

# FOOD SCRAP COMPOSTING REVITALIZATION & ADVANCEMENT PROGRAM (F-SCRAP)

## FY2010 REQUEST FOR APPLICATION

Applications Will Be Accepted From  
January 4, 2010 until April 2, 2010 OR  
Until Funding for the Initiative is Exhausted

ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
BUREAU OF ENERGY AND RECYCLING  
620 EAST ADAMS STREET  
SPRINGFIELD, ILLINOIS 62701-1615



Pat Quinn  
Governor



Warren Ribley  
Director

## SECTION I.

## GENERAL INFORMATION

**1.1 Purpose.** The Illinois Department of Commerce and Economic Opportunity (DCEO) is seeking applications for projects that will divert *food scraps and other organic material, excluding yard waste, from Illinois landfills for composting*, increasing the quantity of materials composted in Illinois. The Department anticipates that these projects will provide new jobs and other economic and environmental benefits to the State of Illinois as well as advance Illinois' composting infrastructure. The Department encourages the submission of joint projects or applications that address regional or multi-jurisdictional composting approaches from any combination of two or more governmental, for-profit, or not-for-profit organizations.

Projects that demonstrate the public economic benefit of job creation, especially projects within economically disadvantaged areas, and those providing work opportunities for physically and mentally disabled individuals are given extra consideration under this program.

**1.2 Authority.** DCEO is the lead agency for the implementation of the Illinois Solid Waste Management Act, (the Act) 415 ILCS 20/1 et seq., and is authorized to provide financial and technical assistance programs that further the goals of the Act. Goals of the Act include reducing reliance on land disposal of solid waste, promoting alternative means of managing solid waste, and assisting local units of government with solid waste planning and management. The Solid Waste Management Fund provides funding for these programs and is financed by a state surcharge imposed on tipping fees for the landfill disposal of municipal solid waste.

**1.3 Food Scrap Composting Revitalization & Advancement Program (F-SCRAP).** This initiative seeks to fund projects that will advance Illinois' composting infrastructure. On a competitive basis the grant provides funding for equipment and project necessary site improvements associated with increasing the composting of organic materials, of which food scrap feedstock generated and collected in Illinois is the majority component (i.e., at least 51%). DCEO may award grants up to \$125,000 to any one project, but will only fund one project per entity under this solicitation. A **ten percent cash match** is required for the proposed project.

**1.4 "Composting" and "Compost" Defined.** DCEO will interpret composting and compost as it is defined in section 3.155 of the Illinois Environmental Protection Act (415 ILCS 5/1 et seq.): "Composting" means the biological treatment process by which microorganisms decompose the organic fraction of waste, producing compost. "Compost" is defined as the humus-like product of the process of composting waste, which may be used as a soil conditioner.

**1.5 Permits.** In accordance with Public Act 96-418 (Senate Bill 99) the way food scrap composting facilities are regulated will be relaxed effective January 1, 2010. However, they may still need to be permitted by the Illinois Environmental Protection Agency (IL EPA), especially if they accept food scraps generated off site. In addition, currently permitted Landscape Waste Composting Facilities that wish to accept food scraps will also need to be permitted to do so. If you have any questions about permitting issues you are strongly encouraged to contact the IL EPA at **217/782-3397**.

## SECTION II.

## ELIGIBILITY CRITERIA

**Applications that do not satisfy all eligibility criteria will be rejected and not substantively evaluated or scored.** All prospective applicants are encouraged to consult with Department staff before submitting an application. To contact recycling staff call 217/785-2006 (TDD: 800/785-6055), or email David.E.Smith@illinois.gov.

**2.1 Eligible Applicants.** Any local governmental organization, for-profit or not-for-profit business or organization, college or university is eligible for funding. Cooperative and joint efforts are encouraged, but a clear applicant must be identified. Any given entity may submit only one application under this initiative.

**2.2 Illinois Project.** The applicant must certify on the application cover sheet that the project will occur in Illinois and will address the Illinois municipal waste stream.

**2.3 Authority/Approvals.** The applicant must certify on the application cover sheet that all authorizations/permits required to perform the project have either been obtained or will be obtained no later than 120 days following the grant award.

**2.4 Timeliness.** The applicant must certify on the application cover sheet that the project commencement date will occur no later than six months after the grant award. For purposes of this RFA, the project commencement date is the date on which all procurement and installation is complete and all project tasks have begun.

