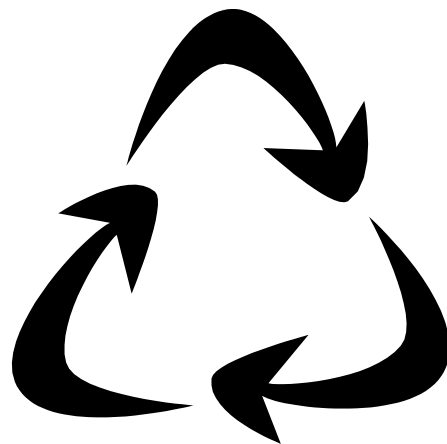


FY 2012

Local Government Target Grant Application for Parks and Special Event Recycling Containers and Signage



Re•think Re•do Re•new



Mid-America Regional Council
Solid Waste Management District

The MARC Solid Waste Management District manages a targeted grant program to support local governments in Cass, Clay, Jackson, Platte and Ray counties for the purchase of parks and special event recycling containers and signage. Questions regarding project eligibility or the application process should be directed to Nadja Karpilow at 816/701-8226 or karpilow@marc.org.

FY2012 GRANT APPLICATION

PARKS and SPECIAL EVENT RECYCLING CONTAINERS FOR LOCAL GOVERNMENTS

STEP 1: Complete the Pre-Application online no later than **5:00 pm, Friday, August 5, 2011**. A pre-application is a brief description (two to three paragraphs) of the project. Go to

<http://www.marc.org/Environment/SolidWaste/Grants/>

STEP 2: Complete a final application no later than **4:00 pm on Thursday, October 6, 2011** - HARD COPIES ONLY. **Please do not use binders, folders, or cover pages. NO LATE APPLICATIONS WILL BE ACCEPTED.**

Submit one original, signed, completed application with eight double-sided copies to:

Nadja Karpilow
MARC Solid Waste Management District
600 Broadway, Suite 200
Kansas City, Missouri 64105

Submit components of the application in the order listed:

1. Applicant Profile (signed)
2. Application Checklist (signed)
3. Project Narrative
 - A. Parks Recycling Program Plan **[AND/OR]**
 - B. Special Events Recycling Program Plan
4. Local Government Support Letter
5. Work Plan and Timetable
6. Project Evaluation Procedures
7. Budget

To ensure quality recycling programs and enhance public recognition at parks and special events, the MARC SWMD is offering funds to support local government investment in public recycling. The district will fund the cost of pre-determined recycling containers, special event signage and shipping. A twenty percent match is required in the form of staff time, education, monitoring, signage volunteers or other related expenses. Using match funds for containers is also acceptable. Refer to Attachment 2 for details on pre-determined containers and signage.

The Grant Review Committee will use applicable criteria set forth in state regulations to evaluate proposals. Grant recipients must fulfill reporting and accounting requirements, including four consecutive quarters of tons diverted. The district will retain 15 percent of the total grant award until the final report is approved. Funds are provided on a reimbursement basis upon submittal of proper documentation. State regulations require reporting of project income generated during the first year, i.e., revenues received from sale of recyclables or rental fees for special event containers.

STEP 1 - PRE-APPLICATION

The pre-application is due **FRIDAY, AUGUST 5 by 5:00 pm** and must be submitted **online**. Go to <http://www.marc.org/Environment/SolidWaste/Grants/> to access the form. The pre-application step is required in order to submit a full application. District staff will contact you in mid-August with Grant Review Committee feedback. The pre-application step, although required, is for feedback only.

REFERENCE ONLY. You will complete this form online.

Please do not submit the pre-application with the final application.

Name of Applicant/Organization

Contact Name

E-mail address

Address

State

Zip

Telephone Number

Project

Type: Waste Reduction Reuse Recycling Composting

Market Development Education Other

Amount Requested

\$ _____

This amount can change in your final application

Amount of Match

\$ _____

(20% match is required)

In two or three paragraphs, describe your project idea, how you will implement the project and how it will reduce waste.

Preliminary Budget for Requested Funds:

Your final application may have a different amount than indicated here.

DO NOT INCLUDE MATCH FUNDS

Staff Time \$ _____ Describe _____

(i.e. FTE, # of persons)

Professional Services \$ _____ Describe _____

(i.e. training, consulting, printing)

Supplies \$ _____

Equipment \$ _____

Other \$ _____ Describe _____

TOTAL AMT. REQUESTED \$ _____

In final application, documentation of match expenses of over \$5,000 is required and staff salaries will need to include a breakdown of an hourly wage per project hours anticipated for each staff person.

