

**MONTGOMERY COUNTY SOLID WASTE DISTRICT'S
2020 APPLICATION FOR RECYCLING INCENTIVE GRANT PROGRAM
(Cover sheet)**

GENERAL INFORMATION

DATE: _____

Municipality or Township: _____

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. Other important information should include, but is not limited to the following:
- **Applications Missing Vendor/Supplier Quote Will Be Disqualified****

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**

Did you receive Incentive Grant funds in 2019? _____

Were all Incentive Grant funds received in 2019 utilized? _____

Note: Please see page 6 for NEW reporting guidelines for the required recycling/waste reduction tool. **This report is a prerequisite for funding under this program.**

Prior to submittal deadline an informational pre-application meeting will be held at 9:30 a.m. on December 10, 2019 & December 19, 2019 by the District.

**MONTGOMERY COUNTY SOLID WASTE DISTRICT
RECYCLING INCENTIVE GRANT PROGRAM
FOR DISTRICT MEMBERS**

APPLICATIONS ARE DUE TO THE DISTRICT ON MARCH 3, 2020 BY 4:00 PM.

GRANT GOALS

The incentive grant program for Solid Waste District members will provide funding to the District members to enhance, increase and promote (in order of priority):

- Waste Reduction – 100%
- Recycling – 95%
- Education and Outreach (“Recycle Right Campaign) - 95%
- Composting Opportunities – 80%
- End Use Markets of Recycled Materials – 70%
- Litter Prevention – 60%

ELIGIBILITY

All District members of the Montgomery County Solid Waste District are eligible to participate in the program provided the municipality or township:

- (1) abides by the terms of the Montgomery County Solid Waste District Operational Rules adopted February 23, 2010.
- (2) has an established recycling program for residents by means of contracting, subscription or operating their own recycling program.
- (3) submits annual recycling data to the District (see Form A prescribed by OEPA).

OTHER GROUPS THAT ARE ELIGIBLE THROUGH SPONSORSHIP BY A SOLID WASTE DISTRICT MEMBER INCLUDE:

- (1) Non-profit (501-3c) organizations in the municipality or township.
- (2) Public schools, grades K-12.

ELIGIBLE GROUPS 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 APPLYING GROUP IS LOCATED.

FUNDING

Actual awards will vary based upon the scoring criteria, number of applications, and the funds available for the program. In 2020 the total funds available are a minimum of \$200,000 with ability to

allocate additional funds for quality projects. These funds are not to be used for private businesses or organizations.

APPLICATION

Applications must follow the format set forth on the cover sheet and must be signed by the authorized representative of the municipality or township. Where applicable, include pictures and information on equipment to be replaced, new equipment proposed and the number of Montgomery County residents that would benefit from proposed project.

- Form A (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, approved by the Solid Waste Management Policy Committee will review the 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.

ALLOWABLE USES FOR INCENTIVE FUNDS

1. Changes to municipality or township-operated recycling programs that increase recycling above and beyond the current rates.
2. Expanded curbside collection options (i.e., newspaper, cardboard, etc.) and/or advertising cost connected with a specific recycling event. **Any advertising requires review from the District prior to release to media outlet.**

NOTE: 2020 will allow for the funding of the “Recycle Right” campaign for your community. This will include a full program, e.g. audit through audit or just the education & awareness campaign portion of the campaign. Audit to Audit will score higher in the evaluation process (see page 4).

3. Collection of Household Hazardous Waste such as paint, used oil, or other materials for proper disposal with a reputable contractor. Containers and materials for these collections are also allowable.
4. Compost management programs.
5. Office paper recycling programs.
6. Waste reduction programs (including development of programs such as Pay As You

Throw).

7. Litter Prevention Programs or Organized Volunteer Cleanup Events.
8. Purchase of recycled-content products to promote or enhance community recycling efforts. **Provided promotion of funding and recycled content takes place through permanent signage. Signage must be approved by the District.**
9. Capital equipment. **Purchases will be evaluated based on benefit to Incentive Grant goals. Where applicable financial justification may be necessary. For example, Payback or Return on Investment calculation justifying upfront investment. Capital equipment is defined as equipment with a useful life or benefit exceeding one year. The purchases of over the road vehicles are not allowable. Attachments to such vehicles that enhance the grant goals will be allowed.**

Other uses may be allowed if fully documented and justified by the participating applicant and approved through this application process.

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 **October 23, 2020**, whichever date is sooner.
- Grant recipients are responsible for promoting the receipt of funds to their jurisdiction members.
- Only costs incurred after the grant approval date are eligible for reimbursement. Receipt of invoice(s) and proof of payment is required for release of grant funds **by October 23, 2020**.
- Pictures of materials/programs that have been funded through the grant must be provided to the District when accomplished. Representatives of the District have the right to visit participating communities at any reasonable time to evaluate the expenditure of grant funds.

*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	10	_____
6. Project Investment Benefits / Financial Justification	20	_____
7. Collaboration Efforts	<u>10</u>	_____
	100	

For Criteria 2 – the following applies:

- Waste Reduction – 100% of 25 points
- Recycling – 95% of 25 points
- Education and Outreach (“Recycle Right Campaign) - 95% of 25 points
- Composting Opportunities – 80% of 25 points
- End Use Markets of Recycled Materials – 70% of 25 points
- Litter Prevention – 60% of 25 points

**MONTGOMERY COUNTY SOLID WASTE
MANAGEMENT DISTRICT**

**2019 Community Solid Waste & Recycling Survey
NEW – RETRAC TOOL
FOR 2019 DATA**

In 2020, the District staff will conduct trainings on a new electronic data reporting tool call RETRAC. The District staff will send out invitations to host training classes for the new reporting tool. **Please do not use the survey below to report your 2019 data.**

For questions regarding the RETRAC tool – please contact John Woodman at 937-781-3061 or by email at woodmanj@mcoho.org.