

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: Pulaski Co. Regional SW District	CONTACT: CAROL BEVIS
ADDRESS: 300 Spring Bldg., Suite 200	CITY: Little Rock
COUNTY: Pulaski County	ZIP CODE: 72201
PHONE: (501) 340-8787	E-MAIL: cbevis@regionalrecycling.org

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

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

Grant for the management of the recycling grant programs. (payroll + Admin. costs)
 Recycling coordinator to make sure program runs correctly - supplies

2. Grant Amount Requested

\$ 50,192.00

3. Total Project Cost

\$ 50,192.00

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)?

Through District funds - tipping + host fees.

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?)

Carol Bevis
 Contact info: 501 340-8787
 cbevis@regionalrecycling.org

2012 Recycling Grant Application

Grant # PCO 00-12

Administration

1. Describe the current recycling programs.

Pulaski County RSWMD current recycling programs consist of (6) Saturday morning drop off centers located in areas generally served by residents that live in the unincorporated areas of the county and multi-family residents that do not have the opportunity to recycle curbside; educational presentations at any school in Pulaski County; (7) drop off centers collecting residential e-waste and (2) Special Electronics Collections each year designed for business, non-profits, churches and schools; (6) drop off centers for specific household chemicals that are 100% recycled-used oil, used gasoline, used anti-freeze, fluorescent lights and compact bulbs; sponsorship to local Keep America Beautiful affiliates for recycling and clean-up programs; sponsorship to the Little Rock Zoo to purchase equipment to broaden the elephant manure composting program and funding to Jacksonville, Sherwood and Maumelle to aid in the jurisdictions recycling programs.

The PCRSWMD strives for a regional approach to its programs. The District's plan is to distribute recycling monies and programs throughout the county to offer programs to all citizens. The need to aid the unincorporated areas and multi-family residents of the county is also a major concern for the district. All of the recycling programs included in the recycling grant program are a fundamental part of the Pulaski County Regional Solid Waste Management District plan.

The goal is to inform and educate the residents of Pulaski County of the benefits of recycling; but, if the opportunity to recycle is not there; all is in vain. The district wants the entire region to have the same opportunity to recycle—our emphasis cannot be directed to just one area of the district. Making sure that all areas of the county are served will make an overall difference.

2. Tell how the grant funds will be used.

Funds from the Administrative Grant will specifically be used to maintain and make sure that the recycling programs run correctly. The administrator must make sure that sites are opened and manned, that materials are cleaned up from drop off sites, all materials are recycled as stated, supplies are onsite, equipment is in working order, advertisements are provided to the media, all regulation forms and reporting are in order and all state regulations are upheld. Personnel must be on site at drop off centers and when problems arise the administrator must take care of the problem. This grant fund is used on a daily basis to maintain all programs.

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

Each of the programs enhance each other---a person is able to not only recycle standard materials; but, is able to clean out garages, basements, storage areas by being able to recycle used chemicals and electronics. Residents living in the unincorporated areas or in multi-family housing are able to recycle. The District is able to help non-profit and businesses with initiating and maintaining recycling programs. The Little Rock Zoo is able to expand its composting program. Neighborhoods are able to help clean up ditches and lawns and actually recycle the materials instead of throwing in the trash. Residents with disabilities will be able to learn to recycle and actually earn wages. Construction and Demolition programs will keep materials out of the landfill and spark innovative recycling programs.

The district programs enhance the jurisdictions programs---allowing all citizens of the district a more equal recycling opportunity. The Pulaski County Regional Solid Waste Management District takes a regional approach to all programs---to work towards a regional approach, all areas of the district must work with each other, all programs must tie into each other and enhance the overall program.

The more organized programs that are offered; the more people will be reached, the more people will respond.

Helping with the funding for the cities of Jacksonville, Sherwood and Maumelle helps the smaller populated cities be able to provide more recycling opportunities to their citizens.

The cities in the district do not have the money to maintain drop off centers for items such as electronics and household chemicals. These services would not exist if the district did not fund these centers through the recycling grant.

4. This project will begin on time and will be closed out in the appropriate time frame.

These programs are already in place. Most of the Districts grants are used to help continue, enhance, improve or expand programs.

All monies will be expended within the three year time frame. Most of the monies for 2012 grant year will be expended within the year.

