



## ARKANSAS

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Teresa Marks, Director

**Solid Waste Management Division, Programs Branch**  
**SOLID WASTE AND RECYCLING GRANTS**  
**2009 APPLICATION FORM**  
 (STATE FISCAL YEAR 2010)

## 1.0 Northeast Arkansas Regional Solid Waste Management District

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

## 1.1 Jim Abbey

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

1.2	PO Box 753	Paragould	Greene	72451
	Address	City	County	Zip

1.3	870	236-7447		
	Area Code	Telephone	Fax	E-mail

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"/>	Transfer Station with Recycling	<input type="checkbox"/>	

## 2.1 Project Total Cost Grant Amount Requested

\$ 45,797.00

\$ 15,797.00

## 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?)

## NEA 00-09

3.0 Project Description: All grant applications, including administrative, must include a detailed project description. At a minimum, answer the following:

### 3.0 Project Description

**This grant application is for \$15,797 to fund the administrative costs necessary for the various aspects of the district's recycling program.** Costs such as *(but not limited to)* phone calls to coordinate the pickup of truckloads of baled recyclable materials, and other recycling activities, office supplies for recycling reports, etc.; postage and postal supplies for corresponding with ADEQ and other agencies, and a host of other administrative costs for continuation of our recycling program.

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?).*

**The project's goals** are to provide current documentation as required by the Arkansas Department of Environmental Quality, in certain reports. These reports such as the Annual Recycling Grants Progress Reports, and the Annual Recyclable Materials Activity Survey are two important reports the district is responsible for submitting. The progress reports describe the dollar amounts received in recycling grants, how the funds were spent, and discussions of matters pertaining to the expenditures. The activity survey list the recyclable materials that have been collected, the amount (tons), the person or company we sold the items to and the dollar amount we received for the sales. Also, we show the landfill space saved due to our collection containers sited in various places throughout the four counties. **Our goals** are to maintain an outstanding recycling program for our district and to do so means that it must be administered in an outstanding manner. Specifically, we strive to maintain accurate and up to date records enabling us to submit accurate reports to ADEQ and other agencies as promptly as possible.

**We conduct the project** *(provide administration)* in-house through the Landfill and Recycling Operations Office Manager, the Recycling Center Manager, and the Executive Director. The office manager and the recycling center manager coordinate the sales of recyclable materials. Once the type of material is sold, we maintain a copy of the bill of lading showing the weight of the material. Later, we receive money from the broker. Upon receipt of the money, the office manager then describes the transaction in the district's monthly Statement of Operations. The district's executive director then uses twelve months of data shown in these Statements to compile the Annual Recyclable Materials Activity Survey. The executive director also keeps track of the amounts of grants received from the Arkansas Department of Environmental Quality and expenditures for each project and is then able to complete the Annual Recycling Grants Progress Reports and submit them to ADEQ.

The district also incurs administrative costs such as publishing public notices, concerning recycling, in the district's six newspapers; advertisements to inform the public of our recycling operations; educational brochures describing the various materials we accept and where our collection containers are located; workshops for educating teachers *(and subsequently the students)* on the importance of recycling; corresponding via letter, fax, and phone with recyclable materials brokers and end-users; provide reports to ADEQ and other agencies depicting current and historical information on the types and amounts of materials collected,

baled, and sold, and various other administrative costs necessary for the district to successfully continue its recycling operations.

**The district collects the materials and markets** them to recyclable materials brokers. Currently, the district has markets for several items described in 3.2.

**Public awareness is provided**, and continually increases, through the district's recycling brochure that describes the different types of materials that we accept, and where the residents can drop-off their recyclable materials. Further, representatives from the Recycling Branch of the Arkansas Department of Environmental Quality provide recycling education at their Recycling Education Seminars they conduct annually at the Black River Technical College and/or at the Northeast Arkansas Teachers' Cooperative in the City of Hoxie.

