

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: Northeast AR RSWMD	CONTACT: Jim Abbey
ADDRESS: PO Box 753	CITY: Paragould
COUNTY: Greene, Clay, Lawrence, Randolph	ZIP CODE: 72450
PHONE: () (870) 236-7447	E-MAIL: Jabbey@Hughes.net

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 to purchase office supplies necessary in administering the recycling programs.
- Grant Amount Requested **\$ 303.00**
- 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)?
Revenues from the district owned landfill.
- 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?)
Jim Abbey 870 236-7447

ADEQ
ARKANSAS
Department of Environmental Quality

GRANT NUMBER: NEA 00-12

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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

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.

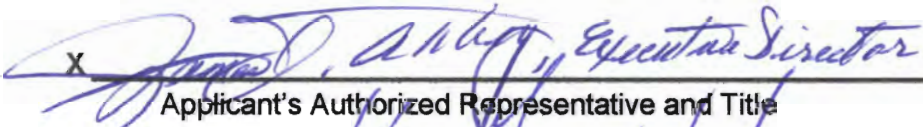
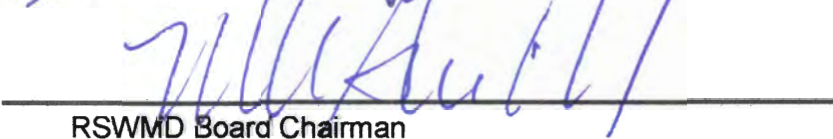
Grant application must include: completed form, answers to Project Description questions, and Proof(s) of Publication as required. Copies of any comments received regarding the grant request shall be forwarded to ADEQ. If no comments are received, send an e-mail to your ADEQ Recycling Coordinator stating 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		October 31, 2012
	Applicant's Authorized Representative and Title	Date
X		October 31, 2012
	RSWMD Board Chairman	Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X		11/28/12
	ADEQ Recycling/Market Development Branch Manager	Date
X		12/5/12
	ADEQ Solid Waste Management Division Chief	Date
X		12/17/12
	ADEQ Chief Deputy Director	Date

This Recycling Grant Application is submitted to: ADEQ October 31, 2012

Applicant: Northeast Arkansas Regional Solid Waste Management District.

Pre-Approval Number: NEA 00-12

Amount of Request: \$303. Pre-Approval Number: NEA 00-12

Grant Category: Administration

Questions and Answers for Project Description:

1. Briefly describe your current recycling/waste reduction program.

The district provides recycling opportunities to the public (*93,000 residents in four counties*) through eleven recyclable materials collection containers sited at places convenient for the public to use. These sites are: two in Paragould, two in Pocahontas, two in Corning, and one each in Hoxie, Walnut Ridge, Piggott, Rector, and Marmaduke. The district owns roll-off trucks that we use to transport an empty container to a location, roll-off the empty swap-out container, and roll-on the full container and transport it to the district's materials recycling center. The full container is unloaded and the materials are sorted, baled, and stored until enough bales are made to make a sale, and then transported. The materials we accept are: clear and colored glass, aluminum, scrap metals, plastic bottles (PETE #1) and jugs (#2), old corrugated cardboard (OCC), chipboard (cereal and soda boxes), old newsprint, office and home waste papers, computer paper, glass, and electronics. We also accept waste motor oil, automotive batteries, household appliances, and wood and plastic pallets..

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.

Funds necessary to help with the costs to continue the administrative tasks and projects related to the district's recycling operations. Our district incurs administrative costs such as publishing public notices concerning recycling in the district's five newspapers; office supplies such as copy machine paper, printer paper, printer ink cartridges, envelopes, postage, computer diskettes, staples, paper-clips, hanging file folders, document protectors, document folders, and other office supplies that are necessary in constructing newspaper notices; newspaper advertisements advising the public of recycling opportunities that are available to them; Recyclable Materials Activity Survey Reports to ADEQ; Recycling Grants Progress Reports to ADEQ; Annual Updates to the Solid Waste Management Plan to ADEQ; and other reports pertaining to the district's operations.

