

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: CARSWMD	CONTACT: Leigh Ann Pool
ADDRESS: P. O. Box 300	CITY: Lonoke
COUNTY: Lonoke	ZIP CODE: 72086
PHONE: (501) 676-2721	E-MAIL: leigh.pool@capdd.org

GRANT CATEGORY

Select only one category

- | | |
|--|---|
| <input checked="" type="radio"/> ADMINISTRATIVE | <input type="radio"/> RECYCLING EQUIPMENT |
| <input type="radio"/> COMPOSTING | <input type="radio"/> RECYCLING PROGRAMS |
| <input 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.

This grant is for Administrative Services.

- | | | | |
|---------------------------|--------------|-----------------------|--------------|
| 2. Grant Amount Requested | \$ 11,175.00 | 3. Total Project Cost | \$ 11,175.00 |
|---------------------------|--------------|-----------------------|--------------|

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)?

Funds from sale of materials will be used if needed.

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?)

The Program Manager is responsible for maintaining records and expenses. Phone: 501-676-2721 or leigh.pool@capdd.org

QUESTIONS FOR PROJECT DESCRIPTION

All applications must answer questions 1-6:

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

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 trailers for each county. We manufacture our own collection containers that we call bins to collect OCC. These bins are placed all throughout the counties. There are 3 employees at Hazen and 2 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. 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.

This particular project is for Administration; the grant funds will supplement the Program Manager's salary allowing time to be spent on insuring the grant funds are spent properly, recorded, providing progress reports and surveys.

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

The goal for this grant is to insure that the administration of the grant is properly carried out. This can be measured by tracking monthly to insure grant funds are spent properly and the success will be measured by the progress reports submitted to the state at the end of the year.

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).

Grant Number: CAR00-12

Administration is ongoing.

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 disbursal to the district.

We do not foresee that any funds will be remaining for administration after three years; however, if funds were remaining we would find a eligible project and request a change in scope of work from ADEQ so that the funds could be used in the District.

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 public is made aware of the recycling program through special events, notices in the paper and word of mouth. We are currently in the process of developing a new website for the Solid Waste District. Information on how to get in contact with the Program Manager is listed on the CAPDD website as well as on the ADEQ website.

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
Program Manager	48,140	25%	\$11,175.00

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.

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 disbursal 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 Rodney Hansen 11/8/2012
Applicant's Authorized Representative and Title Date

X [Signature] 11/8/12
RSWMD Board Chairman Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X _____
ADEQ Recycling/Market Development Branch Manager Date

X _____
ADEQ Solid Waste Management Division Chief Date

X _____
ADEQ Chief Deputy Director Date

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X Rodney Hansen
Applicant's Authorized Representative and Title

11/8/2012
Date

X [Signature]
RSWMD Board Chairman

11/8/12
Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

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

12/18/12
Date

X [Signature]
ADEQ Solid Waste Management Division Chief

1/4/13
Date

X [Signature]
ADEQ Chief Deputy Director

1/14/13
Date

Recycling Grants Application Checklist

Grant ID

CAR 00-12

Grant Amount \$

11,175⁰⁰

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

Answer on first application reviewed per district.

Application summary completed & returned by District

☒ Yes ☐ No

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	
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	
Past Comment Period	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	12/16
Comments received	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Grant number indicated on each page	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

ADDITIONAL NOTES

FOLLOWING REVIEW

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