- 3.2 What items are/will be recycled? **We accept a variety of items** such as clear glass, old newsprint, plastic soda bottles, plastic milk jugs, assorted plastic containers, old corrugated cardboard, chipboard (*cereal boxes and soda containers for example*), unwanted mail and other office type paper, aluminum and other metals, and electronic waste items such as any kind of office machine (*computers, fax machines, copy machines, telephones, etc.*).
- 3.3 Project location and population served by the proposed project (*whom do you expect to participate in the program?*). **The residents of the district's four counties.** There are more than 90,000 residents according to the 2000 Census.
- 3.4 The days and hours of operation. (*If funding equipment, how many days/hours will it be used for the project?*). **The district's recycling containers are available all the time.** Our recycling center is open Monday through Friday from 7:30 a.m. to 4:00 p.m.

**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

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

4.4 Projected beginning date September 2009

4.5 Projected completion date June 2010

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.**

Grant Number

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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.

**Jim Abbey**



Signature of Applicant's Authorized Representative

Executive Director

(870) 236-7447

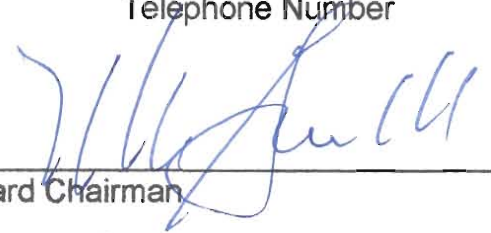
July 13, 2009

Title

Telephone Number

Date

**Mike Gaskill**



Signature of RSWMD Board Chairman

Mike Gaskill, Mayor of Paragould

July 13, 2009

Print name

Date

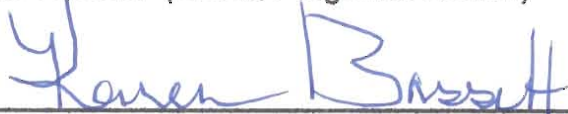
THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.



Flora Wrather (ADEQ Programs Branch)

8-5-09

Date



(ADEQ Solid Waste Management Division Chief)

8/4/09

Date

## APPENDIX A – PROJECT BUDGET

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

Grant Number

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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		20,000	20,000
2. Professional Services			0
3. Capital Outlay			0
4. Services and Supplies	15,797	10,000	25,797
5. Total ADEQ Grant Funds Requested (Transfer to Page 1)	15,797		
6. Total Matching Resources Committed to the Project		30,000	
<b>TOTAL PROJECT COST</b> (Transfer to Page 1)			<b>45797</b>

- (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)			
Administration	15,797	15,797	15,797
Landfill Tipping Fees	20,000	20,000	20,000
Local Sales Tax			
Mandatory User Fees			
Sale of Recycled Material	10,000	10,000	10,000
Solid Waste Assessment			
Other (specify)			
<b>TOTAL REVENUE</b>	<b>45,797</b>	<b>45,797</b>	<b>45797</b>

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## 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.

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.

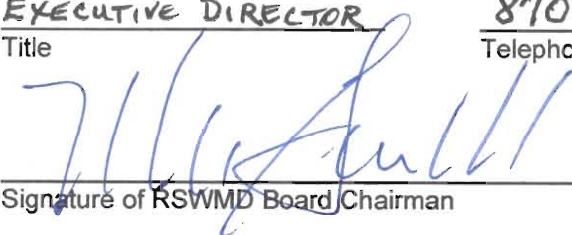
I hereby certify that I have read and agree to the conditions of grants as stated above and contained in the listed legislation and regulation.

JIM ABBEY   
Signature of Applicant's Authorized Representative

EXECUTIVE DIRECTOR  
Title

870 236-7447  
Telephone Number

JULY 13, 2009  
Date

  
Signature of RSWMD Board Chairman

MIKE GASKILL  
Print name

JULY 13, 2009  
Date

Grant Number  
NEA 00-09

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