

2019 Ashtabula County Solid Waste Management District Grant Application Handbook

Introduction

The Ashtabula County Solid Waste Management District, under its current Ohio EPA approved SWMD plan, is making grant funds available to cities, villages, townships, and public agencies within the district for the purpose of implementing waste reduction, recycling, recycling market development, and composting.

This handbook addresses all the 2019 Solid Waste Management District Grant application requirements. However, the Solid Waste Management District reserves the right to modify these requirements when circumstances warrant.

Eligibility

All cities, villages, and townships are eligible to apply for funding up to a rate of \$1.00 per person to conduct general cleanup events. The amount of funding available is based on the 2017 ACS 5 YR Estimate Census population figures provided by the Ohio Department of Development, Office of Strategic Research (see table 1). Additional funding may be available to political subdivisions offering additional solid waste services.

Eligibility does not mean that an applicant will receive a grant, it simply indicates that the application will be considered in the District's selection process. All eligible grantees must be able to provide the required match for their project. All grants will be on a first come, first serve basis.

Joint Applications

Eligible townships, villages, and cities may jointly submit one application by combining their allocation amounts. When an applicant applies on behalf of another eligible applicant, the applicant that is applying shall submit a letter from the other eligible applicant committing its allocation to the applying applicant. For example, if a city applies on behalf of an eligible township, a letter from the township officials must accompany the city's application.

Evaluation

The staff in the Ashtabula County Community Services and Planning Office, which is the umbrella agency of the Solid Waste Management District, will be responsible for recommending to the policy board how the grant monies will be distributed, and they will establish an evaluation procedure for grants. Funding recommendations will be based upon five factors: 1) applicants population, 2) the completeness and content of the grant application, 3) the amount of funds requested, 4) the amount of grant funds available, and 5) the applicant's history of program implementation and expenditure of grant funds.

No grant monies will be awarded to any past grantee that is not up to date on their quarterly reports. Applications requesting more than maximum eligible funding will not be considered.

Funding will be awarded in this grant period in an 85/15 percent distribution process. The initial 85% of grant funds awarded will be distributed within 30 days of the receipt of a signed grant agreement. The remaining 15% of grant funds will be distributed after the final quarterly report has been filed with the district. All grants recipients must provide the required match. At least 10% of the local match must be in cash. For

example, if a grant of \$5,000 is awarded and a 25% match is required, the local match will be \$1,250 of which at least \$500 must be in cash. Grant recipients are **required** to submit quarterly reports and may be asked to attend meetings to discuss problems and help with any issues that come up throughout the year.

Requirements:

- 1). The proposed waste reduction, recycling, recycling market development, and composting must be a logical extension of the current solid waste management plan.
- 2). The proposed project should be designed to affect a significant and measurable reduction in the district solid waste stream, reduce illegal dumping, or promote recycling market development.
- 3). Grant funds may not be used to replace existing personnel, equipment or funding which is currently being provided by the applicant or any other source.
- 4). Any equipment to be purchased must be in accordance with local government competitive bidding procedure. Title or ownership of all equipment shall be at the discretion of the Ashtabula County Solid Waste Management District. The District reserves the right to control the use of any equipment purchased with grant funding to ensure that it is being used for the appropriate and officially approved purpose.
- 5). The project must meet district timelines for completion. This grant period will begin on January 1 and conclude December 31 of the current calendar year, but the Solid Waste Management District encourages continuance beyond the grant period. Renewal applications will be considered on performance and available district resources.
- 6). All applicants must complete the cover sheet. Applicants should only complete questionnaires and budgets for the areas that pertain to their project. Budget narratives should be complete and adequately describe every line item in the detailed budget.
- 7). All grant recipients must enter into a grant agreement with the Ashtabula County Solid Waste Management District to authorize receipt and expenditure of grant funds for the approved activities. This agreement commits the recipient to the following:
 - a. To use grant funds only for approved activities.
 - b. To provide local match (at least 10% cash) for use by the program to help cover the costs.
 - c. To provide funds for program operation until payments are received during any time of the grant period that expenditures exceed the amount advanced.
 - d. Submit reports within 30 days of the end of a reporting period and attend all meetings.
 - e. Comply with the State of Ohio equal employment opportunity and hiring practices.
- 8). **Grant applications must be received** at the Ashtabula County Solid Waste District, 25 West Jefferson Street, Jefferson, Ohio 44047, **by 4:30 p.m. on May 15th, 2019**. Applications received after this time will not be considered and will be returned to the applicant.

