



ARKANSAS  
 DEPARTMENT OF ENVIRONMENTAL QUALITY  
 MIKE BEBEE, GOVERNOR  
 Teresa Marks, Director

**Solid Waste Management Division, Recycling/Marketing Branch**  
**SOLID WASTE AND RECYCLING GRANTS**  
**2010 APPLICATION FORM**  
**(STATE FISCAL YEAR 2011)**

**1.0** Benton County Regional Solid Waste Management District  
 Name of Applicant (This may be a city, county, municipality, etc.)

**1.1** Wendy Cravens, Director  
 Contact Person (This person must be available to answer questions regarding this grant.)

**1.2** 5702 Brookside Rd                      Bentonville                      Benton                      72712  
 Address    City    County    Zip

**1.3** (479) 795-0751                                      (479) 795-0752                                      wcravens@bcswd.com  
 Area Code                                      Telephone                                      Fax                                      E-mail

**2.0** Grant Category: Check One (*Please select only one category per application.*)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Administrative       | <input type="checkbox"/> Material Recovery Facility |
| <input type="checkbox"/> Composting Equipment            | <input type="checkbox"/> Recycling Equipment        |
| <input type="checkbox"/> <b>Specify</b>                  | <input type="checkbox"/> <b>Specify type</b>        |
| <input type="checkbox"/> Education                       | <input type="checkbox"/> Solid Waste Planning       |
| <input type="checkbox"/> Transfer Station with Recycling | <input type="checkbox"/> Recycling Programs         |

**2.1** Project Total Cost                                      Grant Amount Requested  
\$453,550.00                                      \$ 24,857.00

**3.0 Project Description** – All grant applications, including administrative, must include a detailed project description. At a minimum, answer the following:

- 3.1 A project contact person who will be available to answer questions regarding the location of the project and/or equipment, the on-going operation, days and hours of operation.
- 3.2 **The project's goals and how the project will be conducted**, (such as, how will materials be collected and marketed, and how public awareness of the project will be increased).
- 3.3 What materials will be recycled?
- 3.4 Project location and population served by the proposed project. (Whom do you expect to participate in the program?)
- 3.5 The days and hours of operation. (If funding equipment, how many days/hours will it be used for the project?)

## PROJECT DESCRIPTION

**3.1** A project contact person who will be available to answer questions regarding the location of the project and/or equipment, the on-going operation, days and hours of operation

**Contact persons: Wendy Cravens or Mike VanCleave at 479-795-0751.**

**3.2** The project's goals and how the project will be conducted, (such as, how will materials be collected and marketed, and how public awareness of the project will be increased). **The administrative grant will be used to pay a portion of the staff salary expenses, office expenses, and expenses for services and supplies resulting from administration of the Regional Solid Waste Management Plan.**

**3.3** What materials will be recycled? **The Solid Waste Plan encourages recycling of any and all materials for which a market is established and which can be collected and marketed in an economically feasible manner.**

**3.4** Project location and population served by the proposed project. (Whom do you expect to participate in the program?) **Project encompasses Benton County, Arkansas in its entirety; current population is approximately 207,000 people**

**3.5** The days and hours of operation. (If funding equipment, how many days/hours will it be used for the project?) **Business hours of the District are Monday through Friday, 8:00 a.m. to 4:00 p.m.**

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**4.0 Administrative Requirements**

**4.1** Does the applicant hold current environmental permits required for this project?

YES  NO  NO, BUT HAVE APPLIED  NOT APPLICABLE

**4.2** If existing equipment serves the project area, provide justification why this project is not a duplication of services **.Not applicable**

**4.3** Does the applicant have sufficient resources to effectively operate the project for the purpose(s) specified in the application? ***(Grant recipients must show that adequate revenues are being collected to support the long-term operation and maintenance of a grant-funded project. Items such as equipment maintenance and supplies, utilities, labor and transportation costs should be considered.)***

Yes  No

**4.4** Projected beginning date \_\_\_\_\_ **8/1/2010**  
(Date must be entered)

**4.5** Projected completion date \_\_\_\_\_ **7/31/2011**  
(Date must be entered)

**4.6** Attach completed Budget, Appendix A

**4.7** Attach signed Minimum Conditions of Grants, Appendix B

**4.8** Attach proof of publication and public comments received regarding the Grant request. ***(A description of the grant proposal must be inserted in a newspaper of general circulation in the area affected by the project a minimum of 30 days prior to the submission of the grant application. This must include a solicitation of written comments from the public. For a sample public notice, see Appendix C).***

**Ensure that Section 5.0 Signature and Certification is completed and accompanies each grant application.**

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**5.0 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 provisions and with applicable terms, conditions, and procedures of the ADEQ grant program. 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.

Wendy Crawens  
Signature of Applicant's Authorized Representative

Director Title                      (479) 795-0751 Telephone Number                      5/13/10 Date

Wes Hogue  
Signature of RSWMD Board Chairman

Chairman Wes Hogue Print Name                      10-19-10 Date

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**THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.**

Robert Hunter  
Robert Hunter (ADEQ Recycling/Marketing Branch)                      3-31-11 Date

Bob J. Law  
(ADEQ Solid Waste Management Division Chief)                      3/31/11 Date

Laren Bassett  
(ADEQ Chief Deputy Director)                      4/1/11 Date

**APPENDIX A – PROJECT BUDGET**  
 Costs Should Be Budgeted For First Year Only.  
 Revenue Should Be Projected For Three Years.

