

# Recycling-Based Community Economic Development Grant Program

## Request for Response FY 2003

### Chelsea Center for Recycling and Economic Development

Issue Date: Friday, January 18, 2002  
Pre-Proposal Due Date: Friday, March 15, 2002, 4:30 p.m.  
Final Proposal Due Date: Friday, May 24, 2002, 4:30 p.m.  
Submit To: Chelsea Center for Recycling and Economic Development

#### I. Introduction

The Chelsea Center for Recycling and Economic Development (CCFRED) has up to \$25,000 per project available to fund proposals from Massachusetts cities, towns and non-profit organizations to develop model recycling-based community economic development programs. Recycling-based community economic development (RBED) is the process of

- creating jobs that pay livable wages,
- promoting environmentally sound economic growth, and
- raising the standard of living and quality of life through the use and reuse of recovered materials generated in the town or region.

This solicitation focuses on the use of non-hazardous solid waste materials and products recovered from the waste stream as feedstocks for new or existing manufacturing, remanufacturing or reuse enterprises. Collection and processing activities are not eligible.

#### Why RBED?

Recovered materials can cost less than their virgin counterparts and result in good quality and competitive products. There are also many environmental benefits associated with the use of recovered materials instead of virgin, such as reduced water and energy use, less pollution, reduced demand for landfills and disposal facilities, and conservation of natural resources.

In 1999 Massachusetts residents and businesses generated over 13 million tons of solid waste—close to one third more than we did ten years ago. Approximately 38% of these thirteen million tons were recycled. The rest was discarded in landfills or burned in incinerators. This waste cost the State millions of dollars in terms of direct costs for disposal, lost economic development opportunity, lost revenues, and environmental costs. Massachusetts' latest Solid Waste Master Plan calls for 70% recycling and waste reduction by 2010, making 9 million tons of material available for recycling into new products. Through RBED, cities and towns can turn their trash into economic and environmental benefits and help the State meet its recycling goals.

Recovered materials are used in the manufacture of a variety of products. In Massachusetts alone, there are close to 600 companies that utilize recovered feedstocks in their processes. These companies employ nearly 12,000 people and utilize approximately 4 million tons of recovered glass, metals, plastics, carpet, food, wood, asphalt

shingles, electronics, and other materials annually.<sup>1</sup> These companies make products such as printing and writing paper, refurbished toner cartridges and other office products, absorbents, wood flooring, asphalt, decorative glass, toothbrushes, plastic sheet, compost, clothing, and machine parts, to name a few. The list of products made with recycled materials is growing. As virgin materials become increasingly scarce in the global market, and as consumers become more interested in environmental issues, more and more companies are looking toward locally generated recyclable feedstocks as a viable alternative to virgin manufacturing feedstocks. The Commonwealth's Strategic Plan for Recycling Market Development<sup>2</sup> identifies opportunities to create in-state demand for certain grades of recovered glass, paper, tires, wood, food, textiles, carpet, and plastics, as well as other materials. Cities, counties, and community-based organizations throughout the world are using recycling as a vehicle to create jobs and facilitate local economic development (see Appendix A).

### **The Chelsea Center for Recycling and Economic Development**

The Chelsea Center for Recycling and Economic Development was founded by the Commonwealth of Massachusetts in 1995 to create jobs, support recycling efforts, and help the economy and the environment by working to increase the use of recyclable materials by manufacturers throughout the State, and is part of the University of Massachusetts and of the Strategic Envirotechnology Partnership. The Chelsea Center's goal is to help create an infrastructure for a sustainable materials economy in Massachusetts, where businesses will thrive that rely on locally discarded goods as their feedstock and that minimize pressure on the environment by reducing waste, pollution, dependence on virgin materials, and dependence on disposal facilities. See the Chelsea Center's web site ([www.chelseacenter.org](http://www.chelseacenter.org)) for information about the Chelsea Center and its programs and services that may be available to support RBED and other related projects.

## **II. Purpose of RFR**

The Chelsea Center is looking to work directly with cities, towns and community-based organizations to develop recycling-based community economic development initiatives at a local level. Projects will be a collaborative effort among the Chelsea Center, community-based organizations, Chambers of Commerce, and local environmental or recycling and economic development programs. A secondary goal of this process is to facilitate long-term and self-sustaining links between community-based organizations, businesses, local recycling offices, and local economic development offices.

## **III. Eligible Entities and Minimum Requirements**

All cities and towns in the Commonwealth of Massachusetts are eligible to apply individually or on a regional basis (two or more). Applications may also be submitted by recognized not-for-profit organizations (i.e., 501 (c) (3)) such as community-based organizations (CBOs), community development corporations (CDCs), and colleges and universities. All project partners, including the lead agency, must be in compliance with all state and federal environmental laws and regulations. Projects must reflect a collaborative effort among local businesses or business group, community-based organizations or community development corporations, and local government.