**2.5 Eligible Recyclable Materials.** Applications must involve the collection and/or processing of commercial and/or residential food scraps and other organic materials. **On a competitive basis the grant provides funding for eligible expenditures associated with increasing the composting of organic materials, of which food scrap feedstock generated and collected in Illinois is the majority component (i.e., at least 51%).** Projects may not involve other organic wastes, agricultural wastes or wastewater sludge unless they are combined with food scraps destined for landfills.

**2.6 Eligible Projects.** The applicant must clearly demonstrate the ability and capacity to collect and/or process commercial and or residential food scraps and other organic material. Food scrap feedstock generated and collected in Illinois must be the majority (i.e., at least 51%) focus of the project and the project must establish how finished compost will be marketed or used. Methods and systems that would be eligible include, but may not be limited to: vermi-composting, in-vessel composting, and windrow composting.

It is not the intent of this initiative to fund “backyard” composting efforts and applications that include “backyard” composting will be rejected. Furthermore, it is not the intent of this initiative to fund any item or effort designed or intended to capture energy from the composting process. While energy capture may be a viable element of the applicant’s overall plan, no funds from this RFA may be used for these activities. Examples of eligible projects include single institution composting and multiple site projects as illustrated below.

**Single Institution:** A single-institution project would involve only one business or organization and would involve separation and collection of organic material generated on-site for processing on-site. For example: a college or corporate campus, hospital, hotel, mall, or amusement park that implements a program to segregate, collect and compost food scraps and other organics. Single residence projects are ineligible and will not be considered.

**Multiple Site Project:** A multiple-site project would involve collecting organics from multiple generators (e.g., restaurants in a specified geographic location), and transporting them to a dedicated site for composting. A curbside collection project that involves collecting organics at the curb from multiple residential generators in a specified geographic area and transporting them to a separate site for processing would be consider a multiple site project. An existing permitted facility that wishes to accept food scrap from multiple sources is another example of a multiple site project.

| The Director reserves the right to waive funding limitations and/or other program parameters.

**2.7 Legal Compliance.** The applicant must certify on the application cover sheet that the project complies with all applicable state, federal and local environmental and zoning laws, ordinances and regulations and that all permits, licenses, etc., required to perform the project have either been obtained or will be obtained no later than 120 days following the grant award. DCEO reserves the right to review the applicant's history of compliance with environmental statutes, rules and regulations. All applicants must explain the status of any required permit(s).

**2.8 Coordination with Local Plans.** To ensure that the proposed project is not in conflict with local goals and objectives and that the local solid waste coordinator has been consulted, the applicant must submit with its application a letter on the letterhead of, and executed by, the appropriate authority (i.e., county, municipality, municipal joint action agency) having jurisdiction over the area where the majority of the material is collected or where the composting facility is located, certifying the project is consistent with the applicable solid waste management plan. At a minimum, this letter must include the language provided in Appendix E.

NOTE: Except in Cook and Hamilton counties, the appropriate authority is the county solid waste coordinator. If you have any doubt as to which individual this is, please contact the Department prior to submitting your grant application.

**2.9 Maximum Grant Amount.** DCEO may award grants up to \$125,000 for any one project.

**2.10 Applicant Investment.** The applicant must provide and document a **minimum** applicant investment of 10 percent of the total project cost. The applicant investment must be in the form of cash investments by the applicant or other non-DCEO sources. In-kind contributions are not allowed. NOTE: All cash investments must be **directly related** project expenditures.

## SECTION III.

## PROGRAM INFORMATION

**3.1 Eligible Expenditures.** Grant funds may be requested and expended only for project related equipment and project necessary site improvements. Grant funds may not be requested or expended for project expenses that are incurred prior to the beginning date of a grant agreement with DCEO.

For the purposes of this RFA, grant execution has occurred when the grant agreement has been signed by the grantee and the DCEO director. It should be noted that all grant documents will be forwarded to the applicant official listed on the application cover sheet.

