

Recycling Grants Application Checklist

Grant ID SWA00-12

Grant Amount \$ 32,855.00

Page 1 information complete (contact, category, one sentence explanation, funding to continue, financial manager)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Admin. - salaries
Grant amount is less than or equal to total project cost	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Current program described	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Details about what will be purchased (what will be purchased, how will it/they be used, why are they needed)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Equipment or construction —detailed description, including dimensions for facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Equipment or construction -how determined there is no duplication; statement of cooperation or acceptance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Construction —who owns property (public, private, non-profit)	<input type="checkbox"/> Pub	<input type="checkbox"/> Pri/ NP	<input checked="" type="checkbox"/> N/A
Enhances/improves current program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Continues
Plan to begin before July 15?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Plan to use remaining funds?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Don't anticipate any funds remaining
Public awareness plan described	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Basically leaves it up to members
EQUIPMENT, MRF, TS, RECYCLING PROGRAMS, WASTE REDUCTION ACTIVITIES			
Days, hours and address	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Physical location for composting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Items to be collected/processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Plans for selling/reusing materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Estimate of new/increased tonnage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Volume/revenue tracking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Generate revenue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

Answer on first application reviewed per district.

Application summary completed & returned by District Yes No

Recycling Grants Application Checklist

Return to: Gillham Spetich

Route to: _____

Items to be purchased are listed in Q. 2	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Project Personnel are listed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Applicant/Authorized Rep signature	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
RSWMD Board Chair signature	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Proof of Publication	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Past Comment Period	<input checked="" type="checkbox"/> Yes	Yes <input type="checkbox"/> No	Ends 1/30/13
Comments received	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Grant number indicated on each page	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Added

ADDITIONAL NOTES

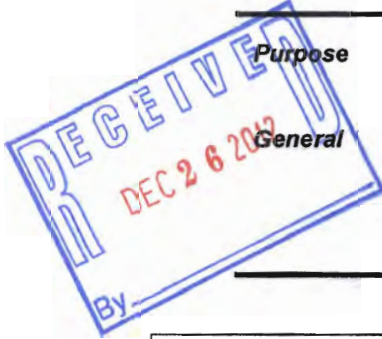
FOLLOWING REVIEW

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

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: SWARSWMD	CONTACT: Blake Harrell
ADDRESS: PO Box 767	CITY: Magnolia
COUNTY: Columbia	ZIP CODE: 71754
PHONE: () 870-235-7516	E-MAIL: blake.harrell@arkansas.gov

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.

Administration of Recycling Program for the SWARSWMD.

2. Grant Amount Requested \$ 32,855.00 3. Total Project Cost \$ 32,855.00

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)?

The District receives these funds on an annual basis and are needed for continuation.

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?)

Blake Harrell - 870-235-7516

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
Solid Waste Director - Renee Dycus		30%	\$12,855.00
Solid Waste Manager - Blake Harrell		50%	\$20,000.00

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	<u>Larry Atkinson</u>	<u>12-24-12</u>
	Applicant's Authorized Representative and Title	Date
x	<u>Larry Atkinson</u>	<u>12-24-12</u>
	RSWMD Board Chairman	Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

x	<u>Robert L. Hunter</u>	<u>3-7-13</u>
	ADEQ Recycling/Market Development Branch Manager	Date
x	<u>[Signature]</u>	<u>3/8/2013</u>
	ADEQ Solid Waste Management Division Chief	Date
x	<u>Karen Bassett</u>	<u>3/11/13</u>
	ADEQ Chief Deputy Director	Date

QUESTIONS FOR PROJECT DESCRIPTION

All applications must answer questions 1-6:

1. Briefly describe your current recycling/waste reduction program.
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.
 - a. If purchasing equipment or building/improving facilities (including parking lots and fencing), provide a detailed description of these items, **including dimensions for facilities**. The description may include bid specifications, equipment brochures, drawings, photographs, etc.
 - b. If purchasing mechanical processing equipment or building/improving facilities, tell us how you determined that existing equipment/facilities, **including any available in the private sector**, are not serving or could not serve the area. **If similar equipment/facilities are available in the private sector, provide a statement of cooperation or acceptance from the affected entity.**
 - c. For construction projects (including building modifications, parking lots and fencing), please tell us who owns the property.
3. How will this project enhance/improve your current program?
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).**
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.**
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.