5. What will happen to possible left over funds?

If for some reason there were monies left, the District would ask to be allowed to submit a Change Order to use that left over money for another recycling program or expense.

6. How is the public made aware of the programs?

The district maintains a website at www.regionalrecycling.org , which is updated on a continual basis with the locations and hours of operation for all of the recycling programs offered. Meeting dates, special events, district records, educational programs and papers are also highlighted on the website. Individuals may click onto their residential area and locate all recycling opportunities available for their area.

All handout materials have the district website listed so that citizens are prompted to go to the website for up to date information.

The District has a Face Book page where videos and recycling information are shown round the clock for visitors.

Special Events are advertised in newspapers, radio and television.

The District has coordinated all of the advertising to look the same and uses "Carter" the green and yellow recycling cart as the main character.

Presentations made at schools and at the MRF are always qualified with information on recycling opportunities available.

The district recycling coordinator drives a decorated Smart car with the district website –this serves as a travelling billboard for recycling.

Pencils made of recycled blue jeans and money are given out at special events all over Pulaski County. Stickers and temporary tattoos are also part of the hand out for children.

This administrative grant of \$50,192 will be used to maintain and make sure that the recycling programs run correctly. The administrator must make sure that sites are opened and manned, that all materials are cleaned up from drop off sites, all materials are recycled as stated, supplies are onsite, equipment is in working order, advertisement is provided to the media, all regulation forms and reporting are in order and all state regulations are upheld.

7. Provide Days and Hours of Operations.

Enclosed within each grant application are the hours and days of operations for each individual facility. Site locations are included in each grant also.

8. What materials will be collected?

Enclosed within each grant application are the accepted items that will be collected for recycling.

9. Tracking Results:

Each application will include information on the manner of collecting data, volume of the material collected for recycling and the person or persons responsible for keeping the records.

10. Will the projects generate revenue?

Each individual grant application will explain whether it is revenue generating or not.

***Note: All of the grant projects are self sustaining.**

This administrative grant is solely used to make sure that the projects are carried through in the manner that the state of Arkansas, ADEQ and the solid waste district board has advised and has regulated.

Earnings Report

From 01/01/2012 to 06/30/2012

		Current Period		Quarter (2)		Year (2012)	
105	Bevis Carol	Hours	Amount	Hours	Amount	Hours	Amount
	Regular Pay		\$30,286.80		\$15,143.40		\$30,286.80
	NACO		(\$120.00)		(\$60.00)		(\$120.00)
	TOTAL WAGES:		\$30,166.80		\$15,083.40		\$30,166.80
	Federal W/H		\$5,286.96		\$2,643.48		\$5,286.96
	Social Security		\$1,272.00		\$636.00		\$1,272.00
	Medicare		\$439.20		\$219.60		\$439.20
	State W/H		\$1,706.64		\$853.32		\$1,706.64
	TOTAL DEDUCTIONS:		\$8,704.80		\$4,352.40		\$8,704.80
	TOTAL NET:		\$21,462.00		\$10,731.00		\$21,462.00

Admin. Expenses →

Sample Recycling Coordinator Payroll + Supplies, Computer, telephone, etc. expenses used to Run An office.

Earnings Report

From 07/01/2011 to 12/31/2011

		Current Period		Quarter (4)		Year (2011)	
105	Bevis Carol	Hours	Amount	Hours	Amount	Hours	Amount
	Regular Pay		\$30,286.80		\$15,143.40		\$59,408.64
	Bonus		\$610.86		\$610.86		\$1,221.72
	NACO		(\$120.00)		(\$60.00)		(\$240.00)
	TOTAL WAGES:		\$30,777.66		\$15,694.26		\$60,390.36
	Federal W/H		\$5,401.69		\$2,731.21		\$10,512.14
	Social Security		\$1,297.66		\$661.66		\$2,546.48
	Medicare		\$448.06		\$228.46		\$879.20
	State W/H		\$1,722.25		\$868.93		\$3,363.02
	TOTAL DEDUCTIONS:		\$8,869.66		\$4,490.26		\$17,300.84
	TOTAL NET:		\$21,908.00		\$11,204.00		\$43,089.52

Admin. Expenses →

Sample Recycling Coordinator Payroll + Supplies, Computer, telephone, etc. expenses used to Run Ad office.

