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## MEMORANDUM

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To: Members  
From: Stacey Miner, Program Administrator  
Date: March 6, 2008  
Re: Grant Program Update

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### **USDA: Universal Waste Training**

With a successful series of initial Universal Waste, Appliance Management & Hazardous Waste Trainings completed during 2007, Rachel and Larry are working to set-up the second series of trainings to also include refrigerant removal training. Members will be notified via email when events have been scheduled. Training flyers and registration forms will be updated and posted to the ESJPA website: [http://www.esjpa.org/USDA\\_Training/trainings.htm](http://www.esjpa.org/USDA_Training/trainings.htm)

### **HD14-05-12: Inyo, Nevada, Trinity, and Tuolumne – Universal Waste Events**

All elements of this grant program were met in late 2007. With funds remaining, participants were solicited for additional infrastructure/supply needs and a work scope/budget modification was approved by CIWMB in January 2008. All materials have been ordered and should arrive prior to the March 31, 2008 deadline. Final reports are due May 15, 2008.

### **UOG8-05-3: Amador, Colusa, Mariposa, Siskiyou, Tehama, and Tuolumne – Used Oil Filter Exchange Events, Establish New Centers, Improve Existing Centers**

Oil filter exchange events for 2008 are currently being planned. These events require the first 50 customers to bring in a used oil filter to exchange for \$6 off a new filter coupon as well as a used oil and filter recycling container. These first two series of events yielded a participation rate of about 25%. Staff will be looking at ways to improve the participation rates for the 2008 events.

### **Used Oil Block Grants – Alpine, Amador & Cities, Colusa & Cities, and Mariposa**

Staff is working with jurisdictions on site improvements, new centers, outreach activities and advertising.

## **Grant Opportunities**

### **Department of Conservation – Division of Recycling**

Multifamily Beverage Container Recycling Grant Solicitation. \$15 million in the form of grants to individuals, government entities, businesses and nonprofit organizations in California, to establish a beverage container recycling collection program that will place source-separated beverage container recycling receptacles in multifamily housing communities in California.

Parties interested in applying for this funding must submit a Proposal Package to the above physical address by 5:00 p.m. PDT, Friday, June 13, 2008.

<http://www.consrv.ca.gov/dor/grants/Pages/index.aspx>

### **California Integrated Waste Management Board Farm & Ranch Cleanup Grants**

**Purpose:** The California Integrated Waste Management Board administers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program, which provides up to \$1 million annually in grants for the cleanup of illegal solid waste sites on farm or ranch property.

**Funding:** The grants are limited to \$50,000 per cleanup or abatement project, with a limit of \$200,000 per year for each eligible applicant.

**Eligibility:** California cities, counties, Resource Conservation Districts and Native American tribes are eligible. Private property owners that desire grant funding to cleanup their property will need to coordinate with an eligible applicant for funding.

A site may be eligible for funding if the parcel(s) is(are) zoned for agricultural use, where unauthorized solid waste disposal has occurred, and where the site(s) is(are) in need of cleanup in order to abate a nuisance or public health and safety threat and/or a threat to the environment. Sites are *not* eligible for funding if the site is located on property where the owner or local agency is responsible for the illegal disposal of solid waste.

**Application Due Dates:** January 1, April 1, July 1 and October 1

### **The Coca-Cola Company/National Recycling Coalition Bin Grant Program**

This program supports local community recycling programs by providing selected grant recipients bins for the collection of beverage container recyclables in public settings.

The program offers recycling bins designed for use in four types of settings: Education (K-12, Universities), Sports (parks and sport venues), Culture (music and arts) and Commercial (office and facilities). Request the bin type that best suits your event and/or venue from the category bin types.

The deadline for application is Friday, April 4, 2008. Go to: <http://www.bingrant.org/grant.htm> for the online application.

2008/2009

# Multifamily Beverage Container Recycling Grant Solicitation



The California Department of Conservation (Department) is providing a maximum of \$15 million to individuals, government entities, businesses and non-profit organizations in California to establish a beverage container recycling collection program that will place source-separated (materials that have been separated or kept separate from the solid waste stream, including commingled recyclables, for the purpose of additional sorting, processing, or recycling) beverage container recycling receptacles in multifamily housing communities in California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(17)(A).

**Organizations interested in applying must submit a Proposal Package to the Department by 5:00 pm PDT, Friday, June 13, 2008.**



## BACKGROUND

The California Department of Conservation, Division of Recycling administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The primary goal of the recycling program is to achieve an 80% recycling rate for all aluminum, glass, plastic and bi-metal beverage containers sold in California. The Department also supports efforts to reduce greenhouse gas emissions, such as those exemplified in the California Global Warming Solutions Act of 2006 (Chapter 488, Statutes of 2006).

