Can Capture Regional Recycling Program Grants on a rolling basis. Each application received by The Partnership will be reviewed and applicants will be

notified by The Partnership within forty-five (45) days following the end of the month in which an application is received whether its application is denied or subject to further review (“Second Round Review”). While the initial review is taking place, The Partnership may contact applicants in order to request follow-up information and/or seek clarifications. Within ninety (90) days following the end of the month in which an application is received by The Partnership, each application that has transitioned to Second Round Review will be further assessed and applicants will be notified by The Partnership whether the application was denied or has been approved to receive grant funding.

Applicants selected to receive grant funding will receive an award letter and The Partnership will initiate the development of a grant agreement. Grant funds will be allocated by The Partnership to successful applicants as determined by The Partnership in its sole and absolute discretion.

As The Partnership evaluates applications, the key grant selection criteria will include:

- The ability of grantee to show an increased capture of UBCs as a result of this investment
- An assessment of the value of project impacts relative to requested funding
- An assessment of the applicant’s ability, as demonstrated through their application, to successfully implement the project, including all of the required elements of this grant program
- The ability of the grantee to provide solid project data
- The example or replicability that the project sets for other potential projects
- An assessment of the timeliness of project implementation, with an understanding that complex projects may require longer timeframes
- An applicant’s ability to leverage additional financial resources to support the project, including internal capital, local, state, or other non-profit funding

Application Revisions

The Partnership may work with an applicant to adjust and revise the project details before entering into a final grant agreement. Any changes to the project as described in the initial proposal must be jointly agreed upon by The Partnership and the applicant, and elements of the revised grant proposal will be incorporated into the grant agreement between The Partnership and the applicant.

Anticipated Grant Project Start Date and Grant Period

Successful applicants will be required to enter into a grant contract agreement with The Recycling Partnership. Resultant grant contracts will generally have a term that is at least one year in length, with the actual term to be based on when the project will be initiated. The goal is to have the contract term extend beyond the date of actual equipment installation to accommodate adequate measurement of project impacts. It is possible, depending on project timelines, that applicants may be offered multi-year contract agreements. Adjustments may be made to actual project start dates and contract periods by mutual agreement between The Partnership and grant recipients. Each grantee must expend funds and submit a final report within the grant contract period unless the term of the grant is extended by written agreement of the grantee and The Partnership. Requests for contract extensions should be submitted by the grantee at least sixty (60) days prior to the grant contract end date.

Disbursement of Grant Funds

Distribution of grant funds will be on a reimbursement basis, and payment of funds will take place within thirty (30) days of receiving a properly prepared invoice and required documentation of expenditure from a grantee. Total grant distributions from The Partnership will not exceed ninety percent (90%) of reimbursable costs until the submittal of a final project report by the grantee. The remaining ten percent (10%) of grant funding shall be paid upon final report submittal. Funds not expended by the end of the grant contract term will be forfeited and any unused funds must be returned to The Partnership. Any funds expended prior to the start of the grant period will not be reimbursed.

Required Proposal Format

Applicants must submit their proposal in the form of a Microsoft Word or PDF (.pdf) document using the following structure and content. Each Section below is required and must be provided in the exact order prescribed. Incomplete applications may be denied. No other application format will be accepted.

Section 1. Key Contacts: Each applicant is required to provide its key contacts, including:

- **Project Director:** Provide the name, phone number, email address, and mailing address of the Project Director that will oversee the implementation of the proposed project. The Project Director should be the main point of contact for the grant project.
- **Project Alternate Contact:** Provide the name, phone number, email address, and mailing address of an alternate contact who will have full familiarity with the project in the event the Project Director becomes unavailable.

Section 2. Project Description: Each applicant is required to provide thorough and clear answers in the outline format below, not to exceed three (3) pages, that describes the details of their proposed project. The information should clearly convey the following points:

- Description of how aluminum beverage cans are currently managed by the applicant. The applicant should address questions such as: how are used beverage cans currently sorted at the MRF? Does the MRF track how many UBCs end up in the residue line, paper line, etc.? [Maximum word count: 200 words]
- Description of the investment that is proposed. The applicant should include details on the specific equipment that will be purchased and deployed, how UBCs will be processed with the new equipment, and/or how operations will change in the facility as a result of the new investment. [Maximum word count: 150 words]
- Description of overall funding and business analysis of the project. In addition to and in support of the

budget required under Section 3 below, the applicant should describe the expenditures, funding, and return-on-investment calculations for the project. [Maximum word count: 200 words]

- Description of other parties involved or funding sources. The applicant should describe any other major stakeholder whose support of the project is essential, including stakeholders providing any project funding, such as state recycling program programs. [Maximum word count: 150 words]
- Description of how the project sets an example or helps replicate other potential projects. [Maximum word count: 150 words]

Section 3. Budget: The budget section must detail the cost and revenues associated with the project. Be sure to include any anticipated funding that will come from external sources other than The Partnership grant funding.

Unless otherwise allowed through written permission from The Partnership grant contact, the budget should be provided in the following format:

Project Component (i.e., piece of equipment or other project cost item)	Total Cost	Requested Partnership Funding	Grant Applicant Funding	Other Source of Funding (please specify source)
Project Component #1 - specify				
Project Component #2 - specify				
Project Component #3 - specify				
Optional Outreach Component				

Please add more rows as needed to provide a complete project budget.

Section 4. Timeline: The Partnership seeks “shovel ready” projects that can be fully implemented within approximately six (6) months of signing a grant agreement for a project. Please detail the timeline by bulleting out the anticipated implementation dates for the key milestones, including the provision of a final report on project results.

Section 5. Measurement Activities and Planning: The Partnership is grounded in measuring and reporting results. In support of this, applicants must indicate their willingness and ability to measure and report project results according to a format specified by The Partnership. In addition to informal progress reporting during the course of project implementation, all Aluminum Beverage Can Capture Regional Recycling Program Grant recipients must submit a final report in Microsoft Word or PDF (.pdf) format covering each of the following required components:

- General Project Results
 - Description of the deployment and activation of funded equipment
 - Tonnage results – the additional and total amount of UBCs that can now be processed by the grantee on an annual basis as a result of the project.
 - Additional improvements to other materials or processes that may have been impacted by the project
- Final Project Budget
- Final Project Timeline

Project applicants must clearly indicate in their proposal their willingness and ability to submit project reporting according to these parameters.

Section 6: Provision of Equipment Quotes: Project applicants must provide documentation of proposed equipment costs in the form of vendor quotes. Applicants may propose alternatives to quotes but the alternatives must contain enough detailed information on equipment costs to allow The Partnership to understand specific project expenses.

Section 7. Letters of Support from Project Partners: Though not required, applicants may submit up to three (3) letters of support from stakeholders that will be critical to project implementation.

Special Note:

If an applicant's municipality or community customers do not have carted recycling, The Recycling Partnership also offers cart grants. Applicants who apply for aluminum can capture regional grants are not precluded from receiving funding for multiple services. For more information, please contact Rich Simon at rsimon@recyclingpartnership.org.