Eligible capital equipment may include, but are not limited to:

- Organic material collection containers and/or collection vehicles
- Food scrap pulpers; digesters
- In-vessel composting equipment
- Windrow development and turning equipment; tub grinder, screening equipment
- Processing/handling/storage and finished compost packaging equipment
- Project necessary site improvements (e.g., electrical upgrades)

Applicants requesting funds for the purchase of "Rolling Stock" (any type of generic vehicle or equipment that can be used for purposes other than recycling and waste reduction) are subject to the provisions of DCEO's "Rolling Stock Guidelines" that are included in this RFA as Appendix D.

Ineligible expenditures include, but are not limited to:

- Purchase/rental of real property (land or building)
- Personnel Expenses
- Grantee's normal operating/administrative expenses including:

- Lease payments
- Collection service fees
- Purchase of consumable/disposable items
- Other direct costs
- Feasibility studies or other planning and/or permitting efforts

The Department reserves the right to determine the actual amount of a grant based upon the amount of funding available and the specific application. Ineligible expenditures will be deducted from the amount of the grant award and could be cause for disqualification.

**3.2 Recycled Content Procurement Requirements.** The applicant must certify compliance on the application cover sheet with the procurement requirements set forth in this section. All grants awarded will contractually commit the grantee to comply with the following procurement requirements:

- Any containers purchased for use in the project must contain at least 25 percent post-consumer recycled material. (NOTE: This includes all bins and containers purchased for the project, regardless of funding source.)
- Any brochures, flyers, or other printed material produced in conjunction with the proposed project must be printed on paper containing a minimum of 25 percent post-consumer content.

Documentation of actual recycled content will be required. Failure by a grantee to comply with the procurement requirements may result in the forfeiture of the grant award and may bar the grantee from consideration for future funding from the Department.

**3.3 Payment Schedule.** The Grant Agreement will specify conditions of payment and the payment schedule. Typically, the Department will authorize disbursement of 90 percent of the grant award upon execution of the Grant Agreement and submittal by the grantee of evidence that the items have been legally obligated (purchase orders for equipment and vendor-generated invoices, executed third-party agreements, etc.). Ten percent of the grant award will be authorized upon verification that the project is complete (all tasks have been performed, all requirements of the Grant Agreement complied with and all deliverables required by the Grant Agreement have been submitted to and accepted by the Department). The Department reserves the right to determine the appropriate payment structure on a project-specific basis.

**3.4 Duration/Performance Period.** The grant term will provide for a performance period of 12 months from the project commencement date. This time frame has been structured to allow sufficient lead-time for acquisition and installation of equipment and materials necessary to perform the project. Failure to begin the project by the commencement date could be grounds for DCEO to revoke the grant.

A full year of material diversion data and all project-related expenses must be provided and will cover the period from the project commencement date to the project completion date. Grantees will be required to certify the project commencement date and the project completion date. The Department reserves the right to require a longer performance period based upon the nature of the application.

**3.5 Ownership/Use of Equipment.** Notwithstanding the grant terms described above, grantees will be required to contractually agree to use all equipment purchased with grant funds for the purposes specified in the Grant Agreement for a period of two years from the project commencement date. The Grant Agreement specifically prohibits the sale, lease, transfer, assignment, or encumbrance of any equipment purchased with grant funds without the express written approval of the Department during this two-year period. In the event of a grantee's failure to comply with this requirement, the Agreement provides that the Department may, at its discretion, require the grantee to return all grant funds provided by the Department, transfer ownership of equipment purchased with grant funds to the State and bar the grantee from consideration for future funding. The Department reserves the right to require a provision in

the Grant Agreement, giving it a Purchase Money Security Interest in equipment purchased with grant funds for the two-year period referenced above.

**3.6 Reporting Requirements/Project Monitoring.** Grantees will be required to submit quarterly progress narrative reports, job creation and retention data, diversion data, and expenditure reports for the duration of the grant term. A final report containing a detailed summary and evaluation of all project activities, job creation and retention information, and diversion data is required to close out the grant and release the remaining funds. The Department's grant manager will monitor the grantee's compliance with the terms of the Grant Agreement. If the grantee does not meet the deliverables of the Grant Agreement, the final 10 percent payment of the initial grant amount may be withheld by the Department. Regardless of grant completion date, all grantees will be required to periodically provide certification pertaining to ownership/use of all equipment, including rolling-stock.

