



**CARPET AMERICA RECOVERY EFFORT<sup>SM</sup>**  
**Developing market-based solutions for the recycling & reuse  
of post-consumer carpet**

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Notice of Funds Available for California Carpet Stewardship  
Grant Program (Cycle 2M)  
Micro Grants Program for Collection/Reuse

February 6, 2018

**Cycle 2M Outline**

**Purpose**

Carpet America Recovery Effort (CARE) serves as the Carpet Stewardship Organization for the California Carpet Stewardship Program. The purpose of the **Micro Grants Program for Collection/Reuse – Cycle 2M** (Program) is to promote the additional collection and reuse of California post-consumer carpet (PCC). Cycle 2M funds will be awarded for the infrastructure projects and/or purchase of equipment that supports the operational logistics of properly collecting and/or reusing California PCC under a new or established program.

Applications will be accepted and reviewed on a continuous basis through 2018. The priority round of grantees must achieve project completion by the middle of 2019, however, projects proving 2018 impact will be preferred. The precise focus of each solicitation cycle is subject to adjustment by CARE, consistent with the overall goals of the Program. Cycle 2M grant awards will be based upon available funding and a California Carpet Stewardship Plan as amended and approved by CalRecycle. CARE cannot guarantee the availability of funds beyond the priority application period.

**Eligible Applicants**

Eligible applicants may be adjusted for each solicitation release, consistent with the objectives of the funding cycle and goals of the Program. Eligible applicants for Cycle 2M include:

- Public entities, such as California cities, counties, public school districts, public colleges and universities, special districts, parks and recreation districts, and state agencies (including offices, departments, bureaus and boards).
- Joint Powers Authorities (JPA) if the JPA Agreement includes solid waste responsibilities.
- Public or private businesses such as transfer stations, recycling centers and disposal sites.
- CARE drop-off sites, Collector Sorter Entrepreneurs and Processors are encouraged to apply.
- Nonprofit entities such as reuse stores.

**Project Requirements (Use of Funds):**

- Only one application per eligible applicant will be accepted.
- Application must specify, itemize and quantify additional PCC pounds collected for diversion or diverted directly via recycling, remanufacturing, reuse or other strategies as a result of the

project. All grant applicants must verify that all pounds collected or reused are 100% California-generated PCC.

- Projects must document additional improvements in collection and reuse. Preference will be given to projects that increase the total number of CA-generated PCC pounds collected or reused in 2018.
- Applicants are encouraged to, but not required to, provide matching funds for the grant-funded project.
- Projects that have already obtained all necessary permits will be preferred.

Plans and specifications may be reviewed by CARE staff or its contractor(s) prior to commencement of work. However, CARE makes no warranty, express or implied, and assumes no liability for any infrastructure or equipment funded by this grant. It is the applicant's responsibility to determine the appropriateness of the product(s) for its purposes.

#### **Eligible Projects**

- Projects that establish, increase or improve proper collection or reuse of CA-generated PCC.
- Equipment/infrastructure for implementation of new or improvement to existing collection and reuse activities.
- Minor improvements to existing collections or reuse facilities/operations. (Examples include but are not limited to: trailer ramps or stairs, awnings or coverings to stage PCC and keep PCC clean/dry, water-tight cargo containers or bins, rain cover retrofits for collection containers for localized hauling, cement pads to stage PCC and keep PCC clean/dry).
- Multiple pieces of equipment or other infrastructure may be combined into a single application. Partnerships between entities must designate one entity as the Lead Grantee who will accept and disburse funds among project partners.
- Program education and outreach materials. Costs in this category must not exceed 20% of the total project budget, and materials must include the CARE California logo.

#### **Ineligible Costs**

- Costs incurred prior to the Notice to Proceed letter or after the end of the Grant Term.
- Costs associated with landfilling, waste-to-energy, and incineration for the purpose of sending ash to landfill. Projects must adhere to the California waste hierarchy; non-reusable or recyclable portions of PCC should be prioritized for other diversion prior to disposal by landfill.
- Administrative costs, overhead and salaries.
- Purchase of offsets.
- Excessive costs for tax and shipping on products.
- Projects installed outside of the State of California.
- Costs deemed unreasonable by CARE.
- Costs that are unrelated to the grant project.

***Funding (total allocation, min/max amounts)***

The Stewardship Planning Committee (SPC) has approved **\$75,000 for Cycle 2M (2018/19) Micro Grants Program for Collection/Reuse**. Maximum grant awards for Cycle 2M will be limited to \$15,000 for each grant awarded under this Program. Continuation or modification of the grant program will be based on available funding and on an approved Plan by CalRecycle, and determined by the success of previous Micro grant cycles.

***Timeline***

Priority program applications are due no later than April 6, 2018 and projects must reach completion by the **middle of 2019**. Application process and submission instructions are outlined throughout this notice. Proposals that do not follow application instructions will be considered non-responsive. CARE will elect to accept additional applications on a continuous basis, dependent upon remaining funds after this priority application period. CARE makes no guarantee of funding availability outside the priority application period.

Initial application dates are outlined below as reference and may be subject to revision by CARE:

KEY DATES	KEY ACTION
February 6, 2018	Release Draft Solicitation
February 20, 2018	Feedback /Comments Due
<b>February 28, 2018</b>	<b>Final Solicitation Released</b>
March 9, 2018	Question & Answer Period – All Questions Due
March 16, 2018	Q&A Responses
<b>April 6, 2018</b>	<b>Priority Application Due Date</b>
April 2018	Evaluation of grant proposals by CARE Technical Committee
<b>May 2, 2018 (tentative)</b>	<b>Notice of Awards</b>
<b>May 2018 (tentative)</b>	<b>Grant Agreements Executed, Term Begins</b>

***Evaluation & Scoring Criteria:***

The criteria presented below are based on similar grant solicitations by CalRecycle, modified by CARE. A technical committee will be formed by CARE at the direction of the Executive Director or SPC; the technical committee will review Program applications using the criteria listed below. These criteria may be subject to further revision by CARE.