## GRANT FOCUS

The Department is seeking proposals for the purpose of establishing a beverage container recycling collection program that will place source-separated beverage container recycling receptacles in multifamily housing communities in California.

## WHO CAN APPLY?

Individuals, government entities, businesses and non-profit organizations in California may apply.

## QUESTION/ANSWER PERIOD

Questions must be submitted in writing to:

[Grants@conservation.ca.gov](mailto:Grants@conservation.ca.gov).

or:

**Department of Conservation  
Statewide Technical Assistance & Resources Branch**

801 K Street, MS 17-01  
Sacramento, CA 95814-3533

Questions and answers will be posted weekly on the Department's website at

<http://www.consrv.ca.gov/dor/grants/Documents/QandAmf.pdf>

and may be mailed or faxed upon request to applicants without internet access. In order to maintain fairness, questions regarding specific projects cannot be answered. Please refer to the anticipated schedule on page 3 for specific dates.



## PROPOSAL REQUIREMENTS

To qualify for review, proposals **must** meet all of the following requirements:

- **Received by the Department no later than 5:00 pm PDT, Friday, June 13, 2008.**
- Submitted on the Proposal Form provided by the Department and not exceed three (3) double-sided pages. The text should be a minimum 10-point type size and printed on 8 1/2" x 11" office paper. Maps, graphs, charts, letters of support, diagrams, audits, or other supporting documentation are not counted as part of the maximum page requirement.
- Support the specific grant focus.
- Submitted by an entity in good standing with the Department (no outstanding fines, penalties or audit findings due to the Department).
- Provide proof of nonprofit status if a nonprofit organization. Governmental agencies are not required to provide proof of nonprofit status.
- Include one original **and** four (4) copies of the Proposal Package (form and supporting documentation).
- Proposal Form must be signed by a person with authorization to bind the individual, entity, or organization to a grant agreement.

The Department will disqualify Proposal Packages not meeting the proposal requirements.

## PROPOSAL FORM

Complete the entire Proposal Form, including the Assembly and Senate district number(s). District numbers can be found on the website at <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk.

## Organization's Experience

- Briefly describe the organization, including the knowledge and experience that qualify it to conduct the project successfully.

## Project Description

- Provide a detailed overview of the project. Include target audience and the region where project activities will take place.
- Provide estimated number of collection locations.
- Provide estimated number of collection bins needed to implement project.
- Provide estimated number of residents or businesses (mixed use developments) served.
- Provide material types to be collected at each location.
- Identify entity that will provide the collection service.
- Identify education and outreach activities to encourage awareness and use of the recycle bins.
- Identify any partners, their roles, financial commitment, matching funds, and/or in-kind services dedicated to the project, if applicable.
- Provide letters of support from the partners, outlining their role(s) and/or financial commitment in the project.

## Need

- Provide detailed information on why the project is needed.
- Describe the multifamily communities to be served.
- Explain how the project will not duplicate existing recycling services.
- Identify challenges the project will address and the steps to overcome them.
- Provide evidence to support the need and the estimated amount of CRV materials that will be recycled (i.e., waste audit findings, potential impact, studies, or surveys).
- Describe efforts to prepare for the project such as pilot projects conducted or research on similar projects.

- Explain how the project will result in the reduction of greenhouse gas emissions.  
(Greenhouse gas emission: a gas, such as carbon dioxide, methane or nitrous oxide which has the potential to contribute to climate change.)

**Example:** This project will reduce greenhouse gas emissions by 5 tons per year by using collection trucks fueled by natural gas.

**Example:** We estimate this technology will reduce greenhouse gas emissions by 5 tons per year.

**Example:** The increase in recycling (or number of containers) is the equivalent of:

- reducing 5 tons of greenhouse gas emissions
- removing 5 passenger cars from the roadways per year
- reducing the use of 5 barrels of oil

Calculate the estimated amount of greenhouse gas emission reduction using the calculator on the California Environmental Protection Agency's website: <http://www.epa.gov/cleanenergy/energy-resources/calculator.html>

For more ideas on reducing greenhouse gas emissions visit the California Environmental Protection Agency's website at: <http://www.epa.gov/climatechange/>

## Goals and Objectives

- Describe specific goal(s) or outcome(s) that will result from this project.
- Identify objectives to help accomplish the goal(s). Each objective should be realistic, measurable, and support the grant focus.

## Work Plan

- List the major activities, steps, or tasks to implement your project, including start and completion dates.
- Provide a logical timeframe for

activities, taking into consideration the potential for delays.

- Use the anticipated schedule provided to determine start dates.
- Include 12 months of CRV volume reporting.

## Performance Measures

- