

**2014**  
**Community Grant**  
**Application Handbook**



**Ohio Environmental Protection Agency**  
**Scott J. Nally, Director**

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## PROGRAM INTRODUCTION

The Ohio Revised Code (ORC) 3736 authorizes the Director of the Ohio Environmental Protection Agency (Agency), to award Community Grants for the purpose of supporting community recycling and litter prevention activities. The Director reserves the right to grant exceptions or impose additional requirements when situations warrant. This funding provides opportunities to financially support community recycling and litter prevention projects, specifically to develop the infrastructure for collection, and processing of materials, as well as the development of markets for end-products involving the following targeted materials collected in Ohio:

- **aluminum**
- **construction & demolition debris**
- **deconstruction material**
- **electronics**
- **glass**
- **old corrugated cardboard**
- **organic (food waste) material**
- **paint**
- **paper**
- **plastic (#1 - #7) with focus on polystyrene**

## WHO CAN APPLY

Those eligible to apply include an agency of the state, as established by the Ohio Revised Code. An agency of the state may be a municipal corporation, county, township, village, state college or university, solid waste management district or authority, park districts, health districts, and state-wide recycling & litter prevention trade associations.

## ELIGIBLE PROJECTS

Project Category	Maximum Grant Request	Project Examples – <i>examples are illustrative and not all-inclusive</i>
<b>Commercial Recycling</b>	\$20,000	Commercial establishments or institutions seeking processing equipment to address the recyclable materials within their current waste stream. Additional focus is on multi-family recycling programs.
<b>Construction &amp; Demolition Debris (C&amp;DD) Recycling</b>	\$50,000	Special collection and processing systems to collect and recycle C&DD at the point of generation or disposal.
<b>Curbside Recycling</b>	\$200,000	Purchase of equipment for the implementation of a new community curbside recycling service or an expansion of an existing program.
<b>Deconstruction Material Recycling</b>	\$100,000	Efforts related to the deconstructing of targeted materials for re-use markets.
<b>Drop-off Recycling</b>	\$100,000	Purchase of equipment for start-up or the expansion of drop-off recycling programs or innovative Pay-As-You-Throw Drop-off projects.
<b>Environmental Crime Taskforce</b>	\$10,000	Creation of a taskforce to address environmental crime enforcement and anti-litter laws.
<b>Litter Prevention</b>	\$20,000	Equipment and materials for an on-going litter collection effort. Also contractual costs associated with the actual collection and disposal costs of material in an identified dumpsite located on public land. Surveillance camera purchases are included in this category.
<b>Material Recovery Facility Recycling (MRF)</b>	\$150,000	A material recovery facility seeking funds to expand operational capacity.
<b>Outreach &amp; Education Training</b>	\$25,000	Material to expand, update and improve recycling & litter prevention education and training efforts.
<b>Pay-As-You-Throw (PAYT)</b>	\$100,000	Equipment and materials to implement a new or expand an existing curbside PAYT program.
<b>Special Venue Recycling</b>	\$50,000	Recycling collection program targeted at sporting venues and entertainment facilities.
<b>Sponsorships (Statewide Conferences)</b>	\$2,000	Sponsor statewide recycling & litter prevention conferences that promote environmental efforts and technologies.

## FUNDING CRITERIA

The Agency will consider the following elements in the process of application review:

- Demonstration of positive economic and environmental impact regionally or statewide
- Assurances that the project will accomplish stated goals and is transferable
- Potential for evolution into a permanent service or program without future Agency funding
- Past grant performance, including project implementation, expenditures & submission of reports
- Consistency with the strategic goals of the local and state solid waste management plans
- Qualifies as an eligible project and includes one or more targeted materials
- Financial need of the applicant
- Availability of grant funds
- Submission of required forms and comprehensive responses to all applicable questions
- No outstanding financial or compliance issues with the State of Ohio

## MATCH FUNDS

Community Grant projects require a financial contribution to the project equal to **fifty percent (50%)** of the amount requested in Agency grant funds. Match funds for projects must be a cash contribution directly related to the project.