In order to be eligible for grant funding, a Recycling-based Economic Development Advisory Committee must be in place by the time the final proposal is due. The Committee should include at least one member representing a local CDC or other community-based organization, a member from the local business or finance community, a representative from the local department responsible for economic development, and a representative from the

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<sup>1</sup> For a listing of some of these companies, visit the Chelsea Center's web site at [www.chelseacenter.org](http://www.chelseacenter.org), or call the Chelsea Center to order the Massachusetts Directory of Recycled Products Manufacturers

<sup>2</sup> Visit [www.chelseacenter.org](http://www.chelseacenter.org) under publications to see the Plan, or call the Chelsea Center for a copy.

local department responsible for recycling activities. One agency should be identified as the lead agency for purposes of contracting and communication.

#### **IV. Eligible Activities/Projects**

Examples of eligible activities or projects include but are not limited to:

- *Infrastructure Development:* Incorporate recycling-based economic development into the municipal or regional economic development plan, and/or create a local or regional strategic plan specifically for recycling-based economic development. This could include identifying opportunities for RBED and ways to link it to industrial revitalization or development; identifying barriers, such as land use planning and zoning requirements, and how they will be addressed; amending recycling contracts to allow materials to be marketed locally; identifying potentially available materials and uses, identifying available sites for recycling-based manufacturing, and infrastructure needs.
- *Develop or Implement a Recycled Product Manufacturing, Reuse, or Remanufacturing Enterprise:* Develop studies or strategies; create and/or implement a business plan; research and identify entrepreneurs, employment requirements, and funding sources to lead to the creation of a recycled products manufacturing, remanufacturing or reuse enterprise in the community.
- *Develop Reuse, Recycling and/or Remanufacturing Training Strategy:* Create a training program to educate community residents, consumers, businesses, and/or interested parties in reuse or remanufacturing, such as furniture or appliance repair.
- *Public Input:* Hold meetings with the community to determine what types of recycled products manufacturers would be desirable and develop a plan of action to attract those types of companies. If there are community concerns about attracting recycling companies, work with the company(s) and community to address areas of concern, including environmental justice.
- *Financial and Technical Incentives:* Develop and/or implement innovative mechanisms to retain, support, attract, and facilitate recycling-based manufacturing in the community.
- *Develop Previously Funded RBED Project/Activity:* Former recipients of Chelsea Center RBED grants are eligible to apply for further funding. Projects must clearly show how the second or third phase brings the project to the next level, or to implementation.
- *Other:* Implement other projects that meet the intent of this solicitation.

#### **Other Activities**

The Chelsea Center has several resources available for communities interested in pursuing RBED initiatives beyond this grant program, including a Community Materials Database and Survey that can be used to gather, quantify and analyze information about materials used and generated by local businesses. For information about these and other RBED resources, contact Jennifer Capuano at the Chelsea Center.

#### **Excluded Activities**

The following activities are NOT eligible under this solicitation:

- Activities using "in-house" manufacturing scrap, unless clearly shown to be diverted from disposal;

- Activities in which recovered materials are processed for fuel and/or incineration;
- Activities that include the development of new disposable products intended to replace existing durable products;
- Activities that deal with reuse or recycling of hazardous or liquid wastes, and;
- Activities focusing on collection or processing of recovered materials, unless clearly linked to reuse, manufacturing, or remanufacturing.

## V. Evaluation Criteria

The Chelsea Center will review all pre-proposals. An Advisory Committee, comprised of qualified representatives from organizations with community and recycling interests, will assist in reviewing final proposals. Proposals will be rated according to their ability to meet certain criteria. Evaluation criteria include:

- How well the proposal meets the goals of the program and the objectives of the Chelsea Center;
- How well it addresses the proposal requirements;
- How well it meets the eligibility criteria (see III above);
- The likelihood of the proposed activities to divert materials or products from disposal facilities;
- The likelihood of the proposed activities to create alternative value-added uses or markets for materials or products that are currently being recycled;
- The proposal's ability to address a specific economic development need in the community;
- The ability for the proposed project to be replicated in other communities; and
- For projects applying for second or third year funding, the project must be shown to be moving to the next level.

Pending availability of Chelsea Center funding, four to six projects may be selected. The Chelsea Center reserves the right to select projects that reflect a diversity of approaches to RBED, address a range of materials, and represent the state geographically.

## VI. Funding Available

Up to \$25,000 is available per project, pending availability of funds. Eligible uses for funds include: personnel (staff and/or consultants), direct expenses (copying, mailing, meeting costs), surveys/site visits, testing (product and/or process, site related work), relevant publications. Funds cannot be used for any capital expenses or indirect costs.

