

**2016**

**Litter Management Grant**

**Application Handbook**



**Ohio Environmental Protection Agency  
Craig W. Butler, Director**

## TABLE OF CONTENTS

Program Introduction .....	1
Who Can Apply .....	1
Funding Criteria.....	1
Project Funding Levels.....	1
Match Funds.....	1
Allowable Costs .....	2
Unallowable Costs.....	2
If You Receive A Grant.....	2
Application Procedure.....	3
Grant Application Checklist.....	3
Application Cover Sheet .....	4
Executive Summary.....	5
Project Details Format .....	6
Important Definitions.....	7

## PROGRAM INTRODUCTION

The Ohio Revised Code (ORC) 3736, authorizes the Director of the Ohio Environmental Protection Agency (Agency), to award Litter Management Grants for the purpose of supporting community based litter collection and tire amnesty activities.

## WHO CAN APPLY

Those eligible to apply include any 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, and health districts. In addition, Keep America Beautiful (KAB) affiliates, boards of education, and non-profit organizations are eligible to directly apply for and receive grant funds under this program.

## FUNDING CRITERIA

The following criteria will be used to determine funding:

- Complete an activity on public property with volunteer involvement
- Consistent with the strategic goals of the local and state solid waste management plans
- Grant funds will be used to supplement but not to replace existing funds
- All litter clean-up activities must involve the use of volunteers
- Submission of required forms and comprehensive responses to all applicable questions
- Past grant performance (project implementation, expenditures and submission of reports)
- Financial need of the applicant
- Agree to submit a completed final project evaluation
- Acknowledgement of funding source is required for all projects
- No outstanding financial or compliance issues

## PROJECT FUNDING LEVELS

<b>GRANT PROJECTS</b>	<b>GRANT REQUEST (Up To)</b>
• KAB Annual Renewal	\$ 500
• KAB Certification Fee	\$ 4,000
• Litter Clean-up Events (includes Community Drop-off Events)	\$ 5,000
• Tire Amnesty Collection (5,000 -10,000 PTE)	\$ 25,000
• Tire Amnesty Collection (10,001 - 20,000 PTE)	\$ 35,000
• Tire Amnesty Collection (Above 20,000 PTE)	\$ 45,000

## MATCH FUNDS

Applicants are required to demonstrate that the grantee will provide a financial contribution of ten percent (10%) to the project. Applicants are encouraged to enter into partnerships with local businesses, conservation groups or other entities to maximize the scope of the overall program.

## ALLOWABLE COSTS

### Equipment

- purchase or rental of equipment, tools and supplies

### Other (Goods & Services)

- print/production and/or purchase of advertising
- disposal fees for litter and tire collection projects
- purchase litter clean-up awareness items such as t-shirts, etc.
- purchase signs for Adopt-A-Roadway, Adopt-An-Area or Adopt-A-Waterway programs

### Personal Services Contract

- costs associated with contracts for products, service and equipment related to the project

## UNALLOWABLE COSTS

Costs not reimbursable with grant funds include, but are not limited to:

- salaries or administrative costs
- food or entertainment expenses, including procurement of coolers, grills, etc.
- payment to individuals, crews or organizations to pick up litter
- projects conducted on private property
- fuel for transportation or equipment
- website development and maintenance
- materials not generally found in the municipal solid waste stream
- financial services and grant writing fees
- costs excluded by ORC 3736 or not identified under *allowable costs*

## IF YOU RECEIVE A GRANT

**Grant Agreement** - The grant agreement will specify the total grant award and will stipulate exactly how the grant funds will be spent. Your original grant proposal will become a part of the formal grant agreement. 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 2016.

**Timeline and Performance Period** - The effective date of the grant agreements will be July 1, 2016, or the date the agreement is signed by the Director of the Ohio EPA, whichever is later. The maximum grant period for the grant is 12 months with an expiration date of June 30, 2017. Grant and match funds cannot be expended prior to the effective date. 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 and after final execution of the grant agreement, grantees will receive checks for fifty percent (50%) of the amount of the grant award. The remaining balance will be held in reserve to reconcile the grant at closeout.

## APPLICATION PROCEDURE

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 Ohio EPA – Recycling & Litter Prevention (Division of Environmental & Financial Assistance) mailbox address: [recycle@epa.ohio.gov](mailto:recycle@epa.ohio.gov) The subject line of the email message should state “2016 Litter Management 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 Feb. 1, 2016. Mailed application documents and materials should be sent to: Ohio Environmental Protection Agency, Recycling & Litter Prevention (Division of Environmental & Financial Assistance), Attention: Chet Chaney, Environmental Supervisor, P.O. Box 1049, Columbus, Ohio 43216-1049. Additional program information can be received by emailing [chet.chaney@epa.ohio.gov](mailto:chet.chaney@epa.ohio.gov) or by calling (614) 728-0043.

