



TN

Department of
**Environment &
Conservation**

Used Oil Recycling Grant Manual

Opportunity for Funding

Tennessee Department of Environment & Conservation | Grant Manual | July 2016







Used Oil Grant

Fiscal Year 2016-2017

Application Manual

Prepared by:



Division of Solid Waste Management

Materials Management Programs

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14th Floor

Nashville, TN 37243

Overview

The [Used Oil Collection Act of 1993](#) (T.C.A. §68-211-1001) was enacted by the General Assembly to reduce the amount of used oil generated by do-it-yourselfers and disposed of improperly by providing incentives to increase the number of collection facilities for used oil. The Act establishes a used oil collection fund (\$.02 per quart fee levied at the wholesale level on sales of oil in packaged form) to be used in part to establish used oil collection centers. The Act requires establishment of a toll free telephone number to be used by do-it-yourselfers to obtain information on used oil collection centers and programs. The Act complements the [Solid Waste Management Act of 1991](#) (T.C.A. §68-211-866 (b)) requires all counties to provide at least one center to collect used oil and other automotive fluids by January 1, 1995 unless adequate centers are otherwise available for use by the citizens of the county. The Used Oil Collection Act of 1993 provides for collection center grants to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations to assist with establishing used oil collection centers for do-it-yourselfer used oil.

Purpose of the Used Oil Grant:

The purpose of the Used Oil Grant is to reduce the amount of improperly disposed used oil by providing incentives to increase the number of collection facilities for used oil generated by do-it-yourselfers.

T.C.A. §68-211-1005 states that the used oil collection fund may be used as follows:

- The department may award grants, to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations; and provide technical assistance to persons who organize such programs. (§68-211-1005(2))
- The department may award grants to local governments to purchase equipment that burns oil as fuel. In awarding such grants, priority shall be given to local governments to establish used oil collection centers. (§68-211-1005(3))

Deadline to Submit

One complete application with an original signature shall be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management, on or before Monday, October 3, 2016 by 4:30 p.m. CDT to be considered. Applications received after 4:30 p.m. CDT on October 3, 2016 will be returned to the applicant without review.

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave, 14th Floor
Nashville, TN 37243

Electronic applications submitted in a .pdf format to Loretta.Harrington@tn.gov or saved to a USB Drive and mailed to the address above are encouraged.

Grant Timeline:

The anticipated timeline for this grant offering is as follows:

July 1, 2016:	Request for applications announced
October 3, 2016:	Deadline for application submittal, start processing applications
October 28, 2016	Rate, recommend and prepare contracts for grant awards
January 1, 2017:	Announce awards and prepare grant contacts
January 15, 2017:	Send grant offer to successful applicants
February 28, 2017:	Mail fully executed grants

Eligibility

Tennessee municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities are eligible for funding consideration.

Three priorities have been established for this offering:

- First priority will be given to establish a new oil collection center in a new convenience center.
- Second priority will be given to upgrade or replace existing equipment at collection centers not currently meeting the standards specified in the Used Oil Collection & Recycling Grant Program Requirements.
- Third priority will be given to establish a DIY used oil collection at a recycling center, solid waste collection facility, or other publically owned facility.

The requested equipment should be included in the 2015 update to the Region's Solid Waste Plan submitted by the due date of March 31, 2016. While it does not affect the eligibility, it might impact selection of projects if funding becomes an issue.

Furthermore, applicants previously awarded a Used Oil Recycling Grant from the Used Oil Collection Fund in the last two years that are currently under contract with open balances or who have failed to meet the obligations of additional Division of Solid Waste grant contracts are ineligible.

Funding

The Department has allocated \$1,500,000 for grants for the collection of used oil and other automotive fluids. Grants will be awarded on the basis of merit according to a technical and administrative evaluation of the submitted grant application proposal.

Local governments may apply for one or all of the items listed in the Used Oil Grant Budget Worksheet (please see section **Funding Conditions**) with adequate documentation.

Maximum funding amounts for each item is listed in this table.

Grant offers will be issued for the maximum amount allowable for the equipment requested, but will only be reimbursed according to actual cost up unto this amount. Only those items listed and approved in the Used Oil Grant Budget Worksheet are eligible for funding under this grant.