APPLICATION

1. Applicant Profile

City/County and Department _____ Federal Tax ID# _____

Name of Program Manager _____ Title _____

Address for Program Manager _____

Phone _____ Fax _____ E-Mail _____

Name of Authorized Official _____ Title _____

Address for Authorized Official _____

Phone _____ Fax _____ E-Mail _____

	<u>Park Containers</u>	<u>Special Event Containers</u>	<u>Special Event Signage</u>
Amount Requested	\$ _____	\$ _____	\$ _____
Total Request:	\$ _____		
Total Match:	\$ _____		
Total Project Cost	\$ _____		

Park Requests: List each park and number of containers.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Event Requests: List events or venues and expected attendance during project period.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

During the project period, special event containers will be available through a loan or rental program.

X _____ Date _____
Signature of Authorized Official

3. Project Narrative

Please submit individual project narratives if you are requesting funds for both parks and special events containers. The purpose of the project narrative is to address materials, collection, staffing, storage, education and monitoring. Include additional program details as appropriate.

A. Logistics Plan

- Describe the materials to be collected.
- Estimate the quantity of materials in pounds or tonnages to be diverted during the project year.
- Describe the process for how materials will be collected, i.e., comingled or separate containers for each material; if comingled, recyclables will be sorted prior to end market delivery [or] hauler will accept comingled recyclables, etc.
- Describe frequency containers will be monitored or emptied.
- Describe the monitoring to be put in place to minimize contamination.
- Describe storage of containers when not in use and recyclables before pick-up or delivery to processor.
- List the company or companies contacted to provide hauling/end market services. Include a current statement or letter of interest to provide hauling and/or end market processing services.
- Identify the staff person responsible for overall program management. Include qualifications.
- Identify department or staff assigned to “day to day” operations and oversight/monitoring. Include qualifications.

For Parks:

- Provide a proposed site map of the park(s) and indicate container types and locations. Ideally, containers should be paired with a trash container.

For Special Events:

- Requests for special event recycling containers must provide an adopted policy or resolution before reimbursement is made. The purpose is to establish formal procedures and monitoring to ensure recycling at special events is successful. The application requires a proposed resolution or explanation outlining city /county commitment to provide containers and signage throughout the venue plus on-site monitoring using volunteers or staff. Events may include festivals, parades, runs or walks. If the city /county intends to loan or rent the containers to non-city/county organizations the resolution should require organizers to submit a recycling plan outlining materials collected, end markets, on-site monitoring, and patron education. (See Attachment 1)

B. Education Plan

- Describe how city/county staff will be trained to implement the recycling program.
- Describe public awareness efforts to increase participation and minimize contamination.
- Describe visual tools to educate patrons.

C. Community Commitment

Describe how you will guarantee program longevity after the initial project period is over. Consider maintenance and repair, continued education and program enhancements.

4. Local Government Support Letter

Provide a letter of commitment from the city manager or county administrator indicating long-term financial and staffing support for the recycling program.

5. Work Plan and Timetable

Incorporate project tasks into the timetable below. Indicate anticipated dates for major planned activities and expenditures, including the submittal of quarterly reports and the final report. Additional quarters may be necessary to collect four consecutive quarters of tons diverted through the project.

Indicate task below and mark with an X month of occurrence.	January	February	March	April	May	June	July	August	September	October	November	December
1)												
2)												
3)												
4)												
5)												
6)												
7)												
8)												
9)												
10)												

6. Evaluation Procedures

Describe evaluation procedures that will be used to **quantitatively** measure the success of the project. Measures should include estimated weight of material recycled (diverted).

Describe evaluation procedures that will be used to **qualitatively** measure the success of the project, i.e., surveys to assess quality of service; contamination levels to assess quality of education or on-site monitoring.

7. Budget

The district will fund the cost of pre-determined recycling containers, special event signage and shipping. A twenty percent match is required in the form of staff time, education, monitoring, signage volunteers or other

related expenses. Using match funds for containers is also acceptable. Refer to Attachment 2 for details on pre-determined containers and signage.

The district has secured cooperative contract prices for several containers. Once grant proposals are reviewed and approved, the district will pursue additional cooperative purchasing for remaining containers and lids in an effort to reduce overall costs for the district and local governments.

BUDGET	Quantity	Requested Funds	Cash/In-kind Match Funds	Total
RECYCLING CONTAINERS – See Attachment 2 for details.				
1. Parks Retrofit Containers				
A. With flat lid		\$	\$	\$
B. With domed lid		\$	\$	\$
2. Parks High Traffic Containers				
A. Witt Metal Container		\$	\$	\$
B. Rubbermaid Plaza Container		\$	\$	\$
3. Parks Recycling Station		\$	\$	\$
4. Special Event Containers		\$	\$	\$
5. Special Event Signage		\$	\$	\$
6. Shipping Costs		\$	\$	\$
MATCH COMMITMENT – for staffing/volunteers include hourly wage and number of hours on project. For other match expenses over \$5,000, provide documentation to support cost.				
7. Staffing/Volunteers	Notes:		\$	
8. Education/materials				
9. Professional Services				
10. Other				
TOTALS	Total Requested:		Match Total:	Total Project Cost:

