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November 10, 2011

Dear College or University Administrator:

New Jersey's "Solid Waste Management & Sludge Management State Plan Update" calls for the establishment of programs designed to encourage the increased recycling of food waste. At this time, much of this waste is not recycled, but rather landfilled. In light of the fact that the tonnage of food waste generated per year in New Jersey is greater than the combined tonnage of old newspapers, glass containers and aluminum cans (three of the most commonly recognized recyclable materials), food waste recycling represents a great opportunity for achieving recycling gains in this state. Colleges and universities, among other institutions, generate large amounts of food waste through their various cafeterias and operations. As such, the New Jersey Department of Environmental Protection, Bureau of Recycling and Planning, developed a \$200,000 recycling demonstration program in 2010 that provides matching grants of up to \$20,000 per applicant institution to colleges and universities that seek to establish food waste recycling systems on their campuses. Please note that the Department will consider providing a matching grant greater than \$20,000 if requested and justified by the applicant. This program is funded through the Recycling Tax established in the "Recycling Enhancement Act", which includes a provision for funding recycling research and demonstration projects at our state's colleges and universities.

The food waste recycling demonstration program will not only result in more material being recycled and returned to the economic mainstream, but will also result in less material being disposed in solid waste facilities. This will help to conserve our state's disposal capacity and with solid waste tipping fees averaging over \$81.00 per ton, should also lead to significant disposal cost savings for participating colleges and universities. Furthermore, the proposed program will result in air quality improvements and a reduction in greenhouse gas generation thanks to this material being recycled on campus as opposed to being transported and disposed at a landfill, where it would soon generate methane (a greenhouse gas) as it decomposes.

With just over \$57,000 still remaining in the fund, the Department is hoping that additional New Jersey colleges and universities will come forward and apply for these grant funds for the purchase of food waste recycling equipment. As such, the Department has removed the grant application deadline that was previously established and will now accept food waste recycling demonstration grant applications until the fund is depleted. Attached for your review and action is the Food Waste Recycling Demonstration Grant Program Procedural Guide and Application Form. Pages 1 and 2 of the guide address funding criteria and project eligibility. Colleges and universities should submit their application(s) and resolution(s) as soon as possible.

All questions concerning the application should be directed via e-mail to the NJDEP, Bureau of Recycling and Planning at the addresses listed in Section 6 of the attached Guide.

Sincerely,

*Original signed by Guy Watson*

Guy Watson, Chief  
NJDEP, Bureau of Recycling and Planning

Attachment

C. Steven Rinaldi  
Ed Nieliwocki

**NJ Department of Environmental Protection  
Solid and Hazardous Waste Management Program  
Bureau of Recycling and Planning**

FY'11 Food Waste Recycling Demonstration Grant Program – Round 2  
Procedural Guide and Application Form

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## 1. **Scope**

The Recycling Enhancement Act, P.L. 2008, c. 6, reestablished a source of funding for recycling in New Jersey through a \$3.00 per ton tax on solid waste accepted for disposal or transfer at in-state solid waste facilities. Solid waste being transported out of state, either directly or by railroad, is also subject to the recycling tax. A portion (“not more than 5%”) of the fund created by this tax is for direct recycling grants to “institutions of higher education for recycling demonstration, research or education, including professional training.” The following constitutes the guidelines of the New Jersey Department of Environmental Protection concerning its responsibilities in the administration of the Food Waste Recycling Demonstration Project Grant Program.

## 2. **Purpose**

This guide was developed for the following purposes:

- A. To establish policies and procedures for the distribution of Food Waste Recycling Demonstration Project Grants to New Jersey colleges and universities. These grants will be awarded on a competitive basis and will enable these academic institutions to establish food waste recycling operations on their campuses. This program, which requires applicants to match the grant amount provided by the Department, will result in an increase in food waste recycling, a decrease in the amount of solid waste disposed at solid waste disposal facilities, reductions in greenhouse gas generation and monetary savings for participating colleges and universities due to the avoidance of solid waste transport and solid waste disposal fees.
- B. To protect the interest of the citizens of New Jersey by ensuring that Food Waste Recycling Demonstration Project Grant Funds are disbursed in a manner consistent with the purpose and intent of language contained in P.L. 2008, c. 6 .

## 3. **Funding Criteria**

- A. As noted above, the “Recycling Enhancement Act” includes a provision that enables the Department to provide direct recycling grants to “institutions of higher education for recycling demonstration, research or education, including professional training.” As such, this program is only open to colleges and universities located in New Jersey.
- B. In order to fund as many food waste recycling demonstration projects as possible, there is a cap of \$20,000.00 per applicant. The Department, however, will consider providing a matching grant greater than \$20,000 if requested and justified by the applicant.
- C. Applicants must match the grant amount provided by the Department. For example, if a college sought to install a food waste composting system that costs

\$30,000.00, the college would apply to the department for a \$15,000.00 grant and allocate \$15,000.00 of its own funds for the project.

- D. Food Waste Recycling Demonstration Project Grant funds must be expended within one calendar year of the effective date of the grant, as determined by the department.
- E. Colleges and universities must submit an application in accordance with the guidelines set forth herein.

#### **4. Dates**

The Department has removed the grant application deadline that was previously established and will now accept food waste recycling demonstration grant applications until the fund is depleted. The Department will review the applications and notify the applicants of its approval status within thirty (30) days of its receipt.

#### **5. Project Eligibility**

- A. All applications must be for on-site (on-campus) food waste recycling systems at colleges and universities located in New Jersey.
- B. Grantees must maximize the amount of food waste recycled from campus operations and may introduce other organic waste materials (excluding all recyclable paper grades) into the recycling system if needed or if there is excess capacity.
- C. Food waste recycling technologies under consideration for a grant through this program must transform food waste (and other organic wastes where applicable) into beneficial products such as composts and other landscaping products, animal feeds, soil additives, soil mixes, soil nutrients, organic fertilizers, alternative fuels and direct or stored energy generation. As such, technologies that are acceptable for purpose of this grant program include, but are not limited to: automated in-vessel aerobic continuous or batch composting systems, static composting bins, manual rotary composting drums, processing/drying/pelletization systems to make animal feed, vermiculture systems, systems that make bio-fuels and bio-energy generators.
- D. Grant funds may be used for both the purchase cost of the recycling system chosen, as well as the cost of the installation infrastructure. (Note: Other costs such as personnel, travel, consultants, postage, etc. are not permissible through this program.)
- E. Grantees must either comply with the exemption set forth at N.J.A.C. 7:26A-1.4(a)2 within 90 days after approval of the grant application by the Department or obtain a recycling facility approval as per N.J.A.C. 7:26A prior to commencement

of operations. The above referenced regulatory exemption allows “the recycling of source separated recyclable materials that are generated, processed and reused as a product exclusively at the point of generation where all applicable county and municipal approvals have been obtained for that activity” to be conducted without an approval from the Department. Please be advised that for purposes of this exemption, the “point of generation” encompasses the entire campus of the college or university. This provision also states that “specifically excluded from this exemption are source separated petroleum contaminated soils, and the receipt, storage, processing or transfer of materials generated off-site.” Please be advised that for purposes of this exemption, “off-site” means off-campus. General requirements applicable to the exemptions set out in N.J.A.C 7:26A-1.4(a) are listed in N.J.A.C 7:26A-1.4(b), including a requirement to provide a written notice of such an exempt operation to the New Jersey Department of Environmental Protection, the host municipality, and host county prior to the commencement of operations. The form found on the weblink below is to be used when notifying the New Jersey Department of Environmental Protection of an exempt recycling operation.

<http://www.state.nj.us/dep/dshw/resource/forms.htm>

**6. DEP Contact**

All questions concerning the application should be submitted via email to the contacts listed below. Due to the fact that applications will be awarded on a competitive basis, questions submitted during the application process and the Department’s response will be disseminated to all applicants.

To: Steven Rinaldi  
NJ Department of Environmental Protection  
Solid and Hazardous Waste Management Program  
Bureau of Recycling and Planning  
P.O. Box 414  
Trenton, NJ 08625-0414  
(609) 984-3438  
[Steven.Rinaldi@dep.state.nj.us](mailto:Steven.Rinaldi@dep.state.nj.us)

Copy: Ed Nieliwocki  
[Ed.Nieliwocki@dep.state.nj.us](mailto:Ed.Nieliwocki@dep.state.nj.us)

**7. Application Submission Procedures**

The application for Food Waste Recycling Demonstration Project Grant Funds **must** include the following:

A. Governing Board Resolution

Colleges and universities must submit a certified copy of a Governing Board Resolution or equivalent. The resolution or equivalent should be properly executed on the applicant's legal stationery. The resolution or equivalent authorizes the application and indicates acceptance of the terms of the guidelines promulgated for this program.

B. Application Form

The attached application should be completed and signed by the applicant's authorized representative (as identified by title in the Governing Body Enabling Resolution). Among other things, the form requires the identification of key personnel in the program's administration and financial management, a work plan for the project and a budget. The work plan shall identify specific program activities to be undertaken during the specified time frame.