3. How will this project enhance /improve your current program?

Our proposed project is administration. Continuance of our already strong administration of our recycling programs will not necessarily enhance or improve our programs, but the Administration Project will enable us to continue producing the reports, etc., that are required.

- 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).**

The district will begin the Administration Project immediately upon receiving funds. We will start compiling information for the upcoming reports, the upcoming plan update, and all other tasks involved in administering our program.

- 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.**

We do not anticipate any funds remaining because this is a continuous project. However, in the event that any funds are remaining, then the matter will be addressed to the district's board of directors and to officials at the ADEQ. If a new project is agreed upon by both agencies then the remaining funds will then be expended on the new project.

- 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.**

The district's recycling brochures, and the different recycled content materials such as the pencils, rulers, etc., are provided to residents visiting the city halls and county courthouses in our four counties, and at various other places such as schools and county fairs. Also, teacher workshops geared to recycling brings about more recycling. We also have radio spots throughout the day, on our two local radio stations. Both stations continue to do a good job for us by telling their listeners about all the materials we accept and where our convenience centers are located. These educational materials help to make the public become better informed of our recycling programs and the recycling opportunities that we provide.

- 7. Operational Basics:**

- a. What are the days and hours of operation for the program, equipment or facility?**

Eight of our convenience centers are available 24 hours per day every day seven days a week. Three are available during the day on weekdays, but the others are not far away.

- b. What is the physical location (address) for the equipment or facilities?**

Our convenience centers are located as follows:

Corning - Behind the Chamber of Commerce on Wynn Park Street.

Corning - Central Elementary School on West 4th Street.

Piggott - Country Mart Parking Lot on East Main Street

Rector - City Shop at 13th and South Main Streets.

Marmaduke - Fire Department parking lot at 104 South 1st Street.

Paragould - Loose Caboose Festival parking lot next to the railroad tracks.

Paragould - Sanitation Department on Airport Road.

Walnut Ridge - Police Department parking lot at 105 Southeast Front Street.

4E2

Hoxie - City Park on Southwest Gibson Street.
Pocahontas - City Shop on Cedar Street between Cain and Marr Streets.
Pocahontas - at 145 Landfill Road.

8. Expected Results:

a. What materials will be collected and/or processed as a direct result of this project?

The materials we accept are: clear and colored glass; wooden and plastic pallets, all metals including aluminum, iron, steel, and tin; plastic bottles (PETE #1) and jugs (#2), old corrugated cardboard (OCC), chipboard (cereal and soda boxes), old newsprint, office and home waste papers, computer paper, and electronics. We also accept waste motor oil, automotive batteries, and household appliances.

b. What are the plans for selling or reusing these materials?

We sell the following: clear and colored glass; all metals including aluminum, iron, steel, and tin; plastic bottles (PETE #1) and jugs (#2), old corrugated cardboard (OCC), chipboard (cereal and soda boxes), old newsprint, office and home waste papers, computer paper, and automotive batteries.

We reuse the following: wooden and plastic pallets, and waste motor oil.

We ship our electronics waste to Unicor for their use in putting together component parts of computers, and then give them to schools who need them.

c. How much new/increased tonnage do you expect to collect or divert as a result of this project?

Historically, the amounts of recyclable materials collected has varied through the years. However, we believe the amounts will increase, especially since we've added colored glass to our list, but a guesstimated amount is not determinable due to the fluctuations.

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?

The volume of recyclable materials collected, sorted, baled, and sold is recorded and reported on the annual reports – Recyclable Materials Activity Survey, and the Recycling Grants Progress Reports.

b. How will the revenue received as a result of this project be recorded?

The revenues we receive from the sale of any and all of our recyclables are recorded on our Annual Recycling Activity Survey and on the Annual Recycling Grants Progress Reports.

c. Who is responsible for maintaining these records and how may s/he be contacted?

Jim Abbey, the district's executive director, is responsible for maintaining the records and for constructing and submitting the reports. His phone number is 870 236-7447.

