**Sustainable Materials Management Grant Program**

PHASE 2 APPLICATION\*

(\*For applicants that have been invited to Phase 2 following the Expression of Interest Phase 1)

January 25, 2022

1. **OVERVIEW**

In September 2021, the Connecticut Department of Energy and Environmental Protection (DEEP) [announced the availability of grant funding and technical assistance](https://portal.ct.gov/DEEP/News-Releases/News-Releases---2021/DEEP-Announces-Request-for-Applications-for-Sustainable-Materials-Management-Grant-Funding) for Connecticut municipalities and regions through the [Sustainable Materials Management (SMM) Grant program](https://portal.ct.gov/-/media/DEEP/reduce_reuse_recycle/muni_resource_page/SMM_Grant_Program_RFA-FINAL9_21.pdf), pursuant to June Spec. Sess. P.A. 21-2, § 308. The Public Act authorized $5 million in total; DEEP anticipates approximately $0.96 million for technical assistance to support municipalities and businesses and will have the remaining up to $4.04 million potentially available for the Sustainable Materials Management (SMM) Grants Program.

DEEP received 55 Expressions of Interest from Connecticut municipalities or regional entities in response to the first phase of the SMM Grant Program. After reviewing the Expressions of Interest, 35 applicants were invited to apply in Phase 2 of the Grant Program, based on the scope of the projects and the potential for waste reduction and diversion. For more information and to review the SMM Grant Program Request for Applications from September 2021, please visit DEEP’s [Municipal and Regional Grants and Technical Assistance webpage](https://www.ct.gov/deep/cwp/view.asp?a=2714&q=607634&deepNav_GID=1645).

1. **INSTRUCTIONS**

Please read all instructions and the application form carefully and answer each question completely. Submission of complete and accurate information will enhance the chance of the application being reviewed in a timely manner. The tables will expand to fit your responses.

Please check off which program type you are applying for to determine which sections of the SMM Grant Program Application you are required to complete:

**Individual municipal curbside or transfer station programs** – complete Sections A, C, and E

**Regional or multi-town curbside or transfer station programs** – complete Sections B, C, and E

**Regional infrastructure projects** – complete Sections B, D, and E

1. **APPLICATION DEADLINE**

Applications will be accepted from January 25 through March 31, 2022 at 11:59PM EST. DEEP reserves the right to extend the deadline and/or consider late applications.

* Submit the application as a word or PDF attachment to [DEEP.RecyclingProgram@ct.gov](mailto:DEEP.RecyclingProgram@ct.gov). DEEP staff will confirm receipt of application. If you have not received a confirmation within the week, please contact us.
* Please use the following file name format to save the attachment: **“SMM Grant Application – MUNICIPALITY/ REGION/ COG name”** example: “SMM Grant Application – Phoenix”.

1. **ESTIMATED AWARD AMOUNTS**

**4.1 AWARD AMOUNTS FOR PROGRAMS**

Applicants will be asked to propose and justify the award amounts requested for the applicant’s program. DEEP reserves the right to adjust award amounts based on the priority of the proposal and the availability of funding. The anticipated rate for the awards is approximately $50 to $100 per household depending on impact on waste reduction and diversion and permanence of program. Other factors will include but not be limited to number of awards DEEP is granting, duration of program, the strength of the applicant’s commitment or plan to transition from a pilot to permanent program, number of households involved, and the strength of the program incentive for residents to reduce waste.

The following example projects are *listed in order of funding preference*, for illustration purposes only:

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| **Proposed activity** | **Program details** |
| Unit-Based Pricing (UBP) town-wide municipal pilot program (with or without food scrap collection) | * One year duration with clear, documented plan for transitioning the pilot to a permanent municipal program upon successful conclusion of the pilot * All residential households participating, no free bags provided |
| UBP municipal program for specific routes (with or without food scrap collection) | * Six-month duration with clear, documented plan for transitioning the pilot to a permanent municipal program upon successful conclusion of the pilot * 1000+ households, one free bag provided |
| Curbside food scrap collection only | * 6-month duration with clear, documented plan for transitioning the pilot to a permanent municipal program upon successful conclusion of the pilot * 1000+ households, separate collection container |

**4.2 AWARD AMOUNTS FOR INFRASTRUCTURE PROJECTS**

Funding needs for infrastructure projects will be evaluated on a project-by-project basis.