## VII. Submittal Requirements

### Pre-Proposal:

Four copies of a Pre-Proposal (see attached form) are due by **4:30 p.m. on Friday, March 15, 2002** to: Jennifer Capuano, Chelsea Center for Recycling and Economic Development, 80 Everett Avenue, Suite 221, Chelsea, MA 02150. Pre-Proposals can also be sent via fax: (617) 887-0399 or via e-mail: [jenniferc@chelseacenter.org](mailto:jenniferc@chelseacenter.org). Pre-Proposals must not exceed the allotted space (see form).

If it is determined that the Pre-Proposal meets the eligibility requirements and goals of the program, the applicant will be invited to submit a Final Proposal.

**Final Proposal:**

Ten copies of the Final Proposal are due by **4:30 p.m. on Friday, May 24, 2002** to: Jennifer Capuano, Chelsea Center for Recycling and Economic Development, 80 Everett Avenue, Suite 221, Chelsea, MA 02150. Proposals will not be accepted by fax. Final Proposals should be printed double sided, on recycled paper, and fastened with a staple (no plastic covers or binders). In addition, a copy must be provided electronically by email or disk in MS Word or Adobe Acrobat PDF format.

For questions about this solicitation and requirements, contact Jennifer Capuano at (617) 884-6237 or [jenniferc@chelseacenter.org](mailto:jenniferc@chelseacenter.org).

Final Proposals must include the following:

- Cover sheet
- Project Partners/Advisory List
- Letters of Support from each Project Partner or member of the Advisory Committee, including signatures of executive directors, city officials, or senior management (one copy per application is sufficient)
- Project description, not to exceed four typed pages single spaced, 11 point type, addressing the following:
  - 1) Describe the location (town, neighborhood, facility) of the proposed project or how it will be identified.
  - 2) Describe how the project will meet local economic development, community, and/or recycling needs (e.g., employment of underemployed and/or marginalized populations, job and skills training, job retention, community revitalization, creating a market for materials, generated in the community, etc.)
  - 3) Identify the target material(s) or product(s), or describe how they will be identified through this project.
  - 4) Identify the sources and amounts of the target material(s) or product(s), or how they will be identified through this project.
  - 5) Identify how the target material(s) is/are currently recovered, or how recovery will be addressed through this project.
  - 6) Describe current recycling efforts in the community/region. In particular, address those that compete with or compliment the proposed project.
  - 7) Provide a detailed description of project, including major tasks and timeline (note: assume work will not start prior to September 1, 2001, and must be completed by June 30, 2002-see Section XII).
  - 8) Describe how the work of the proposed project will be sustained after funding ends.
  - 9) Describe how the work will be incorporated into the local or regional economic development strategy or plan.
  - 10) Identify the roles and qualifications of the project partners responsible for carrying out the work and participating in the advisory committee, and how this project fits into the mission of the lead agency(s).

11) Provide a detailed budget, as well as matching funds. Note: while matching funds are not required for first year projects, proposals that demonstrate support from the sponsoring organizations and/or leverage support from outside sources will be looked upon more favorably. Matching funds may be in the form of loans, grants, overhead, or in-kind support, such as labor. Second and third year projects must show at least a 25% match.

- One copy of the local economic development plan or strategy (if relevant to the proposal) should also be included.
- Non-profit applicants must submit one copy of their tax-exempt designation documents.
- Applicants should propose alternative billing arrangements if the requirements in Section IX will not work.

The Chelsea Center reserves the right to request additional information as needed to clarify proposals.

### **VIII. Program Duration**

Projects will last approximately ten (10) months. Projects are anticipated to begin by September 1, 2002 and must be completed by June 30, 2003.

### **IX. Reporting and Billing**

Participants will submit a midterm report by January 31, 2003. A draft final report will be submitted to the Chelsea Center by June 1, 2003. The Chelsea Center will review and comment on the draft report prior to final report submittal. Reports and final deliverables must meet formatting criteria established by the Chelsea Center.

Participants will be requested to make a presentation to the Chelsea Center, the local community, and other awardees on a date to be determined within the contract period.

Awardees send invoices for allowable expenses already incurred along with the mid-term and final reports, unless otherwise agreed upon by the Chelsea Center.

### **X. Ownership of Material**

Material generated under this grant becomes the property of the Chelsea Center for Recycling and Economic Development and the University of Massachusetts, including data, reports, software, etc. The Contractor should note that all reports required of the Contractor by the Chelsea Center will become public documents and will be published by the Chelsea Center. Any proprietary information should be brought to the attention of Chelsea Center staff; this information will be handled in a manner acceptable to all parties. Please contact the Chelsea Center for questions regarding this section.

