

# 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: SEBASTIAN COUNTY SOLID WASTE DISTRICT	CONTACT: RANDY HALL
ADDRESS: 4600 TOWSON AVENUE	CITY: FORT SMITH
COUNTY: SEBASTIAN	ZIP CODE: 72901
PHONE: (479) 452-4101	E-MAIL: RANDYMHALL@YAHOO.COM

## 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.**

Funds will be used to pay staff salaries.

Grant Amount Requested    \$25,891

Total Project Cost    \$89,455

**Other than Recycling Grant funds**, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)? Waste Assessment Fees collected from the City of Fort Smith Landfill and the sale of recycling materials collected in the District.

**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?) Darla Morgan, Comptroller



GRANT NUMBER:

SEB00-11

## 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
	\$	\$	

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.

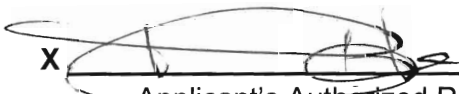
**Grant application must include:** answers to the Project Proposal questions, a complete Budget and Proof of Publication, as required. Copies of any comments received regarding the grant request shall be forwarded to ADEQ.

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  \_\_\_\_\_ 12-21-11  
Applicant's Authorized Representative and Title Date

X  \_\_\_\_\_ 12-20-11  
RSWMD Board Chairman Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

X  \_\_\_\_\_ 3-12-12  
ADEQ Recycling/Market Development Branch Manager Date

X  \_\_\_\_\_ 3/12/2012  
ADEQ Solid Waste Management Division Chief Date

X  \_\_\_\_\_ 3/15/12  
ADEQ Chief Deputy Director Date

## Sebastian County Solid Waste District

### Project Proposal for SEB00-11 (Administrative)

#### **1. Describe your current recycling program.**

This particular grant assist paying salaries for administrative staff such as Darla Morgan, the comptroller and Randy Hall, District Director. Darla is responsible for dispatching the drivers of the recycle trucks to the (3) recycle centers out in the county which are located in Greenwood, Mansfield, and Lavaca. The District also has recycle containers set at (2) elementary schools in the city of Greenwood along with various locations that recycle cardboard and paper within the city of Fort Smith. Darla tracks the amount of material collected, collection site, and the price which was received for the recycled material. Darla is responsible for the data this is reported on the annual Recycling Survey's and for submitting the District's grant applications to ADEQ. Darla also keeps detailed spreadsheets for all of the expenditures the District incurs that are funded by grant funds.

Randy Hall, the District Director, is responsible for making sure that all of our recycling programs are being taken care of and he is the one who makes contact with businesses and schools that need to be educated about the benefits of recycling and explains how the District can be of help to them. Randy coordinates with our advertising agency about the most effective way to get our recycling message out to the citizens and businesses within our District. Randy oversees all of the purchases that are made with grant funds and determines how best to spend those funds. Randy also presents to the Board of Directors proposed ways to award grant funds to qualifying entity's who are trying to set up recycling projects in Sebastian County.

#### **2. How will the proposed project enhance and improve the current recycling program?**

Without the functions that are performed by Darla Morgan and Randy Hall, the recycling centers, schools, and the businesses that are currently recycling and any new entities that are interested in starting a recycling program would not continue or begin.

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

This project will accomplish diverting waste to our landfill and we will accomplish this by providing assistance to any individual or business interested in recycling. By monitoring the amount of recyclable material that the District handles we can measure if our efforts are paying off.

#### **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 all grant funds within three year?**

Upon receipt of these grant funds, we intend on immediately applying these funds to assist with paying staff salaries.

#### **5. Who will participate in and benefit from this project? How will they participate or benefit?**

All of the citizens and business within Sebastian County will benefit from having these two employees manage programs and meet reporting requirements of ADEQ. They will benefit by prolonging the lifespan of their landfill which will save the community money and valuable land space.

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 of delivery. When available, provide a copy of any materials developed.

N/A

**Sebastian County Solid Waste Distict**

SEB00-11 (Administrative)

Project Budget

Item	Grant Request	Organizational Budget	Additonal Information
<b>Salaries Administrative</b>			
Comptroller	\$15,535.00	\$44,455.00	35% of this salary
District Director	\$10,356.00	\$45,000.00	23% of this salary
<b>Totals</b>	<b>\$25,891.00</b>	<b>\$89,455.00</b>	



SEB00-11

PROOF OF PUBLICATION  
STATE OF ARKANSAS  
COUNTY OF SEBASTIAN

I Radonna Taylor, do solemnly swear that I am Inside Sales Manager of the Times Record, a daily newspaper having a second class mailing privilege, and being not less than four pages of five columns each, published at a fixed place of business and at fixed daily intervals continuously in the City of Fort Smith, Sebastian County, Arkansas, for more than a period of twelve months, circulated and distributed from an established place of business to subscribers and readers generally of all classes, in the city and county aforesaid, for a definite price for each copy, or a fixed price per annum, which was fixed at what is considered the value of the publication based upon the news service value it contains, that at least fifty percent of the subscribers thereto have paid cash for their subscription to the newspaper or its agents or through recognized news dealers, over a period of at least six months and that said newspaper published an average of more than forty percent news matter. The newspaper is circulated in the counties of Crawford, Franklin, Johnson, Logan, Polk, Scott and Sebastian in Arkansas.  
I further certify that the legal notice hereto attached in the matter of:

RE: SEBASTIAN CTY REGIONAL SOLID WASTER  
APPL TO ADEQ SOLID WASTE MGMT RECYCLING GRANT

AD 569032 COST \$236.70

Was published in the regular daily issue of said newspaper for consecutive insertions as Follows:

- First Run: 11-3-11
- Second Run:
- Third Run:
- Fourth Run:

*Radonna Taylor*  
(Signature)

Sworn before me on the 16 day of Nov 20 11

My Commission expires 1-11-2013

Sebastian County Regional Solid Waste Management District will submit an application to the Arkansas Department of Environmental Quality for Solid Waste Management Recycling Grant, 2011 Round 2.1. The Grant is to provide funding for:

Sebastian County RSWMD - \$25,891 - Administration, pay for administrative costs directly related to the administration of the regional solid waste management plan for the District.

Sebastian County RSWMD - \$56,000 - Education and Public Awareness - pay for activities, materials, and projects for introducing and promoting recycling and other solid waste management practices. It divert waste from landfills and prevent illegal dumping or illegal burning.

Sebastian County RSWMD - \$29,000 - Material recycling facility - pay to provide for an adequate recycling facility equipped and operated regional recycling facility that services communities utilizing the City of Fort Smith Landfill.

Sebastian County RSWMD - \$10,000 - Recycling equipment - For the purchase of equipment necessary to provide adequate and efficient recycling services including, collection, transport, and processing of recyclable materials.

Sebastian County RSWMD - \$20,117 - Transfer station with recycling - Establish and maintain waste transfer stations in rural communities with the District.

Sebastian County RSWMD - \$12,000 - To help pay for recycling activities such as Household Hazardous Waste Collection and Recycling.

Information about the application is available to any interested party and may be obtained by contacting the Director of Sebastian County Regional Solid Waste Management District, 4600 Towhee Avenue, Suite 107-141, Fort Smith, AR 72903, or by calling 479-657-4194.

Written comments concerning the application may be submitted to the Sebastian County Regional Solid Waste Management District Board at the above address and must be received no later than November 24, 2011 at 4:00 p.m. All comments received by that date will be forwarded to the Arkansas Department of Environmental Quality.

*Cherie S. [Signature]*  
Notary Public