Grant Proposals for Composting, Material Recovery Facility, Recycling Equipment, Recycling Programs, Transfer Station with Recycling, and Waste Reduction Activities categories must also respond to the following questions:

7. Operational Basics:
 - a. What are the days and hours of operation for the program, equipment or facility?
 - b. What is the physical location (address) for the equipment or facilities?
 - c. If composting, provide a physical location (address) where organics will be composted.
8. Expected Results:
 - a. What materials will be collected and/or processed as a direct result of this project?
Please underline any items that will be new additions to your program.
 - b. What are the plans for selling or reusing these materials?
 - c. How much new/increased tonnage do you expect to collect or divert as a result of this project?
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?
 - b. How will the revenue received as a result of this project be recorded?
 - c. Who is responsible for maintaining these records and how may s/he be contacted?
10. Financial Considerations:
 - a. Will the proposed project generate revenue?
 - b. How?
 - c. Will this revenue be enough to continue or expand the project?

Checklist for Applications

Before submitting your application to your regional solid waste management district, please check the following:

- Contact person listed is familiar enough with project to answer questions
- Listed phone number and e-mail address (if available) for this contact are correct
- Only one grant category box is checked
- One sentence description of the project clearly states what the funds will be used for
- The amount of grant funds requested is less than or equal to the total project cost
- Other sources of funding for the program are indicated
- Person who will manage finances is listed; correct phone number and e-mail address is provided.
- A separate sheet answering all the required questions for Project Description is attached
- Additional items (copies of equipment specs or brochures, facility specs or designs, educational materials, etc.) indicated in separate sheet answers are included
- The grant number is entered on each page of the application and on any additional sheets
- You have read and agree to the "Minimum Conditions of Recycling Grants"
- You have read and agree to "Administrative Requirements"
- The form is signed by an authorized representative of the entity applying
- This person's title and the date signed are listed
- The form is signed and dated by the RSWMD Board Chairman

Grant Timeline

Note: this is the timeline set by ADEQ. Your regional solid waste management district probably has earlier deadlines for most items in order to meet ADEQ requirements. Check with your RSWMD for its deadlines.

July 15

- Projects from the previous grant round must begin before this date

August 15

- Recycling Activity Survey forms due to the ADEQ
- ADEQ will provide RSWMDs with an estimate of funds available

September 1

- Recycling Grant Progress Reports for grants from previous rounds due to the ADEQ

September 15

- Grant Round Opens (funds available for disbursement)

December 31

- Last date applications will be accepted by the ADEQ

Applications are processed on a first come, first served basis. Applications will not be processed if reporting requirements from previous grant rounds have not been met.

Funds will be disbursed to the RSWMD within a few weeks of approval if all conditions/requirements have been met.



ADEQ Project Narrative & Description
SWARSMD – SWA 00-12

All applications must answer questions 1-6:

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

SWAPDD is the administrative agent for the SWARSWMD and administers recycling grant money for the District. The District does not own any recycling facilities, but helps all the County and City recycling centers. Recycling from these facilities include paper, plastics, cardboard, Ewaste, textiles and other assorted materials.

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.

These grant funds will pay administration fees for the administration of the recycling grants issued through ADEQ. This will enable the SWARSWMD to be able to administer the grant funds to the member institutions.

a. If purchasing equipment or building/improving facilities (including parking lots and fencing), provide a detailed description of these items, including dimensions for facilities. The description may include bid specifications, equipment brochures, drawings, photographs, etc.

N/A

b. If purchasing mechanical processing equipment or building/improving facilities, tell us how you determined that existing equipment/facilities, including any available in the private sector, are not serving or could not serve the area. If similar equipment/facilities are available in the private sector, provide a statement of cooperation or acceptance from the affected entity.

N/A

c. For construction projects (including building modifications, parking lots and fencing), please tell us who owns the property.

N/A

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

The administration of the recycling grants will allow the Cities and Counties to purchase and acquire additional facilities, which will increase each recycling program.

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).

SWARSWMD continually administers the program and is ongoing.

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.

SWARSWMD does not anticipate any funds being remaining within three years of disbursement.

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.

Public is informed by the local members advertisements, as well as the District website. The District is also available to take phone calls from local citizens inquiring about recycling services.