The maximum funding per center may not exceed \$65,200.

Format and Checklist

FORMS AND ATTACHMENTS

CHECK

Complete Grant Application form CN-0915 signed and certified by a legally authorized representative for the applicant. Signees other than the executive officer or mayor must include a resolution from the applicant's governing body giving authority to sign for the applicant.

☐

Complete the Used Oil Grant Equipment Worksheet (Attached) for each collection site for which funding is being requested and the Used Oil Grant Narrative (Attached). Sign certifying that the applicant has read and understands the [Used Oil Collection & Recycling Program Requirements](#).

☐

Complete the Used Oil Grant Budget Worksheet (Attached).

☐

Complete the Used Oil Installation Registration and Notification. Form HN-0 (Attached), if the center(s) is not previously registered.

☐

Provide a copy of the budget or resolution for budget expansion and a copy of the Objective 3: Promote Material Processing and End Use in Tennessee section of the most recent Annual Progress Report.

☐

Provide proof of ownership of land for the proposed new convenience center or used oil collection center.	<input type="checkbox"/>
Provide photos of the site where the new convenience center or used oil collection equipment will be located. A meeting can be arranged with the used oil coordinator to go over what is needed at the site. A request should be made early with the used oil coordinator so that the visit will be completed before September 15th.	<input type="checkbox"/>
Provide a map of the county with locations of proposed and existing convenience centers and used oil collection centers.	<input type="checkbox"/>
Provide manufacturer's specifications for all equipment requested.	<input type="checkbox"/>
Complete the Title VI Pre-Audit Survey CN-1448.	<input type="checkbox"/>
Submit the complete packet, as listed above.	<input type="checkbox"/>

Forms and attachments relative to this grant offering may be found at the end of this grant manual.

Selection Criteria

Applications will first be reviewed for completeness. Upon receipt of a complete application, the Technical Narrative and supporting documents will be evaluated by a team of technical raters for accuracy and technical merit. The technical review consists of an evaluation of the center location and demonstrated need. Proposals are not scored, but are funded based on technical merits of the application document and funding availability.

Funding Conditions

Applicants shall be prepared to proceed with the project as soon as a fully executed grant is received. No reimbursement under this grant program will be made for work started prior to an executed contract being issued. Local funding for costs in excess of the grant award shall be approved and available upon receipt of a fully executed grant to avoid unnecessary delays.

Grant awards will be made based on a maximum funding per center not to exceed \$65,200.

The Department's intent with this grant offer is to promote environmentally preferable purchasing in support of the 2025 Solid Waste and Materials Management Plan Objective 3 by requiring equipment to be made with recycled content, when available.

As noted in the "Used Oil Collection & Recycling Grant Program Requirements," used oil collection centers approved for grant funding agree to exceed state regulatory standards for used oil collection facilities. Funding for requests for collection center upgrades, shall consider the existing equipment at a collection center and approval will be given for additional infrastructure and equipment needed to bring the center to the minimum requirement as outlined in the "Used Oil Collection & Recycling Grant Program Requirements". This review also applies to requests for establishment of new collection centers.

Grantees are expected to purchase and install all of the equipment requested in the grant application proposal and approved by the Division of Solid Waste Management. This will assure all funded used oil collection center projects meet the referenced requirements.

USED OIL LINE ITEM BUDGET AMOUNTS

Maximum grant amounts for each type of eligible equipment (including freight and installation) are shown in the following table. Only the items shown in this table are eligible for grant reimbursement under this program. No line item will be paid in excess of the amount in this table for each site project funded.

Funding Guide Table

	Equipment Description	Maximum Amount Allowed per Location
1	General contractor for project management and oversight for entire grant project.	\$5,000.00
2	Portion of costs to establish a new convenience center with used oil collection	\$15,000.00
3	Spill Prevention, Control, and Countermeasure (SPCC) for locations storing more than 1,320 gallons of used oil	\$5,000.00
4	Collection Tank and Spill Pan	\$2,500.00
5	Storage tank(s) for accumulation of used oil at the center	\$5,500.00
6	Canopy for Collection Tank with 3 sides	\$1,600.00
7	Impermeable Pad	\$2,500.00
8A*	Light Duty Oil Filter Crusher – passenger cars, pick-up trucks OR	\$1,500.00
8B*	Heavy Duty Oil Filter Crusher – heavy trucks and equipment	\$2,500.00
9	Used Oil Heater including fuel tank, flue pipe, and installation	\$9,500.00
10	Oil Pump	\$850.00
11	Oil Absorbent Material (i.e. socks, booms, pads, and loose absorbents)	\$750.00
12	Antifreeze Storage Tank	\$2,500.00
13**	Used Oil Transport Trailer	\$12,000.00
	TOTAL AMOUNT:	\$65,200.00

