



ARKANSAS
DEPARTMENT OF ENVIRONMENTAL QUALITY

MIKE HUCKABEE, GOVERNOR
 Marcus C. Devine, Director

Pre-Approved Grant Number
 APPLICANT PLEASE ENTER NUMBER

EAR03-04

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

1.0 City of Marion
 Name of Applicant (This may be a city, county, municipality, etc.)

1.1 Maxie Keith
 Contact Person (This person must be available to answer questions regarding this grant.)

1.2 P. O. Box 717, Marion, AR 72364-0717
 Address City County Zip

1.3 (870) 739-5410 (870) 739-2102
 Area Code Telephone Fax E-mail

2.0 Grant Category: Check One (Please select only one category per application.)

	Administrative		Material Recovery Facility
	Composting Equipment Specify type		Recycling Equipment Specify type
X	Brush Chipper		
	Education		Solid Waste Planning
	Market Development		Transfer Station with Recycling

2.1 Project Total Cost Grant Amount Requested
 \$ 27,500.00 \$ 27,500.00

- 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 XX
- 4.2 If existing equipment serves the project area, provide justification why this project is not a duplication of services.
- 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 ___ No ___ NOT APPLICABLE
- 4.4 Projected beginning date N/A
- 4.5 Projected completion date N/A
- 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.

Pre-Approved Grant Number
APPLICANT PLEASE ENTER NUMBER

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.

Marlene W. Keith
Signature of Applicant's Authorized Representative

City Superintendent
Title

901-486-2162
Telephone Number

6-28-04
Date

Carl E. Giso
Signature of RSWMD Board Chairman

Carl Giso
Print name

8-1-04
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

APPENDIX A – PROJECT BUDGET

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

Pre-Approved Grant Number
APPLICANT PLEASE ENTER NUMBER

(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			
2. Professional Services			
3. Capital Outlay	27,500.00	-0-	27,500.00
4. Services and Supplies			
5. Total ADEQ Grant Funds Requested (Transfer to Page 1)			
6. Total Matching Resources Committed to the Project		-0-	
TOTAL PROJECT COST (Transfer to Page 1)			27,500.00

(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)			
Landfill Tipping Fees			
Local Sales Tax			
Mandatory User Fees			
Sale of Recycled Material			
Solid Waste Assessment			
Other (specify)			
TOTAL REVENUE			

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 **August 1** of each year for a period of five years following the disbursement of funds, or the expenditure of grant funds is complete, whichever comes later.
- 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.

Mare Keith

Signature of Applicant's Authorized Representative

City Superintendent

Title

901-486-2162

Telephone Number

6-28-04

Date

Carl F. Cisco

Signature of RSWMD Board Chairman

Carl Cisco

Print name

8704

Date

Pre-Approved Grant Number
APPLICANT PLEASE ENTER NUMBER

--

EA 03-04

City of Marion
2004 Recycling Grant Application for Wood Chipper
Project Description

- 3.1 The goals of the project are to help the citizens of Marion by providing a service of limb chipping while also providing the wood chips for mulch.
- 3.2 Limbs will be chipped and provided to the citizens and mulch
- 3.3 Within the city limits of Marion.
- 3.4 The wood chipper will be used on a regular route around the City of Marion. Marion is a beautiful City that need the chipper to keep the City clean and beautiful.