**3.7 Freedom of Information Act/Confidential Information.** If a composting grant is awarded, all materials submitted in conjunction with the application are subject to disclosure in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140 / 1 et seq.). It is the responsibility of the applicant to identify information that could reasonably be considered to be proprietary, privileged, confidential, commercial or financial information as such in its application. The Department will maintain confidentiality of information submitted to the extent permitted by the law.

**3.8 Dissemination of Information/Technology Transfer.** Grantees will be contractually required to allow the Department access to the project site and the ability to obtain, publish, disseminate or distribute any and all information obtained from the project (except any data or information that has been negotiated as being confidential or proprietary), without restriction and without payment or compensation by the Department.

## SECTION IV.

## APPLICATION PROCESS

**Applications that do not satisfy all General Eligibility Criteria specified in Section 2 of this RFA will be rejected and not substantively evaluated.**

**4.1 Application Submittal.** DCEO will accept applications under this initiative from January 4, 2010 until 4:30 pm on April 2, 2010 or until funding for this initiative is exhausted. An application received after this date, or after funding is exhausted, will not be evaluated and will not be considered for funding, but may be retained for future consideration in the event additional funding becomes available. Applications will be reviewed in the order in which they are received. Applications must be mailed or hand delivered (no faxes or e-mails) to:

Illinois Department of Commerce and Economic Opportunity  
Bureau of Energy and Recycling  
F-Scrap Program  
ATTN: David E. Smith  
620 E. Adams Street  
Springfield, Illinois 62701-1615

**4.2 Application Format.** One (1) original application and three (3) copies must be provided. Applications must be prepared following the format provided in Appendix A. **In addition, a complete PDF copy of the entire application and attachments on data cd disk is required.**

**4.3 Application Evaluation Criteria.** After an application has been received, a review team comprised of DCEO staff will evaluate and score each application. Scores will be assigned to each application based upon how well the applicant meets the criteria listed below. DCEO reserves the right

to review the applicant's history of compliance with environmental statutes, rules and regulations, in evaluating the applications. Evaluation criteria include:

- **Demonstration of Need** – Applicants must demonstrate why grant funding is needed to implement their project and how their project will address a shortcoming in Illinois' composting infrastructure.
- **Soundness of Approach** – Applicants must provide sufficient evidence to demonstrate they have a thorough plan in place to guide the implementation of their project. Of equal importance is whether the proposal is completely responsive to all specifications, requirements and objectives outlined in this grant solicitation. Applicants must also provide sufficient evidence to demonstrate that the project will be in compliance with all pertinent state and local ordinances, laws, rules and regulations.
- **Timeliness** - Applicants must demonstrate the benefits that will accrue from their project, and the timeframe during which those benefits will be realized.
- **Increased Diversion of Food Scrap Material** – Applicants must demonstrate that their project will increase the long-term volume of food scrap materials being composted and shall be required to document the results. Applicants must also detail how finished compost will be marketed and/or used. The review team will weigh the potential quantities of food scraps and other organic materials diverted from landfills, value and use of the end product. Applicants must provide sufficient evidence to demonstrate any intended use of local food scrap feedstock(s) as part of their project.
- **Promotion/ Education Plan** – Applicant must demonstrate that their project will be promoted and that targeted participants are informed how to properly take part in the project.
- **Management/Personnel Qualifications** – Applicants must provide sufficient evidence to demonstrate the competence of professional staff that would be assigned to the project. Qualifications will be measured by experience and education as it relates to implementing the project. Applicants must provide for adequate staffing to perform the project and should clearly explain any new jobs that the project will create.
- **Financial Plan** - Applicants must provide information on the financial stability of the applicant and how the project will financially sustain itself after the grant period is ended. The financial plan should describe any fee structures, sales revenues, avoided costs or other revenues or savings that will provide income for the project and discuss how ongoing operational expenses will be covered.
- **Cost** – Applicants must provide detailed information that identifies the costs associated with the implementation of their project using the form provided as Appendix C.

An application received after the end date, or after funding is exhausted, will not be evaluated and will not be considered for funding, but may be retained for future consideration in the event additional funding becomes available. Eligible applications received up to that point will be evaluated based on the merits of the application and how well it advances the goals and objectives of the program and the Department. The Department reserves the right to seek additional information on or clarification of the proposal from the applicant prior to making final funding decisions.

