

Recycling Grants Application

2012

Fiscal Year 2013



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

PROJECT PROPOSAL

1. 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.

- | | | | |
|---------------------------|--------------|-----------------------|--------------|
| 2. Grant Amount Requested | \$ 29,484.00 | 3. Total Project Cost | \$ 39,694.00 |
|---------------------------|--------------|-----------------------|--------------|

4. 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

5. 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?)

Wendy Cravens, Director, (479) 795-0751

ADEQ
ARKANSAS
Department of Environmental Quality

GRANT NUMBER: BCO 01-12

PROJECT DESCRIPTION

On a separate sheet, please describe your proposed project and explain why it is needed. At a minimum, all grant proposals must answer Questions 1-6 on page five (5) of this form. Grant proposals for certain categories (see list on question page) must also answer questions 7-10. (Unanswered questions or incomplete answers may delay the processing of your application.) See the ADEQ website, www.adeg.state.ar.us/solwaste/branch_recycling/grants.htm, for example project descriptions.

PROJECT BUDGET

Except for project personnel (see next section), detailed budget information is not required. However, all items to be purchased with grant funds must be listed in question 2 of the Project Description.

PROJECT PERSONNEL

Please complete the following information about all personnel to be paid with grant funds. (Attach additional sheets as needed.)

1. Salaries, Administrative – managers, supervisors, office or support staff, educators, etc.

POSITION	SALARY (\$/YEAR)	TIME ON PROJECT (%)	GRANT FUNDS REQUESTED
Education Intern	\$6,624.00	100	\$6,624.00

2. Wages, Operational Labor – forklift/truck drivers, line workers, baler operators, etc.

POSITION	WAGE (\$/HOUR)	HOURS ON PROJECT	GRANT FUNDS REQUESTED

PUBLIC NOTICE

All projects must be public noticed in a paper serving the relevant area and allow 30 days for comments. Work with your regional solid waste management district to assure this happens. Proofs of Publication and any comments received, or a note that no comments were received, must be submitted to ADEQ before application can be approved. See "Instructions for Public Notices" on the ADEQ website, www.adeg.state.ar.us/solwaste/branch_recycling/grants.htm, for example public notices.

GRANT #: BCO 01-12

GRANT APPLICANT: BCRSWMD

All applications must answer questions 1-6:

1. Briefly describe your current recycling/waste reduction program.

The District currently operates a drop off recycling center as well as provides curbside collection of recyclable materials including paper and cardboard for various businesses, schools and non-profits throughout the District and conducts collection events for electronics and Household Hazardous Waste. In addition, several other private and public entities recycle various products.

A key component to the success of these recycling and waste reduction programs is our education program.

2. Tell us more (than the one sentence on page 1) about how grant funds will be used by providing details about what you plan to purchase, how you will use these items and why they are needed. Funds will be used for the salary of a part-time education intern who will be responsible for conducting presentations; special public education projects, etc. Funds will also be used to contract with an Education Consultant to facilitate additional Luncheon Series presentations; develop Community Advisory Groups in two additional cities and to continue liaison work with existing groups; expand the number of students being taught the localized solid waste curriculum; present solid waste information at City Council meetings; and write and facilitate publishing of monthly newspaper articles related to solid waste management practices and opportunities. Finally, funds will be used for the purchase of supplies and printing services needed to facilitate the various aspects of the education program.

a. If purchasing equipment or building/improving facilities (including parking lots and fencing), provide a detailed description of these items, *including dimensions for facilities*. The description may include bid specifications, equipment brochures, drawings, photographs, etc. N/A

b. If purchasing mechanical processing equipment or building/improving facilities, tell us how you determined that existing equipment/facilities, *including any available in the private sector*, are not serving or could not serve the area. *If similar equipment/facilities are available in the private sector, provide a statement of cooperation or acceptance from the affected entity.* N/A

c. For construction projects (including building modifications, parking lots and fencing), please tell us who owns the property. N/A

3. How will this project enhance/improve your current program? The proposed project will allow the District to expand our multi-prong education outreach program, in partnership with several cities and community groups. The increased awareness of recycling and management practices will increase participation in recycling District-wide, reduce the volume and toxicity of the solid waste stream, preserve natural resources, create value added products that return to the market place, stimulate local business, and engage citizens to address their local recycling and solid waste issues

4. If your application is approved, what steps will you take to start this project? Projects must start before pre-applications for the next grant round are submitted (due July 15). The District has developed a tentative scope of work for the education consultant contract and will be ready to enter into the contract as soon as funds are received. The District currently employs an intern and has developed strong ties to the Northwest Arkansas Community College to locate appropriate students for future internships as needed. Supplies and printing will be purchased throughout the year as needed.

