

**MONTGOMERY COUNTY SOLID WASTE DISTRICT'S  
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:

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 2009? \_\_\_\_\_

Were all Incentive Grant funds received in 2009 utilized? \_\_\_\_\_

**Note:** Completion of **Form A** (Pages 5&6) - Community Recycling Survey, setting forth weight and type of materials recycled by municipality/township 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 9:00 am on February 4, 2010 by the District.**

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

**APPLICATIONS ARE DUE TO THE DISTRICT ON MARCH 31, 2010**

**GRANT GOALS**

The incentive grant program for Solid Waste District members will provide funding to the District members to enhance, increase and promote:

- Recycling in the County
- Waste reduction
- Litter Prevention
- Composting opportunities
- End use markets of recycled materials

**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 Solid Waste District's Waste Delivery and Disposal Agreement
- (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)
- (4) attends **MANDATORY** application pre-submission meeting to be held at 9:00 am on February 4, 2010.

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

- (1) Non-profit 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.**

**INCENTIVE FUNDING**

Actual awards will vary based upon the scoring criteria, number of applications, and the funds available for the program. In 2010, the total funds available are \$150,000. These funds are not to be used for private businesses or organizations.

## APPLICATION

Municipalities and townships will be notified of yearly application deadlines. 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.
- A minimum **30% cash match** is required on all purchases or programs.

## 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.**
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 projects.
7. Litter Prevention Programs or Organized Volunteer Cleanup Events.
8. Purchase of recycled-content products. **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.*

**ACCOUNTABILITY AND REPORTING REQUIREMENTS**

- Grant recipient must submit a summary report of all approved activities at the end of the project or within twelve months from the date of the Letter of Acceptance.
- 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 November 1, 2010.**
- 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.

**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	

# MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT

## Community Recycling Survey

**Instructions:** Please complete all of the following questions to the best of your ability and return the survey by **March 31, 2010**. An addressed envelope is enclosed for your convenience. If you have any questions regarding the completion of this survey, please call:

**Joseph Fitzpatrick (937) 224-3920**

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### Part I - General Information

Name of Community: \_\_\_\_\_

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

Township: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Part II – Recycling Information

1. Is curbside-recycling collection offered in your community?  
 Yes       No (If **NO** skip to question #8).
2. Is the curbside-recycling collection program paid for through the general revenue fund or local taxes?  
 Yes       No
3. Are residents required to pay for the curbside recycling program via a bill from the community or the waste hauler?  
 Yes       No
4. If you answered no to both questions 2 and 3, can residents decide not to participate and pay for the curbside recycling program? In other words, the community has a subscription or sign-up curbside recycling collection program.  
 Yes       No
5. What is the number of households that have an opportunity to participate in the curbside recycling programs? \_\_\_\_\_
6. How often are recyclable collected?  
 Weekly       Twice a month       Monthly       Other
7. Please provide an estimate of the number of household that participate in your community curbside recycling program. \_\_\_\_\_(%) of our community's residents participate in the curbside-recycling program.

**FORM A**

8. Does your community have any public or private drop-off recycling facilities?

Yes       No (If **NO** skip to question #11).

9. Please list the days and hours the drop-off facility is available to the public.  
 Example: Monday – Friday 8 am – 8 pm , Saturday 9 am – 1 pm.

\_\_\_\_\_

\_\_\_\_\_

10. Please highlight (with a yellow marker) or circle the materials on Table 1 that are accepted in your curbside-recycling program or at the drop-off facility.

11. Please report on Table 1 the amount of solid waste **recycled in 2009**. **The data in the recycled column is very important.** This information is used to calculate the District's progress in meeting state and local recycling goals. Enter the data in **tons** (3 cu. yards = 1 ton). It may be necessary for you to contact your local hauler who provides the curbside recycling service for your community to obtain information for this table.

**Table 1**  
**Solid Waste Recycled in CY2009**

Solid Waste		Solid Waste	
Waste Stream Type	Recycled (Tons)	Waste Stream Type	Recycled ( Tons)
Aluminum		Office	
Aluminum cans		Other (specify)	
Ash		Pallets	
Board ends		Paper	
Cardboard		PETE (#1)	
Composites		Plastics	
Concrete		Polypropylene (#5)	
Copper		Polystyrene (#6)	
Other (specify)		Other (specify)	
Fabrics & Cloth		PVC (#4)	
Ferrous		Rubber	
Food		Sawdust bark	
Glass		Sludge	
HDPE (#2)		Steel/tin food cans	
Metals		Stone/Clay/Sand	
Newsprint		Wood	
Non-Exempt Foundry Sand/Slag		Yard Waste	
Non-hazardous Chemicals		Electronics	

Column Total \_\_\_\_\_

Column Total \_\_\_\_\_

Total Solid Waste Tons Recycled in CY2009 \_\_\_\_\_