**(A) PROJECT BUDGET SUMMARY – Fill in all applicable spaces. Total ADEQ Grant Funds Requested and Total Project Costs must match the figures shown on page one (1) of the application. Be sure to total grant funds requested, matching resources, and total costs. Providing matching resources is not mandatory to be considered for a grant but is a measure of cost effectiveness of your application.**

(A) Project Budget and Summary	ADEQ Grant Funds Requested	Matching Resources*	Total Costs
1. Personnel Services	24,857.00	230,043.00	254,900.00
2. Professional Services	0	15,000.00	15,000.00
3. Capital Outlay	0	53,750.00	53,750.00
4. Services and Supplies	0	129,900.00	129,900.00
5. Total ADEQ Grant Funds Requested (Transfer to Pg 1)	24,857.00		
6. Total Matching Resources Committed to the Project		428,693.00	
<b>TOTAL PROJECT COST (Transfer to Page 1)</b>			453,550.00

**(B) REVENUE TO CONTINUE PROGRAM – List all revenue sources, present or future, to maintain the project beyond the grant. This section must be completed.**

(B) Revenue to Continue Program	Year 1	Year 2	Year 3
Grant Funds (specify type of grant) <b>Annual Admin Recycling Grant</b>	24857.00	24857.00	24857.00
Landfill Tipping Fees	0	0	0
Local Sales Tax	0	0	0
Mandatory User Fees	0	0	0
Sales of Recycled Material	45,000.00	47250.00	49615.00
Solid Waste Assessment	250000.00	262500.00	275625.00
Other (specify ) <b>Member Contributions</b>	93600.00	98000.00	98000.00
<b>TOTAL REVENUE</b>	413457.00	432607.00	448097.00

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**APPENDIX B – MINIMUM CONDITIONS OF RECYCLING GRANTS**

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

Taxes  
Reimbursement of funds  
Retroactive purchases  
Legal fees  
Licenses or permits  
Land acquisition  
Vehicle registration  
Utilities including telephone  
Office equipment

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 Five: Solid Waste Management and Recycling Grants Program: Highlights include:

Grant Recipients agree to:

- Conform to all state laws on the purchase, use or sale of equipment and facilities secured with grant funds.
- Have design plans for construction of permanent facilities with an estimated cost of \$50,000 or greater approved by a professional engineer unless otherwise approved by ADEQ.
- Seek competitive bids or requests for proposals (RFP) for purchase of equipment or services with an estimated cost of \$15,000 or greater. This should be done through an advertisement in an area newspaper of general circulation.
- Start grant project before application deadline for the next grant round. Delays must be approved in writing by both the RSWMD and ADEQ.
- Develop the recycling program presented in the application and expend all grant funds within three years. Extensions must be approved in writing by both the RSWMD and ADEQ.
- Actively seek to market or reuse materials collected in three years.
- Use any interest earned on grant funds exclusively for this or other recycling programs.
- 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 annually to the RSWMD as directed by ADEQ & the board.

RSWMD Boards agree to:

- Establish or designate at least one adequate recyclable materials collection center in each county.
- Ensure that all applicable federal, state and local permits and licenses have been obtained; the project has begun; and adequate revenues sources for continuation of the program are in place before disbursing grant funds.
- Ensure that recipients conform to all state laws that are applicable to the purchase, use or sale of equipment and facilities secured with state funding.
- Ensure that facilities or equipment purchased with grant funds be used exclusively for the general purposes specified in the grant application.  
**Note: facilities and equipment purchased with grant funds may not be sold, traded or transferred without the Department's written consent.**
- Require grant recipients to maintain an orderly accounting system to document that expenditures are made in accordance with project budget. This includes keeping copies of bids, paid invoices, canceled checks and other appropriate paperwork.
- Review any change order forms submitted. If approved, submit to ADEQ for final approval.
- Review requests for delay of start of grant projects. If approved submit to ADEQ for final approval.
- In the following categories, compile and submit annual progress reports to ADEQ by **August 1** of each year for a period of five years (or until all funds are expended, whichever is longer) following grant approval, *even if all grant funds have been expended*: Composting Equipment, Transfer Station with Recycling, Material Recovery Facilities, Recycling Equipment and Recycling Programs.
- In the following categories, compile and submit annual progress reports to ADEQ by **August 1** of each year for a period of five years following grant approval, *or until the expenditure of grant funds is complete*: Administration, Education, and Solid Waste Planning.
- 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.**

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

I hereby certify that I have read and agree to the conditions of grants as stated above and contained in the pertinent legislation and regulation.

Wendy Crawew  
Signature of Applicant's Authorized Representative

Director                      4797950751                      05/13/10  
Title                                      Telephone Number                      Date

[Signature]  
Signature of RSWMD Board Chairman

Chairman Wes Hogue                      10-19-10  
Print Name                                      Date