**4.4 Rejection of Applications.** The Department of Commerce and Economic Opportunity reserves the right to reject any application submitted that does not comply with the requirements of this RFA. Applicants not selected for grants will be notified as soon as possible after award decisions have been made. Unsuccessful applicants who wish to discuss the evaluation of their application should submit a written request to this effect to DCEO. The submission of an application under these guidelines confers no rights upon any applicant. DCEO is not obligated to award a grant or to pay any costs incurred by the applicants in the preparation and submission of an application.

## APPENDICES

- Appendix A: Application Outline
- Appendix B: Application Cover Sheet
- Appendix C: Proposed Project Costs
- Appendix D: Rolling Stock Guidelines
- Appendix E: Required Letter of Consistency – Sample Language

## APPENDIX A APPLICATION OUTLINE

**Submit one original application and three copies.** All ORIGINAL applications should be typed-written or computer generated, double-sided, on 8 1/2" x 11" post-consumer, recycled-content paper and must be prepared in the format described below. The use of three-ring binders or other elaborate report covers is discouraged. In addition, copies of the original application must be copied two-sided on 8 1/2" x 11" post-consumer, recycled-content paper. Applications with incomplete forms or insufficient copies will not be substantially evaluated and will be rejected.

### **Application Format:**

1. **Cover Sheet:** (Note: All grant documents will be forwarded to the authorized official listed on the cover sheet). The Cover Sheet must be completed, signed, and a W-9 Form included (complete the W-9 Form and include it as an attachment to the cover sheet ONLY if you have not done business previously with the state of Illinois). Please refer to the below link for this form:

<<http://www.illinoisbiz.biz/dceo/Bureaus/GranteeSupport>>

2. **Budget:** Use the Proposed Project Costs form provided in Appendix C. Grant funds may only be used for eligible expenditures described in Section 3.1 of the RFA. Refer to Section 2.9 for the Applicant Investment requirement. Funding restrictions set forth in the Rolling Stock Guidelines (Appendix F) must be adhered to if the application seeks grant funds for rolling stock. All entries on the Proposed Project Costs form must be explained in detail in the narrative portion of the application. Please round all dollar amounts to the nearest whole dollar and carry all percentages to two decimal places.

3. **Executive Summary:** Provide a summary of the project and why it is needed. Be sure to describe clearly the project, and assume the review committee is unfamiliar with your project. Briefly describe the population served by the project, local socioeconomic conditions, targeted waste stream and estimation of potential increase of organic material diversion, current waste management practices, and the existing or potential role of the applicant in the local waste management system.

Describe the organic materials that you will be collected, composted and produced. Explain how funding assistance will enable you to divert more organic materials from landfills. Quantify the amount of additional organic materials that the funding will enable and justify your figures. List the goals and objectives that must be accomplished to make the project successful and explain how they are consistent with DCEO's goals and objectives of advancing food scrap diversion and bolstering Illinois' compost infrastructure. Identify the benefits to be derived as a result of the project.

### 4. **Statement of Work:**

- A. **Demonstration of Need** – The proposal must clearly describe why the project is needed. Describe why the project should be funded and how it will address a shortcoming in Illinois' composting infrastructure and/or marketplace. Describe the sources of the food scraps or other organic material to be collected and the targeted participants. Estimate the number of employees/students/residents/customers/households/etc., that will be served by the project.
- B. **Soundness of Approach** – This refers to how you will solve the problem cited under "Demonstration of Need." The application should provide detailed steps of how the project will be planned, scheduled and implemented. Identify the items that will be purchased with the grant funds. As appropriate, the application should also detail collection, processing and marketing/use of finished compost:

Collection: Include a detailed explanation of the collection system to be implemented or expanded. Describe how the organic materials will be separated and stored at each collection site and the type of equipment used. Discuss how the separated materials will be collected and transported to the processing site, the type of equipment to be used and how frequently the collection will occur. Describe how odor and pest problems will be controlled. Identify the people/staff/third party/etc. that will be responsible for separation, collection, and delivery of organic material to the processing site.

Processing: Provide a detailed explanation of how collected waste will be processed, and what equipment will be utilized. Explain how the process operates and the time it takes to accomplish each stage. Characterize the final product and estimate the quantity you will be producing. Discuss the methods to be used to control odors, vectors and other undesirable environmental effects. Explain your quality control procedures and how you will deal with contaminants. Describe how excess input materials will be handled and stored, and how any wastes from the processing operation will be managed.

Permits: All applicants must explain what permit(s) they will need to perform the project and must detail the status of acquiring any necessary permit(s). If no permit is required for the project the applicant must clearly state this fact.

Marketing/Use of Finished Compost: Explain how finished compost will be used or marketed. If appropriate, provide the name and contact information of the top two buyers of your product based on sales volume. Describe how you promote and distribute your product to your customers. Describe the benefits of the project in terms of increased productivity; reduced operating costs; improved product quality or some other key attribute. Devise a timetable for implementing the project tasks. If the applicant plans to use the finished product in-house rather than selling the product, explain how and where the product will be used, the volume used, and how much savings would result by using this organic material vs. landfilling it and/or purchasing a commercial and/or chemical product. If a third party will be involved in any aspect of the marketing and use of any organic waste or processed end product, the project plan must include a letter from the third party explaining its willingness, ability, and commitment to market or use the material. The relationship between the entity submitting the application and the third party must be explained.

Please note that all projects must be completely implemented and operating within six month of the award of a grant.

- C. **Timeliness** – Applicants must demonstrate the benefits that will accrue from their project, and the timeframe during which those benefits will be realized. The inclusion of a project timeline is encouraged.
- D. **Increased Diversion of Organic Material** – Preference will be given to projects that expand long-term demand for organic materials and use of local food scrap feedstock. This will be evaluated based on how well the project is described in terms of its scale and scope; short- and long-term demand implications; and stability/sustainability. Specify whether or not the finished product will be used for internal operations or marketed to others. Describe the raw material specifications established for the organic material used in your product. Describe the benefits of the project in terms of increased productivity, reduced operating costs, improved product quality or some other key attribute. Every proposal must contain the methodology used to quantify the amount of materials consumed by the project and the percentage obtained from Illinois supply sources.

- E. **Promotion/ Education Plan** – Explain how the project will be promoted and how any targeted participants are informed how to properly take part in the project. Describe any training that participants (e.g., restaurant workers) or project workers will undergo. Describe how you will provide any necessary or desired project feedback to participants.
- F. **Management/Personnel Qualifications** – This refers to the competence of the employees and any third parties or subcontractors associated with the project. Qualifications will be measured by experience and education as it relates to implementing the project. Identify key managers and personnel involved in the project and explain their role in implementing the project. Identify the number of full-time employees, and include company size. Include the resumes of managerial or technical personnel who are vital to the project's success. In addition, identify and detail all new jobs that will be created as a result of this project. Explain the role of new hires, their rate of pay, the number of hours they will work annually and whether or not they will be full-time or seasonal employees. Include a job description for all new jobs expected to be created. The management plan must also include an explanation of how diversion data on the project will be generated and recorded.

**5. Financial Plan:** Provide information on financial stability of the applicant and how the project will financially sustain itself after the grant period is ended. Describe any fee structures, sales revenues, avoided costs or other revenues or savings that will provide income for the project. Discuss how ongoing operational expenses will be covered.

**6. Documentation** – The application must include adequate documentation to corroborate the project plan. Quotes for items that will be purchased with the grant funds must be provided. Other documentation that should be provided, as appropriate, may include, but may not be limited to:

- Letters of interest/commitment from sources
- Letter of commitment from third party collector or other participant
- Copy of permits or submitted permit request paperwork
- Samples of program education/promotional material
- Resumes of key staff
- Job descriptions for new hires
- Letters of approval from local/state agency, if applicable
- Maps or diagrams of collection sites relative to processing site
- Equipment specifications
- Process diagram
- Site plans, if applicable
- Letter of intent from owner of proposed site
- Documentation of approved site
- Letters of intent from end markets or end users of finished compost
- Evidence (e.g., facility drawings, blueprints, photographs) that shows adequate handling and storage capacity in accordance
- Project schedule or timeline
- Tracking forms for collected organic material

**APPENDIX B  
ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
FOOD-SCRAP COMPOSTING REVITALIZATION ADVANCEMENT PROGRAM  
APPLICATION COVER SHEET**

APPLICANT NAME:

FEIN:

APPLICANT ADDRESS:

Email:

APPLICANT CITY, STATE, ZIP:

PROJECT ADDRESS (if different from above):

PROJECT COUNTY:

PROJECT MANAGER, TITLE:

TELEPHONE / FAX NUMBERS:

Grant Funds Requested	Applicant Cash Investment (minimum 10% of total project costs)	Total Project Cost
\$ _____	\$ _____	\$ _____

Number of Project-Related Jobs Created: \_\_\_\_\_ Estimated Project Start Date \_\_\_\_\_  
FULL-TIME OR FULL-TIME EQUIVALENT (NOTE: 2000 HOURS ANNUALLY EQUALS ONE FULL-TIME/FULL-TIME EQUIVALENT JOB)

Will this project take place in an economically disadvantaged city, county or region? Yes \_\_\_ or No \_\_\_

**Organization Legal Status**

- |  |   |
|--|---|
| <input type="checkbox"/> Individual<br><input type="checkbox"/> Sole Proprietor<br><input type="checkbox"/> Partnership/Legal Corporation<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Medical Corporation<br><input type="checkbox"/> Governmental | <input type="checkbox"/> Estate or Trust<br><input type="checkbox"/> Pharmacy – Noncorporate<br><input type="checkbox"/> Nonresident Alien<br><input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corporation<br><input type="checkbox"/> Tax Exempt<br><input type="checkbox"/> Not for Profit Corporation |
|--|---|

**Prior State Assistance**

Has Applicant ever received a recycling grant or loan from the state of Illinois? YES NO

**Applicant Certifications** – Applicant certifies that:

- ❖ this project is located in Illinois and will address the Illinois municipal waste stream.
- ❖ all authorizations required to perform the project, described in the application, have either been obtained or will be obtained no later than 120 days following a grant award from the Department.
- ❖ the project complies with all applicable state, federal and local environmental and zoning laws, ordinances and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 120 days following a grant award by the Department.
- ❖ they are not in violation of the prohibitions against bribery of any officer or employee of the state of Illinois as set forth in 30 ILCS 505/10.1.
- ❖ they have not been barred from contracting with a unit of state or local government as a result of a violation of Sections 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
- ❖ they are not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- ❖ project operation will commence no later than six months following the grant beginning date.
- ❖ they understand and will comply with the Procurement Requirements set forth in Section 3.2 of the RFA.
- ❖ if they have not submitted a letter regarding consistency with an adopted solid waste management plan, it certifies that it is not subject to such a plan.
- ❖ as of the submittal date, the information provided in the application is accurate, and the individuals signing below are authorized to submit this application.

\_\_\_\_\_  
 AUTHORIZED OFFICIAL SIGNATURE

\_\_\_\_\_  
 APPLICANT PROJECT MANAGER SIGNATURE

\_\_\_\_\_  
 TYPED Name, Title AND Date

\_\_\_\_\_  
 TYPED Name and Date

## Appendix C Proposed Project Costs

Applicant Name: \_\_\_\_\_

	<u>Total Quoted Costs</u>	<u>Applicant Cash Investment</u>	<u>State Funding Requested</u>
A. Equipment	\$0.00	\$0.00	\$0.00
B. Expansion and Modernization	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00
Percent of Total	100%	N/A	N/A

Note: Applicants must provide a minimum 10 percent applicant cash investment. Round all dollar amounts to the nearest whole dollar and carry all percentages to two decimal places. If additional lines are needed, please add a separate sheet. Also, on line seven summarize item as "See additional sheet" and enter total amounts of additional items as appropriate.

### Itemized Project Costs

A. Equipment - List all equipment (e.g., windrow turner) that will be purchased.

<u>Item</u>	<u>Quoted Cost(s)</u>	<u>Applicant Cash Investment</u>	<u>State Funding Requested</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
TOTAL	\$0.00	\$0.00	\$0.00

B. Expansion and Modernization - List all project necessary and eligible "site improvements." (e.g., upgrade electrical to support digester).

<u>Item</u>	<u>Quoted Cost(s)</u>	<u>Applicant Cash Investment</u>	<u>State Funding Requested</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
TOTAL	\$0.00	\$0.00	\$0.00

## APPENDIX D ROLLING STOCK GUIDELINES

**Definition.** "Rolling stock" is defined as any type of generic vehicle or equipment that can be used for purposes other than recycling and waste reduction. Examples include, but are not limited to, general-purpose trucks, packer trucks, trailers, forklifts, and skid loaders. Vehicles specifically designed for recycling and waste reduction activities or operations are exempt from this definition. Examples of exempt vehicles include compartmentalized recycling trucks and trailers, and/or modifications to vehicles such as walking floors, racks or cages, lift gates, etc.

