



ARKANSAS

DEPARTMENT OF ENVIRONMENTAL QUALITY

MIKE HUCKABEE, GOVERNOR

Marcus C. Devine, Director

Pre-Approved Grant Number
APPLICANT PLEASE ENTER NUMBER

CCO-00-04

Solid Waste Management Division, Recycling Branch
SOLID WASTE AND RECYCLING GRANTS
STATE FISCAL YEAR 2004 APPLICATION FORM

- 1.0 Craighead County Regional Solid Waste Management District
Name of Applicant (This may be a city, county, municipality, etc.)
- 1.1 E. Guy Enchelmayer, Executive Director or Angela Sparks, Controller
Contact Person (This person must be available to answer questions regarding this grant.)
- 1.2 P.O. Box 1297 Jonesboro Craighead 72403
Address City County Zip
- 1.3 (870) 972-6353 870-972-0495 angela@ccswda.com
Area Code Telephone Fax E-mail
guyench@ccswda.com

- 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 Specify type	<input type="checkbox"/>	Recycling Equipment Specify type
<input type="checkbox"/>	Education	<input type="checkbox"/>	Solid Waste Planning
<input type="checkbox"/>	Market Development	<input type="checkbox"/>	Transfer Station with Recycling

- 2.1 Project Total Cost Grant Amount Requested
- \$ 39,275.00 \$ 14,275.00*
- *Reduced from Pre-application

- 3.0 **Project Description** – All grant applications, including administrative, must include a detailed project description. At a minimum, answer the following:
- 3.1 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).
- 3.2 What items are/will be recycled.
- 3.3 Project location and population served by the proposed project (whom do you expect to participate in the program?).
- 3.4 The days and hours of operation (If funding equipment, how many days/hours will it be used for the project?)

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 x

4.2 If existing equipment serves the project area, provide justification why this project is not a duplication of services. N/A

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 x No ____

4.4 Projected beginning date 01/01/2005

4.5 Projected completion date 12/31/2005

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.

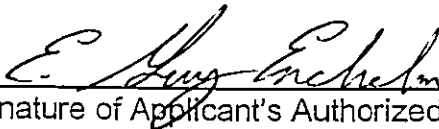
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5.0 Signature and certification

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.



Signature of Applicant's Authorized Representative

Executive Director

Title

870-972-6353

Telephone Number

06/16/2004

Date



Signature of RSWMD Board Chairman

L. M. Duncan

Print name

06/16/2004

Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

Signature of ADEQ Recycling Branch Manager

Date

Signature of ADEQ Solid Waste Management Division Chief

Date

For office use only

Regional Recycling Coordinator

CRAIGHEAD COUNTY REGIONAL SOLID WASTE MANAGEMENT DISTRICT
Administrative Grant

3 0 Project Description

- 3.1 Administrative Grant Funds are requested to provide funding for administration costs involved with coordination of and reporting on the solid waste and recycling activities, as well as the licensing of solid waste haulers. The District currently has a contract with Hummelstein's Recycling Center to staff and operate the MRF owned by the District. The public/private cooperative has resulted in better utilization of grant monies, more efficient operation of MRF, increased quantities of commodities for optimum processing and marketing. This contract is the cornerstone of HRC being a regional processor and serving other Districts. The Recycling Education Coordinator and the 2004 recycling promotion "Kurby the Blue Bag" or a similar campaign will continue through 2005. The goals of the promotion are: 1) provide incentives for citizens to develop recycling habit; 2) increase the level of commitment by the cities to support recycling; 3) build working partnerships with private industries to share in the costs and activities of recycling; and 4) to increase the household recycling tonnage by 20%.

The desired short-term outcome is for a higher rate of participation in recycling for District residents, with an immediate increase of tonnage. Long term benefit will be a sustained recycling habit, with creative and new methods of reducing the waste stream and extending the life of the landfill.

The greatest potential for growth is in the commercial and industrial recycling areas. Hummelstein's already serves this market on a regional basis, in scrap metal. The opportunities to expand into other commodities in commercial quantities is best suited to private enterprise because of unlimited boundaries, and ability to react to market pressures.

