

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: Boston Mountain Solid Waste Dist	CONTACT: Ralph Prince
ADDRESS: 11398 Bond Road.	CITY: Prairie Grove
COUNTY: Washington	ZIP CODE: 72753
PHONE: (479) 848-3005	E-MAIL: rprince@bmswd.com

GRANT CATEGORY

Select only one category

- ADMINISTRATIVE
- COMPOSTING
- EDUCATION
- MATERIAL RECOVERY FACILITY
- PLANNING
- RECYCLING EQUIPMENT
- RECYCLING PROGRAMS
- TRANSFER STATION WITH RECYCLING
- WASTE REDUCTION ACTIVITIES

PROJECT PROPOSAL

- In one sentence, explain what will be purchased with requested grant funds.**
Salaries for Ralph Prince and Sandra Smith who administrate Grants.
- Grant Amount Requested \$ 30,562.00
- Total Project Cost \$ 83,000.00
- Other than Recycling Grant funds**, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)?
N/A
- 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?)
Ralph Prince, Interim Director, BMSWD, 11398 Bond Rd, Prairie Grove, AR 72753

BMT00-12

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

The Boston Mountain RSWMD has a diverse and ongoing recycling/waste reduction program across the District. We offer services for all types of recycling, diversion and education on recycling and waste reduction. We have a very high rate for recycling when compared to other areas of the state.

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.

These administrative funds will be used to augment the salaries of office personnel to work on administrative work within the organization to oversee these grant funds.

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

3. How will this project enhance/improve your current program?

This will allow more general revenue monies to be spent on other aspects of the recycling/diversion than in salaries

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 administrative work on these grants is un-ending. We deal with these grants almost, if not, every day in making sure their administrative is complete.

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.***

There should be no left over funds as these administrative funds will be divided and drawn down quarterly within the year of their use as a payroll supplement for the persons who administer the grants program.

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.

The Boston Mountain Solid Waste Management District uses a varied spectrum of media - print, radio, television, as well as our own FACEBOOK page to get the message out on our services, goods and plans for the District. We attend meeting, belong to various civic organizations and work with our Cities and Counties within the District to deliver the message of our work to City Council members, Quorum Court members, members of the State Legislature and our Congressional and U.S. Senatorial elected officials. (Our Brochure and attachments are included).



BMT00-12

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
Interim Director	46500.00	35%	\$16,275.00
Tire Manager	37500.00	30%	\$11,250.00
Office support Staff	15000.00	21%	\$3,037.00

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

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

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.

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 
Applicant's Authorized Representative and Title

12-4-2012
Date

X 
RSWMD Board Chairman

12-4-12
Date


THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X 
ADEQ Recycling/Market Development Branch Manager

4/08/12
Date

X 
ADEQ Solid Waste Management Division Chief

4/14/2013
Date

X 
ADEQ Chief Deputy Director

4/24/13
Date

Recycling Grants Applications Summary

Purpose The purpose of this form is for Regional Solid Waste Management Boards to provide information required by statute and regulation for recycling grant applications submitted to the ADEQ. **This form must be completed and submitted with grant applications.** See page 2 for instructions. Use additional forms if needed.

District & Allocation Boston Mountain: \$242,929.00

GRANT NUMBER	AMOUNT REQUESTED	PROJECT COMPATIBLE WITH DISTRICT PLAN?(1)		PROJECT DUPLICATES EQUIPMENT/FACILITIES?(2)	
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT00-12	\$ 30,562.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT01-12	\$ 45,000.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT02-12	\$ 10,000.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT03-12	\$ 25,000.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT04-12	\$ 30,000.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT05-12	\$ 25,000.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT06-12	\$ 30,000.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT07-12	\$ 9,950.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BMT09-12	\$ 30,000.00	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	\$	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TOTAL	\$ 235,512.00				

(1) "No" answers require explanation of why deviation is necessary.

(2) "Yes" answers require rationale for why duplication is needed.

Is TOTAL less than or equal to Allocation? Yes No

X Maurice Edwards
RSWMD Board Chairman

12-4-12
Date Approved

ADEQ
ARKANSAS
Department of Environmental Quality

Recycling Grants Application Checklist

Grant ID BMT00-12

Grant Amount \$ 30,562

Page 1 information complete (contact, category, one sentence explanation, funding to continue, financial manager)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	District - Administrative (salaries)	
Grant amount is less than or equal to total project cost	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Current program described	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	rcvd 2/18/13	
Details about what will be purchased (what will be purchased, how will it/they be used, why are they needed)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	rcvd 2/18/13 whose salaries? on page 1 in one sentence & in personnel chart (p. 2)	
Equipment or construction —detailed description, including dimensions for facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Equipment or construction -how determined there is no duplication; statement of cooperation or acceptance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Construction —who owns property (public, private, non-profit)	<input type="checkbox"/> Pub	<input type="checkbox"/> Pri/ NP	<input checked="" type="checkbox"/>	N/A
Enhances/improves current program?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	rcvd 2/18/13	
Plan to begin before July 15?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Plan to use remaining funds?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Public awareness plan described	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
EQUIPMENT, MRF, TS, RECYCLING PROGRAMS, WASTE REDUCTION ACTIVITIES				
Days, hours and address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Physical location for composting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Items to be collected/processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Plans for selling/reusing materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Estimate of new/increased tonnage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Volume/revenue tracking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A
Generate revenue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	N/A

Answer on first application reviewed per district.

Application summary completed & returned by District Yes No

(attached to end of all grants)

Recycling Grants Application Checklist

Return to: Gillham Spetich

Route to: _____

Items to be purchased are listed in Q. 2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	rcvd 2/18/13
Project Personnel are listed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Applicant/Authorized Rep signature	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
RSWMD Board Chair signature	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of Publication	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	No notice from Madison County paper
Past Comment Period	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments received	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Grant number indicated on each page	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Added

ADDITIONAL NOTES

Did not answer questions (1-6) rcvd 2/18/13

FOLLOWING REVIEW

Three ADEQ signatures	Completion Date
Complete Approved Application	Completion Date
Follow-through	