

**MONTGOMERY COUNTY SOLID WASTE DISTRICT'S
APPLICATION FOR BUSINESS INCENTIVE GRANT PROGRAM
(Cover sheet)**

GENERAL INFORMATION

DATE: _____

Business Name: _____

Address: _____

Telephone #/Fax #: _____

E-mail address: _____

Contact/Authorized Representative: _____

Title: _____

Total Funding Requested: \$_____

The proposal for Grant Funds must be attached to this cover sheet and must include the following information:

- Narrative describing how grant funds will be used
- Projected outcome results, financial justification or benefits to recycling goals for capital equipment
- **Format should follow scoring criteria****
- A dollar amount requested and how funds will be allocated (**include vendor/supplier quote**). Other important information should include, but is not limited to the following:

Will grant funds be used to cover administrative expenses? _____

Will professional service expenses be incurred? _____

Can the project be completed if not fully funded? **Y / N** Is the project scalable? **Y / N**

****Applications without a vendor/supplier quote will be automatically disqualified.****

Note: Completion of **Recycling Survey** (Pages 5&6) – Commercial/Industrial/Institution Recycling Survey, setting forth weight and type of materials recycled by organization is due for each year. **This report is a prerequisite for funding under this program.**

**Prior to submittal deadline a mandatory pre-application meeting will be held at
1:30 p.m. on February 8, 2017 by the District.
MONTGOMERY COUNTY SOLID WASTE DISTRICT
2550 SANDRIDGE DRIVE
MORAINE OH 45439**

APPLICATIONS ARE DUE TO THE DISTRICT ON MARCH 31, 2017

GRANT GOALS

The incentive grant program for businesses will provide funding to enhance, increase and promote:

- Recycling in the County
- Waste Reduction
- Composting Opportunities

ELIGIBILITY

All businesses located within Montgomery County are eligible to participate in the program provided the organization:

- (1) agrees to enter into a grant agreement in the form of a deferred loan to receive assistance in the business incentive grant program.
- (2) submits annual recycling data to the District (see Recycling Survey prescribed by OEPA).
- (3) attends **MANDATORY** application pre-submission meeting to be held at 1:30 p.m. on February 8, 2016.

BUSINESS APPLICANTS MUST SUBMIT A LETTER OF ENDORSEMENT FROM A DISTRICT MEMBER. DISTRICT MEMBERS INCLUDE ALL 28 JURISDICTIONS WITHIN MONTGOMERY COUNTY. ENDORSEMENT LETTER MUST BE OBTAINED FROM THE JURISDICTION IN WHICH THE BUSINESS APPLICANT IS LOCATED.

FUNDING

Actual awards will vary based upon the scoring criteria, number of applications, and the funds available for the program. In 2016, the total funds available are a minimum of \$150,000 with \$100,000 available for capital equipment purchases and \$50,000 available for new service requests.

APPLICATION

Applications must follow the format set forth on the cover sheet and must be signed by the authorized representative of the company. Where applicable, include pictures and information on equipment to be replaced or new equipment proposed.

- The Recycling Survey (included) must be submitted each year and is a prerequisite for funding.
- Eligible grant projects require a financial contribution to the project equal to thirty percent (30%) of the total project cost. Match funds for projects must be a cash contribution directly related to the project.

Example:

Funding requested	\$ 9,100	(Total project multiplied by .70)
Minimum Match	<u>3,900</u>	(30% of Total Project)
Total Project Funding	\$13,000	

FUNDING DECISIONS

A subcommittee will review the business recycling incentive grant applications and make recommendations, based upon objective scoring criteria, to the Solid Waste Management Policy Committee. The Solid Waste Management Policy Committee will make final funding decisions. Applications for new service requests will be accepted and awarded on a first-come, first-serve basis until all funds have been expended.

ALLOWABLE USES FOR INCENTIVE FUNDS

1. Capital equipment purchase to increase or expand current recycling efforts (i.e. baler/compacter).
2. Specialty material recycling service (i.e. textiles/oils/containers).
3. Equipment/materials/software to increase/expand operations for Processors (i.e. shredder, delivery trucks, tracking software, special equipment to increase processing of materials).
4. Compost/Food Waste Management Program (purchase of on-site equipment or contract for compost collection by processor/hauler).