*Only available to applicants who recycle oil and metal from filters

** Only one Used Oil Transport Trailer per Grantee

Other considerations:

Grant offers will be issued for the maximum amount allowable for the equipment requested (including freight and installation) as shown. Reimbursement will be based on either the actual item price or the grant item maximum, whichever is less.

The State must review and approve in writing bids for all equipment prior to any commitment for purchase being made.

Grantees must purchase all equipment requested in the application proposal, approved, and awarded in the grant. This is to insure existing or new centers funded under this program meet the program standards in the *"Used Oil Collection & Recycling Grant Program Requirements."* Failure to bid and purchase all approved equipment may result in all costs being denied for reimbursement.

TDEC SUSTAINABILITY STATEMENT

The Tennessee Department of Environment and Conservation (TDEC) acknowledges that the products and services we procure have fundamental human health, environmental, and economic impacts, and that purchasing decisions should exemplify our commitment to sustainability and to protecting the environment and the quality of life of Tennesseans. TDEC endeavors to reduce the environmental impacts of its operations and to promote fiscal responsibility and community and environmental stewardship by integrating sustainability considerations in sourcing processes while continuing to observe general state purchasing laws and procurement policies.

TDEC TITLE VI STATEMENT

The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

Contacts

The persons named below shall be the sole points of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Materials Management Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

General and Administrative Questions:

Loretta Harrington, Grant Program Manager
615-532-0086
Loretta.Harrington@tn.gov

Technical Questions:

David Sutton
Office: 615-532-0807 Cell: 615-651-9505
David.I.Sutton@tn.gov

Frequently Asked Questions

1. *What method is used for grant project expense funding?*

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment purchased, and then submit required invoice documentation to TDEC for reimbursement.

2. *When can the grant project begin?*

Projects shall begin only **after** the Grantee is notified by State that the grant has been fully executed and an executed copy received by the grantee. Also, vendors' bids for equipment purchases **must** be submitted and approved by the State **prior** to receiving equipment. Any equipment purchased/received **prior** to the begin date of the approved contract will not be reimbursed. Failure to submit bids for approval **prior** to committing funds may result in denial of costs.

3. *Do I have to follow a bidding process?*

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the alternate bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

4. *Does the State have to approve bids and the bidding process?*

Yes, the grantee's bids and bidding process must be approved in writing by the State, as required by the contract, prior to making any purchases. The Grantee is only authorized to purchase equipment or materials after submitting bids and receiving approval in writing.

Any purchases made prior to approval of the grantee's bidding process may result in denial of reimbursement.

5. *Do I have to purchase all of the equipment under the grant contract?*

Yes, the equipment has been approved based upon the submitted project proposal application and a review made by technical staff. The grant contract and approved list of equipment is based on the insuring the locations meet the minimum standards under this grant program. These standards can be found in the *"Used Oil Collection and Recycling Grant Program Requirements."* Funds have been allocated specifically for this contract to accomplish this.

6. *Do I have to purchase a spill pan for a used oil collection tank?*

Yes, spill containment is required for a used oil collection tank purchased with grant funds. The grant also requires the purchase of spill pans for filter crushers, 55 gal drums, and storage tanks.

7. *Do I need a Spill Control and Countermeasure Plan (SPCC)?*

Owners and operators of Aboveground Storage Tanks (ASTs) which store more than 1,320 gallons (aggregate total per center) of oil must have and implement a Spill Control and Countermeasure Plan. Contact the Used Oil Coordinator for more information concerning a SPCC.

8. *Do I have to recycle used oil filters?*

Yes, under this grant program, all Grantees approved to receive grant funds to purchase a filter crusher shall recycle the used oil and metal from the filters.