## ALLOWABLE COSTS

### Equipment

- purchase of equipment

### Goods & Services

- produce, print and distribute awareness materials
- site improvements directly related to projects
- purchase tools and supplies necessary to implement the project
- material disposal fees

### Personal Services Contract

- contracts covering the costs necessary for services of public or private contractors; such costs shall not include salaries or benefits of existing or “in-house” employees

## UNALLOWABLE COSTS

Grant funds will be used to supplement but not replace existing funds. Costs that are **not** reimbursable with grant funds include, but are not limited to:

- recycling of hazardous waste
- land acquisition
- employees’ salaries or benefits
- yard waste projects
- costs excluded by ORC 3736 or not identified under “Allowable Costs”

## APPLICATION PROCEDURES

Applicants are required to submit both an original (written) application for the proposed project by U.S. mail, and one application as an email attachment to the Office of Environmental Education mailbox address: [recycle@epa.ohio.gov](mailto:recycle@epa.ohio.gov)

The subject line of the email message should state “2014 Community Grant Application” as well as the name of your community or organization. Both the written and electronic applications must be U.S. postmarked or delivered to the office by no later than February 3, 2014. Mailed application documents and materials should be sent to: Ohio Environmental Protection Agency, Office of Environmental Education, Attention: Chet Chaney, Grants Administrator, P.O. Box 1049, Columbus, Ohio 43216-1049. Additional program information can be received by emailing [chet.chaney@epa.state.oh.us](mailto:chet.chaney@epa.state.oh.us) or by calling (614) 728-0043.

## IF YOU RECEIVE A GRANT

### **Grant Agreement**

The grant agreement specifies the total grant award, and stipulates exactly how the grant funds will be spent. All grant recipients must enter into this agreement with the Agency to authorize receipt and expenditure of grant funds.

### **Administration Meeting**

Grantees will be required to attend a mandatory grant administration meeting in June 2014.

### **Timeline and Performance Period**

The grant agreement will become effective once all parties have signed the agreement. The effective date of the grant agreement will be **July 1, 2014**, or the date, the agreement is signed by the Director of the Ohio EPA, whichever is later. Grant and match funds cannot be expended prior to the effective date.

The maximum period for the grant is 12 months. The scheduled expiration date for the grant period is **June 30, 2015**. Grantees may request to close out the grant early. Upon close out, the grantee must submit all required grant final reports and supporting documentation such as invoices and proof of payment.

### **Payment Schedule**

Subject to cash availability, grantees will receive an advance grant payment to be used for program costs according to the grantee’s approved application and grant agreement. The remaining grant balance will be held in reserve to reconcile the grant at closeout.

## APPLICATION CHECKLIST

**Applicants are encouraged to utilize the following checklist to ensure the completeness of their Community Grant application package:**

- One complete set of all application forms shall be mailed to Ohio EPA – Office of Environmental Education, P.O. Box 1049, Columbus, OH 43216-1049
- One complete set of all application forms shall be emailed in Word format to [recycle@epa.ohio.gov](mailto:recycle@epa.ohio.gov)
- Community Grant Application Cover Sheet with original authorized signature
- Community Grant Executive Summary - limit to one double-sided page in narrative form
- Community Grant Project Details Format - provide comprehensive responses to all applicable questions in the format outlined; limit to three double-sided pages

## APPLICATION COVER SHEET

Applicant: \_\_\_\_\_

County: \_\_\_\_\_ Solid Waste District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Project Type	Grant Funds Requested	Match Funds Committed	Total

Targeted Material(s)	Annually Projected Tons (TPY)

### AUTHORIZED SIGNATURE FOR APPLICANT AGENCY

Upon submission of this grant application, the applicant will be bound by its contents. In the event the Ohio EPA accepts this proposal, the applicant will fully comply with the contents and conditions outlined in the grant proposal. I, the undersigned Authorized Official of the grant applicant, certify that the applicant possesses all necessary authority to undertake the proposed activities identified in this application. I certify the information in this grant application is accurate and complete.