Quick Reference Price List – See Attachment 2 for complete container specifications

- 1A. Parks Retrofit Container with Flat Lid \$325
- 1B. Parks Retrofit Container with domed lid \$188
- 2A. Parks Witt Metal Container \$575
- 2B. Parks Rubbermaid Plaza Container \$439
- 3. Parks Recycling Station by Waste Warrior \$1,485
- 4. Special Event Container by Iowa Rotocast \$86 (price includes shipping)
- 5. Special Event Signage (11' Tear Drop) \$538 Local vendor

Attachment 1

Consideration Points for Special Event Recycling Resolution

At a minimum, the resolution or ordinance should require the host department (or organization) to provide:

- 1) Recycling containers and signage throughout the venue, and
- 2) On-site monitoring of the recycling containers.

If the local government chooses to extend the availability of the district-funded containers and signage to other host organizations, with or without a rental or loan fee, please consider incorporating the following points into your resolution or ordinance.

- Applies to any special event held on public property that requires a city or county permit
- Event organizers shall provide recycling receptacles throughout the event venue
- The number of recycling receptacles shall equal the number of solid waste/trash receptacles
- The solid waste and recycling receptacles shall be placed next to one another throughout the event venue
- The types of recyclable materials suitable for deposit into recycling receptacles shall include at a minimum aluminum cans and plastic bottles.
- Each recycling receptacle shall be clearly identified as a recycling receptacle and shall display a list of the types of recyclable materials which may be deposited.
- Recycling 'stations' or locations shall be monitored by a volunteer/staff member to ensure the public is properly educated and to ensure recyclables are collected for recycling.
- The responsible person shall ensure that the recyclables are delivered to a recycling facility and demonstrate proof that the material was recycled.
- Require event organizers to submit a recycling plan whether or not they use the district-funded containers as a part of the permit process.
- As incentive, the permit fee could be waived if a recycling plan is submitted and/or a tonnage report provided.

Attachment 2

Parks and Special Event Recycling Containers

1. Parks Retrofit Container
 - A. With no lid \$105 cooperative contract price
 - B. With domed lid \$188
 - C. With flat lid \$325
2. Parks High Traffic Container
 - A. Witt Metal Container \$575
 - B. Rubbermaid Container \$439
3. Parks Recycling Station \$1,485
4. Special Event Container \$86 includes shipping cooperative contract price
5. Special Events Signage \$538 local vendor

Currently, a cooperative contract price is available for the Recycle Away Barrel (container #1), the Rubbermaid Container (container #2-B) and the Iowa Rotocast Special Event Container (container #4). Once applications are approved, the district will pursue cooperative purchasing for remaining containers in an effort to reduce overall costs for the district and local governments.

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1. Parks Retrofit Container <http://www.marc.org/kcrpc/cooppurchasing/contractinfo.asp?ListingID=359>
Steel, 55-gal. barrel from Recycle Away



- A. Flat Lid w/baffle, 5" diameter hole



- B. Domed lid, 4 3/8" diameter hole
(in blue) www.pilotrock.com

2. Parks High Traffic Container – Two Options

A. Parks Container by Witt

Metal, 55 gal., Size: 23.5" diameter x 40" H
Color: Blue Choose Dome or Flat lid (Blue Plastic)
55 gal. rigid plastic liner included.
Decals included. 4" diameter hole
Upbeat Site Furnishings www.upbeat.com



B. Rubbermaid Plaza Recycling Container

Plastic, 50 gal., Size: 24.75"L x 25.25"W x 42.25"H
Color: Blue Assembly required.
Inside metal/plastic frame holds plastic bag.
Decals not included. 4-5/8" diameter hole



<http://www.marc.org/kcrpc/cooppurchasing/contractinfo.asp?ListingID=359>

3. Parks Recycling Station: Waste Warrior Products: 416-261-0800

enviroman@wastewarrior.com

Metal, 55 gal., Size: 42"H x 25" D x 65" W
Plastic barrels included. Decals not included.



4. Special Event Container by Iowa Rotocast Plastics

Plastic, 60-gal. Size: 21.125"W x 21.125"D x 37.5"H.

Color: Blue Containers are stackable.

Decals included. Additional labels not pictured.

3 ½" diameter hole (can be made larger upon request)

<http://www.marc.org/kcrpc/cooppurchasing/contractinfo.asp?ListingID=359>



5. Signage for special event 'waste' stations

11' double-sided (8' also available)

Includes pole or framed stand.

Banners can be personalized with local government logo.

Just Rite Rubber in North Kansas City

Brian 816-421-5010

