

DKMM Solid Waste District Funding Application 2021



Delaware, Knox, Marion, Morrow Solid Waste District
117 East High Street, Suite 257
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PROGRAM INTRODUCTION

Program funding is available to incorporate new or improve current curbside recycling programs and to fund new or existing material recovery facilities (MRF) and recycling transfer operations located within the Delaware, Knox, Marion, Morrow Solid Waste District (DKMM).

Funds can be used to design and establish projects that will assist with the education, collection and sorting of recyclables with a focus on the following materials: corrugated cardboard, newsprint, paper, plastic, glass, steel, aluminum collected in the Delaware, Knox, Marion, Morrow Solid Waste Management District (DKMM).

The goal of this funding opportunity is to:

- A. Improve the efficiency, participation, cost effectiveness and cleanliness of material collected through existing residential curbside recycling collection programs.
- B. Establish new residential curbside recycling collection programs.
- C. Ensure adequate processing capacity within Delaware, Knox, Marion and Morrow counties.

WHO CAN APPLY

- Political subdivisions that wish to improve on a current residential curbside recycling program.
- Political subdivisions that want to establish a new residential curbside recycling program.
- Entity (public or private) operating an existing material recovery facility/recycling transfer facility.
- Entity (public or private) wishing to establish a new material recovery facility/recycling transfer facility.

ELIGIBLE PROJECTS

1. **Material Recovery Facility/Recycling Transfer Facility** (Maximum Request is \$50,000)
MRFs process source-separated recyclables and/or recover recyclables directly from mixed solid waste. Recycling Transfer Facilities consolidate smaller loads of recyclables prior to being transported to a MRF for processing.

Funding is available to offset development and equipment costs of new or existing facilities.

Operating expenses are not eligible for DKMM funding.

2. **Residential Curbside Recycling Collection** (Maximum Request is \$50,000)
Curbside recycling collection of household recyclables from single-family and multi-family residences via regular curbside pickup.

Funding is available for equipment, supplies, wheeled collection carts, tagging of contaminated carts, education materials, signage and the development of bid and contract documents. Both new and existing residential curbside recycling programs are eligible for funding.

Recycling processing fees are not eligible for funding.

MATCH FUNDS

Applicants may be required to demonstrate a financial contribution to the project. The match must be a financial contribution (cash) or a documented line of credit, secured from an accredited lending institution, or agency and dedicated to the project. Applicants securing a line of credit from an accredited lending institution or agency should attach a letter from the institution or agency verifying that approval has been received. If multiple projects are submitted, match cannot be carried over from one project to another. Each application stands alone and can request no more than a total of \$50,000.

Applicant	Applicant Funds Required	Maximum DKMM Request
Government and Not-For-Profit Organizations	No Match Required	\$50,000
Business and For-Profit Organizations	50% Match Required (\$.50 for every grant dollar)	\$50,000

ALLOWABLE COSTS

Funds may be expended only for allowable costs as described below:

Contracts-Contracts entered by the applicant with a public or private contractor for equipment or services to successfully complete the project, not to include salaries or benefits of applicants existing or "in-house" employees.

Equipment-Equipment is defined as non-expendable items costing \$300.00 or more that last longer than a year.

- purchase, rental, lease or lease to purchase equipment

Other

- design, print and distribute educational materials, including signs
- purchase totes or wheeled recycling carts
- purchase tools and supplies necessary to implement the project
- improve a site directly related to funded project *(If any DKMM-funded activity located on an improved site ceases operation within three years, the funds must be reimbursed to DKMM according to the contract's equipment disposition language.)*

UNALLOWABLE COSTS

Costs not reimbursable with DKMM funds and/or match funds include, but are not limited to:

- any project-related expenditure made prior to the effective date of the funding agreement
- recycling of hazardous waste
- overhead, indirect costs, land acquisition and facility lease
- beautification projects, food and entertainment costs
- costs related to non-contractual labor and salaries
- recycling processing fees
- operating expenses

FUNDING CRITERIA

DKMM will consider the following elements in the process of application review and final determination of grant awards:

- adherence to application guidelines, including deadlines and format instructions
- submission of required forms and comprehensive responses to all applicable questions
- adherence to federal, state and local laws
- clearly stated goals and measurement standards
- assurances that the project will accomplish stated goals
- demonstration of positive economic and environmental impact

