



Recycling Grant
Program Guidelines

Version 2.17

The Boston Mountain Solid Waste District (the District or BMSWD) is responsible for administering the Solid Waste and Recycling Grants program in accordance with the Rules & Regulations of the Boston Mountain Solid Waste District, Chapter G §23.01.

The goal of the Recycling Grants program is to increase the recycling rate in the District by encouraging the development and improvement of waste reduction and/or recycling programs in the District Solid Waste Management Plan. This guidance document is designed to help cities, counties and the solid waste district involved in integrated solid waste management determine project eligibility within the Recycling Grants program.

Eligible Applicants

- **Municipalities**
- **Counties**
- **Solid Waste Authorities**
- **Regional Solid Waste Management Boards**
- **Partnerships between these public entities and private recycling interests** may be eligible if and when the public entity involved in the partnership assumes the responsibility for meeting all grant requirements.

Eligible Activities and Projects

- Solid waste management planning that integrates recycling;
- Public information and education programs that encourage waste reduction and stimulate demand for products produced from recycled materials;
- Waste transfer facilities and equipment that integrate recycling in their operation;
- Recycling, recycling activities and waste reduction activities associated with illegal dump abatement programs;
- Other waste stream reduction activities that divert the flow of materials away from landfills to be put to beneficial use, which may include equipment;
- Activities that support a recycling system (MRF) that include, without limitation operation, construction, logistical systems, training and equipment;
- Administrative cost for operation of the district recycling activities, not to exceed 25% of the Solid Waste Management District total allocation; and
- Any other activity or program for the purpose of solid waste reduction, reuse or recycle as approved by the Boston Mountain Solid Waste Management District Board, or as outlined in the State of Arkansas Solid Waste Management Plan.

The Boston Mountain Solid Waste District shall be responsible for the prioritization and selection of grant recipients from within their district boundaries.

Application

Prior to the application deadline each year, the District staff shall conduct a pre-application training meeting for all potential grant applicants. The meeting shall include training on the application process as well as instruction regarding the grant procedures and recordkeeping requirements.

Notice of the date and time of the meeting shall be provided to each eligible entity at least seven days in advance of the meeting.

Any potential grant applicant shall be required to have at least one employee of the applicant entity attend the mandatory pre-application meeting. Failure to attend the meeting shall result in the potential grantee being ineligible for that grant round.

Applicants must follow the instructions contained in the application document and provide all requested information. Applications should contain sufficient detail for the reviewers to visualize the project in its entirety. The Board shall establish a timeline each year for the annual grant process. Failure to submit an application by the deadline shall result in the grant application being ineligible for that grant round.

Reporting Requirements

- In order to receive disbursement of grant funds; grantees are required to submit to the District copies of all bids, paid invoices on equipment or services, and canceled checks pertinent to each grant funded project. Also, for all equipment purchased VIN numbers and location of equipment must be provided.
- Annual project updates are due to the District before August 1st each year until all funds are expended. Information reported shall be on forms provided by the District. Project updates are required to show:
 - a. Progress on the project
 - b. Expenditures from the grant award
- Each grantee shall provide Recycling Activity Surveys for a period of five years after a grant award to the Boston Mountain Solid Waste Management District Board on or before August 1st of each year. Information reported shall be on forms provided by the District. The annual recycling activity survey shall include, at a minimum, the following information: tonnage, type of materials collected, revenues produced from the sale of materials collected, and total diversion savings calculated using total tons recycled multiplied by the local landfill tipping fee as of June 30th.
- Boston Mountain Solid Waste Management District Board shall ensure public participation and notice prior to any grant award by publishing a notice describing each grant request and soliciting comments in a newspaper of general circulation prior to the grant award. The notice shall be published one time but the comment period shall not be less than thirty (30) days from the date of publication.
- Supporting documentation for all purchases should be kept on file by each grant recipient for a period of three (3) years from date of disbursement to Grantee.

- Interest monies earned from the holding of grant funds by the District shall be used exclusively for recycling programs consistent with the District's Solid Waste Management Plan.
- The District shall provide a report to the Board of Directors summarizing the progress on all grant projects and the recycling activity survey information for each reporting entity.
- District personnel shall have the right of entry, during normal business hours, to the premises of a grant-funded facility, the right of access to view and inventory any grant-funded equipment, and the right of access to all records pertaining to a grant-funded project or activity.

Grant Change Order Requests

Changes to approved grant applications must be approved, in writing, by the District Board and the District Director. Change order request forms must be completed by the grantee and submitted to the District at a minimum fourteen (14) days prior to the scheduled board meeting for approval by board.

If requested changes significantly alter the original grant application, a new application and public notice may be required.

Sale of Equipment

In all cases of equipment purchased with grant funds being sold, traded or transferred, the District Board must approve the proposed transaction. Any revenue from the sale of the equipment must be used for recycling purposes. Supporting documents must be submitted to the District.

Grant Extension Requests

The grant extension form must be completed by the grantee and submitted to the District at a minimum of fourteen (14) days prior to the scheduled board meeting for approval by board.

Funds Forfeited

Funds for any grant project not started prior to the date that the applications for the next grant round are submitted to the District will be forfeited and become a part of the total funds available in the next grant round unless the project delay receives written approval by the District Board.

Request for Appeal of a Grant Decision

The following persons shall have the right to appeal any grant decisions made by the Board:

- A grant applicant;
- A grantee;
- Any person who submitted written comments on the contested matter within the comment period;
- A Regional Solid Waste Management District Board member; or
- Any other person entitled by law to contest the Board's decision.

The request for appeal must be in writing and received by the District office no later than close of business ten (10) days after the date of approval of grant projects by the Board. If the tenth day falls on a weekend day or State Holiday, the request is due by close of business the following business day.

Requests for appeal may be delivered to the District in person or by Certified Mail, return receipt requested.

Appeal to Board

Persons who timely file a request for appeal shall be entitled to be heard at the first regularly scheduled Board meeting following their request for appeal. If a request for appeal is received within fourteen days prior to a scheduled Board meeting, the appeal will be heard at the next regularly scheduled Board meeting.

The hearing shall be conducted by the presiding Chairperson of the Board. Conduct of the hearing shall be informal. The Chairperson shall be entitled to use their discretion to allow, disallow or strike any evidence or testimony that they feel is irrelevant, unreliable or duplicative.

The appellant shall have an opportunity to explain the reasoning for their appeal of the contested grant decision. Questioning of the appellant by the Board shall be allowed.

At the close of the hearing, the Board shall make a final decision on the contested grant.