

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: Craighead County RSWMD	CONTACT: Angela Sparks
ADDRESS: P O Box 16777	CITY: Jonesboro
COUNTY: Craighead	ZIP CODE: 72403
PHONE: (870) 972-6353	E-MAIL: angela@ccswda.com

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

- In one sentence, explain what will be purchased with requested grant funds.
Salaries, registration to recycling events, travel expenses, postage, and other costs associated with administration of the District's recycling program.
- Grant Amount Requested **\$ 15,991.00**
- Total Project Cost **\$ 20,000.00**
- Other than Recycling Grant funds, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)?
Match or In-Kind funds provided by Craighead County SWDA through landfill fees.
- 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?)
Angela L. Sparks, Deputy Director, CCRSWMD, P O Box 16777, Jonesboro, AR 72403; 870-972-6353; angela@ccswda.com

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
Robert Hendrix, Executive Director	\$90,000	10%	\$5,000.00
Angela Sparks, Deputy Director	72,000	10%	\$5,000.00

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 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

Robert D. Hunter, Ex. Dir.

Applicant's Authorized Representative and Title

11-28-2012

Date

X

Kuan Mohr

RSWMD Board Chairman

11-28-2012

Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X

Robert D. Hunter

ADEQ Recycling/Market Development Branch Manager

12/17/12
Date

X

[Signature]

ADEQ Solid Waste Management Division Chief

12/21/12
Date

X

Karen Bassett

ADEQ Chief Deputy Director

1/15/13
Date

CRAIGHEAD COUNTY REGIONAL SOLID WASTE MANAGEMENT DISTRICT
Administrative Grant

Project Description

1. The District currently utilizes the services of Abilities Unlimited to sort and process recyclables collected through the Craighead County "Kurby" blue bag program. The ten municipalities within the Craighead County RSWM District offer recycling to residents, seven of the ten provide curbside pickup for recyclables which are then taken to Abilities Unlimited. This public cooperative helps the District with the goals in the Solid Waste Management Plan of providing recycling for the residents of Craighead County.
2. Administrative Grant Funds are requested to provide funding for administration costs involved with coordination of and reporting on the solid waste and recycling activities. Such activities include costs of attending meetings and training events for recycling as well as mail-outs of recycling material to residents/businesses.

Personnel (from Grant Funds)	\$10,000.00
Travel Expenses	\$ 5,000.00
Postage and other supplies as needed	\$ 991.00
3. The desired short-term outcome is for a higher rate of participation in recycling for District residents, with an 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.
4. Administration of the recycling program is a year-round activity so the project will begin prior to the next grant round. Grant funds for administration are needed throughout the year so the funds will be expended prior to the three-year expenditure requirement.
5. If the funds are not expended within the three-year expenditure requirement, the District will follow grant guidelines and either issue change order requests for another grant category, with application, or return the funds to ADEQ as required.
6. The CCRSWMD contracts with Judith Long, Recycling Education Coordinator, to work with schools, civic organizations, and other entities to set up recycling programs. The District provides recycling pamphlets and blue bags with recycling information printed on them. This information is given to every new homeowner as well as given out by each of the City Halls. Pamphlets are also handed out at events, and mailed out to those who request it. Newspaper ads and other printed media ads are used to instruct residents as to where and how to recycle items. A website, www.ccswda.com also provides recycling information.
7. This is a request for Administration funds so the question is not applicable.
8. This is a request for Administration funds so the question is not applicable.

9. A. Abilities Unlimited provides the CCRSWMD with the amount of recyclables collected through the "Kurby" Blue Bag recycling program. These amounts are entered into a ticket program for record keeping.
B. Revenue received is deposited into a checking account and entered in the accounting program with the amount recorded separately from other income.
C. Angela L. Sparks, Deputy Director, CCRSWMD, P O Box 16777, Jonesboro, AR 72403; 870-972-6353; angela@ccswda.com
10. A. No, the administrative duties do not generate revenue.
B. N/A-Administrative Grant
C. N/A-Administrative Grant

QUESTIONS FOR PROJECT DESCRIPTION

All applications must answer questions 1-6:

1. Briefly describe your current recycling/waste reduction program.
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.
 - 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?
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).**
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.**
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.

Grant Proposals for Composting, Material Recovery Facility, Recycling Equipment, Recycling Programs, Transfer Station with Recycling, and Waste Reduction Activities categories must also respond to the following questions:

7. Operational Basics:
 - a. What are the days and hours of operation for the program, equipment or facility?
 - b. What is the physical location (address) for the equipment or facilities?
 - c. If composting, provide a physical location (address) where organics will be composted.
8. Expected Results:
 - a. What materials will be collected and/or processed as a direct result of this project? Please underline any items that will be new additions to your program.
 - b. What are the plans for selling or reusing these materials?
 - c. How much new/increased tonnage do you expect to collect or divert as a result of this project?
9. Tracking Results:

Grantees are required to report tonnage collected and revenue received for a minimum of five years after the grant is awarded.

 - a. How will the amount of material collected for recycling or diversion as a result of this project be measured and recorded?
 - b. How will the revenue received as a result of this project be recorded?
 - c. Who is responsible for maintaining these records and how may s/he be contacted?
10. Financial Considerations:
 - a. Will the proposed project generate revenue?
 - b. How?
 - c. Will this revenue be enough to continue or expand the project?

