

# 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: MCRSWMD	CONTACT: Kelli Hicks
ADDRESS: 200 W. Walnut Rm 205	CITY: Blytheville
COUNTY: Mississippi	ZIP CODE: 72315
PHONE: (870) 763-1621	E-MAIL: kelli.hicks@mcagov.com

## GRANT CATEGORY

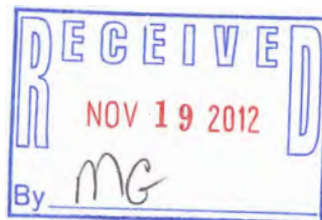
Select only one category

- ADMINISTRATIVE
- COMPOSTING
- EDUCATION
- MATERIAL RECOVERY FACILITY
- PLANNING
- RECYCLING EQUIPMENT
- RECYCLING PROGRAMS
- TRANSFER STATION WITH RECYCLING
- WASTE REDUCTION ACTIVITIES

## PROJECT PROPOSAL

- In one sentence, explain what will be purchased with requested grant funds.**  
Funds will be used for salary and various administrative purposes.
- Grant Amount Requested \$ 7,707.00
- Total Project Cost \$ 7,707.00
- Other than Recycling Grant funds**, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)?  
These are the only funds available for this category.
- 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?)  
Kelli Hicks - see contact information above.

**ADEQ**  
ARKANSAS  
Department of Environmental Quality



GRANT NUMBER: MCO00-12

## 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](http://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
Coordinator of SWM/Recycling Activities	4,800.00	100%	\$7,707.00

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](http://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 Kelli Hicks Recycling Coordinator 11-14-2012  
Applicant's Authorized Representative and Title Date

X [Signature] 11-14-12  
RSWMD Board Chairman Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X [Signature] 1/2/13  
ADEQ Recycling/Market Development Branch Manager Date

X [Signature] 1/4/2013  
ADEQ Solid Waste Management Division Chief Date

X [Signature] 1/14/13  
ADEQ Chief Deputy Director Date

## MCO00-12

Administration Grant: These funds will be used to pay the salary for the coordinator and for other expenses that are incurred throughout the year such as postage, office supplies, auditor fees, ect.

1. Our District is comprised of Mississippi County and all the cities and towns within the County. Our current recycling/waste reduction program is starting to expand. Currently we have curbside pick-up in the City of Blytheville. Those recyclables are then taken to a privately owned company called NuWay Recycling. From there, the recyclables are shipped off to other companies that process them. We also have purchased drop off trailers for recyclables with past grant monies that are placed in different areas within the County so that individuals who don't have access to the curbside service in Blytheville have somewhere to take their recyclables. We provide blue bags to citizens. They can be picked up at the water tower in Blytheville. We hope to be able to purchase more blue bags to put in other areas of the County. We also hope to be able to purchase more of the drop off trailers to place in other parts of the County. We have purchased recycle bins to place in different parts of the County. Currently we have some located in city parks.
2. Grant funds out of the administration grant will be used to fund the salary of the coordinator. The coordinator has to keep up with all financial processes, grant guidelines, project activities, SWM board meetings, and other duties. There is not a County position that covers these duties, so compensation comes from grant funds. The funds will also be used to help cover expenses such as postage, office supplies, auditor fees, publication notices, and other administrative fees and services that arise.
3. The administration grant funds are necessary to see that the recycling projects are completed and that all business is in order.
4. Administration duties are ongoing. These funds will be put to good use as soon as they are awarded.
5. With administration duties being an ongoing project, it is very unlikely that funds will be remaining.
6. We have been trying to keep the public informed about recycling mainly by word of mouth. However, we have had a representative for the District speak at various locations and plan to do more of that. We also plan to use education grant funds previously awarded to get on the radio and in the newspapers more. We have also asked to be allowed in our area schools to put on programs for the students about recycling.

## Checklist for Applications

Before submitting your application to your regional solid waste management district, please check the following:

- Contact person listed is familiar enough with project to answer questions
- Listed phone number and e-mail address (if available) for this contact are correct
- Only one grant category box is checked
- One sentence description of the project clearly states what the funds will be used for
- The amount of grant funds requested is less than or equal to the total project cost
- Other sources of funding for the program are indicated
- Person who will manage finances is listed; correct phone number and e-mail address is provided.
- A separate sheet answering all the required questions for Project Description is attached
- Additional items (copies of equipment specs or brochures, facility specs or designs, educational materials, etc.) indicated in separate sheet answers are included
- The grant number is entered on each page of the application and on any additional sheets
- You have read and agree to the "Minimum Conditions of Recycling Grants"
- You have read and agree to "Administrative Requirements"
- The form is signed by an authorized representative of the entity applying
- This person's title and the date signed are listed
- The form is signed and dated by the RSWMD Board Chairman

## Grant Timeline

Note: this is the timeline set by ADEQ. Your regional solid waste management district probably has earlier deadlines for most items in order to meet ADEQ requirements. Check with your RSWMD for its deadlines.

### July 15

- Projects from the previous grant round must begin before this date

### August 15

- Recycling Activity Survey forms due to the ADEQ
- ADEQ will provide RSWMDs with an estimate of funds available

### September 1

- Recycling Grant Progress Reports for grants from previous rounds due to the ADEQ

### September 15

- Grant Round Opens (funds available for disbursement)

### December 31

- Last date applications will be accepted by the ADEQ

Applications are processed on a first come, first served basis. Applications will not be processed if reporting requirements from previous grant rounds have not been met.

Funds will be disbursed to the RSWMD within a few weeks of approval if all conditions/requirements have been met.

# Recycling Grants Application Checklist

Grant ID

MC000-12

Grant Amount

\$ 7,707<sup>00</sup>

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	
<b>Equipment or construction</b> —detailed description, including dimensions for facilities		Yes	No	<input checked="" type="checkbox"/> N/A
<b>Equipment or construction</b> —how determined there is no duplication; statement of cooperation or acceptance.		Yes	No	<input checked="" type="checkbox"/> N/A
<b>Construction</b> —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	<i>ongoing</i>
Plan to use remaining funds?	<input checked="" type="checkbox"/>	Yes	No	
Public awareness plan described	<input checked="" type="checkbox"/>	Yes	No	
<b>EQUIPMENT, MRF, TS, RECYCLING PROGRAMS, WASTE REDUCTION ACTIVITIES</b>				
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	Yes	No	
Project Personnel are listed	✓ Yes	No	N/A Show salary less than request. Misunderstanding?
Applicant/Authorized Rep signature	✓ Yes	No	
RSWMD Board Chair signature	✓ Yes	No	
Proof of Publication	✓ Yes	No	Paggett - need notarized? Blytheville - Osceola. Fine
Past Comment Period	✓ Yes	No	
Comments received	Yes	✓ No	
Grant number indicated on each page	✓ Yes	No	

## ADDITIONAL NOTES

## FOLLOWING REVIEW

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