% or Points	Criteria
<b>10%</b>	<p><b>Applicant Qualifications &amp; Experience –</b></p> <ul style="list-style-type: none"> <li>• Description of successful agency history; <b>track record</b></li> <li>• Implementing collection, reuse or projects of similar size and complexity</li> <li>• Experience, capacity and staff resources necessary to successfully implement and maintain the program</li> </ul>
<b>30%</b>	<p><b>Project Description and Impact –</b></p> <ul style="list-style-type: none"> <li>• Project supports new or improved collections and/or reuse operations; quantifies the tonnage of additional CA-generated PCC currently collected and/or reused and how the project may increase that number; <b>size of the impact</b> is significant; calculations to estimate additional tonnage collected/reused is supported by data</li> <li>• Description of the project; description of <b>equipment and/or infrastructure</b> to be purchased and its utility in establishing, increasing or improving additional PCC collection and/or reuse</li> </ul>

<b>15%</b>	<b>Work Plan –</b> <ul style="list-style-type: none"> <li>Reasonable, <b>logical and ambitious</b> outline of key activities, milestones and due dates during the grant term</li> <li><b>Speed to delivery</b> is high; projects are “shovel ready”</li> <li>Includes <b>measurable targets</b> and indicators of success</li> </ul>
<b>20%</b>	<b>Need –</b> <ul style="list-style-type: none"> <li>Clearly describes any existing program, program history and strengths/weaknesses</li> <li>Describes any existing program gaps and why the project is needed</li> <li>Describes how it will <b>benefit</b> the CA Carpet Stewardship Program</li> <li>Provides sufficient evidence and reliable <b>data to support</b> the need</li> <li>If this program has received past grants, explain why additional grant funding is needed</li> </ul>
<b>25%</b>	<b>Budget and Cost Effectiveness –</b> <ul style="list-style-type: none"> <li>Project costs are <b>reasonable, justified, cost effective</b> use of funds; line items are clearly defined and justified</li> <li>Budget clearly identifies any matching contributions</li> <li>Quantifies expenditures already incurred and how program will be maintained after grant term</li> </ul>
<b>10 Bonus Points Available</b>	<b>Other Evaluation Criteria –</b> <ul style="list-style-type: none"> <li>Applicant has <b>specialized certifications</b> such as meets CAL Green building standards, has LEED certified buildings, has Environmentally Preferable Purchasing Policy</li> <li>New California jobs are created</li> <li>Project is located in CA disadvantaged community</li> <li>Project is submitted by a Regional Jurisdiction (joint proposal from two or more eligible applicants)</li> </ul>
<b>100%</b>	<b>TOTAL</b>

**Coordination with CalRecycle:**

The Micro Grant program for Collection/Reuse is a strategy recommended by the CA Council (Council) on Carpet Recycling in 2016. CARE will provide CalRecycle with quarterly data on Program performance, and solicit input from CalRecycle as needed or desired in evaluating Program applications.

**Application – Proposal Requirements**

Applications must include the following components and clearly communicate the manner in which their proposed project meets the criteria listed above. The proposal must not exceed 5 pages including the budget sheet. Any additional supporting documentation will also be accepted. Applicants are required to complete and submit the CARE provided application form. An application form will be available on the CA Program website upon release of the Final Solicitation. Trade secrets and any other confidential information must be clearly marked as such and may be subject to regulatory disclosure requirements of CalRecycle or other state entities.

- Applicant Name
- Key Project Contacts (2 required) with phone number and email information
- Project Title
- Applicant/Team Qualifications and Experience
- Project Description and Impact

- Project Need
- Project Work Plan (Timeline and Deliverables)
- Proposed Budget (See separate template on Grants Webpage)
- Notification of any pending or outstanding judgments or enforcement actions against the company or its products.
- Creation of California Jobs, Environmental Certifications, benefit to Disadvantaged Communities

### **Comments/Questions - Submission**

All comments on the Cycle 2M Micro Grants for Collection/Reuse Solicitation should be directed to Abbie Beane, CARE Grants Manager, at [abeane@carpetrecovery.org](mailto:abeane@carpetrecovery.org), by the February 20, 2018 deadline. Answers to comments and questions will be posted on the [CARE grants webpage](#) by March 16, 2018. Comments may be incorporated into the final Cycle 2M solicitation, scheduled to be posted on February 28, 2019.

### **Application - Submission**

- Priority applications must be submitted by the deadline. Applications should be sent electronically in Adobe PDF format (10 point font minimum) to: **Abbie Beane, CARE Grants Manager, [abeane@carpetrecovery.org](mailto:abeane@carpetrecovery.org).**
- Applications should use the email Subject line:
  - **Cycle 2M Micro Grants: [Your Agency/Project Name]**
- Applicants should acknowledge any potential conflicts with any CARE leadership committees, and current or prior employment in the carpet and recycling industries. CARE Technical Committee members evaluating grant applications are not eligible for grant funding.

### **Grant Funding Awards**

Program grant awardees will be required to agree to grant agreement terms and conditions, which may include procedures and monitoring requirements, such as the submission of regular progress reports to CARE. Grantees may be asked to provide documentation referencing their readiness for work, status of project implementation, etc. CARE may visit the project and use information and photos for communication and reporting purposes.

***DEADLINE FOR PRIORITY SUBMISSIONS: April 6, 2018 @ 5 pm PDT***