1. **CONTACT INFORMATION**

If you have questions about this form, please contact [DEEP.RecyclingProgram@ct.gov](mailto:DEEP.RecyclingProgram@ct.gov).

**Section A – General Questions for Individual Municipal Applicants**

*For individual municipal applicants, please complete Section A.* ***For regional applicants, please skip to Section B.***

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| --- | --- | --- |
| 1. | Municipality: | Click or tap here to enter text. |
| 2. | Project Manager/Contact Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. |
| E-mail: | Click or tap here to enter text. |
| 3. | Total matching funds or in-kind service expected (if any): | Click or tap here to enter text. |
| 4. | Municipalities should be compliant or actively working towards compliance with all applicable recycling and waste related laws and regulations. Please describe any known compliance issues and how they are being addressed. | Click or tap here to enter text. |

**Section B – General Questions for Regional Applicants**

*For regional applicants, please complete Section B. Regional applicants may be more than one municipality, such as a group of municipalities, Councils of Government, regional planning groups, or regional waste authorities.*

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| 1. | Regional group or lead municipality: | Click or tap here to enter text. |
| 2. | Provide the following contact information for the project lead and communication liaison who will communicate between DEEP and all participating municipalities (note: *ALL communication will be between DEEP and this contact, it is the contact’s role to disseminate to appropriate parties*) | |
| Regional Contact Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| Organization (if different than above): | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| 3. | Total matching funds or in-kind service expected (if any): | Click or tap here to enter text. |
| 4. | Federal Employment Identification #: | Click or tap here to enter text. |

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| 5. | How will the regional group support the municipalities in the region on this project? Check all that apply. |
| Administrative (grant reporting and personnel)  Outreach and Education  Serve as fiduciary agents on behalf of the municipalities (list municipalities below) |
| Other, please explain here: Click or tap here to enter text. |

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| 6. | Are there any related-projects currently underway in the region that could enhance the goals of this project? Please describe below. |
| Click or tap here to enter text. |

7. In the table below please list all municipalities that are part of your application.

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| **Municipality** | **Contact Name** | **Title** | **Phone Number** | **Email Address** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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8. Each participating municipality should be compliant or actively working towards compliance with all applicable recycling and waste related laws and regulations. Please describe any known compliance issues and how they are being addressed.

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| **Municipality** | **It is my understanding that the municipality is in compliance with all applicable recycling and waste related laws and regulations, including the Annual Municipal Recycling Report for the last 3 years.** | **If no, please describe any known compliance issues and how they are being addressed.** |
| Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
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**Section C – Municipal and Regional Curbside and Transfer Station Programs – Unit-Based Pricing and Food Scrap Collection**

*Complete Section C if you are proposing to develop or expand a residential waste-reduction program involving unit-based pricing and or food scrap collection. For regional applications, please provide information on each participating municipality, especially when there is a variation in program details.* ***If you are proposing an infrastructure project, please skip Section C and complete Section D.***

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| 1. | What type of program(s) are you proposing? | | |
| Unit-based pricing | Unit-based pricing with food scrap collection | Food scrap collection only |
| Other, please describe: Click or tap here to enter text. | | |
| For regional applicants, please provide details if there is any variation between the types of programs for each municipality.  Click or tap here to enter text. | | |

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| 2. | What is the duration of your program? |
| Pilot (Please enter number of months): Click or tap here to enter text. |
| Permanent (municipality wide, long-term program) |
| For regional applicants, if there is any variation between duration of municipal programs, please provide details. Click or tap here to enter text. |

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| 3a. | Are you planning town-wide or specific routes for your proposal? How many total households in the municipality or region will be included in the proposed program? For regional applications, please list each individual municipality’s total households on a separate line. | |
| Town-wide (skip to question 4) | Specific routes, please describe below in 3b. |
| Total households: Click or tap here to enter text. | |

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| 3b. | If the project will serve specific routes, which routes and on what days. How will the pilot areas be selected? Will one or more of your collections be bi-weekly? For regional applicants, please list each individual municipality’s information on a separate line. |
| Click or tap here to enter text. |