An Industrial Recycling Coalition has been established for regional waste management officials. A computer Work Group site provides mutual resource access for the companies. This allows participants to list residual commodities that would otherwise enter the waste stream; or to search for commodities that might be by-products, excess or obsolete inventory or production scrap. The site is co-sponsored with Hummelstein's Recycling Center. The District will continue to pursue every opportunity to build this cooperative relationship.

- 3.2 No. 1 and No. 2 plastics, tin cans, aluminum cans and clear glass will be recycled.

3 3 The project will encompass the entire District (Craighead County) with a population of 82,148. The promotions are targeted toward residents in single-family dwellings in incorporated areas; however, the Recycling Education Coordinator also focuses on educators, citizen's groups, and industrial facilities in the District.

3 4 Days and hours of operation are: 8 AM - 5 PM, Monday through Friday

The objective evaluation of this project will be based on tonnage increases, and expanding numbers of commodities being processed. The successes in these areas will be important to maximizing landfill space.

APPENDIX A – PROJECT BUDGET

COSTS SHOULD BE BUDGETED FOR FIRST YEAR ONLY.
REVENUE SHOULD BE PROJECTED FOR THREE YEARS.

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- (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	12000.00	20000.00	32000.00
2. Professional Services			
3. Capital Outlay			
4. Services and Supplies	2275.00	5000.00	7275.00
5. Total ADEQ Grant Funds Requested (Transfer to Page 1)	14275.00		
6. Total Matching Resources Committed to the Project		25000.00	
TOTAL PROJECT COST (Transfer to Page 1)			39275.00

- (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)			
Recycling	14275.00	14275.00	14275.00
Landfill Tipping Fees	16500.00	16500.00	16500.00
Local Sales Tax			
Mandatory User Fees			
Sale of Recycled Material			
Solid Waste Assessment			
Other (specify)			
Licensing Fees/Interest	8500.00	8500.00	8500.00
TOTAL REVENUE	39275.00	39275.00	39275.00

APPENDIX A – PROJECT BUDGET DEFINITIONS

1. **PERSONNEL SERVICES** – Even if the applicant is not seeking Recycling Grant funds to pay salaries, this expense should be considered as part of the project cost. This expense may be considered a matching resource. List principal project personnel salaries directly on this form. Be sure to total grant funds requested, matching resources, and total costs in the space provided. This section must be completed.
2. **PROFESSIONAL SERVICES** - List consultants, contractors, etc. Services may include those of a web page designer or consultant. Be sure to total grant funds requested, matching resources, and total costs in the space provided.
3. **CAPITAL OUTLAY** - List all items to be purchased with a value greater than \$300. Include equipment, structures, and items relating to them. Be sure to total grant funds requested, matching resources, and total cost in the space provided.
4. **SERVICES AND SUPPLIES** – Include items not itemized in "Personnel Services," "Professional Services," and "Capital Outlay." Examples are duplicating, materials/supplies, postage, publication charges, travel, etc. Be sure to total grant funds requested, matching resources, and total costs in space provided. This section must be completed.

***Matching Resources** include cash or in-kind contributions. **In-kind contributions** include any documented contribution, such as real estate, goods or services, and labor, and should be valued using a defensible, auditable method. For example, rates for volunteers should be consistent with those paid for similar work in other state or local government activities; donated supplies should be assigned a reasonable value not to exceed lowest fair market value

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 \$10,000 or greater. This should be done through an advertisement in an area newspaper of general circulation.
- Start grant project before pre-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 to the RSWMD for five or more years 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 revenue sources for continuation of the program are in place before disbursing grants 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 all bids, paid invoices, canceled checks and other appropriate paperwork.
- Review any change order forms submitted. If approved, submit to ADEQ.
- Review requests for delay of start of grant projects. If approved, submit to ADEQ.
- Compile and submit annual progress reports to ADEQ by **September 1** of each year for a period of five years following the disbursement of funds, or until the expenditure of grant funds is complete.
- Notify ADEQ in the event a recipient has not met conditions of the approved grant application.

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 listed legislation and regulation.


Signature of Applicant's Authorized Representative

Executive Director
Title

870-972-6353
Telephone Number

06/16/2004
Date


Signature of RSWMD Board Chairman

L. M. Duncan
Print name

06/16/2004
Date