\_\_\_\_\_  
*(Authorized Official's Printed Name)*

\_\_\_\_\_  
*(Authorized Official's Title)*

\_\_\_\_\_  
*(Authorized Official's Signature)*

\_\_\_\_\_  
*(Date)*

## **EXECUTIVE SUMMARY**

*(limit to one double-sided page)*

Applicants should provide an overview of the proposed project, the project's purpose and scope and the specific methods and technologies that will be incorporated to implement the project. The summary should include a timeline in narrative form for the major project implementation events including securing of permits and/or licenses, construction of facilities and completion of service contracts. Include the specific material or initiative being targeted and projected tons or capacity rating forecasted. Applicants should demonstrate the financial and operational rationale for the requested funding and provide supporting information. State how the proposed project supports the strategic and educational goals of the local and state solid waste management plans.

## PROJECT DETAILS FORMAT

The project details must be limited to a total of three double-sided pages. Responses must be titled and listed in the order in which they are provided in this format.

1. **Project Budget and Match Commitment** - provide a detailed breakdown of the total expenditures required for the proposed project. **Clearly identify which expenditures will be paid with Agency grant funds and matching funds.** Explain if additional funds will be expended beyond required match.
2. **Service Area** - define the project's service area, include population and geographical data and explain how the targeted service area was determined.
3. **Diversion Rate** - state the tonnage of material being diverted from the baseline amount of waste generated in the service area or being received by a program or facility.
4. **Sustainability** - describe the long-term, local commitment to continue the project operationally and financially.
5. **Transferability** - explain how the project can be adopted by other communities or facilities or applied to other regions of the state.
6. **Performance** - state anticipated tons collected and recycled, the project's goals and the methods employed to measure and evaluate the project.
7. **Material Classification & Sources** - identify type and quantity of materials utilized as feedstock for this project - classify as post-consumer, post-commercial or post-industrial. Provide data on total volume and calculations for percentage of recycled content. Name the sources and locations of materials utilized as project feedstock. List any required material specifications.
8. **Collection & Processing Capabilities** - state the method of collection, type of processing and the extent of the processing capabilities built into the project.
9. **Operation Efficiencies** – explain how the proposed equipment will make the current operation more efficient and create the potential for job creation and retention.
10. **Facility/Site Details** - submit details including contact information regarding the actual location of the facility or recycling site and equipment to be utilized in the project.
11. **Markets** - identify the markets (brokers, recycling facilities, etc.) accepting the materials collected as a result of this project.
12. **Acknowledgement of Funding Source** – state how you will promote Ohio EPA's financial participation in your project.

## IMPORTANT DEFINITIONS

**Baseline** - a standard or benchmark, such as annual total tons or participation rate, against which the performance of a program or project can be measured.

**Commercial Recycling** - activities involving the collection, sorting, processing and conversion of materials generated by businesses, such as office buildings, retail and wholesale establishments, hospitals, schools, universities and restaurants.

**Construction & Demolition Debris (C&DD)** - waste building materials from construction, remodeling, repair and demolition of homes, commercial buildings and other structures.

**Deconstruction** - a systematic and cost-effective process or processes involved in the removal of residential and commercial structures and their base components.

**Diversion Rate** - the total tons per year of diverted waste/recycled material versus the total tons of waste generated in a service area or being accepted by a facility.

**Match Funds** - those funds provided by the grantee or cooperating enterprise for use toward proposed project expenses.

**Material Recovery Facility (MRF)** - a facility accepting post-consumer, commercial and/or industrial recyclable materials for recovery.

**Personal Services Contracts** - contractual agreement for temporary work, directly related to the project, rendered to the grantee or cooperating enterprise if applicable, by companies and individuals not on the grantee or cooperating enterprise's payroll.

**Processing** - the conversion of recyclables into feedstock used in a manufacturing process.

**Recycling** - the collection, separation, recovery and sale or reuse of materials that would otherwise be disposed or processed as waste.

**Sustainability** - those projects determined to have both the financial and operational ability to maintain a current level of service without the infusion of external funding sources.

**Transferability** - those qualities that allow a process or program to be utilized in different operational settings or geographical areas and realize similar results.