4E3

10. Financial Considerations:

a. Will the proposed project generate revenue?

The district's recycling program does generate revenues from the sale of most of the items we accept. We do not derive any revenues from the electronics waste that we get.

b. How?

We sort, bale, and sell our bales and/or box loads of recyclable materials to local brokers.

c. Will this revenue be enough to continue or expand the project?

The district's recycling program does generate revenues from the sale of most of the items we accept. However, even though we have continued to expand our program over the years by siting additional convenience centers and by accepting more recyclable items, the revenues are not sufficient to pay all of the costs involved in the program. Therefore, we apply for the recycling grants, and use those in addition to landfill revenues to keep our program going.

PROJECT BUDGET FOR ADMINISTRATIVE GRANT

Item	Grant Request	Organizational Budget	Additional Information
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Administration

Copy machine paper, computer printer ink cartridges, staples, paper clips, pencils and pens, file folders, envelopes, postage stamps, and other office supplies necessary for us to maintain the administration of our recycling program.

\$303

Administrative supplies Totals

\$303

These items are only a portion of the costs necessary to fully fund our administrative needs. Other costs are electric bills, phone bills, internet service, office equipment and furniture such as file cabinets, bookcases, tables, desk and chairs, are also needed, but not listed for this grant application.

Estimated total administrative cost to administer the district's recycling program is \$20,000.

Northeast Arkansas Regional
Solid Waste Management District
"NEARSWMD"

Administrative

Recycling Grant Application
Calendar Year 2012
Fiscal Year 2013

ADEQ Approval: NEA 00-12

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.*

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ADDRESS: PO Box 753	CITY: Paragould
COUNTY: Greene, Clay, Lawrence, Randolph	ZIP CODE: 72450
PHONE: () (870) 236-7447	E-MAIL: Jabbey@Hughes.net

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

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

Funds will be used to help pay the hourly wages to workers involved in our recycling program.

- | | | | |
|---------------------------|-----------|-----------------------|-------------|
| 2. Grant Amount Requested | \$ 303.00 | 3. Total Project Cost | \$ 3,000.00 |
|---------------------------|-----------|-----------------------|-------------|

4. **Other than Recycling Grant funds**, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)?

Revenues from the district owned landfill.

5. **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?)

Jim Abbey 870.236-7447

Recycling Grants Application Checklist

Grant ID

NEA 00-12

Grant Amount \$

303⁰⁰

Contact information complete	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
One category selected	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
One sentence clearly explains project	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Doesn't match narrative emailed Jim 11/28
Grant amount is less than or equal to total project cost	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Replaced 11/28
Other funding sources indicated	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Financial manager contact	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Does project fit SW plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Enhances/improves current program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plan to measure project success?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Plan to begin before July 15?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Plan to spend within three years?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Participants/participation described	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Partnerships defined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Public awareness plan described	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

EQUIPMENT, MRF, TS, RECYCLING PROGRAMS, WASTE REDUCTION ACTIVITIES

Board rationale on duplication included	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Equipment or facility description	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Days, hours and address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Plans for selling/reusing materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Physical location for composting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Volume/revenue tracking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Estimate of new/increased tonnage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Generate revenue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Recycling Grants Application Checklist

Return to: Gillham Spetich

Route to: _____

Budget included	<input checked="" type="checkbox"/>	Yes	No	N/A
Budget complete	<input checked="" type="checkbox"/>	Yes	No	
Applicant/Authorized Rep signature	<input checked="" type="checkbox"/>	Yes	No	
RSWMD Board Chair signature	<input checked="" type="checkbox"/>	Yes	No	
Proof of Publication	<input checked="" type="checkbox"/>	Yes	No	
Past Comment Period	<input checked="" type="checkbox"/>	Yes	No	
Comments received		Yes	<input checked="" type="checkbox"/> No	
Grant number indicated on each page	<input checked="" type="checkbox"/>	Yes	No	
Is property/facility public, private or non-profit?		Public		Private or Non-Profit

ADDITIONAL NOTES

FOLLOWING REVIEW

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