Record Keeping:

All grantees will be required to document the amount of waste diverted from the waste stream from any grant-funded project using the District reporting form, which will be provided upon receipt of the grant award. All grantees will also be required to submit quarterly financial reports and attend district meetings.

Grant Project Category Descriptions:

General Collection Events: Funding is available to political subdivisions to support general collection events within the community to reduce illegal dumping throughout the county. Funding may be used for advertising of events, rental of containers, disposal costs of non-recyclable material collected, and personnel expenses. Both new and existing programs are available for funding. This category requires a **25% local match**.

Residential Recycling Collection: Funding is available to political subdivisions for various residential recycling activities including but not limited to, curbside recycling, recycling collection drives, and recycling drop-off activities. Both new and existing programs are eligible for funding. Recyclable materials may be collected commingled, separated or a combination of styles. Collection bins may be provided to households. Drop off sites may be staffed or unstaffed with signs and instructions provided for users. This category requires a **25% local match**.

Waste Reduction: Funding is available to support waste reduction activities in public and private facilities. Examples of possible waste reduction activities include:

- Modifying solid waste management practices;
- Modifying purchasing and reuse policies;
- Conducting waste assessments;
- Purchasing/leasing equipment that will result in less waste, i.e. a copier that will produce two-sided copies.
- Attending or conducting waste reduction workshops for business or government officials.

This category requires a **25% local match**.

Yard Waste Collection/Composting: Funding is available to political subdivisions for various composting/yard waste collection activities including but not limited to, establishing a Class IV compost site, curbside collection of yard waste, establishing a drop-off site for yard waste, and purchase of equipment to handle yard waste. Political subdivisions operating Class IV compost sites must comply with OEPA rules. This category requires a **25% local match**.

Allowable Costs

Proposed costs must apply to the context of your proposed program. It should be noted that the district is not interested in funding experimental technology; however, there may be alternative sources of funding to address such programs. This grant program is designed to aid in funding projects that demonstrate well-proven methods of waste reduction. Grant and match funds may be expended only for allowable costs in the following line items:

Personnel: The wages and fringe benefits of staff employed in some aspect of a grant-funded general collection, recycling, waste reduction or yard waste/composting activity. Fringes include medical insurance, hospitalization, unemployment and workers' compensation, and other customary benefits.

Travel:

Vehicle Expense – Lease, maintenance, fuel and insurance for vehicles used in program activities.

Workshop Expense – Transportation, meals, lodging, conference room rental, parking, and registration fees for SWD approved meetings and conferences.

Equipment:

'Equipment' is defined as an item costing \$500 or more. Equipment shall be maintained and inventoried by the grantee. Ownership of all equipment is at the discretion of the SWD.

To purchase or construct equipment used to collect, store, process or transport recyclables, yard waste or other materials that will result in waste reduction. **Note:** If any equipment will be placed on private property; the grantee shall have a **use agreement** with the owner for the **entire** grant period.

Other:

'Other' includes non-equipment supplies, and items costing less than \$500. It also includes disposal fees, service contracts, and site improvements.

Advertising – To develop, produce, and/or place newspaper, billboard, bus card, placemat, radio and other forms of advertising.

Awards/Promotion – To develop, produce, and/or purchase gift certificates, awards and promotional items. Includes promotional items such as decals, patches, buttons, pencils, pens, T-shirts, and magnets.

Disposal Fees – Landfill/transfer station disposal fees for waste collected in a general collection event.

Printing – To produce, print and distribute (including postage) brochures, banners, newsletters, and other awareness materials.

Service Contracts* – Professional Service Contracts cover the costs necessary for services performed by public or private contractors or individuals to implement an activity. Sufficient contract details are to be provided in the budget narrative to allow the SWD to determine that the proposed expenditure of grant funds is allowable.

Site Improvements – Costs, including contractor services, to improve the public facilities and/or sites used for recycling or yard waste management. Requests to improve sites on private property should contact the SWD office for determination if the project is eligible for funding.

Supplies – Tools, curbside, office/facility, and other recycling containers and liners. Also includes costs for PAYT (Pay As You Throw) activities such as the purchase of recycling containers and bags or tags, stickers, stamps or other PAYT identifiers.

