

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: NORTHEAST ARKANSAS RSWMD	CONTACT: JIM ABBEY
ADDRESS: POB 753	CITY: PARAGOULD
COUNTY: CLAY, GREENE, LAWRENCE, & RANDOLPH	ZIP CODE: 72451
PHONE: (870) 236-7447	E-MAIL: JABBEY@HUGHES.NET

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.

The funds will help to pay for office supplies, needed to produce reports, brochures, etc., pay for public notices for recycling grants applications, and recycling brochures, all necessary for administering the recycling programs for our district's four counties.

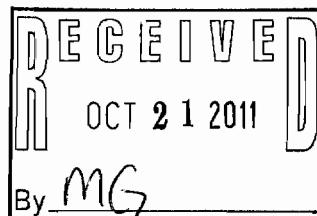
Grant Amount Requested \$1,676

Total Project Cost \$20,000

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
AR KANSAS
Department of Environmental Quality



GRANT NUMBER: NEA 00-11

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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?

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
Administration	\$1,676	\$6,000	

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.

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.

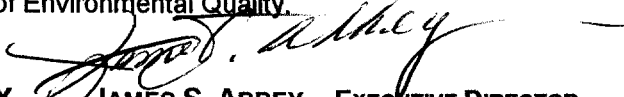
Grant application must include: answers to the Project Proposal questions, a complete Budget and Proof of Publication, as required. Copies of any comments received regarding the grant request shall be forwarded to ADEQ.


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  JAMES S. ABBEY – EXECUTIVE DIRECTOR OCTOBER 20, 2011
Applicant's Authorized Representative and Title Date

X  MIKE GASKILL OCTOBER 20, 2011
RSWMD Board Chairman Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X  Robert Hunter 10/27/11
ADEQ Recycling/Market Development Branch Manager Date

X  Bob Linn 11/1/2011
ADEQ Solid Waste Management Division Chief Date

X  Karen Barnett 11/4/11
ADEQ Chief Deputy Director Date

This Recycling Grant Application is submitted to: ADEQ October 20, 2011

Applicant: Northeast Arkansas Regional Solid Waste Management District.

Pre-Approval Number: NEA 00-11

Amount of Request: \$1,676. Pre-Approval Number: NEA 00-11

Grant Category: Administration

Project Proposal: 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.

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 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 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, and electronics. We also accept waste motor oil, automotive batteries, and household appliances.

2. How will the proposed project enhance or improve the current recycling 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.

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

The Administration Project will accomplish the paperwork that is necessary in constructing the newspaper notices, producing the Recyclable Materials Activity Survey; producing the Recycling Grants Progress Reports; producing the Annual Update of the Solid Waste Management Plan; and

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various other documents related to the district's programs. Success of the Administration Project will be measured in the promptness and accuracy shown in constructing the reports and the final products submitted to the ADEQ, to the Board of Directors, and to the public.

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?

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. 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.

The district's executive director and the district's board of directors will participate in the project by constructing the various reports and other administrative tasks. Further, the ADEQ and the district's populace will benefit by being knowledgeable of information pertaining to the district's recycling activities regarding the amounts of recyclable materials collected and sold, and information contained in the progress reports and solid waste management plan that are also produced with office supplies purchased with the Administration Project funding.

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 methods(se) of delivery. When available, provide a copy of any materials developed.

The district's recycling grants applications are published in the district's five newspapers as Public Notices to make the public aware of the grants that the district will apply for in order to continue the recycling opportunities that are available throughout the four county district. The message in the Public Notices informs the public that certain funds are being sought by the district to continue to administer the various reports pertaining to the recycling grants. At least one newspaper is available in each of the district's four counties. These newspapers get the word out to its readers concerning our applications.

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.

Our district does have mechanical processing equipment and facilities in place, and does adequately serve the relevant area. Our grant application is not for funding of additional equipment.

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.

Our district's grant application is not for funding of additional equipment, nor additional facilities.

9. Provide the days and hours of operation and the physical location (address) for the equipment or facilities.

Our convenience centers are available 24 hours per day Monday through Friday, and most of them are available all day on weekends.

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.

Our district collects plastic soda bottles, plastic milk jugs and other type 2 recyclable plastics, old newsprint, computer paper and unwanted mail, old corrugated cardboard, clear glass, all metals, appliances, motor oil, and all electronic items from offices.

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.

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. Jim Abbey (at phone 870 236-7447), the district's executive director is responsible for maintaining the records and for constructing and submitting the reports. Historically, the amounts of recyclable materials collected has varied through the years. However, we believe the amounts will increase, but a guesstimated amount is not determinable due to the fluctuations.

12. Will the proposed project generate revenue? How? 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. We do not derive any revenues from the electronics waste that we get. The revenues are not sufficient to continue our 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.

	\$1,676	\$1,676	
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Administrative supplies Totals

	\$1,676	\$1,676	
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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.