5. If funds remain after you complete the project described in #2 above, what will you do with these funds? All funds must be spent within three years of disbursement to the district. No funds are expected to remain as total project costs will exceed the grant funds. If funds should remain, the District will seek a change order from the Department to allow funds to be spent on eligible expenses at that time.

6. How do you keep the public informed about the recycling, waste reduction and educational opportunities provided by your program? Include messages (i.e., how to recycle, why reduce waste, etc.) and methods (radio spots, newspaper ads, brochures, etc.) you plan to use. In addition to a comprehensive website and extremely active telephone inquiries, the District partners with the Bentonville – Bella Vista and Rogers - Lowell Chambers of Commerce to provide informational presentations about non-profit and commercial recycling options to Chamber members. We partner with the municipalities and other agencies within our boundaries to distribute information in newsletters and on their websites. We submit newspaper articles regarding solid waste management practices and opportunities. Messages include importance of recycling, waste reduction and reuse as well as specific information about

what materials can be recycled, locations & hours of facilities and the environmental impacts of mismanagement of materials, etc.

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, other than sales
Reimbursement of funds

Retroactive purchases
Legal fees

Licenses or permits
Vehicle registration

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 grant expenditures. 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, 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 the 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 projects or activities.

Grant application must include: completed form, answers to Project Description questions, and Proof(s) of Publication as required. Copies of any comments received regarding the grant request shall be forwarded to ADEQ. If no comments are received, send an e-mail to your ADEQ Recycling Coordinator stating such at the end of the comment period.

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 and date 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 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 to modify the project is provided by the Regional Solid Waste Management District Board and the Arkansas Department of Environmental Quality.

X Wendy Cravens
Applicant's Authorized Representative and Title

8/3/12
Date

X [Signature]
RSWMD Board Chairman

9-20-12
Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X [Signature]
ADEQ Recycling/Market Development Branch Manager

2/4/13
Date

X [Signature]
ADEQ Solid Waste Management Division Chief

2/8/2013
Date

X [Signature]
ADEQ Chief Deputy Director

2/8/13
Date

Spetich, Betsy

From: Wendy Cravens <wcravens@bcswd.com>
Sent: Monday, January 14, 2013 7:01 PM
To: Spetich, Betsy
Subject: FW: BCO 09-10 Lesson plans and training topics (Lesson 1)
Attachments: Lesson 1 How to Recycle in Siloam Springs 09.doc

Sorry, tried to send too much at once. I'll send other docs in separate emails.

From: Wendy Cravens [<mailto:wcravens@bcswd.com>]
Sent: Monday, January 14, 2013 6:30 PM
To: 'Betsy Spetich (spetich@adeq.state.ar.us)'
Subject: BCO 09-10 Lesson plans and training topics

Kindergarten

Betsy,

We are extremely proud of this program! We have rolled it out to two other school districts in the last few months and it is being well received in those as well.

I have included our steps to establishing a new solid waste education program at a school at the bottom of the email. As you will note, we do knowledge surveys with the kids and parents prior to beginning the program and then at the end of the year to see how knowledge has increased due to the program.

I am attaching the lesson plans that I have and will try to get others. Obviously, they contain very specific information to Siloam Springs but we revise them for each city we go to and other cities could do that as well.

The volunteer training is done in group settings with Louise. We don't have a written manual for that but I'll see what we can come up with.

As to take home items, they are specific to the particular lesson but here are some examples:

Recycling lesson: Mr. Can Man coloring book and local recycling guide for parents

Garbage & Special Waste lesson: Letter to parents about special waste disposal options and the litter reporting sticker

Burn Barrels lesson: Siloam Springs is using a coloring book created by Blue Earth County and MPCA out of Minnesota. I am attaching the pdf that I have of it. The City obtained permission of the origin developers to use the document and to add info specific to Siloam Springs. I don't think that we should distribute this for other educators because it is not our intellectual property. Maybe the Department could ask Blue Earth County for permission to allow anyone in the state to use it as long as credit was given to the owners. Let me know your thoughts on that.

I hope this helps!! You are welcome to share the information around the State!

Sincerely,

Wendy Cravens

Director

Benton County Solid Waste District

(479) 795-0751

Please consider the environment before printing this email!

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Establishing a New Solid Waste Education Program

- Principal as primary advisor
- Teacher Advisory Committee
- August meeting with teachers to introduce program
- Volunteers Chosen by PTA president
- Volunteer Training twice a year, August and January
- Monthly (actually 6? 7?) lessons taught by volunteers
- Teachers stay in the classroom
- Initial and final survey of parents, September and May
- Midyear survey of volunteers
- End of year survey of volunteers
- Video of Siloam Springs Transfer station