Gillham, Michelle

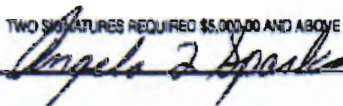
From: Angela Sparks <angela@ccswda.com>
Sent: Friday, November 30, 2012 3:38 PM
To: Gillham, Michelle
Cc: Hunter, Robert
Subject: CCO00-12
Attachments: CCF11302012_00001.pdf

Gillham, Michelle

From: Angela Sparks <angela@ccswda.com>
Sent: Friday, November 30, 2012 3:38 PM
To: Gillham, Michelle
Cc: Hunter, Robert
Subject: Jonesboro Sun ad for 2012-2013 grants
Attachments: Jonesboro Sun ad for 2012-2013 grants.pdf

Here's the ad which ran for the 2012-2013 grants in our regional paper. No written or oral comments or questions were received during the time period.

Angela Sparks
CCRSWMD

20121116 00000015843 081 241		13653
LEGACY LANDFILL CRAIGHEAD COUNTY SOLID WASTE DISPOSAL AUTHORITY P.O. BOX 18777 JONESBORO, AR 72403 (870) 972-6353		LIBERTY BANK OF ARKANSAS 81-478-841
Eighty-One and 84/100 Dollars		13653
PAY TO THE ORDER OF	Jonesboro Sun, The Paxton Media Group P.O. Box 1417 Paducah KY 42002 Account 90034721	DATE 11/11/12 AMOUNT \$81.84 TWO SIGNATURES REQUIRED \$5,000.00 AND ABOVE  AUTHORIZED SIGNATURE

PAY TO THE ORDER OF US BANK -091000022- FOR DEPOSIT ONLY Paxton Media Group XXX12965	
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The Craighead County Regional Solid Waste Management District (CCRSWMD) will submit grant applications to the Arkansas Department of Environmental Quality for grants from the State Recycling Fund for \$127,107.00. The applications propose to utilize funds in the following ways: CCRSWMD-Recycling Education \$20,000.00; CCRSWMD-Recycling Program/Supplies \$60,000.00; CCRSWMD Administration \$15,991.00; CCRSWMD Solid Waste Plan Update \$1,428.00; CCRSWMD-Recycling Equipment for City of Jonesboro \$29,688.00; Funding dependent upon grant availability and amounts may be adjusted depending on final grant funds available from ADEQ. The Pre-Applications may be viewed at the District's office at 328 County Road 476, Jonesboro, AR. Written comments will be accepted from November 1 through November 30, 2012 and may be sent to CCRSWMD, P O Box 16777, Jonesboro, AR 72403. Questions regarding the above may be directed to Angela Sparks at 870-972-6353 or angela@ccswda.com.

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PAID

Robert Hendrix
Craighead County Solid Waste Disposal Authority
Legacy Landfill
PO Box 16777
Jonesboro, AR 72403
(870)972-6353

Class Liner Ad #90272582 Summary:

Description: The Craighead County Regional
Size: 1.00 x 5.21

Net Cost	\$81.84
Prepaid Amount	\$0.00
Amount Due	\$81.84

If paid by credit card, your statement will show the charge as "Newspaper Services - Paxton Media"

Order Detail:

Publication	Start	Stop	Insertions
20JN Jonesboro Sun	11/1/12	11/1/12	1

PAID

The Jonesboro Sun

DAILY AND SUNDAY

Proof of Publication

STATE OF ARKANSAS
COUNTY OF CRAIGHEAD

I, Lisa A. Lynn solemnly swear that I am classified director of the JONESBORO SUN daily newspaper of general circulation printed in the Western District of Craighead County and I was such classified advertising manager at the date of publication hereinafter stated, and that said newspaper had a bonafide circulation in such county at said dates, and had been regularly published in said county for the period of one month next before the date of the first publication of the advertisement hereto affixed, and that said advertisement was published in said

newspaper 1 times once a week for 1

weeks consecutively, the first insertion therein having been made on the

1 day of November, 2012

2nd insertion _____ day of _____

3rd insertion _____ day of _____

4th insertion _____ day of _____

5th insertion _____ day of _____

6th insertion _____ day of _____

7th insertion _____ day of _____

Lisa A. Lynn

Sworn to and subscribed before me this 1 day of November, 2012

My commission
expires

Fee for print, \$ _____

Cost of Proof \$ 81.84

Rec'd Payment \$ _____

Total - - - \$ 81.84

PAID
#13653
11/11/12
CD



Recycling Grants

Application Checklist

Grant ID

CCO 00-12

Grant Amount \$

15,991

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?		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	<input checked="" type="checkbox"/> N/A
Physical location for composting		Yes	No	<input checked="" type="checkbox"/> N/A
Items to be collected/processed		Yes	No	<input checked="" type="checkbox"/> N/A
Plans for selling/reusing materials		Yes	No	<input checked="" type="checkbox"/> N/A
Estimate of new/increased tonnage		Yes	No	<input checked="" type="checkbox"/> N/A
Volume/revenue tracking		Yes	No	<input checked="" type="checkbox"/> N/A
Generate revenue?		Yes	No	<input checked="" type="checkbox"/> 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 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

ADDITIONAL NOTES

FOLLOWING REVIEW

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