The application shall also include the following information:

- 1) On-campus location of the food waste recycling system;
- 2) Approximate tonnage of food waste generated per year on campus;
- 3) A description of the food waste recycling technology to be used and the end products to be generated by such a recycling system.; and
- 4) Using the United States Environmental Protection Agency's "Waste Reduction Model" (WARM), the estimated annual greenhouse gas emissions reductions resulting from this project.

**8. Application Submittal and Review**

Applicants shall submit their application, resolution and any other applicable documentation via e-mail to:

Steven Rinaldi  
[Steven.Rinaldi@dep.state.nj.us](mailto:Steven.Rinaldi@dep.state.nj.us)

Department of Environmental Protection  
Solid and Hazardous Waste Management Program  
Bureau of Recycling and Planning  
P.O. Box 414  
Trenton, NJ 08625-0414

Upon receipt, the Department will review the application to determine if it is complete and consistent with the purpose and intent of the program.

**9. Program Payment Procedure**

Following review and approval of the application, the Assistant Commissioner, Climate and Environmental Management, will notify the authorized individual named in the application of the approval and transmit to the Treasurer a State Payment Voucher PV 3/93 (Vendor Invoice) to initiate payment.

**10. Program/Budget Revisions and Time Extensions**

The grantee must obtain prior written approval from the Solid and Hazardous Waste Management Program whenever:

- A. A revision in the work scope is required.
- B. A transfer of funds between approved direct cost budget categories is required.
- C. A time extension to the end date is required. The request must explain what work has been performed, why there is a need for the extension, what work still remains to be completed and a proposed schedule for the completion of the work to be done. Time extensions **MUST** be requested no less than 30 days prior to the actual ending date.

All revision requests must come from the Project Director identified in the application form.

**11. Interest on Advance Payments**

The grantee is required to deposit any advance payments received hereunder in an interest bearing account. Any interest up to \$100 per year may be retained by the grantee for documented administrative expenses. Interest above \$100 per year may be retained by the grantee for purposes of this grant or shall be remitted to the Department.

**12. Program Administration**

A. Progress Reports

The Solid and Hazardous Waste Management Program shall be kept informed of the grantee's progress with program development and implementation. An interim progress report shall be submitted via e-mail to Steven Rinaldi ([Steven.Rinaldi@dep.state.nj.us](mailto:Steven.Rinaldi@dep.state.nj.us)) and Ed Nieliwocki ([Ed.Nieliwocki@dep.state.nj.us](mailto:Ed.Nieliwocki@dep.state.nj.us)) of the Solid and Hazardous Waste Management Program within six (6) months of the starting date of the grant and continue to be submitted on a semi-annual basis. The report must include:

- 1. A narrative describing the accomplishments achieved during the reporting period for each task within the application; and

2. A statement of actual expenditures made for each task during the reporting period as compared to the approved budget. See Attachment 2 for an Expenditure Report Form. The statement must be signed by the grantee's Chief Financial Officer.

**B. Accounting Procedures**

1. The grantee's accounting system must identify the source and applications of funds for all specified grant program related activities. The system shall reflect information pertaining to the grant and authorization, obligations, unobligated balances, assets acquired expenditures, and grant program related income, if any.
2. The accounting procedures and practices must provide for a comparison of actual versus budgeted costs and related financial data with performance activity.
3. All costs relating to the program must be reflected in the accounting system and related financial reports.
4. Records and work outputs of the grantee shall be open to inspection or audit by the Department as it deems necessary. Records must be maintained for at least three years after the grant period; however, in the event that an audit has not been performed or should the audit findings be determined to be unacceptable by the Department of Community Affairs, the records shall be retained until the Department authorizes their release.

**13. Audit Responsibility**

Colleges and universities receiving Food Waste Recycling Demonstration Project Grant Funds will be subject to an audit in accordance with the Circular Letter 04-04 as delineated by the Office of Management and Budget of the State Department of the Treasury.

**14. Application Form**

The Food Waste Recycling Demonstration Project Grant Fund application form can be found in Attachment 1.

**Attachments:**

Attachment 1- Application Form

Attachment 2 - Expenditure Report Form

**Note:** The format found on the application form and expenditure report forms are standard DEP format for such forms. “Not applicable” has been added to those cost categories that are not allowable expenses under this program.