**XI. Timeline**

All grantees will be required to sign a State Standard Contract. Work cannot begin until both parties sign the Contract, and funding is made available for the program. This is anticipated to be by the end of August, 2002.

Pre-Proposal due	March 15, 2002	<b>4:30 p.m.</b>
Notification of pre-proposal status	April 12, 2002	
Final Proposals due	May 24, 2002	<b>4:30 p.m.</b>
Notification of participants selected	July 19, 2002	
Contract signed with participants	August, 2002	
Project starting date	September 1, 2002	
Midterm report	January 31, 2003	
Project presentation	April-May, 2003	
Draft final report	June 2, 2003	

*The Recycling-Based Community Economic Development Program is funded by the University of Massachusetts' Chelsea Center for Recycling and Economic Development, through the Executive Office of Environmental Affairs and the Clean Environment Fund, which is comprised of unredeemed bottle deposits.*

## **Appendix A**

### **Recycling-Based Community Economic Development Projects**

*Following is a description of some of the projects that were awarded RBED grants by the Chelsea Center. To learn more about these and other RBED projects both in Massachusetts and worldwide, contact the Chelsea Center.*

#### **Lowell Community Partnership for a Food Waste Composting Enterprise**

Lowell, the fourth largest City in Massachusetts, has a vision to become a destination city, drawing tourists to its national park, historic mills, entertainment facilities, and restaurants. With expanded revitalization efforts and expected growth in tourism, the City of Lowell anticipates an increase in its restaurants, resulting in more commercial food waste. The Center for Family, Work and Community at UMass Lowell is working with the City and community partners to expand the City's economic base by using vermicomposting (composting with worms) to turn some of its food waste stream into valuable compost. A local composting enterprise would benefit the City by decreasing commercial food waste disposal costs and minimizing transportation and environmental impacts associated with waste hauling and disposal, and would reconnect immigrants and the community to agrarian activities and locally grown produce. The first phase of this project set up a small model vermicomposting operation using food waste from local restaurants, identified three possible sites for a large scale composting operation, and developed a viable business opportunity assessment that will help bring a large scale composting enterprise to fruition.

#### **Remanufacturing Enterprise for Boston**

The Manufacturing Engineering Department at Boston University partnered with the Asian Community Development Corporation to investigate the potential for medical equipment remanufacture in Chinatown. Centrally located near Boston's medical centers, Chinatown is a community with many new immigrants who possess needed factory skills, and are interested in manufacturing jobs and entrepreneurial opportunities. Remanufacturing is an ecologically and economically desirable form of recycling. It not only preserves the materials constituents of durable products, but it also recaptures most of the energy, labor, and capital equipment contribution that go into the initial manufacture of the product. Remanufacturing can also bring industrial activity into inner-city communities with little or declining industry, creating local jobs with livable wages, diversifying the economy, and attracting investment. Results from this project show that there is strong potential for a medical equipment remanufacturing enterprise in Boston.

#### **Springfield Eco-Industrial Park Baseline Study**

In May, 2001, the Springfield Eco-Industrial Program completed the Springfield Eco-Industrial Baseline Study with funding from the Chelsea Center for Recycling and Economic Development. This Phase I Study examined the materials flows in the City of Springfield that could support recycling-based economic development and business retention and attraction. The aim of the study was to identify material byproducts produced by local manufacturers that could be used as feedstock for existing production processes and manufacturers of recycled and remanufactured products. The project generated information about the material flows of local businesses, and developed several tools for surveying and measuring materials, including a database allowing materials to be analyzed both quantitatively and geographically.

Phase II of this project will work with a local manufacturer to demonstrate to the community the benefits of building recycling-based relationships. This particular manufacturer is looking to expand its inputs to include more materials from local waste streams, such as wood waste, paper pulp, and plastic—materials that were identified in the Phase I Study. The project hopes to demonstrate methods for connecting local businesses to local material suppliers, and for attracting other recycling- and reuse-based businesses to the area. And the Springfield community hopes to realize several benefits as greater sharing reduces the amount of material otherwise destined for shrinking landfills, preserves natural spaces, and lowers carbon dioxide emissions. Through this project, Springfield's Eco-Industrial Program will continue to develop resources and a place for sustainable businesses within the City of Springfield.

## Recycling-Based Community Economic Development Pre-Proposal

**Lead Applicant:**

City/Town/Organization: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**Project Abstract:**

Give a brief overview of the proposed project, including target materials, how their reuse, recycling or remanufacture will meet local or regional economic development needs, a summary of activities proposed under this grant, anticipated outcomes, project partners, and how the proposal meets RBED goals. You may use the reverse side, if necessary. Pre-proposals are due at the Chelsea Center office by 4:30 p.m. on March 15, 2002.