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| 4a. | How/where will program be implemented? Check all that apply. | |
| Drop-off / Transfer Station | Curbside, please choose from options below and answer question 4b.  municipal contract (trash or organics)  municipal collection  subscription |
| For regional applicants, please list each individual municipality’s information on a separate line. Click or tap here to enter text. | |

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| 4b. | If food scraps are proposed to be collected curbside, will there be a separate collection, or will food scraps be co-collected with trash? |
| Separate collection |
| Co-collected with trash  Please indicate the location where bagged food scraps will be sorted from bagged trash. Is the location a solid waste permitted facility? Click or tap here to enter text. |
| For regional applicants, please list each individual municipality’s information on a separate line. Click or tap here to enter text. |

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| 5. | Describe the partners you propose to work with including facilities where food scraps will be sent for processing (intermediate and final destinations), haulers, and others.   * What is your strategy to engage partners, or are they already on board? * Do your partners require solid waste permitting or modifications to existing solid waste authorizations? |
| Click or tap here to enter text. |

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| 6. | Describe the types, estimated sizes, and approximate pricing for units (i.e., dollars per bag or cart volume) you are proposing for trash and/or food scraps. Please also indicate if you will be providing free bags to households, how many and at what frequency. Do you plan to provide bags or collection containers for other recyclable materials? For regional applications, please list each municipality’s information on a separate line. |
| Click or tap here to enter text. |

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| 7. | For *food scrap only proposals* please provide the following details:   * What will you do to motivate residents to separate food scraps for collection? * What is the strategy for transitioning to a permanent food scrap diversion only program and how will it be funded? * Description of full-scale residential participation including implementation of a UBP strategy. |
| Click or tap here to enter text. |

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| 8. | If the proposed project is a pilot (ie., a temporary program; of limited duration; and/or covering only a portion of the municipality), describe your plan for scaling up or transitioning to municipality-wide permanent program? Please include the following:   * Why is your municipality seeking to implement the program? * What are the current barriers to implementing your program on a permanent basis or at scale? * What outcomes do you anticipate from the pilot, and how will the pilot materially address the identified barriers to a permanent program? * What is your plan if the project costs are greater than actual savings? Will you continue the program and pay from another funding source, or will you put the program on hold and redesign the scope? * If the pilot achieves success (see question 12), what steps will the municipality then take to implement a permanent program? Is the municipality committed to taking these steps? * For regional applications, please specify if there are any town-by-town variations in establishing the permanent program. |
| Click or tap here to enter text. |

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| 9. | Describe your outreach and education plan for your municipality or region and how you intend to engage the community including:   * What key messages will you use to enlist support for the pilot (among both participants and non-participants)? What potential benefits will you emphasize (ie., convenience, quality of life, environmental benefits, equity, controlling disposal costs, reducing reliance on out of state landfilling, etc.)? What misconceptions will you address in your messaging? * How will the proposed program be promoted/advertised and how will you create and maintain community buy-in? * Are you interested in coordinating messaging with other municipalities implementing similar programs, or do you prefer messaging specific to your community? Are there outreach or education resources that you might find helpful? * For regional applications, please specify if there are any town-by-town variations in this approach |
| Click or tap here to enter text. |

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| 10. | Identify key champions/ stakeholder groups in your municipality(ies) and explain how you will engage them to make your project successful.   * Who is/are the champion(s) that will rally support for the program during pilot and/or during implementation of a full-scale program? A champion may be Clean Energy or Sustainability task forces, Board of Education, parent-teacher organizations, Elected official(s), town staff, neighborhood revitalization associations, any community groups, senior groups, etc. * How will the municipality develop and maintain the champions’ interest and engagement? |
| Click or tap here to enter text. |

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| 11. | What is the expected impact on waste reduction and increased diversion/ recycling once the program is implemented? Please specify the estimated waste reduction and increased diversion/ recycling in tons. Please attach documentation as necessary. |
| Click or tap here to enter text. |

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| 12. | What are the measures of success for the program (e.g., level of participation, waste reduction (in tons), increased volume of recyclables)? How will you evaluate the results of the program?  How will you address any challenges? |
| Click or tap here to enter text. |

