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**Vermont Department of Environmental Conservation** *Agency of Natural Resources*

**Attachment E**

**2025 Materials Recycling Facility Grant**

**Application Template and Budget Table**

**Name of Applicant Organization:**

**Point of Contact Name:**

**Email:**

**Phone number:**

**1) List all individuals who were involved in the preparation of the Application.**

**2) Scope of Work: Describe the project and how deliverables will be met.**

**Project Need:**

**3) State and justify why the MRF construction project is needed and the portion of the Vermont population who will be served by it.**

**Technical Approach:**

**4) Describe how the project will improve the management of recyclables in Vermont.**

**5) Describe the current project status. For example, is the project in design phase? Is the facility location secured? Is match funding secured? When is the project expected to be completed?**

**Past Performance**

**6) Describe the organization’s experience with operating a MRF and managing large infrastructure projects and project staff qualifications and experience. Resumes and reports can be included as attachments to this application.**

**Cost Effectiveness**

**7) Justify and explain how the project is cost effective.**

**8) Complete following Budget Table (also available as an Excel Sheet):**

**NOTE: Match Requirements:** Grantees will be required to provide a match of at least 60% of the total project cost.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Item** | **Description/Use** | **# of Units** | **Unit Cost** | **Expense** | **Match** | **Grant Requested** |
|  |  |  |  |  |  |  |
| **Property Purchase** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Insert additional rows if needed* |  |  |  |  |  |  |
| **Contractual Subtotal** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Construction** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Insert additional rows if needed* |  |  |  |  |  |  |
| **Construction Subtotal** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Equipment** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Insert additional rows if needed* |  |  |  |  |  |  |
| **Equipment Subtotal** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Other Expenses** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Insert additional rows if needed* |  |  |  |  |  |  |
| **Other Expenses Subtotal** | |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Total Cost** | **Total Match** | **Total Grant Requested** |
|  |  |  |  | **$0.00** | **$0.00** | **$0.00** |
| **Percent Match** | | | | **0%** |  |  |
| **Total Match + Total Grant Requested = Total Project Cost** | | | | **$0.00** |  |  |

**9) Complete the following Deliverables Table (see RFA for an example)**

|  | Performance Measure | Deliverable | Estimated Timeframe | \*Payment |
| --- | --- | --- | --- | --- |
| 1 | The Awardee shall   * Host first (1st) meeting (virtual or in person) and project plan review with DEC, including a: timeline of tasks, review of permits required, project budget review, and possibly a site walk. | * 1st DEC meeting * Secure funding needed to meet grant match | * Preparations will begin immediately upon receipt of award approval * Within 3 months of signed grant agreement | $XXX |
| 2 | The Awardee shall:   * Purchase property or pay for other eligible and approved expenses. * Produce a mid-term project status report including a: timeline of tasks, status of permits, status of design plans and specifications, status of construction, and project budget with actuals. * Produce a final grant project report including: all tasks completed and updated budget. | * Mid-term Report * Final Report. NOTE: Final Report and Mid-term Report can be combined if the project moves rapidly and there are less significant milestones to track and report on. * If using grant for land purchase, submit documentation of closing and purchase. * If using grant for construction: * Document all permits secured for the funded piece of the project. * Submit a design plan for the MRF building and operation. * Receipts for purchases adding up to the grant request and match. * Signed Operations & Maintenance Agreement * Signed Ownership Request Form | * End of contract term | $XXX  A minimum of 10% of total award held until final deliverables received. |
|  | Totals: |  |  | Total |

\*Dollar amount shown represents maximum amount available for the specified performance measure.

**Also include with submission:**

* A budget using **Attachment E: Application Template and Budget Table**
* Attachment F: Risk Assessment Questionnaire
* Attachment G: Act 154 Good Standing Certification
* Certificate of Insurance, indicating that the entity or entities have met the insurance requirements listed in Attachment C