FOR SHWP USE ONLY (2010)

Date Recd: \_\_\_\_\_

Date Appd: \_\_\_\_\_

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Food Waste Recycling Demonstration Grant Program Application Form

A. Basic Data

1. Name of Applicant: \_\_\_\_\_

2. Federal Employee Identification Number (Fed ID): \_\_\_\_\_

3. Applicant's Address: \_\_\_\_\_

\_\_\_\_\_

4. Project Director (Authorized Representative)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

5. Contact Person (Person directly responsible for recycling activities)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

6. Chief Financial Office

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

7. Provide the following information:

a) On-campus location of the food waste recycling system;

b) Approximate tonnage of food waste generated per year on campus;

c) A description of the food waste recycling technology to be used and the end products to be generated by such a recycling system.; and

d) Using the United States Environmental Protection Agency's "Waste Reduction Model" (WARM), the estimated annual greenhouse gas emissions reductions resulting from this project. (WARM available online at [http://www.epa.gov/climatechange/wycd/waste/calculators/Warm\\_home.html](http://www.epa.gov/climatechange/wycd/waste/calculators/Warm_home.html).)

B. Scope of Services ( Work Period & Work Plan)

1. List below the timeframe for activities to be undertaken with this grant.

Begin: \_\_\_\_\_ End: \_\_\_\_\_ Duration: \_\_\_\_\_

2. Briefly describe each work project to be funded by the grant, including deliverables.

B. Scope of services (cont.)

C. BUDGET

Project Cost Element	SOURCE OF FUNDS		
	State Share	College/University Share	Project Total

A. PERSONNEL: NOT APPLICABLE

1. SALARIES

<u>Task No.</u>	<u>Position</u>	<u>Average Anticipated Annual Wage</u>	<u>% of Time on Project</u>
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SUBTOTAL SALARY

\_\_\_\_\_

\_\_\_\_\_

2. FRINGE BENEFITS %: NOT APPLICABLE  
(SPECIFY RATE AND ACTUAL AMOUNT AFTER EACH CORRESPONDING TASK NUMBER)

<u>Task No.</u>	<u>Position</u>	<u>Average Anticipated Annual Fringe</u>	<u>% of Time on Project</u>
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SUBTOTAL FRINGE

\_\_\_\_\_

\_\_\_\_\_

C.. BUDGET- (Continued)

Project Cost Element	SOURCE OF FUNDS			Project Total
	State Share	College/University Share		

B. CONTRACTUAL/CONSULTANT BY TASK: NOT APPLICABLE  
 (LIST BY NAME OF FIRM AND SPECIFY TASK IF AVAILABLE)

Task No.

\_\_\_\_\_

SUBTOTAL CONTRACTUAL \_\_\_\_\_

C. OTHER

1. TRAVEL BY TASK: NOT APPLICABLE  
 (ITEMIZE)

Task No.

\_\_\_\_\_

SUBTOTAL TRAVEL \_\_\_\_\_

C.. BUDGET- (Continued)

Project Cost Element	SOURCE OF FUNDS		
	State Share	College/University Share	Project Total

2. CONSUMABLE SUPPLIES BY TASK: NOT APPLICABLE  
(POSTAGE, PRINTING, ETC., ITEMIZE)

Task No.

SUBTOTAL CONSUMABLE SUPPLIES

3. EQUIPMENT BY TASK:  
(OFFICE SPACE, UTILITIES,  
EQUIPMENT, ETC., ITEMIZE)

Task No.

SUBTOTAL EQUIPMENT



APPLICATION FORM

Certification

To the best of my knowledge and belief, data and information in this application form are true and correct, the application form has been duly authorized by the appropriate governing body and said governing body will comply with the terms of the grant if the application is approved by the Department of Environmental Protection.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 2

FY 11 Food Waste Recycling Demonstration Grant Program

EXPENDITURE REPORT: For the period beginning \_\_\_\_\_ and ending \_\_\_\_\_

ACCOUNT DESCRIPTION	APPROVED PROJECT BUDGET	PREVIOUSLY REPORTED CUMULATIVE EXPENDITURES	ACTUAL EXPENDITURES AS OF _____ (date)	CUMULATIVE EXPENDITURES	UNEXPENDED BALANCE
A. Personnel Costs Salaries	N/A				
Fringe Benefits	N/A				
B. Consultants and Subcontractors	N/A				
C. Other Costs Specify:					
D. Audit					
Subtotal Direct Costs					
Less Program Income					
Total Direct Costs					
Indirect Costs					

TOTAL PROJECT AMOUNT					
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**CERTIFICATION BY CHIEF FINANCIAL OFFICER**

I certify that the above expenditures for the period are accurate as stated, that all procurements for which payment is required have been made in accordance with the standards contained in the Local Tire Management Program Fund Guide and Application Form, and that each obligation for which an expenditure is listed arose during the work period.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(print name)

Title \_\_\_\_\_