



Recycling Rebate Application

Recycling Resources Economic Opportunity Fund

August 3, 2015

Overview

The Colorado Department of Public Health and Environment (department), working through its Pollution Prevention Advisory Board (board) and the Assistance Committee (committee) to the board, requests applications for a monetary rebate from the Recycling Resources Economic Opportunity (RREO) Fund. The intent of the RREO rebate program is to financially assist free public recycling drop-off sites that must ship their recyclables considerable distances to bring them to market or to be further processed. The total amount of rebate dollars available for the period January 1, 2015 through June 30, 2015 is \$150,000.

For this round, 100% of the rebate is dedicated to free public recycling drop-off sites. Fifty percent of the fund will be allocated based on tonnage recycled and miles traveled to bring recyclables to the nearest processing facility. The remaining 50 percent will be allocated based on the number of eligible recycling drop-off sites available to the public. The application template is located on the department's website at www.colorado.gov/cdphe/recyclinggrantrebates.

Application Time Line

August 3, 2015	Application released
August 31, 2015, 3:00 PM MDT	Applications due
September 1 - 8, 2015	Applications reviewed by staff and committee
September 22, 2015	Board to give final approval of rebates
October 13, 2015	Rebate payments mailed to recipients

Future Rebate Cycles

The committee and board have discretion on how the rebate fund will be allocated, and the rebate formula and/or eligibility requirements may change from one rebate cycle to the next. Applicants should not rely on the rebate program as guaranteed income in perpetuity.



The frequency in which rebate applications will be made available will decrease. The rebate program will transition from a biannual to an annual rebate application. The intent of this change is to reduce the administrative burden in completing the rebate application. **There will NOT be a rebate application released in February 2016.** The next rebate application will be released in August 2016, which will request data on tonnage collected for the period July 1, 2015 through June 30, 2016.

Eligibility

According to the Colorado Revised Statutes, Section 25-16.5-105(1)(k), any local government, nonprofit, or for-profit entity within the State of Colorado that performs the services or recycles the materials listed below may apply for a rebate. Any entity that incurs transportation/hauling costs associated with providing one or more free public recycling drop-off sites is eligible to apply for a rebate. The following facilities are considered drop-off sites and would be eligible for a rebate provided that recyclables are accepted from the general public:

A drop-off site that is operated by any local government, nonprofit, or for-profit entity on public or private land within the state of Colorado

- 1) A Materials Recovery Facilities (MRF) or similar processing center that processes and sorts less than 8,000 tons of recyclables per year
- 2) An end-user of recyclable material within the State of Colorado that processes less than 8,000 tons per year
- 3) A facility that collects and processes post-consumer glass for recycling, but processes less than 8,000 tons per year

Additional eligibility requirements include:

- 1) Entities who incur transportation/hauling costs for pickup service are eligible to apply for the rebate. Entities who only incur other costs (container purchases, site maintenance, etc.) are not eligible for a rebate.
- 2) Drop-off sites must accept at least three different materials for recycling or accept single-stream recyclables. The following materials are eligible for a rebate: cardboard, chipboard, newspaper and inserts, office paper/mail, magazines, phone books, plastic bottles/tubs/jugs/jars #1 - #7, glass bottles and jars, aluminum and tin cans/containers.
- 3) Buy back centers, clothing drop-offs, and similar drop-off sites are not eligible to apply. The committee reserves the right to disqualify any application in which recyclables collected are not deemed appropriate for a rebate.
- 4) Drop-off sites that opened or were discontinued during the six month period are not eligible for a rebate during this cycle.
- 5) Drop-off sites must be located at a permanent address and must be available to the public a minimum of 12 hours per week.
- 6) Each drop-off site must provide containers that collectively equal a minimum of 12 cubic yards of recycling capacity. For instance, a drop-off site with three, 4-yard containers serviced once per week would be eligible, but a site with two, 3-yard containers that are serviced twice per week would not be eligible.
- 7) For any drop-off sites that are MRFs or are similar processing facilities, and less than 8,000 tons are processed annually, all recyclables that are collected curbside or from commercial accounts must be subtracted. Only those recyclables that are delivered by the public are eligible and should be reported in the rebate application if the MRF (or similar) is listed as a public drop-off site.



Rebate Formulas

Two formulas will be used to calculate rebate awards for eligible recycling drop-off sites. Fifty percent of the fund will be allocated based on the tonnage recycled and the miles traveled to bring recyclables to the nearest processing facility. A threshold of 35 miles is the minimum number of miles that must be traveled before mileage is factored into the rebate formula. Only the number of miles traveled beyond 35 will be counted in the formula. This portion of the rebate will be calculated as follows:

$$\text{Drop-Off Site Rebate Per Ton-Mile Per Location} = \frac{(\text{Total Material Tonnage}) \times (\text{Total Miles Material Shipped}) \times (\text{Total Dollars Available})}{(\text{Total Number of Ton-Miles of Approved Applicants})}$$

The remaining 50 percent will be allocated based on the number of eligible recycling drop-off sites. This portion of the rebate will be calculated as follows:

$$\text{Drop-Off Site Rebate Per Number of Drop-Off Sites} = \frac{(\text{Total Dollars Available}) \times (\text{Total Number of Drop-Off Site(s) for Applicant})}{(\text{Total number of Drop-Off Site(s) by All Applicants})}$$

Any eligible entity that incurs transportation/hauling costs associated with providing one or more free public recycling drop off sites is eligible to apply for a rebate. To be considered for a rebate, list all eligible free public recycling drop-off sites that were available to the public between January 1, 2015 and June 30, 2015 in the attached table. In the future, the formulas for awarding rebates may be re-structured or other materials may be added to or removed from the rebate program.