## GRANT APPLICATION CHECKLIST

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

- One complete set of all application forms shall be mailed to Ohio Environmental Protection Agency, Recycling & Litter Prevention (Division of Environmental & Financial Assistance), Attention: Chet Chaney, Environmental Supervisor, 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)
- Litter Management Grant Application Cover Sheet with original authorized signature.
- Litter Management Grant Executive Summary - limit to one double-sided page in narrative form.
- Litter Management Grant Project Details Format - provide comprehensive responses to all applicable questions in the format outlined.
- Documentation to support funding request such as equipment specifications, quotes for proposed equipment or supplies, etc.
- Copies of any requested permits or licenses to operate.

## APPLICATION COVER SHEET

**Applicant:** \_\_\_\_\_ Tax ID: \_\_\_\_\_

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

**Authorized Official:** \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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

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

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

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

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

Project Type	Grant Funds Requested	Match Funds Committed	Total

Targeted Material (Litter/Scrap Tires)	Projected Tons (TPY) Collected

### 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**

Specify each eligible project. Clearly identify all targeted areas such as tire amnesty, river sweep cleanup, roadside litter collection, etc. Identify all partners committed to the project, including volunteers and other participants, donated goods and services, waived tipping fees, etc. Describe awareness strategies planned to educate and reach out to the public in order to promote collection efforts. Provide all disposal and recycling locations or facilities that will serve as the destination for collected materials. State how the proposed project supports the strategic and educational goals of the local and state solid waste management plans.

## PROJECT DETAILS FORMAT

Responses must be titled and listed in the order in which they are provided in this format.

1. Provide a list of activities with projected dates. Explain if the proposed activities/projects are existing or new.
2. Specify the actual type of project (ie. Keep America Beautiful Fees, Litter Clean-up or Tire Amnesty Collection).
3. Include the estimated number of scrap tires and/or tons of materials to be collected and the methods employed to measure and evaluate the project.
4. 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.
5. Identify proposed outreach (prevention and awareness) activities for this project.
6. Define the project's service area, include population and geographical data, and explain how the targeted service area was determined.
7. Describe the long-term, local commitment to continue the project operationally and financially.
8. Outline how you will promote Ohio EPA's financial participation in your project, ensuring funding credit lines and logos are placed on materials, signage and equipment. (Examples include the Ohio EPA logo/signage on grant-funded equipment or facilities or the standard funding credit line on printed educational material or promotional items).

**If you are requesting funding for a tire amnesty project, please respond to the following questions in addition to answering questions 1 – 8.**

9. Clarify the type(s) of scrap tires that will be collected (passenger, light truck, semi-truck and/or agricultural).
10. If a fee is to be charged for collected scrap tires, state the unit cost for each type of tire collected.
11. Name the individuals and/or businesses you anticipate will transport the scrap tires collected and indicate whether the transporters are on Ohio EPA's "Registered Scrap Tire Transporters" list. If they are not, please explain why.
12. Name the individuals and/or businesses you anticipate will process the scrap tires collected and indicate whether the processors are on Ohio EPA's "Licensed Scrap Tire Facilities" list. If they are not included on the list, please explain why.
13. If you anticipate that any portion of the scrap tires collected will be temporarily stored at the collection site, please explain why.

## IMPORTANT DEFINITIONS

**Applicant/Grantee Authorized Official** - the person designated by the Applicant (grantee) to administer the grant and sign the grant reports and revisions.

**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.

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

**Contact Person** - the individual(s) responsible for coordinating the grant.

**Cooperating Enterprise** - a business or non-profit organization whose principal place of operations is located in Ohio.

**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.

**Grant Agreement** - contract between the grantee and the Agency that documents the grant award and stipulates exactly how grant and match funds will be spent.

**Manufacturing** - the process of turning recyclable feedstock into a new product.

**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.

**Passenger Tire Equivalent (PTE)** - one PTE equals the weight of one passenger tire (approximately 20 pounds). There are five PTEs to one semi-truck tire and ten PTEs to one off-road or rear agricultural tire. One hundred PTEs equals approximately one ton.

**Payback Schedule** - the term or time period in which a project will generate revenue or cost savings equaling the original investment.

**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.

**Scrap Tire** - any unwanted or discarded tire regardless of size.

**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.

**Total Project Cost** - the sum of all costs that must be incurred to perform the project.