9. *Will the State fund more than one heater at the same location?*

The maximum amount of funding available for a used oil heater is \$9,500 per center. If the Grantee has been granted a heater in previous grant cycles, can justify the need for a second heater, and show that adequate amounts of DIY used oil are generated and available in sufficient quantities to fuel the additional heater then the State may approve funding for a second heater depending funding availability.

10. *Does the cost of the used oil heater include a collection tank?*

No, the heater includes an attached workbench tank that stores used oil to fuel the heater and is considered part of the heater. A separate, publically accessible collection tank and spill pan will be needed to collect used oil from DIYs.

11. *Is there a list of vendors for the equipment that meet program specifications?*

Yes, there is a list of known vendors that sell used oil equipment in the Used Oil Collection & Recycling Grant Program Requirements. This list may not include all vendors that sell used oil equipment. Other vendors whose equipment meets specifications noted in the *"Used Oil Collection & Recycling Grant Program Requirements"* may also be used. These vendors may contact the Department for inclusion on future offerings.

Note: The State of Tennessee does not endorse or warrant any of these vendors but provides this list only as a convenience to applicants.

12. How long will I have to complete the grant project?

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases. Any work performed before the contract is executed or after the expiration of contract will not be reimbursable.

13. What is required to receive reimbursement for equipment expenses?

After the bids have been approved and the equipment is installed and operational, an inspection will be made to verify completion by Division Staff. After the inspection, approval will be provided to the grantee to proceed with the submission of a properly completed State of Tennessee Invoice for Reimbursement form. The grantee should provide supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) to insure quick payment. Once these documents are received, reviewed and approved, a reimbursement check will be authorized for payment.

14. How will Grantees be reimbursed?

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

15. What are the Grantee's post completion responsibilities for funded projects?

Grantees are responsible for the continued operation and maintenance of the equipment for a period of five (5) years after grant award. Failure to comply with this provision will result in prorated repayment of grant funds to the State or the equipment being removed.

Grantees shall maintain records of the quantities of used oil, used oil filters recycled, and other automotive fluids collected during this five (5) year period. The Grantee shall report these amounts to the State in the Annual Progress Report due March 31st each year.

16. When can I request reimbursement for expenses relative to the grant project?

Reimbursement invoices must be submitted, after equipment has been purchased, installed, operational, and inspected by the State. The grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

17. What are the grantee's responsibilities for the project after the grant is paid in full?

Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State.

Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

18. Can applicants that have received funding in a prior year apply again this year?

Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding have been completed and the grantee paid in full.

19. Can we submit supplemental documents?

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make decisions concerning projects. Only **necessary** supplemental documents should be included.

20. What is the general contractor request for?

The general contractor is for county's that are establishing multiple sites in their county to make it easier on managing the site installation. It is also for smaller counties that do not have a solid waste or public works director. This is not for the counties that are installing one or two site that can be managed by the public works or solid waste director.

21. Why are antifreeze storage tanks offered this year?

This year the state of Tennessee changed the used oil program to include all automotive fluids. This is the first year antifreeze storage tanks are offered in the used oil grant.

22. Who is responsible for the antifreeze after it is stored?

Antifreeze recycling and removal is to be handled by the agency or organization the collected and stored the antifreeze. The Department is currently providing grant funding for a containment system for proper the storage of antifreeze to lessen the chance for spillage and decrease the impact on the environment.

23. Where can I find grant documents needed to apply for this grant?

The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website:

<http://tn.gov/environment/topic/about-grants>.

24. Where can I find grant documents?

Yes, the schedule is listed below.

Date	Location	Time
Friday, July 8, 2016	Jackson Environmental Field Office 1625 Hollywood Drive Jackson, TN 38305	9:00 a.m. – 12:00 p.m. CST
Monday, July 11, 2016	Fleming Training Center 2022 Blanton Drive Murfreesboro, TN 37129	9:00 a.m. – 12:00 p.m. CST
Tuesday, July 19, 2016	Knoxville Environmental Field Office 3771 Middlebrook Pike Knoxville, TN 37921	9:00 a.m. – 12:00 p.m. EST

25. When a grant is awarded, what are my Title VI responsibilities?

When applying for this grant, the applicant must complete a Title VI Pre-Audit Survey CN-1448. A copy of that form is located in this grant package. You may read more about the Department's Title VI information at this web link:

<http://www.tennessee.gov/environment/topic/policy-title-vi-and-environmental-justice> . If your organization does not have a Title VI program, the Department has various resources that may assist you in the administration of this grant.