- applicant's commitment to the long-term success of the project
- potential for evolution into a permanent service or program without future DKMM funding
- applicant's past performance in project administration and management, if applicable
- financial need of the applicant
- incorporation of an educational component
- consistency with the strategic goals of the DKMM solid waste management plan
- applicant's successful submission of the DKMM Annual Recycling Survey in the past

APPLICATION PROCEDURE

Applicants are required to submit one unbound (staples okay) complete set of application materials for each proposed project no later than the designated date and time. Faxed and emailed applications will not be accepted. Following a comprehensive review of the applications, all applicants will be notified of DKMM's decisions.

Applicants can request the return of confidential information related to proprietary attributes of the process, product, and financial documents requested because of this funding opportunity. Each page should be marked as confidential and a self-addressed envelope should be included.

Pages 5-12 of this document outline the grant guidelines.

Applications must be received at the DKMM office by October 16, 2020 at 2:00 p.m.

Mail or Hand Deliver Applications To:

DKMM Solid Waste District
Cheryl Corbin
117 E. High Street, Suite 257
Mt. Vernon, Ohio 43050

Faxed and emailed applications will not be accepted.

IF YOU RECEIVE FUNDING

The Funding Agreement

The funding agreement specifies the total award, detailed budget and stipulates exactly how the funds will be spent. All funding recipients must enter into this agreement with DKMM to authorize receipt and expenditure of awarded funds. Recipients must agree to the following:

- Use funds only for approved and allowable activities
- Submit required reports by stated deadlines
- Establish an accounting system adhering to State of Ohio accounting and audit guidelines
- Maintain interest earned on awarded funds within a separate account and expend such funds for project use only

Timeline and Performance Period

The funding agreement will become effective once all parties have signed the agreement. The effective date of the agreement will be February 1, 2021, or the date on which the agreement is signed by DKMM, whichever is later. Awarded and match funds cannot be expended prior to the effective date. The

maximum project period is 12 months and will expire on January 31, 2022.

Recipients may request to close out the project early. The project must be operational for a minimum of 30 days prior to requesting an early closeout. Closeout requires submission of all specified DKMM reports, copies of all invoices paid with DKMM and matching funds as well as copies of the front and back of all cleared checks used to pay invoices relating to the funded project.

Funding Application Released	July 2020
Applications Due to DKMM	October 16, 2020 by 2:00 p.m.
Funding Decision Made	December 2020
90% Payment Made	February 2021
Project Implementation	February 1, 2021 – January 31, 2022
Closeout Reports Due	March 15, 2022
Final Payment Made	Once closeout reports have been approved by DKMM.

Payment Schedule

Subject to cash availability, recipients will receive an advanced payment of 90% (ninety percent) of the award in February 2021. The remaining balance of 10% (ten percent) will be held in reserve to reconcile the project at closeout. Any project-related expenditures, including match expenditures, made prior to the effective date of the contract will not be approved for reimbursement.

APPLICATION CHECKLIST

Acceptable applications must include all the following items: use this checklist to ensure that your application is complete and acceptable.

- One complete set of the original application forms and financial documentation for each proposed project.
- Cover Sheet (provided).
- Budget Sheet (provided).
- Quotes for all items listed in the budget.
- Project Details Format - provide comprehensive responses to all applicable questions in the format outlined (provided).
- Endorsement Page - submit this document with original signatures (provided).
- Business Applicant's Only- most recent Dunn & Bradstreet Business Information Report (www.dnb.com) for the existing business; or an Income Statement reflecting the applicant's financial status for a startup company.
- The applicant can request the return of confidential information related to proprietary attributes of the process, product, and financial documents requested as a result of this funding opportunity. Each page should be marked as confidential and a self-addressed envelope should be included.
- If applicable, an original letter from an accredited lending institution or agency, verifying an established line of credit.

Submit Applications To:
DKMM Solid Waste District
Cheryl Corbin
117 E. High Street, Suite 257
Mt. Vernon, Ohio 43050

Applications must be received by the DKMM office by 2:00 p.m., October 16, 2020.

