

**2012**  
**Community Development Grant**  
**Application**



**Ohio Department of Natural Resources**  
**Scott Zody, Interim Director**

**Division of Recycling & Litter Prevention**  
**Theodore R. Lozier, P.E., Chief**

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## PROGRAM INTRODUCTION

The Ohio Revised Code (ORC), Chapter 1502, authorizes the chief of the Division of Recycling & Litter Prevention (division), with the approval of the director of the Ohio Department of Natural Resources (department), to award Community Development Grants for the purpose of supporting community recycling and litter prevention activities. The chief of the division reserves the right to grant exceptions or impose additional requirements when situations warrant.

This funding provides opportunities to financially support community development recycling projects, specifically to develop the infrastructure for collection, and processing of materials, and strengthening of markets for end-products involving the following targeted materials collected in Ohio:

- **construction & demolition debris**
- **deconstruction material**
- **electronics**
- **glass**
- **old corrugated cardboard**
- **organic (food scrap) material**
- **paper**
- **plastic (agricultural & orphan)**

Balanced Growth is a voluntary, incentive-based strategy to protect and restore Lake Erie, the Ohio River, and Ohio's watershed to assure long-term economic competitiveness, ecological health, and quality of life. For more information see: [www.balancedgrowth.ohio.gov](http://www.balancedgrowth.ohio.gov)

## WHO CAN APPLY

Those eligible to apply include any agency of the state, as established in ORC Sections 343, 1502, and all applicable sections of the ORC. An agency of the state may be a municipal corporation, county, township, state college or university, solid waste management district or authority, park districts created under Section 511.18 and 1545.04 of the ORC, health districts as defined by 3709.01 of the ORC, a soil & water conservation district, and Keep Ohio Beautiful affiliates.

## ELIGIBLE PROJECTS

Project Category	Maximum Grant Request	Project Examples – <i>examples are illustrative and not all-inclusive</i>
<b>Commercial Recycling</b>	\$50,000	Commercial establishments or institutions seeking processing equipment to address the recyclable materials within their current waste stream. (i.e., bars & restaurants recycling program.
<b>Construction &amp; Demolition Debris Recycling C&amp;DD</b>	\$150,000	Special collection and processing systems to collect and recycle C&DD at the point of generation or disposal.
<b>Deconstruction Material Recycling</b>	\$150,000	Efforts related to the deconstruction of targeted structures and the collection and distribution of reusable materials.
<b>Keep America Beautiful Certification Fee</b>	\$4,000	Reimbursement of Keep America Beautiful Certification fees for those communities considering becoming new Keep Ohio Beautiful affiliates.
<b>Litter Collection</b>	\$10,000	Roadside litter collection, illegal dumpsite clean up and Adopt-A-Roadway Program.
<b>Material Recovery Facility Recycling (MRF)</b>	\$150,000	A material recovery facility seeking funds to expand operational capacity.
<b>Recycling Curbside</b>	\$150,000	Purchase of equipment for the implementation of a community recycling curbside service, including but not limited to recycle bank, Pay-As-You-Throw, etc.
<b>Recycling Drop-Off</b>	\$50,000	Purchase of equipment as part of the start up or expansion of a community recycling drop-off program.
<b>Special Venue Recycling</b>	\$20,000	Recycling collection program targeted at sports venues and entertainment facilities.

## FUNDING CRITERIA

The division 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 division funding
- Applicant's past performance in grant administration and project management
- Consistency with the strategic goals of the local solid waste management district plan
- Qualifies as a eligible project and includes one or more targeted materials
- Financial need of the applicant will be taken into consideration
- Availability of grant funds
- Submission of required forms and comprehensive responses to all applicable questions
- No outstanding financial obligation to the State of Ohio

## MATCH FUNDS

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

## ALLOWABLE COSTS

### Equipment

- purchase, or lease to purchase 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
- Keep America Beautiful Certification Fee

### 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 Chapter 1502 or not identified under “Allowable Costs”

## APPLICATION PROCEDURES

Applicants are required by no later than **February 3, 2012** to submit both an original (written) application for the proposed project by U.S. mail, and one application as an email attachment to the DRLP mailbox address: [DRLP@dnr.state.oh.us](mailto:DRLP@dnr.state.oh.us) In addition, the subject line of the email message should state “2012 Community Development Grant Application” and the name of your community. Applications will have no more than three, double-sided narrative pages for the proposed project. Following a comprehensive review of all applications, the department anticipates announcing grant awards in **May 2012**.