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.adeq.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.)

- Salaries, Administrative – managers, supervisors, office or support staff, educators, etc.

POSITION	SALARY (\$/YEAR)	TIME ON PROJECT (%)	GRANT FUNDS REQUESTED
Recycling Coordinator Supplies computer, telephone office equip	60,000 +	100%	\$50,192 ⁰⁰

Grant Expenses (handwritten note with arrow pointing to the first row)

- 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.adeq.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.**

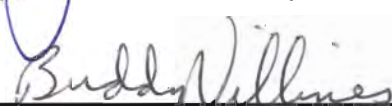
Incomplete grant applications will not be considered and may delay processing of grant funds.

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  Exec Director 9/11/12
Applicant's Authorized Representative and Title Date

X  Buddy Hillman 9/11/12
RSWMD Board Chairman Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X  Robert L. Hunter 10-17-12
ADEQ Recycling/Market Development Branch Manager Date

X _____
ADEQ Solid Waste Management Division Chief Date

X  Karen Bassett 10/19/12
ADEQ Chief Deputy Director Date

Arkansas Democrat Gazette

STATEMENT OF LEGAL ADVERTISING

PULASKI CO REGIONAL WASTE/LGL
300 SPRING BLDG 200
LITTLE ROCK AR 72201

REMIT TO:
ARKANSAS DEMOCRAT-GAZETTE, INC.
P.O. BOX 2221
LITTLE ROCK, AR 72203

ATTN: Carol Bevis

DATE : 08/31/12 INVOICE #: 2773292
ACCT #: L5498407 P.O. #:

BILLING QUESTIONS CALL 378-3812

STATE OF ARKANSAS, }
COUNTY OF PULASKI, } ss.

I, Elizabeth Myers do solemnly swear that I am the Legal Billing Clerk of the Arkansas Democrat - Gazette, a daily newspaper printed and published in said County, State of Arkansas; that I was so related to this publication at and during the publication of the annexed legal advertisement in the matter of:

public notice

pending in the Court, in said County, and at the dates of the several publications of said advertisement stated below, and that during said periods and at said dates, said newspaper was printed and had a bona fide circulation in said County; that said newspaper had been regularly printed and published in said County, and had a bona fide circulation therein for the period of one month before the date of the first publication of said advertisement; and that said advertisement was published in the regular daily issues of said newspaper as stated below.

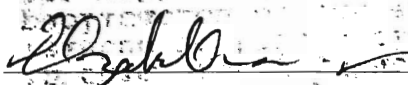
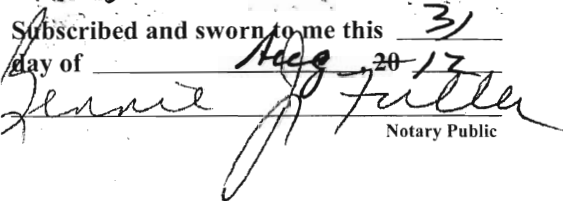
AD COPY

PUBLIC NOTICE
The Pulaski County Regional Solid Waste Management District is submitting a grant application for the following amounts to AD-EQ for the Recycling Grants Program for 2012. The solid waste district is applying for \$50,192 for Admin., \$32,017 for Education Programs, \$160,750 for Recycling Programs, \$137,000 for Saturday Morning Recycling Drop-off Centers, \$13,000 for Jacksonville Recycling Center and \$6,000 for the Maumelle Recycling Drop off. The Pulaski County Regional Solid Waste Management District will be accepting comments through September 30, 2012. Comments may be mailed to Carol Bevis at 300 Spring Building, Suite 200 Little Rock, AR 72201 or telephone 340-8787. 71493968f

DATE DAY LINAGE RATE DATE DAY LINAGE RATE
08/31 Fri 31 1.25

TOTAL COST ----- 38.75
Billing Ad #: 71493968

OFFICIAL SEAL - # 12381354
BENNIE J. FULLER
NOTARY PUBLIC - ARKANSAS
PULASKI COUNTY
MY COMMISSION EXPIRES: 3-21-2021


Subscribed and sworn to me this 31
day of Aug 2012

Notary Public

RECEIVED
Pulaski County RSWMD

SEP 05 2012

Approved by: _____
Charge to: _____