Volume-To-Weight Conversion Calculations

The following conversion factors* must be used if weight data is unavailable. Single-stream recyclables must be reported in tons. If accurate tonnages are not available, the volume-to-weight conversions provided below must be used to maintain consistency among all applicants.

The formula for converting cubic yards to tons is (number of cubic yards) x (weight in pounds) ÷ (2000 pounds) = tons.

Category	Recyclable Material	Volume	Estimated Weight (lbs)
Glass Bottles			
	Whole	1 yd ³	620
	Semi-crushed	1 yd ³	1175
	Crushed (mechanically)	1 yd ³	1840
Aluminum Cans:			
	Whole	1 yd ³	60
	Flattened	1 yd ³	225
Ferrous (Tin Cans):			
	Whole	1 yd ³	150
	Flattened	1 yd ³	850
Old Corrugated Cardboard			
	Loose	1 yd ³	200
	Compacted	1 yd ³	460
Newspaper			
	Loose	1 yd ³	445
	Compacted	1 yd ³	800
Commingled Containers (cans, glass, plastics)			
	Loose	1 yd ³	180
Office Paper			
	Loose	1 yd ³	655
	Compacted	1 yd ³	1310
Mixed Paper			
	Loose	1 yd ³	490
	Compacted	1 yd ³	755
Plastics, PET			
	Loose	1 yd ³	35
	Compacted	1 yd ³	515
Plastics, HDPE			
	Loose	1 yd ³	25
	Compacted	1 yd ³	270

Plastics, Mixed #1-7			
	Loose	1 yd ³	38
	Compacted	1 yd ³	550
Single-stream (mixed recyclables)			
	Loose	1 yd ³	177

Proprietary Information Policy

If proprietary information is provided by an applicant that constitutes a trade secret, confidential personnel information, or proprietary commercial or financial information, it will be treated in confidence by the department, the committee, and the board. This information must be clearly marked with the term "Proprietary Information" on each appropriate page.

Rebate Payments

The department will make rebate payments from the RREO Fund to successful applicants on October 13, 2015. Only rebates totaling \$100 or more will be awarded. Rebate payments are capped at 10% of the total rebate fund available, or \$15,000. No entity will receive more than 10% of the total rebate fund available.

Submitting a Rebate Application

The department will accept applications beginning August 3, 2015. All applicants must complete the provided cover sheet and application form in its entirety. An organization applying for this rebate for the first time must include a W9 form with their submitted application. If an organization has previously applied for and received a rebate from this program, a W9 form is not required unless the address you wish the rebate check to be mailed has changed. Be sure the mailing address on the rebate application matches the address provided on the W9 since rebate checks will be mailed to the address on the W9. A template of the required W9 form can be found on the department's website:

www.colorado.gov/cdphe/recyclinggrantrebates

Electronic applications submitted in PDF format are **strongly preferred**. Please e-mail your application to Eric Heyboer, Program Administrator, at cdphe.ppp2@state.co.us (Subject Line: Recycling Rebate Application). Applications received by mail will also be accepted at the following:

RREO Rebate Program
 Attn: Eric Heyboer, DEHS-A2
 Colorado Department of Public Health and Environment
 4300 Cherry Creek Drive South
 Denver, CO 80246-1530

The deadline to submit complete applications by e-mail is 3:00 PM MDT on August 31, 2015. Applications that are mailed must be received by 3:00 PM MDT on August 31, 2015. Applications postmarked on August 31 but delivered on a later date will not be reviewed. Incomplete applications and applications received after this deadline will not be reviewed. All applicants will receive e-mail notification of receipt of their application within one (1) business day. If you do not receive an e-mail notification after one (1) business day, contact Eric Heyboer immediately at 303-691-4955 to confirm that your application was submitted successfully. Do not send both an electronic application and an application by courier or certified mail. Please direct all questions or concerns to Eric Heyboer via email at cdphe.ppp2@state.co.us (Subject Line: Recycling Rebate Questions) or call 303-691-4955.

*Sources:

1. Massachusetts Office of Energy and Environmental Affairs, *Volume to Weight Conversions for Recyclable Materials*, <http://www.mass.gov/dep/recycle/approvals/dsconv.pdf>
2. United States Environmental Protection Agency, *Standard Volume to Weight Conversion Factors*, http://www.epa.gov/osw/conservation/tools/recmeas/docs/guide_b.pdf
3. Minnesota Pollution Control Agency, *SCORE Program Reporting Form*, p.17
<http://www.pca.state.mn.us/index.php/data/score/score-program-survey.html>