

ARKANSAS DEPARTMENT OF ENERGY AND ENVIRONMENT



**ENVIRONMENTAL
QUALITY**



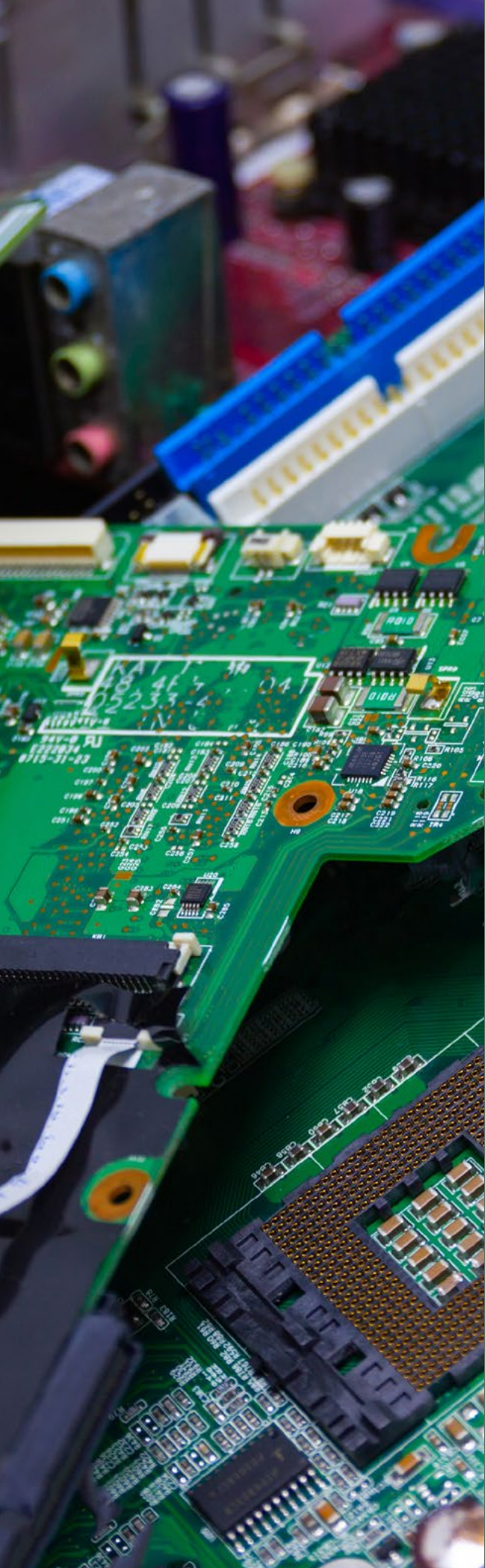
E-WASTE COMPETITIVE GRANTS PROGRAM

GUIDELINES & APPLICATION

PURSUANT TO
Effective Date July 1
501.682.0594

THE ARKANSAS COMPUTER AND ELECTRONIC
SOLID WASTE MANAGEMENT ACT

Annual Grant Application
Submittal Dates
July 1 - September 1



ENVIRONMENTAL
QUALITY

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Arkansas Department of Energy and Environment E-Waste Competitive Grants Program Guidelines

Pursuant to
The Arkansas Computer And Electronic Solid Waste Management Act

FUND AUTHORITY

Pursuant to Arkansas Code Annotated (A.C.A) § 25-34-101 et al, there is established on the books of the Treasurer of State, Auditor of State, and Chief Fiscal Officer of the State, a fund known as the Computer and Electronic Recycling Fund. The Computer and Electronic Recycling Grants Program shall be administered by the Division of Environmental Quality of the Arkansas Department of Energy and Environment.

INTENT

The intent of A.C.A § 25-34-101 et al, is to achieve maximum benefit from the sale of surplus Arkansas State Agency assets; and to protect the public health, safety, and the environment by mandating steps be taken to address the solid waste management of computers and other electronic solid waste statewide.

DEFINITIONS

For purposes of this grant program, the following definitions apply:

- **COMPUTER** - a programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information.
- **DEMANUFACTURING** - end of life disposition of electronic devices and computers; includes recovery of hard drives and chips with resale value, the removal of commodities, such as copper, aluminum, and gold for sale to scrap consumers, the removal and hazardous waste disposal of toxins and heavy metals, and the shredding or melting of materials that can be sold and manufactured into new products.
- **DEPARTMENT** - the Arkansas Department of Energy and Environment.
- **DIRECTOR** - the Director of the Division of Environmental Quality or designee.
- **DISPOSAL** - the discharge, deposit, injection, spilling, leakage, placing or dumping of any computer or electronic waste into or on any land or water in whatever manner so that the waste or any constituent thereof might enter the environment or be emitted into the air or be discharged into the waters of the state, including groundwater.
- **DIVISION** - the Division of Environmental Quality as stated in the Arkansas Code Annotated and a division of the Arkansas Department of Energy and Environment.
- **ELECTRONICS** - devices utilizing electrons and electric circuits, including household appliances, televisions, recording and playing devices for music or video tapes, compact discs, and digital technology.
- **E-WASTE** - computer or electronic equipment that is either no longer needed for or capable of serving its intended purpose, is considered scrap and is destined for disposal.