## **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 department to authorize receipt and expenditure of grant funds.

### **Administration Meeting**

Grantees will be required to attend a mandatory grant administration meeting in June 2012.

### **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, 2012** or the date, on which the agreement is signed by the director of the Ohio Department of Natural Resources, 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 12-month period is **June 30, 2013**. Grantees may request to close out the grant early. Upon close out, the grantee must submit all required grant final reports.

### **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.

## **PROGRAM QUESTIONS**

All mailings and questions should be directed to:

Ohio Department of Natural Resources  
Division of Recycling & Litter Prevention  
Attention: Grants Administrator  
2045 Morse Road – Building B-1  
Columbus, Ohio 43229-6693  
(614) 265-6333  
[www.ohiodnr.com/recycling](http://www.ohiodnr.com/recycling)

## APPLICATION CHECKLIST

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

- One complete set of all application forms shall be mailed to ODNR – Division of Recycling & Litter Prevention.
- One complete set of all application forms shall be emailed in Word format to [DRLP@dnr.state.oh.us](mailto:DRLP@dnr.state.oh.us)
- Community Development Grant Application Cover Sheet with original authorized signature.
- Community Development Grant Executive Summary - limit to one, double-sided page in narrative form.
- Community Development Grant Project Details Format - provide comprehensive responses to all applicable questions in the format outlined, limit to three, double-sided pages.

## 2012 COMMUNITY DEVELOPMENT GRANT APPLICATION COVER SHEET

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

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

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

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 Collected/Recycled
	<b>TPY</b>

### AUTHORIZED SIGNATURE FOR APPLICANT AGENCY

Upon submission of this grant application, the applicant will be bound by its contents. In the event the Division of Recycling & Litter Prevention 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 further certify the information in this grant application is true, accurate, and complete.

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

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

**2012 COMMUNITY DEVELOPMENT GRANT 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, licenses, construction of facilities and completion of service contracts. Include the specific material or initiative being targeted and projected tons or capacity rating forecasted. Indicate whether your community is involved in a balanced growth initiative and how it relates to this proposed project.

## 2012 COMMUNITY DEVELOPMENT GRANT

### 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. **Need** - demonstrate the financial and operational rationale for the requested funding and provide supporting information.
2. **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 division grant funds and matching funds.** Explain if additional funds will be expended beyond required match.
3. **Service Area** - define the projects site of operation and service area, include population and geographical data, and explain how the target service area was determined.
4. **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.
5. **Sustainability** - describe the long-term, local commitment to continue the project operationally and financially.
6. **Transferability** - explain how the project can be adopted by other communities, facilities or applied to other regions of the state.
7. **Performance** - state the project's goals and the methods employed to measure and evaluate the project.
8. **Material Classification & Sources** - list the targeted materials and original sources of all types of materials that will be collected, processed and marketed.
9. **Collection & Processing Capabilities** - state the method of collection, type of processing and the extent of the processing capabilities built into the project.
10. **Operation Efficiencies** – Explain how the proposed equipment will make the current operation more efficient and create the potential of job creation and retention.
11. **Facility/Site Details** - provide details including contact information regarding the actual location of the facility or recycling site and equipment to be utilized in the project.
12. **Markets** - identify the markets (brokers, recycling facilities, etc.) accepting the materials collected as a result of this project.
13. **Acknowledgement of Funding Source** – Explain how you will identify ODNR's financial participation in your project.

## IMPORTANT DEFINITIONS

**Balanced Growth Initiative** – is a voluntary, incentive-based strategy to protect and restore Lake Erie, the Ohio River, and Ohio’s watersheds to assure long-term economic competitiveness, ecological health, and quality of life. For more information see [www.balancedgrowth.ohio.gov](http://www.balancedgrowth.ohio.gov)

**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 towards proposed project expenses.

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

**Orphan Plastic** – Difficult to recycle plastics (agricultural plastics or multiple composite products).

**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 which 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, which allow a process or program to be utilized in different operational settings or geographical areas and realize similar results.