The Department reserves the right to make the final determination as to whether the vehicle/equipment for which funding is requested falls within the definition of rolling stock.

**Guidelines/Requirements.** Applicants seeking funds to purchase rolling stock must submit an application under the appropriate solid waste management program. Requests for funding for rolling stock that do not qualify for funding under one of the programs administered by the Department will be denied. The Rolling Stock Guidelines apply to all grant requests. Applicants seeking funds to purchase rolling stock are subject to the following provisions, which will be reflected in the Grant Agreement executed by the Department and the grantee:

### 1. Funding Limitations

The maximum grant award available to fund the purchase of rolling stock is \$125,000 and may not exceed 50 percent of the cost of the rolling stock. For example, if an applicant requests a \$60,000 grant solely for the purchase of rolling stock and the cost of the rolling stock is \$60,000, the maximum amount that may be awarded to fund the purchase of the rolling stock is \$30,000.

Grant requests for rolling stock must fall within the dollar limit established for the program under which the request is made. For example, if \$125,000 is the maximum grant under the applicable program and one of the items for which funding is requested is a vehicle (rolling stock) priced at \$200,000, the maximum grant awarded would be \$100,000, of which only \$100,000 would be awarded toward the purchase of the vehicle. Rolling stock grants are not in addition to other financial assistance, but fall under an already existing program.

Applicants must comply with the applicant investment requirements specified in the guidelines.

### 2. Project Requirements

Applicants requesting funds for the purchase of rolling stock must demonstrate that the request is necessary to support a "new" project or expansion of an existing project, e.g.: the proposed project will result in an increase or expansion of the volume of materials being collected and composted as a result of the purchase of the rolling stock. Funds will not be awarded merely to replace or add to the inventory of the applicant's existing rolling stock. It is permissible to tie the request for the rolling stock to a proposed or existing recycling project or operation being performed by a different entity. For example, a trailer is needed by applicant "A" in order to haul materials to entity "B," where they are processed or made into recycled products. Replacing rolling stock that is worn out in order to continue moving materials to market would not be considered an expansion or a new project.

The Department reserves the right to require that a specified percentage of the materials collected for composting in the project be generated in Illinois.

3. Certification Requirement

The grantee may be required to annually submit a certification for the two-year period following execution of the Grant Agreement, which states that the rolling stock is being used in accordance with the provisions of the Grant Agreement.

4. Security Interest Requirement

The grantee may be required to execute a security agreement which gives the Department a purchase money security interest in the rolling stock purchased with grant funds provided by the Department. The purchase money security interest is required to secure the performance of the grantee's obligations under the Grant Agreement, including the requirement that the rolling stock be used for approved project purposes for the two-year period subsequent to the grant beginning date. During said period, grantee may not sell, lease, assign, mortgage, or otherwise transfer or encumbers its interest in the rolling stock without prior written approval of the Department. Grantee's failure to comply with these terms will subject it to any and all remedies available to the Department under state law, including recovery of grant proceeds.

**APPENDIX E  
REQUIRED LETTER OF CONSISTENCY**

A **signed and dated** letter of consistency on county letterhead is required for eligibility. At a minimum, the language in the example below must be included. Include a copy of this letter with the application.

<p>Letterhead of Issuing Entity</p>  <p>Date</p>  <p>Illinois Department of Commerce and Economic Opportunity Bureau of Energy and Recycling Food-Scrap Composting Revitalization Advancement Program (F-SCRAP) 620 East Adams Street, CIPS 5 Springfield, IL 62701-1615</p> <p>To Whom It May Concern:</p> <p>I have discussed and/or reviewed the composting grant application prepared by (name of applicant). This letter is to certify that the proposed project is consistent with the approved solid waste management plan adopted by (name of county, municipality, or municipal joint action agency).</p> <p>Sincerely,</p>  <p>Signing Authority Title</p>
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NOTE: Except in Cook and Hamilton counties, the appropriate authority is the county solid waste coordinator. If you have any doubt as to whom this individual is, please contact the Department prior to submitting your grant application.