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| 13. | Describe the anticipated schedule/timeline for implementing the program? What are the major milestones for the proposed program? |
| Click or tap here to enter text. |

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| 14. | Include a proposed itemized budget(s) to implement the UBP and/or food scrap diversion program. Please attach additional documentation if necessary. For regional applicants, please be sure to include a proposed budget for each participating municipality. |
| Click or tap here to enter text. |

**Section D – Food Scrap Processing Infrastructure Projects**

Complete Section D if you are planning to use the grant funds to develop infrastructure projects for food scrap processing. The facility and equipment funded through this grant must be under control (ownership or lease agreement) of the municipality or region. *Note: Grant awards cannot be used to apply for state permit applications.*

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| 1. | Describe the location and size of your proposed food scrap processing project.  If it is private land, will the site be purchased or leased? Describe any existing structures on the property.  What is the site being used for currently? |
| Click or tap here to enter text. |

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| 2. | Which entity will operate the facility? | |
| The municipality or regional group (COG/ waste authority) | A private operator |
| Other, please describe: Click or tap here to enter text. | |

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| 3. | What facility type is proposed for the site? | | | |
| Commercial-scale Anaerobic Digestion facility | Commercial compost facility | On-farm Anaerobic Digestor facility | Animal feed facility |
| Other, please describe here: Click or tap here to enter text. | | | |
| Do you plan on operating this site as a business?  Click or tap here to enter text. | | | |

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| 4. | Describe the proposed activities for the site, include the following details:   * How will the materials be transported to the facility? * How and where will the materials be sorted and separated? If sorted at the proposed facility, is there a covered, safe area for on-site workers to process materials? * Do you have estimated tonnage you expect to be able to process? * What preparation has been undertaken for the site? * What fees, if any, will be imposed on the users of the site? * What other activities will/ may be conducted on the site? |
| Click or tap here to enter text. |

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| 5. | Describe the system inputs for the site, include the following details:   * Identify the sources of materials and waste types. * Are the haulers prepared to/ interested in collecting food scraps? If new trucks are required, have the haulers agreed to this investment and are those costs included in the grant request? * What are the associated costs for transporting to the location? Do you have buy-in from the expected participants? * What are your expected carbon sources? * How will you encourage/ incentivize residents to separate/ collect their food scraps? * Do you plan to engage commercial customers to separate/ collect their food scraps? How will you market the program to commercial customers? * How will you reduce or eliminate contamination in the food scraps received? |
| Click or tap here to enter text. |

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| 6. | What will be the beneficial use of the finished compost? Will finished compost be sold, given away to residents/businesses, used for municipal projects, etc.? |
| Click or tap here to enter text. |

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| 7. | Who are the intended users of the proposed facility? |
| Residents |
| Commercial customers |
| Municipal customers |
| Other – please describe here:  Click or tap here to enter text. |

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| 8. | Based on the meetings with DEEP, please list the necessary permit applications to be submitted. |
| Click or tap here to enter text. |

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| 9. | Please answer the following questions about staffing and program administration.     * How many staff will be used to operate? Do you expect to hire additional staff or consultants to support this project? * What training will your staff need to appropriately manage the materials? |
| Click or tap here to enter text. |

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| 10. | Describe the capitol and equipment inputs for the site and include the following:     * What equipment does the municipality or region already have that will be used for the project? * What financial resources are available in support of the project (e.g., bonding, investors, additional grants, loans, etc.)? |
| Click or tap here to enter text. |

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| 11. | Describe any equipment that you will need to procure for the proposed project. Will you need depackaging technology? How might the equipment you use for this project be used elsewhere in your region/ municipality? |
| Click or tap here to enter text. |

**Section E - Signature for Authorization**

For individual applicants, please complete this form with digital (picture file) or written signature (must sign and then convert document to PDF to submit Section E with application). For regional applicants with multiple participating municipalities, please print this form and complete for every participating municipality and regional entity.

I hereby certify that the information included in this SMM Grant Phase 2 Application is accurate to the best of my knowledge.

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| --- | --- |
| Municipality or Regional Entity: | Click or tap here to enter text. |
| Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| Signature: |  |
| Date: | Click or tap here to enter text. |