UNALLOWABLE USES FOR INCENTIVE FUNDS

1. Salaries or benefits of employees.*
2. Land acquisition.

ACCOUNTABILITY AND REPORTING REQUIREMENTS

- Grant recipient must submit a summary report of all approved activities at the end of the project or by **September 29, 2017**, whichever date is sooner.
- Grant recipients are responsible for promoting the receipt of funds.
- Only costs incurred after the grant approval date are eligible for reimbursement. Receipt of invoice(s) and proof of payment for capital equipment purchase is required for release of grant funds **by October 27, 2017**.
- Pictures of equipment that have been funded through the grant must be provided to the District. Representatives of the District have the right to visit participating communities at any reasonable time to evaluate the expenditure of grant funds.
- Capital equipment must be insured and the Montgomery County Solid Waste District must be listed as an additional insured on the policy for the term of the loan/grant period.

* Costs associated with staff labor to install/build project structure may not be used as part of the total project cost calculation or to meet the 30% threshold for community investment. Labor performed by staff is **not reimbursable or allowable for use in calculating total project cost.**

SCORING CRITERIA

Each application is eligible for 100 points. Applications will be ranked based on point total. Funding will then be awarded by rank until total available funds have been distributed.

Applications with multiple lines items will have each line item scored separately.

Applications will be approved using the following rating system:

<u>Criteria</u>	<u>Possible Points</u>	<u>Points Awarded</u>
1. Completeness of Proposal	15	_____
2. Relevance to Grant Goals (Page 2)	25	_____
3. New Project vs. Enhancement of Existing Project (Projects with biggest impact on Grants Goals will be scored higher.)	10	_____
4. Innovation of Project	10	_____
5. Promotional Measures / Advertisement of New Project	15	_____
6. Project Investment Benefits / Financial Justification	<u>25</u>	_____
	100	



Dear Commercial Business,

Thank you for completing this survey. The information you provide for your company is crucial to monitoring Montgomery County Solid Waste District's progress towards achieving Ohio's recycling goals. Your information will be combined with information submitted by other businesses and used to calculate the amount of material commercial businesses recycled in the Montgomery County Solid Waste District and Ohio, in 2016. Your company's survey response **will not** be reported individually; all data will be summarized by the North American Industry Classification System (NAICS) category.

For assistance completing this form or any questions related to the survey, please contact Barb Asberry, the Montgomery County Solid Waste District's Business Program Specialist, at asberryb@mcohio.org or 937.781.3062.

Please complete and submit this survey no later than 03/31/2017.

Options for Returning the Completed Survey

- Email directly to Barb Asberry at asberryb@mcohio.org Subject Line: 2016 Commercial Survey
- Fax to 937.225.4860, Attention:Barb Asberry
- Complete survey online at www.mcswd.org - 2016 Business Survey

Instructions for Table A:

Please provide all information requested in **Table A** below. Even if your business does not currently recycle or is unable to report quantities of materials recycled, please complete **Table A**. Doing so will allow the Montgomery County Solid Waste District to contact you in the future to discuss your recycling needs.

Table A: Company Information		
Name:	County:	Store I.D.
Address:	City:	Zip:
Contact Person:	Title:	
Email:	Telephone Number (include area code): () —	
Primary NAICS:	Secondary NAICS:	Number of full-time employees:
Provide the name(s) of your recycling hauler, processor and/or broker:		
Would you like to be contacted by your local solid waste management district for recycling assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Instructions for completing Table B:

Table B provides a list of common materials that are recycled by industrial facilities in Ohio. Please indicate the unit of each quantity of material that is reported (pounds, tons or cubic yards). Provide any comments related to each material as necessary. Please do not report any liquid waste, hazardous waste or construction & demolition debris.

The list in **Table B** is not all-inclusive. If your facility recycles a material that is not listed in **Table B**, please enter the name and quantity of that material on a line labeled **“Other.”** Some materials may not apply to your operation; simply enter “0” for those materials. Some of the materials are listed in broad categories. For example, “Plastics” include plastics #1-7, plastic films, etc. Please refer to the attached “Materials Cheat Sheet” for examples of materials and definitions.

If you do not currently track this information internally, your solid waste hauler or recycling processor may be able to provide it upon request. The Montgomery County Solid Waste District may also be able to provide you with assistance.

Table B: Quantities of Recycled Materials			
Recyclable Material Category	Amount Recycled in 2016	Units	Comments
Lead-Acid Batteries		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Food		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Glass		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Non-Ferrous Metals		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Corrugated Cardboard		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
All Other Paper		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Plastics		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Textiles		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Wood		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Rubber		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Commingled Recyclables		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Yard Waste		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
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Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	
Other:		<input type="checkbox"/> lbs. <input type="checkbox"/> tons <input type="checkbox"/> yd ³	

Table C: Please provide any additional information, comments, suggestions, questions etc.

Thank you again for taking the time to complete this survey. Please contact Barb Asberry with any questions.

Barb Asberry, Business Program Specialist
 Montgomery County Solid Waste District
 Phone: (937) 781-3062
 Email: AsberryB@mcoho.org