Program questions should be directed to Cheryl Corbin at ccorbin@dkmm.org or 740-393-4600.

COVER SHEET

Applicant Name: _____

County: _____

Federal Tax ID #: _____

Current # of Employees: _____

Type of Organization: Government/ Not-For-Profit Business/For-Profit

Are you in compliance with or under orders with federal, state or local agencies? Please explain in detail.

Person to be contacted with questions related to this application

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Project Type <i>(Residential Curbside or Material Recovery Facility/Transfer)</i>	Funding Request	Applicant Funds (if applicable)	Total Project Cost

Targeted Material(s)	Tons Currently Processed	Projected Tons To Be Processed

BUDGET SHEET

Applicant: _____

Applicants must use this form. Applicant funds, if applicable, must be stated. Match is required to be a cash contribution and/or a letter confirming a certified line of credit from an accredited lending institution or agency. Quotes for all items listed below must be included in the application package.

	Requested Funds	Applicant Funds (if applicable)	Total Project Cost
Contracts			
Subtotal			
Equipment			
Subtotal			
Other			
Subtotal			
TOTAL REQUEST			

PROJECT DETAILS FORMAT

Applicants should provide detailed and comprehensive information about the proposed project. Responses must be titled and listed in the order in which they are provided in this application.

ALL APPLICANTS

1. **Executive Summary**- 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. If applicable, this section should describe the business's history, primary product line, current industry trends impacting the business, and the specific location where the project will be conducted. The summary should include a timeline in narrative form for the major project events and budget justification explaining all expenditures (including matching funds) required for the project.
2. **Project Site & Service Area**- define the projects site of operation and service area. Explain how the service area was determined.
3. **Performance**- state the goals and scope of the project. Describe how the success of the project will be measured and evaluated.
4. **Operational and Financial Need**- explain the operational need for the project and provide supporting information. Explain why grant funds are needed for the project and outline how these funds will impact and benefit your community.
5. **Awareness Strategies**- outline awareness strategies planned to educate and reach out to the public to promote the project.
6. **Commitment**- describe the long-term commitment to continue the project operationally and financially without future grant funding.
7. **Timeline**- provide a project timeline in narrative form that lists major activities and events and associated dates of implementation.

BUSINESS & FOR PROFIT APPLICANTS ONLY (in addition to the items listed above)

1. **Income Statement** - provide a financial statement of business showing the details of revenues, costs, expenses, losses and profits for the past three years.
2. **Material Description** - identify type and quantity of materials utilized as feedstock for this project - classify as post-consumer, post-commercial or post-industrial. Provide data on total volume and calculations for percentage of recycled content. Name the sources and locations of materials utilized as project feedstock.
3. **Sales Projections & Product Distribution** - provide a three-year estimate of future sales based on current trends. Discuss the company's method of product distribution. Provide a project "payback" schedule.
5. **Markets** - define the targeted market, describe the company's growth potential within the market and discuss the barriers to market entry.
4. **Financial Statements/Reports** - any financial statements submitted must be certified by an independent accounting firm, or by the CEO. Provide a financial profile of the company that includes the following: A Dunn & Bradstreet Business Information Report for existing companies or a Projected Income Statement for start-up businesses.

ENDORSEMENT PAGE

I, the undersigned ***Authorized Official***, hereby authorize the below-named applicant to file a funding application with the Delaware, Knox, Marion, Morrow Solid Waste Management District to acquire funds for a 2021 curbside recycling and/or material recovery project. I further certify:

1. That the _____ is authorized to enter
(eligible entity applying for funding)
into an agreement with the Delaware, Knox, Marion, Morrow Solid Waste Management District to implement said curbside recycling and/or material recovery project.

2. That the applicant is in compliance with all health codes, environmental codes and permit requirements, or is actively seeking compliance and permitting.

3. That by submitting the 2021 funding application, the applicant acknowledges that the proposed project is in the best interest of the citizens and recycling infrastructure of their respective political subdivision and there is a reasonable expectation that recycling will improve as a result of such activity.

4. That _____ is designated as the applicant's
(Authorized Official's name – type or print)

Authorized Official and is authorized to request revision to this application as allowed by the Delaware, Knox, Marion, Morrow Solid Waste Management District and to sign all required documents.

Authorized Official

Date