

# Recycling Grants Application

# 2011

Fiscal Year 2012

**Purpose**      *The purpose of this application is to provide detailed information about a proposed Recycling Grant project.*

**General**      *All items must be completed and returned to your Regional Solid Waste Management District to be forwarded to the Arkansas Department of Environmental Quality (ADEQ). Applications are accepted by ADEQ annually Sept. 15-Dec. 31. Incomplete applications will result in funding delays.*

APPLICANT: BENTON COUNTY RSWMD	CONTACT: WENDY CRAVENS
ADDRESS: 5702 BROOKSIDE RD	CITY: BENTONVILLE
COUNTY: BENTON	ZIP CODE: 72712
PHONE: (479) 795-0751	E-MAIL: WCRAVENS@BCSWD.COM

## GRANT CATEGORY

Select only one category

- |   |  |
|---|--|
| <input type="checkbox"/> ADMINISTRATIVE             | <input type="checkbox"/> RECYCLING EQUIPMENT             |
| <input type="checkbox"/> COMPOSTING                 | <input type="checkbox"/> RECYCLING PROGRAMS              |
| <input checked="" type="checkbox"/> EDUCATION       | <input type="checkbox"/> TRANSFER STATION WITH RECYCLING |
| <input type="checkbox"/> MATERIAL RECOVERY FACILITY | <input type="checkbox"/> WASTE REDUCTION ACTIVITIES      |
| <input type="checkbox"/> PLANNING                   |  |



## PROJECT PROPOSAL

In one sentence, explain what will be purchased with requested grant funds.

Grant funds will be used for salaries, professional services, supplies and other expenses related to the District's education activities including the development of a public education network to facilitate waste reduction, reuse, recycling and proper disposal.

Grant Amount Requested    \$13696

Total Project Cost    \$23572

Other than Recycling Grant funds, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)? DISTRICT GENERAL REVENUES FROM LOCAL CONTRIBUTIONS AND WASTE ASSESSMENTS FEES WILL BE USED TO CONTINUE THIS PROGRAM ALONG WITH SALE OF RECYCLED MATERIALS.

**Who will manage the finances of this grant and how may s/he be contacted?** (Who is responsible for maintaining records of income and expenses related to this grant?) THE DISTRICT DIRECTOR WILL BE RESPONSIBLE FOR MANAGING THE FINANCES. CONTACT INFORMATION IS LISTED ABOVE.

## **PROJECT PROPOSAL (CONTINUED)**

**On a separate sheet, please describe your proposed project and explain why it is needed. At a minimum, answer the following:** (To curtail possible delays processing your application, please answer all questions completely. Examples of project descriptions are provided in the Overview & Application Instructions document.)

1. Describe your current recycling program. Explain how it fits into your local solid waste management program and the overall district solid waste plan.
2. How will the proposed project enhance or improve the current recycling program?
3. What will the project accomplish and how will it be accomplished? How will success of the project be measured?
4. What actions will be taken to begin the project before pre-applications for the next grant round are submitted to ADEQ (July 15)? What actions will be taken to complete the project and spend all grant funds within three years?
5. Who will participate in and benefit from this project? How will they participate or benefit? If partnerships are involved, describe each partner's role in the project.
6. How will the public be made aware of recycling or other opportunities provided by this project? Describe the educational message to be delivered and the method(s) of delivery. When available, provide a copy of any materials developed.

**Grant Proposals for Composting, Recycling Equipment, Material Recovery Facility, Recycling Programs, Transfer Station with Recycling and Waste Reduction Activities should also respond to the following questions:**

7. Does existing mechanical processing equipment or facilities adequately serve the relevant area? If yes, the regional solid waste management board must determine that the requested equipment or facility is an indispensable component and would more efficiently serve the relevant area. Submit the board's rationale for the determination with the grant application.
8. If purchasing equipment or constructing facilities, provide a detailed description of these items. The description may include bid specifications, equipment brochures, drawings, illustrations, etc.
9. Provide the days and hours of operation and the physical location (address) for the equipment or facilities.
10. What materials will be collected as a direct result of this project? What are the plans for selling or reusing the materials? If composting, provide a physical location where organics will be composted.
11. How will the volume collected for recycling or diversion and revenue received as a result of this project be measured and recorded? Who is responsible for maintaining these records and how may s/he be contacted? Provide an estimate of new or increased tonnage collected or diverted as a result of this project.
12. Will the proposed project generate revenue? How? Will this revenue be enough to continue or expand the project?