DEFINITIONS (Continued)

- **GRANTEE** - the grant applicant awarded funding for a grant proposal or application.
- **RECYCLE** - the use of previously manufactured materials, including metals, glass, and plastics, in the manufacture of new products.
- **STATEMENT OF AGREEMENT** - following final project approval and prior to any release of funds, the agreement that will be entered into by the grantee with the Division.

APPLICANT ELIGIBILITY

The following entities or types of entities in **Arkansas** are eligible to apply for funding under this program:

1. Regional Solid Waste Management Boards
2. Cities or Counties
3. Other State or Local Government Entities
4. Schools, Colleges or Universities
5. Nonprofit Organizations or Associations
6. Private Industry

ELIGIBLE PROJECTS

Category One: Collection, Transportation, or Processing

Development, and implementation of the most efficient and convenient means of collecting, transporting, and processing scrap electronic equipment from residents and businesses with an emphasis on convenience.

Category Two: Local or Statewide Recycling and Demanufacturing

Establish statewide, regional or local contracts for computer and electronics recycling and demanufacturing businesses with an emphasis on rural and socially or economically challenged areas.

Category Three: Innovative Recycling, Donation, Demanufacturing, or Disposal

Other innovative measures, subject to approval of the Division, that implements and promotes the recycling, donation, demanufacturing or disposal options for computers and electronic equipment in a convenient manner for citizens and businesses of Arkansas.

NOT ELIGIBLE FOR FUNDING

Only reasonable costs are allowable. In order to maximize limited funding, the following restrictions will be applied:

Routine Activities

Funding assistance shall not be provided to perform routine maintenance and monitoring activities nor other services or actions which are provided or should be provided, in the normal course of a solid waste management system, plan or effort, by a grantee.

Equipment or Facilities

Funding assistance shall not be provided for the purpose of purchasing or leasing equipment or facilities, unless such equipment or facility is indispensable to an otherwise eligible project. Facilities and equipment purchased with grant funds must be used exclusively as specified in the grant application.

Indirect Costs

Funding assistance shall not be used for costs that do not directly relate to a specific project and have not received written approval from the Division as specifically attributable to an approved project. Grantees are allowed up to ten percent (10%) of the total grant award for administrative, operating, and oversight costs, such as salaries. Unless indispensable to an otherwise eligible project, the following are considered ineligible administrative expenditures: taxes; fees; licenses or permits; vehicle registrations; utilities; phone service; land acquisition; medical; uniforms and contingency funds.

Retroactive Costs

Funding assistance shall not be provided to reimburse for costs incurred by a grantee prior to the date that a project is approved for funding by the Division.

APPLICATION PROCESS AND APPROVAL

Application Forms

The form to be used in the application process is included in this document. An application shall not be considered without required attachments.

Application Submittal Dates

Applications shall be accepted between July 1 and September 1 of each year.

Award Funds Date

Funds shall be announced on or before November 1 following the application submittal date.

Application Evaluation and Approval

Applications shall be evaluated and approved based upon the type of project, the implementation process, the scope of project and the anticipated results listed on the grant application, with equitable distribution through out the state, if possible.

APPLICATION EVALUATION CRITERIA

Projects will be considered for funding based upon the content of the submitted documents, which shall be examined by the Division based upon the following evaluation criteria:

Development and Implementation

The development and implementation of sustained processes of e-waste (scrap computers and electronics).

- Recovery
- Recycling
- Demanufacturing

Anticipated Project Results

- Minimization and elimination of substantial volumes of this material as waste from residential and business sources or residences and businesses
- Creation of Arkansas jobs
- Cost savings to citizens and businesses
- Targeting underserved collection areas because of socio-economic or rural situations.

FUNDING APPROVAL STATEMENT OF AGREEMENT

Each applicant approved for funding will enter into a Statement of Agreement with the Division. Each project is subject to inspection and approval by the Division. Failure to comply with the agreement conditions of grant award may require, at a minimum, that the grant funds be returned and the Agreement annulled.

