

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: Central Ark. RSWMD	CONTACT: Leigh Ann Pool
ADDRESS: P. O. Box 300	CITY: Lonoke
COUNTY: Lonoke	ZIP CODE: 72086
PHONE: (501) 676-2721	E-MAIL: leigh.pool@arkansas.gov

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

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

The grant funds will be used to provide recycling education.

Grant Amount Requested \$ 1,000

Total Project Cost \$ 1,000

Other than Recycling Grant funds, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)?

tipping fees and the sale of materials will be used to sustain the education program

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 Program Manager for CARSWMD will maintain the documents

ADEQ
ARKANSAS
Department of Environmental Quality

GRANT NUMBER: CAR01-11

Project Proposal CARSWMD (Education)

1. The CARSWMD recycling program is comprised of 2 bailing facilities that service the three county District. One is located in Lonoke and the other in Hazen. At each facility we have a bailer, forklift and a trailer for each county. We manufacture our own collection containers we call bins to collect OCC. These bins are placed all throughout the counties. There are 4 employees at Hazen and 3 employees at Lonoke that run the bailing facility. We also have designated drop-off sites for e-waste that is picked up during our weekly routes. Aluminum cans are collected and donated to the schools for their programs.

We partner with Cabot who has a full drop-off facility which is open to all residents of our District. Items collected at Cabot include: paper, plastic, cardboard, aluminum, steel and it designated as a drop-off location for e-waste.

The facilities are overseen by the Program Manager who is responsible for the administration of the grant program. The Executive Director and Program Manager are responsible for the day to day duties of providing technical assistance to the residents and elected officials in our District to insure that state and federal laws and regulations are followed. We continue to improve our programs to be in compliance with new laws and to promote recycling.

2. This particular project is for Education; the grant funds will be used to offset the cost of buying supplies and materials needed for education programs and training. It will also go toward the cost of education and training of the Program Manager to keep her abreast of new recycling programs.
3. The goal for this grant is to insure that the residents are properly educated regarding the recycling programs and to increase the participation in the recycling programs. Programs and training throughout the year utilizing District staff and volunteers. This can be measured by tracking the number of education programs throughout the year and the increased numbers in the recycling materials in our area.
4. Educational programs will be planned and scheduled.
5. Those directly involved with the Education Programs are the Program Manager and trained volunteers. Most of our programs are presented to civic groups, teachers and students.
6. The public is made aware of the recycling programs through the website; special events; special invitations to specific groups, notices in the paper and word of mouth.

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 Rodney Lisen
Applicant's Authorized Representative and Title

12/8/2011
Date

X [Signature]
RSWMD Board Chairman

12-8-11
Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X Robert L. Hunter
ADEQ Recycling/Market Development Branch Manager

3-1-12
Date

X [Signature]
ADEQ Solid Waste Management Division Chief

3/1/2012
Date

X [Signature]
ADEQ Chief Deputy Director

3/1/12
Date

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.

PROJECT BUDGET

CARSWMD (Education)

Item	Grant Request	Organizational Budget	Total Project Cost	Additional Information
Salaries, Administrative				
Program Manager Salary Supplement	\$ -	\$ -	\$ -	2 hours per day
Salaries, Administrative Totals	\$ -	\$ -	\$ -	

Salaries, Operational				
			\$ -	
			\$ -	
			\$ -	
			\$ -	
Salaries, Operational Totals	\$ -	\$ -	\$ -	

Educational Materials/Supplies				
materials and supplies	\$ 1,000.00		\$ 1,000.00	
Educational Materials/Supplies Total	\$ 1,000.00	\$ -	\$ 1,000.00	

Equipment				
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
Equipment Totals	\$ -	\$ -	\$ -	

Maintenance & Repairs				
			\$ -	
			\$ -	
			\$ -	
			\$ -	
Maintenance & Repairs Totals	\$ -	\$ -	\$ -	

Transportation				
			\$ -	
			\$ -	
Transportation Totals	\$ -	\$ -	\$ -	

BUDGET TOTALS	\$ 1,000.00	\$ -	\$ 1,000.00	
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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
Reimbursement of funds

Retroactive purchases
Legal fees
Licenses or permits

Vehicle registration
Utilities

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.

**CARSWD ADEQ 2011
Recycling Grant Revisions**

- Were comments received for any of the applications?

No comments were received by CARSWMD

- CAR01-11

- Q. 2. How will the proposed project enhance or improve the current recycling program?

The Education Programs provided by CARSWMD will increase participation in the recycling programs by providing information so that individuals can make informed decisions regarding recycling in their area.

- The ADEQ Administration has determined that training for solid waste management district staff is an administrative cost and may not be taken from education monies. Ark. Code Ann. § 8-6-609(c)(1)(B) provides that costs eligible for assistance include public information and education programs that encourage waste reduction and stimulate demand for products produced from recycled materials.

CARSWMD will delete this from their project narrative.

- Q. 6. Narrative states that the public is made aware of recycling programs through the website. The website does not provide adequate information for the public to learn about recycling opportunities.

CARSWMD Staff will develop a new website for their programs. The current website has limited access and changes cannot be readily made.

- Budget – what types of supplies and materials are to be purchased?

Supplies and materials will include items such as: copy paper, ink, specialty items for teachers, products made from recycled material to promote recycling and items to replenish the education kits as needed.