PROPOSED PROJECT: DISTRICT EDUCATION  
APPLICANT: BENTON COUNTY RSWMD

1. Describe your current recycling program. Explain how it fits into your local solid waste management program and the overall district solid waste plan.  
Currently, the Solid Waste District provides a recycling collection program in several locations as well as a route collection program for schools and non-profits throughout Benton County. In addition, several other private and public entities recycle various products. These programs are integral parts of the District's integrated solid waste management system.
2. How will the proposed project enhance or improve the current recycling program?  
The proposed project will allow the District to conduct an education campaign throughout Benton County in partnership with several cities. The increased awareness of recycling and management practices will increase participation in recycling District-wide.
3. What will the project accomplish and how will it be accomplished? How will success of the project be measured?  
Pursuant to the District's 2011 Solid Waste Plan, our education program goals will include:
  - Work with solid waste consultant to develop Community Advisory Boards in all communities with representatives who will take turns attending the solid waste board meetings. They will then disseminate information from the district to their community at-large.
  - Create a Best Practices Benton County packet that includes information about business waste reduction, composting, drop off signage, drop off sites, innovative collection programs, event recycling, and education programs that result in measurable waste stream reduction, etc. The packet will be available electronically. It will be offered to every library and school in each community and announced in each newspaper and on every city website.
  - Expand presentation of the Recycling Basics Luncheon series.Grant funds will partially be used to contract with a consultant to perform specified tasks from this scope of work. Remaining funds will be used to hire an environmental intern to conduct presentations to schools and civic groups and to develop education materials.
4. What actions will be taken to begin the project before pre-applications for the next grant round are submitted to ADEQ (July 15)? What actions will be taken to complete the project and spend all grant funds within three years?  
Once grant funds become available, we will select the contractor and enter into an agreement with them. The agreement will require that the scope of work be completed no later than June 30, 2012 and all reports and deliverables be provided to the District at that time. We will post the intern job at NWACC and University of Arkansas. Once grant funds become available, we will select the intern and assign appropriate projects.
5. Who will participate in and benefit from this project? How will they participate or benefit? If partnerships are involved, describe each partner's role in the project.  
The education campaigns will be aimed at reaching all citizens of Benton County. The community advisory committees will be made up of representatives from businesses, schools, churches, civic and community groups. They will partner with the district on issues specific to their community. The intern's activities will be focused on school age children and civic organizations.
6. How will the public be made aware of recycling or other opportunities provided by this project? Describe the educational message to be delivered and the method(s) of delivery. When available, provide a copy of any materials developed.  
The education campaign will focus on all aspects of our integrated solid waste management system. We will utilize the community advisory committees, social media, our website, printed materials and other media outlets to deliver the messages. We will focus on best practices with an emphasis on waste reduction and recycling.

From 1/3/12 e-mail from district:

GRANT NUMBER: BCO 01-11

- a. How will each of the groups listed in question 5 benefit from their participation? THE COMMUNITY ADVISORY GROUPS WILL ASSIST IN DETERMINING NEEDED SERVICES FOR THEIR COMMUNITY AND WILL PARTNER WITH THE DISTRICT TO DEVELOP PROGRAMS AND SERVICES TO MEET THOSE NEEDS. THEY WILL BENEFIT THROUGH THE IMPROVED SOLID WASTE MANAGEMENT AND RECYCLING OPPORTUNITIES.