**Note: Funding for lease payments and service contracts will only be available through the grant period. The District is not responsible for bills incurred beyond the grant period, nor is it responsible for lease or contract payment during the grant period if the grantee does not complete the required activities or is found to be out of compliance. Leases and contracts are not signed by the district but by the grantee, and therefore, are the responsibility of the grantee.*

Unallowable Costs:

- Routine refuse and solid waste removal (except as identified in general collection events) and hazardous waste collection.
- Office space or land acquisition costs.
- Insurance (other than liability).
- Costs for utilities including heat, electricity, water, gas, etc.
- Desks or other furniture, chairs, telephone charges, service or installation of typewriters and photocopying equipment (including maintenance, supplies and user fees), and any other costs associated with office or office equipment, purchase or maintenance.
- Alcoholic beverages, entertainment costs (banquets, parties, etc.)
- The cost associated with the enforcement of laws or ordinances.
- Personnel clothing or uniforms.
- Subscriptions.
- Continuing education credits, or other educational or training programs, excluding District sponsored seminars.
- Indirect or overhead costs.
- Routine beautification costs (plantings, mowing, weeding, etc.)
- Any costs not listed as allowable are unallowable unless permission is gained from the Policy Committee or District office prior to submitting the grant application. Any additional costs incurred that were not in the original grant proposal, or allowable under grant provisions, will not be paid by the district. Any changes to the original proposal can be obtained by submitting a proposal in writing, and receiving written approval for such revisions from the Policy Committee, or District Office.

**Table 1.
Ashtabula County by Government Unit
Population
2017 ACS 5 YR Estimate**

Ashtabula County, Ohio	98,622
Andover Township, Ashtabula County, Ohio	2,657
Ashtabula Township, Ashtabula County, Ohio	20,131
Austinburg Township, Ashtabula County, Ohio	2,257
Cherry Valley Township, Ashtabula County, Ohio	1,514
Colebrook Township, Ashtabula County, Ohio	1,171
Conneaut City, Ashtabula County, Ohio	12,708
Denmark Township, Ashtabula County, Ohio	924
Dorset Township, Ashtabula County, Ohio	939
Geneva Township, Ashtabula County, Ohio	10,771
Harpersfield Township, Ashtabula County, Ohio	2,625
Hartsgrove Township, Ashtabula County, Ohio	1,410
Jefferson Township, Ashtabula County, Ohio	5,099
Kingsville Township, Ashtabula County, Ohio	1,460
Lenox Township, Ashtabula County, Ohio	1,335
Monroe Township, Ashtabula County, Ohio	2,373
Morgan Township, Ashtabula County, Ohio	1,859
New Lyme Township, Ashtabula County, Ohio	1,016
North Kingsville Village, Ashtabula County, Ohio	2,847
Orwell Township, Ashtabula County, Ohio	3,025
Pierpont Township, Ashtabula County, Ohio	2,108
Plymouth Township, Ashtabula County, Ohio	1,493
Richmond Township, Ashtabula County, Ohio	862
Rome Township, Ashtabula County, Ohio	2,152
Saybrook Township, Ashtabula County, Ohio	9,580
Sheffield Township, Ashtabula County, Ohio	1,127
Trumbull Township, Ashtabula County, Ohio	1,401
Wayne Township, Ashtabula County, Ohio	533
Williamsfield Township, Ashtabula County, Ohio	1,243
Windsor Township, Ashtabula County, Ohio	2,002
Ashtabula City, Ohio	18,385
Conneaut City, Ohio	12,708
Geneva City, Ohio	6,030
Geneva-on-the-Lake Village, Ohio	1,405

APPLICATION COVER SHEET

APPLICANT: _____

FEDERAL TAX I.D.#: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

JURISDICTIONS SERVED: _____

POPULATION: _____

Check all of the funding categories that are included in the application.

- General Collection Events
- Residential Recycling Collection
- Waste Reduction
- Yard Waste Collection/Composting

Note: Total funds requested for all activities cannot exceed the total maximum allocation.

BRIEFLY DESCRIBE WHAT YOUR COMMUNITY/ORGANIZATION IS CURRENTLY DOING TO REDUCE WASTE/INCREASE RECYCLING AND WHAT YOU ARE PROPOSING IN THIS GRANT APPLICATION. INDICATE WHETHER THIS WILL BE A CONTINUATION OF EXISTING PROGRAMS OR WILL EXPAND CURRENT PROGRAMS. USE THE BACK OF THIS PAGE IF NECESSARY.