DISBURSEMENT OF FUNDS

The Division will begin disbursement of funds to grant fund recipients on or before January 1, upon proper execution of the Statement of Agreement, provided all requirements from previous grant awards have been completed. All disbursements shall be based upon available funds. Grant funds must be expended within one year of the execution date of the Statement of Agreement. Statement of Agreement should be signed and returned by January 15.

REPORTING AND OVERSIGHT REQUIREMENTS

Summary Report

Grantees shall provide the Division with a report summarizing the following items, if applicable:

- 1. Project activities
- 2. Expenditures from the grant award
- 3. Earned interest
- 4. Numbers, volumes or tonnage of materials recycled from the project
- 5. Number of Arkansas jobs created
- 6. Return or cost recovery analysis

Grantees shall file the Summary Report, electronically where possible, no later than one year following the execution date of the Statement of Agreement. The report shall cover all activities for the year. Grant funds must be expended within one year of the execution date of the Statement of Agreement.

Record Keeping

Grantees are required to maintain an orderly accounting system to document that grant expenditures are made in accordance with the project budget. Records shall be retained by the Grantee for no less than three years following the execution date of the Statement of Agreement.

Record Submittal

The Division may, at its discretion, require copies of bids, paid invoices for equipment or services, and canceled checks pertinent to the project.

Right of Entry and Access

Division personnel shall have the right of entry to the premises of a grant-funded project and the right of access to all records pertaining to a grant-funded project or activity.

Modifications

After the Division has approved a grant, modifications may be made to the grant project if the grantee submits adequate documentation of the proposed changes and receives written approval by the Division.

Notice of Irregularities

It shall be the responsibility of the Grantee to immediately notify the Division in the event that the grantee has not met conditions of the approved grant application. A grant may be terminated by the Division if determined that the grantee is unable or unwilling to complete or meet the conditions of the grant set forth herein and in the Statement of Agreement. If a grant is terminated, grant funds shall be reimbursed. Funds returned shall become a part of the total funds available in the next grant year.

CONDITIONS OF GRANT

Funds Forfeited

Funds for any grant project not started by the date agreed upon in the Statement of Agreement with the Division will be forfeited and become a part of the total funds available in the next grant year, unless the project delay receives written approval by the Division.

If, within a one-year period beginning on the date of a Statement of Agreement, the Grantee does not meet the grant conditions, the Division may order the Grantee to reimburse the grant award. Grantees will be ineligible for future grant awards until reimbursement is made. Reimbursed monies will become a part of the total fund available in the next grant year.

APPEALS OF GRANT DECISIONS

Appeals

The following persons shall have the right to appeal any grant decisions as defined herein made by the Division:

- 1. A grant applicant;
- 2. A grantee; or
- 3. Any other person entitled by law to contest the Director's decision.

Review

Any such person may appeal a grant decision by requesting an adjudicatory hearing and Arkansas Pollution Control and Ecology Commission review in accordance with Rule 8: Administrative Procedures, a copy of which can be obtained at <https://www.adeq.state.ar.us/regs/>

SEVERABILITY

If any provision of the Arkansas Department of Energy and Environment Divison of Environmental Quality's E-Waste Competitive Grant Program or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications herein which can be given effect without the invalid provision or application, and to this end provisions of this policy and plan and grant program are declared to be severable.



ARKANSAS DEPARTMENT OF ENERGY AND ENVIRONMENT

A P P L I C A T I O N

E-WASTE COMPETITIVE GRANTS PROGRAM

GUIDELINES & APPLICATION



ENVIRONMENTAL
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Applicant's Name _____ Fed Tax Id# _____

Type Of Business _____

See Guidelines For Eligible Applicants

Mailing Address _____

City _____ Zip _____

Phone _____ Fax _____

Project Contact Person _____ E-Mail _____

Project Location: City _____ County _____

Project Description Or Short Title _____

PROJECT CATEGORY

	SEE GUIDELINES FOR ELIGIBLE PROJECTS	YES or NO
1	Local or Statewide Recycling or Demanufacturing	
2	Collection, Transportation, or Processing	
3	Innovative Recycling, Demanufacturing or Disposal	

Total Project Cost _____

In-Kind Contribution _____ State Fund Request _____

Project To Be Completed: In-House Contractor Both

Authorized Signature _____ Date Submitted _____

ATTACHEMENTS REQUIRED WITH SUBMISSION

- Scope of Work Narrative
- Bid Specifications and Cost Quotes

Applications Without Required Attachments Will Be Disqualified.

SUBMIT APPLICATION TO:

E-Waste Competitive Grants Program
Arkansas Department of Energy and Environment
Office of Land Resources
5301 Northshore Drive, North Little Rock, AR 72118-5317 | Attn: Susan Speake