Project: District Education  
 Applicant: BCRSWMD

2011 Recycling Grant Round

BCO 01-11

Item	Grant Request	Organizational Budget	% of time utilized for this project	Add'l Info
<b>1. Salaries, Administrative</b>				
Director	\$ -	\$ 3,000.00	5%	Salary shown at percentage devoted to this project only
Office Assistant	\$ -	\$ 1,250.00	5%	Salary shown at percentage devoted to this project only
Intern	\$ 5,520.00	\$ 1,626.19	100%	690 hours total at \$8.00 per hour
<b>2. Salaries, Operational</b>	\$ -	\$ -		
<b>3. Professional Services</b>				
Education Contractor	\$ 7,000.00	\$ -	100%	Develop community advisory boards, etc
<b>4. Facilities (construction or expansion)</b>	\$ -			
<b>5. Equipment (capital items with lifespan &gt; 1 year)</b>	\$ -			
<b>6. Maintenance &amp; Repairs</b>	\$ -			
<b>7. Materials and Supplies (Consumables)</b>				
<b>8. Transportation (Trucking, shipping or hauling recyclable materials)</b>				
<b>9. Training - (Training staff or board in areas related to recycling)</b>				
Included in Professional Services				
<b>10. Education &amp; Promotion - Promote the recycling program.</b>				
Supplies, printing, etc	\$ 1,176.00	\$ 4,000.00		
<b>11. Total ADEQ Grant Funds Requested</b>	\$ 13,696.00			
<b>12. Total Matching Resources Committed to the Project</b>		\$ 9,876.19		
<b>Total Project Cost</b>		\$ 23,572.19		

→ Per 1/3/12 e-mail from district - want input from community advisory groups on needs, but most will probably be spent on printed materials

# PROJECT BUDGET

Please provide a separate sheet showing the budget for this project using the following headings and categorizing the expenditures using the numbered information as guidance. (See the example budget in the Overview & Application Instructions for one way of doing this.)

**List of Items – Grant Request (\$) – Organizational Budget (\$) – Additional Information**

Item	Grant Request	Organizational Budget	Additional Information
	\$	\$	

1. Salaries, Administrative – List project personnel, by position. Provide the percentage of this position’s time to be devoted to the grant project in the additional information column. Salaries for managers, supervisors, office or support staff and educators should be included in this listing.
2. Salaries, Operational Labor – List project personnel, by position. Provide the percentage of this position’s time to be devoted to the grant project in the additional information column. Salaries for forklift drivers, line workers, baler operators etc., should be included in this listing.
3. Professional Services – List consultants, contractors, or others who will provide specialized services. List services to be provided in the additional information column.
4. Facilities – Costs associated with construction or expansion of recycling facilities. List percentage of the facility’s time and/or space to be devoted to this project in the additional information column.
5. Equipment – Capital items (items whose lifespan would normally extend beyond a calendar year) to be purchased. List percentage of time this equipment will be used on this project in the additional information column.
6. Maintenance & Repairs – Costs associated with the upkeep and maintenance of facilities or equipment.
7. Materials & Supplies – Items that are expendable or consumed during the project. This may include office supplies such as paper, ink, envelopes, etc. or operational supplies such as baling wire, plastic bags, gloves, etc.
8. Transportation – Anticipated expenses for trucking, shipping or hauling recyclable materials
9. Training – Costs associated with training staff, board members or applicants in areas directly related to recycling.
10. Education & Promotion – Costs, excluding salaries, to educate the public or promote the recycling program.

Don’t forget to total the amounts for the Grant Request and Organizational Budget columns by category and provide a grand total.

Appendices that provide more information to help reviewers better understand the grant request may be included with complete grant application.

# MINIMUM CONDITIONS OF RECYCLING GRANTS

All grants are subject to the requirements of A.C.A. 8-6-601 et. Seq. and Arkansas Pollution Control and Ecology Commission Regulation 11, Chapter Four: Solid Waste Management and Recycling Grants Program.