*Ashtabula
COUNTY, OHIO
Where great things happen.*

DETAILED BUDGET – GENERAL COLLECTION EVENTS:

Line Item	Grant Funds Requested	Match Funds	Total Budget
Personnel:	_____	_____	_____
Travel:			
Vehicle Expenses:	_____	_____	_____
Workshop Expenses:	_____	_____	_____
Equipment:	_____	_____	_____
Other:			
Advertising:	_____	_____	_____
Awards/Promotion:	_____	_____	_____
Disposal Fees:	_____	_____	_____
Printing:	_____	_____	_____
Service Contracts:	_____	_____	_____
Site Improvements:	_____	_____	_____
Supplies:	_____	_____	_____
Total Activity Budget:	_____	_____	_____

BUDGET NARRATIVE: (Briefly explain each line item on the detailed budget page. Use back of this page if necessary.)



APPLICANT: _____

APPLICATION QUESTIONNAIRE – RESIDENTIAL RECYCLING COLLECTION

Complete all applicable/relevant information for each question (Use back of page if necessary).

1. Provide information about the proposed recycling activity and the jurisdictions that will participate in the program:

Jurisdictions to participate: _____

The type of activity is: curbside recycling drop-off recycling collection drive

Availability to users is: weekly monthly other: _____

Collection method is source separated commingled combination

The activity will: be a new program expand an existing program
 promote a variable rate waste collection program (pay as you throw)

Activity starting date: _____

Materials to be collected (check all applicable items and circle the 'additions' if any):

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Clear Glass	<input type="checkbox"/> Bi-metal Cans
<input type="checkbox"/> Corrugated Cardboard	<input type="checkbox"/> Green Glass	<input type="checkbox"/> #1 PET
<input type="checkbox"/> Magazines	<input type="checkbox"/> Brown Glass	<input type="checkbox"/> #2 HDPE
<input type="checkbox"/> Phone Books	<input type="checkbox"/> Steel Cans	<input type="checkbox"/> #6 PS
<input type="checkbox"/> Mixed Paper	<input type="checkbox"/> Aluminum Cans	<input type="checkbox"/> Used Motor Oil
<input type="checkbox"/> Paperboard/Boxboard	<input type="checkbox"/> Lead Acid Batteries	<input type="checkbox"/> Other _____

Service method for the curbside recycling activity (check all applicable items):

Local government service Service Contract

2. Indicate your market(s) for recyclables (e.g. Paper to ABC Corp., all other materials to XYZ MRF):

3. Are grant funds requested for equipment?

No _____

Yes, check all applicable equipment:

Recycling Truck Lease Purchase Cost: _____

Recycling Trailer Lease Purchase Cost: _____

Bins Lease Purchase Cost: _____

Other Lease Purchase Cost: _____

If yes, indicate the percentage of time (based on 40 hour week) that equipment will be used for proposed activity. _____

4. What means will be used to educate residents about this program?

DETAILED BUDGET – RESIDENTIAL RECYCLING COLLECTION:

Line Item	Grant Funds Requested	Match Funds	Total Budget
Personnel:	_____	_____	_____
Travel:			
Vehicle Expenses:	_____	_____	_____
Workshop Expenses:	_____	_____	_____
Equipment:	_____	_____	_____
Other:			
Advertising:	_____	_____	_____
Awards/Promotion:	_____	_____	_____
Disposal Fees:	_____	_____	_____
Printing:	_____	_____	_____
Service Contracts:	_____	_____	_____
Site Improvements:	_____	_____	_____
Supplies:	_____	_____	_____
Total Activity Budget:	_____	_____	_____

BUDGET NARRATIVE: (Briefly explain each line item on the detailed budget page. Use back of this page if necessary.)



APPLICANT: _____

APPLICATION QUESTIONNAIRE - WASTE REDUCTION

Complete all applicable/relevant information for each question (Use back of page if necessary).

1. Type of Activity or Project:

- Contract for waste assessment services.
- Funding to perform own waste assessment.
- Attend, or sponsor a meeting, workshop, or form professional organization for industrial, commercial, or institutional waste generators.
- Waste reduction activity (specify _____).
- Baling, strapping, or other waste reduction equipment
- Other (specify _____).

2. Location:

3. Materials to be addressed: (check all that are applicable).

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Corrugated Cardboard | Pounds to be removed/reduced: _____ |
| <input type="checkbox"/> Office Papers | Pounds to be removed/reduced: _____ |
| <input type="checkbox"/> Wood Waste | Pounds to be removed/reduced: _____ |
| <input type="checkbox"/> Rubber | Pounds to be removed/reduced: _____ |
| <input type="checkbox"/> Plastics/Polymers (specify _____) | Pounds to be removed/reduced: _____ |
| <input type="checkbox"/> Yard/Compostable Waste | Pounds to be removed/reduced: _____ |
| <input type="checkbox"/> Other (specify _____) | Pounds to be removed/reduced: _____ |

For materials checked above, please list the method of reduction to be utilized:

4. Are grant funds requested for equipment?

- No
- Yes (specify _____)

5. Are grant funds requested for expendable materials and supplies?

- No
- Yes. Check all applicable items:
 - Supplies (specify _____).
 - Printed Materials (specify _____).
 - Advertising (specify media and # of ads _____).
 - Awards and/or Promotional Items (specify what and qty. _____).
 - Other (check whether allowable with grant coordinator)

5. What means will be used to educate staff/employees about this program?

6. Are grant funds requested to attend workshops? (specify workshop and cost)

DETAILED BUDGET – WASTE REDUCTION:

Line Item	Grant Funds Requested	Match Funds	Total Budget
Personnel:	_____	_____	_____
Travel:			
Vehicle Expenses:	_____	_____	_____
Workshop Expenses:	_____	_____	_____
Equipment:	_____	_____	_____
Other:			
Advertising:	_____	_____	_____
Awards/Promotion:	_____	_____	_____
Disposal Fees:	_____	_____	_____
Printing:	_____	_____	_____
Service Contracts:	_____	_____	_____
Site Improvements:	_____	_____	_____
Supplies:	_____	_____	_____
Total Activity Budget:	_____	_____	_____

BUDGET NARRATIVE: (Briefly explain each line item on the detailed budget page. Use back of this page if necessary.)



APPLICANT: _____

APPLICATION QUESTIONNAIRE - YARD WASTE/COMPOSTING

Complete all applicable/relevant information for each question (Use back of page if necessary).

1. Provide information about the planned activity and the jurisdictions that will participate in the proposed yard waste/composting activity.

Jurisdictions to participate: _____

The activity will: _____ be a new program _____ expand an existing program
_____ promote a variable rate waste collection program (pay as you throw)

Activity starting date: _____

Materials to be collected (check all applicable items and circle the 'additions' if any):

Leaves Branches Grass Clippings
 Pallets Stumps Christmas Trees
 Other (specify _____)

Service method for the yard waste/composting activity (check all applicable items):

Local government service Curbside pick up
 Service Contract Drop off site

Collection frequency: Weekly Biweekly Monthly

Indicate Drop Off site hours available to public _____.

2. Describe location and method of handling yard waste (i.e. field spread leaves, windrows in Class IV compost site, etc.)

3. Indicate your plans for distribution of final product (compost or mulch).

4. Are grant funds requested for contract services, equipment or supplies?

No
 Yes, check all applicable equipment/supplies:
 Tub Grinder Lease Est. Hours _____ Cost: _____
 Chipper Lease Purchase Cost: _____
 Leaf Vacuum Lease Purchase Cost: _____
 Kraft Bags Quantity Needed _____
 Other (specify _____)

If equipment is to be purchased, indicate the percentage of time (based on 40 hour week) that equipment will be used for proposed activity: _____

5. What means will be used to educate residents about this program?

DETAILED BUDGET – YARD WASTE/COMPOSTING:

Line Item	Grant Funds Requested	Match Funds	Total Budget
Personnel:	_____	_____	_____
Travel:			
Vehicle Expenses:	_____	_____	_____
Workshop Expenses:	_____	_____	_____
Equipment:	_____	_____	_____
Other:			
Advertising:	_____	_____	_____
Awards/Promotion:	_____	_____	_____
Disposal Fees:	_____	_____	_____
Printing:	_____	_____	_____
Service Contracts:	_____	_____	_____
Site Improvements:	_____	_____	_____
Supplies:	_____	_____	_____
Total Activity Budget:	_____	_____	_____

BUDGET NARRATIVE: (Briefly explain each line item on the detailed budget page. Use back of this page if necessary.)