Tennessee Department of Environment and Conservation,
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STATE OF TENNESSEE
Division of Solid Waste Management
Materials Management Programs
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

**USED OIL GRANT
EQUIPMENT WORKSHEET
(ONE PER SITE)**

Complete one Used Oil Grant Equipment Worksheet for each location for which funding is being requested.

Name of Collection

Center: _____

Physical Address: _____

Days and hours of
operation: _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

Check box for items requested for this center:

- ☐ Hiring of a General Contractor for project management and oversight at used oil center(s)
- ☐ Portion of costs to establish a new convenience center with used oil collection center
- ☐ SPCC Plan for centers storing more than 1,320 gallons of used oil
- ☐ Collection Tank and Spill Pan (both are required)
- ☐ Storage tank(s) for accumulation of used oil at the center
- ☐ Canopy
- ☐ Impermeable Pad
- ☐ Oil Filter Crusher – Light Duty
- ☐ Oil Filter Crusher – Heavy Duty (justification required)
- ☐ Used Oil Heater - including fuel tank and flue pipe
- ☐ Oil Pump

- ☐ Oil Absorbent Material and Spill prevention (i.e. socks/booms, pads, loose, and spill pans.)
- ☐ Antifreeze Storage Tank
- ☐ Used Oil Transport Trailer DOT and SPCC compliant
- ☐ Oil Absorbent Material (i.e. socks/booms, pads, and loose)

Check the intent of this grant request for this center:

- ☐ *Establish* a new convenience center with used oil collection center
- ☐ *Upgrade or replace* equipment at an existing DIY used oil collection center
- ☐ *Establish* DIY used oil collection at a recycling center, solid waste collection facility, or other publically owned facility

If this collection center is located on private property please provide the following information.

- Proof of ownership of land where used oil collection center will be located

**USED OIL GRANT
BUDGET WORKSHEET**

USED OIL GRANT BUDGET WORKSHEET (CHECKLIST STEP 3)

Maximum grant amounts for each type of eligible equipment (including freight and installation) are shown below. Only the items shown are eligible for grant reimbursement. No line item will be paid in excess of the amount in this table. Only one table needs to be completed for equipment/supplies being requested for all of the Used Oil Centers.

	Equipment Description	Maximum Amount Allowed per Location	Number Requested	Total
1	Hiring of a General Contractor for project management and oversight at used oil center(s)			
	Total for all centers in county			
2	Portion of costs to establish a new convenience center with used oil collection center			
3	SPCC Plan for centers storing more than 1,320 gallons of used oil			
4	Collection Tank and Spill Pan			
5	Storage tank(s) for accumulation of used oil at the center			
6	Canopy for Collection Tank with 3 sides			
7	Impermeable Pad			
8A*	Light Duty Oil Filter Crusher – passenger cars, pick-up trucks			
8B*	Heavy Duty Oil Filter Crusher – heavy trucks and equipment			
9	Used Oil Heater including fuel tank and flue pipe			
10	Oil Pump			
11	Oil Absorbent Material (i.e. socks, booms, pads, and loose absorbents)			
12	Antifreeze Storage Tank			
13**	Used Oil Transport Trailers			
	TOTAL AMOUNT:			

*Only available to applicants who recycle oil and metal from used oil filters

**Only one Transport Trailer Per Grantee

- Grant offers will be issued for the maximum amount allowable for the equipment requested (including freight and installation) as shown. Reimbursement will be based on either the actual item price or the grant item maximum, whichever is less.
- The State must review and approve in writing bids for all equipment prior to any purchase.
- To be eligible for reimbursement, grantees must purchase all equipment requested, approved and awarded in the grant in order to bring existing or new centers up to standards in the Used Oil Collection & Recycling Grant Program Requirements. Failure to bid and purchase all approved equipment may result in all costs being denied for reimbursement.