

# 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: <i>Faulkner County SWMD</i>	CONTACT: <i>Angie Howard</i>
ADDRESS: <i>PO Box 1857</i>	CITY: <i>Conway</i>
COUNTY: <i>Faulkner</i>	ZIP CODE: <i>72033</i>
PHONE: <i>(501) 336-0758</i>	E-MAIL: <i>angela.howard@conwaycorp.net</i>

## GRANT CATEGORY

Select only one category

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> ADMINISTRATIVE  | <input type="checkbox"/> RECYCLING EQUIPMENT             |
| <input type="checkbox"/> COMPOSTING                 | <input type="checkbox"/> RECYCLING PROGRAMS              |
| <input type="checkbox"/> EDUCATION                  | <input type="checkbox"/> TRANSFER STATION WITH RECYCLING |
| <input type="checkbox"/> MATERIAL RECOVERY FACILITY | <input type="checkbox"/> WASTE REDUCTION ACTIVITIES      |
| <input type="checkbox"/> PLANNING                   |  |

## PROJECT PROPOSAL

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

*Assistance in funding salaries for the FCSWMD including the Office Manager position.*

Grant Amount Requested \$ *14,850.00* Total Project Cost \$ *65,000.00*

**Other than Recycling Grant funds**, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)? *By funding generated by Landfill tipping fees, Waste Hauler licensing fees, etc...*

**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?)

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**ADEQ**  
ARKANSAS

GRANT NUMBER: *FCR00-11*

# **PROJECT PROPOSAL (CONTINUED)**

**On a separate sheet, please describe your proposed project and explain why it is needed. At a minimum, answer the following:** *(To curtail possible delays processing your application, please answer all questions completely. Examples of project descriptions are provided in the Overview & Application Instructions document.)*

1. Describe your current recycling program. Explain how it fits into your local solid waste management program and the overall district solid waste plan.
2. How will the proposed project enhance or improve the current recycling program?
3. What will the project accomplish and how will it be accomplished? How will success of the project be measured?
4. What actions will be taken to begin the project before pre-applications for the next grant round are submitted to ADEQ (July 15)? What actions will be taken to complete the project and spend all grant funds within three years?
5. Who will participate in and benefit from this project? How will they participate or benefit? If partnerships are involved, describe each partner's role in the project.
6. How will the public be made aware of recycling or other opportunities provided by this project? Describe the educational message to be delivered and the method(s) of delivery. When available, provide a copy of any materials developed.

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

7. Does existing mechanical processing equipment or facilities adequately serve the relevant area? If yes, the regional solid waste management board must determine that the requested equipment or facility is an indispensable component and would more efficiently serve the relevant area. Submit the board's rationale for the determination with the grant application.
8. If purchasing equipment or constructing facilities, provide a detailed description of these items. The description may include bid specifications, equipment brochures, drawings, illustrations, etc.
9. Provide the days and hours of operation and the physical location (address) for the equipment or facilities.
10. What materials will be collected as a direct result of this project? What are the plans for selling or reusing the materials? If composting, provide a physical location where organics will be composted.
11. How will the volume collected for recycling or diversion and revenue received as a result of this project be measured and recorded? Who is responsible for maintaining these records and how may s/he be contacted? Provide an estimate of new or increased tonnage collected or diverted as a result of this project.
12. Will the proposed project generate revenue? How? Will this revenue be enough to continue or expand the project?

FCSWMD

Administration Allocation

\$14,850.00

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**Project Proposal**

- 1. Describe your current recycling program. Explain how it fits into your local solid waste management program and the overall district solid waste plan.**

The FCSWMD and City of Conway Sanitation Department operating through an inter-local agreement (shared resources including personnel, facilities, and equipment) provide residents of Faulkner County a comprehensive and inclusive free recycling program for business, residents, and school campuses throughout the District. The FCSWMD operates a co-mingled recycling program that includes acceptance of the following materials:

Tires, Newspaper, Mixed Office Paper, Sorted Office Paper, Overruns, Magazines, Phone Books, Cardboard, Plastics (all numbered plastics #1 - #7), Discount and Grocery Store Plastic Sacks, Aluminum, Steel, Styrofoam, Textiles, Electronics, and Yard Waste.