## The following items are not eligible for funding from recycling grants:

Taxes	Retroactive purchases	Vehicle registration
Reimbursement of funds	Legal fees	Utilities
	Licenses or permits	

### GRANT RECIPIENTS AGREE TO:

- ◆ Actively develop a recycling program, as outlined in the grant application, and expend all grant funds in the three (3) years following the date of the grant award by the department.
- ◆ Actively seek to market or reuse the materials diverted under the recycling program from deposition in landfills in the period of three (3) years following the date of the grant award by the department.
- ◆ Start grant project before July 15, the date pre-applications for the next grant round are due to the department.
- ◆ Use facilities or equipment purchased with grant funds no less than 50 percent of the time on the purposes specified in the grant application.
- ◆ Use any interest earned on grant funds exclusively for recycling programs consistent with the Regional Solid Waste Management District's Solid Waste Management Plan.
- ◆ Maintain an orderly accounting system to document that grant expenditures are made in accordance with project budget. This includes keeping copies of all bids, paid invoices, canceled checks, and other appropriate paperwork.
- ◆ Report for five years after receipt of grant funds or until all funds are expended, whichever is longer, as directed by statute and regulation.
- ◆ Conform to all state laws on the purchase, use or sale of equipment and facilities secured with grant funds.
- ◆ Seek competitive bids or requests for proposals (RFP) for purchase of equipment or services as required by state and local procurement laws.
- ◆ Receive written approval from the Board and the department for any modifications to the grant, including requests for time extensions.
- ◆ Receive written consent from the Board and department before selling, trading or transferring facilities or equipment.

**REGIONAL SOLID WASTE MANAGEMENT DISTRICT BOARDS AGREE TO** ensure recipients conform to requirements and to:

- ◆ Establish or designate at least one adequate recyclable materials collection center in each county as required in Arkansas Pollution Control & Ecology Commission Regulation 28.
- ◆ Ensure the grantee show adequate revenues are being collected to support the long-term operation and maintenance of a grant-funded project prior to the disbursement of grant funds.
- ◆ Ensure all applicable federal, state and local permits and licenses have been obtained.
- ◆ **Ensure the project has begun before disbursing funds.**
- ◆ Notify ADEQ in the event a recipient has not met conditions of the approved grant application.
- ◆ Ensure that the project is compatible with the approved RSWMD plan on file with ADEQ or submit documentation demonstrating why a deviation is necessary.
- ◆ Compile annual reports as required.

# ADMINISTRATIVE REQUIREMENTS



All grants are subject to audit. Department personnel have the right of access to all records pertaining to grant-funded project or activity.

Grant application must include: answers to the Project Proposal questions, a complete Budget and Proof of Publication, as required. Copies of any comments received regarding the grant request shall be forwarded to ADEQ.

Incomplete grant applications will not be considered and may delay processing of grant funds.

## Signature and Certification

The authorized representative of the organization applying for the grant and the Regional Solid Waste Management Board Chairman both must sign the application. The authorized representative must have the authority to obligate the applicant's resources.

I certify that to the best of my knowledge, the information provided in this application and its attachments is correct and true. I understand and agree that if grant money is subsequently awarded as a result of this application, I will comply with all applicable statutory and regulatory provisions and with applicable terms, conditions, and procedures of the Recycling Grants program. I have read and agree to abide by the Minimum Conditions of Recycling Grants. I certify that all proposed activities will be carried out and that all grant money received will be utilized solely for the purposes for which it is intended unless written authorization is provided by the Regional Solid Waste Management District and the Arkansas Department of Environmental Quality.

X Wendy Cravens, Director 10/10/11  
Applicant's Authorized Representative and Title Date

X Jack Rife 10-17-2011  
RSWMD Board Chairman Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X Robert Humber 1-25-12  
ADEQ Recycling/Market Development Branch Manager Date

X Gene L... 1/25/12  
ADEQ Solid Waste Management Division Chief Date

X Karen Bassett 1/25/12  
ADEQ Chief Deputy Director Date



GRANT NUMBER: BCO 01-11