District business, school campuses, and most all residents are offered FREE weekly curbside collection of co-mingled recyclables to be processed at the City of Conway Sanitation Department MRF.

The City of Conway Sanitation Department MRF operates one of the most technologically advanced and efficient MRFs in the entire region of the United States and prides itself on constantly offering our businesses, schools, and residents increased opportunities to recycle and reuse materials rather than Landfilling those items.

Good waste management and recycling with a focus on saving space in Faulkner County's Landfill and preserving the health of our environment are priorities of the FCSWMD/City of Conway Sanitation Department as well as outlined on our overall district solid waste plan.

Resources including financial, personnel, equipment, and facilities are all dedicated to achieving these goals set forth in our Solid Waste Plan and through operation of our recycling program and its various projects.

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

Receiving the funds to aid in the administrative costs of operating the Faulkner County Solid Waste Management District will enable our district to further increase the volume and quality of recyclables which enter our material recovery facility in Conway and various collection bins throughout Faulkner County as well as our new residential and business weekly curbside

recycling service for any interested resident of Faulkner County. The salary for the District Office Manager/Bookkeeper position will be supplemented with the requested funding of \$14,850.00. The Office Manager/Bookkeeper for the FCSWMD assists in the daily operation of the District and all the programs operated by the District.

- 3. What will the project accomplish and how will it be accomplished? How will success of the project be measured?**

This project would assist the District in paying the salary of the Office Manager position, a vital position to the successful operation of our District.

- 4. What actions will be taken to begin the project before pre-applications for the next grant round are submitted to ADEQ (July 15)? What actions will be taken to complete the project and spend all grant funds within three years?**

Grant funding once received from this allocation will be spent immediately in the manner set forth by this application. The annual salary is greater than the amount applied for in this application therefore will easily be spent entirely before the conclusion of the year.

- 5. Who will participate in and benefit from this project? How will they participate or benefit? If partnerships are involved, describe each partner's role in the project.**

All businesses, schools, and residents who participate in recycling efforts throughout Faulkner County directly benefit from the FCSWMD Office Manager position. This position sets the route schedule for our recycling collections, as well as performs vital roles for other necessary aspects of operating our District.

- 6. How will the public be made aware of recycling or other opportunities provided by this project? Describe the educational message to be delivered and the method(s) of delivery. When available, provide a copy of any materials developed.**

The Office Manager position for the FCSWMD is also responsible for bookkeeping duties for the District and sees that marketing for recycling opportunities are readily available to all residents, schools, and businesses in the District.

**QUESTIONS #7 - #12 NOT APPLICABLE TO ADMINISTRATIVE GRANT CATEGORY**

# 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.

FCSWMD

Administration Allocation

\$14,850.00

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ITEM	GRANT REQUEST	ORGANIZATIONAL BUDGET	ADDITIONAL INFO
Administrative - Salary for Office Manager Position	\$14,850.00	\$50,150.00	Organizational Budget accounts for other expenditures not limited to salary of Office Manager position financed by FCSWMD (i.e. professional fees to CPA, postage fees, phone charges, etc....)

# 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	Retroactive purchases	Vehicle registration
Reimbursement of funds	Legal fees	Utilities
	Licenses or permits	

## **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.

# 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  Recycling Coordinator  
Applicant's Authorized Representative and Title

9/8/11  
Date

X   
RSWMD Board Chairman

9-8-11  
Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X   
ADEQ Recycling/Market Development Branch Manager

10/26/11  
Date

X   
ADEQ Solid Waste Management Division Chief

10/31/2011  
Date

X   
ADEQ Chief Deputy Director

11/4/11  
Date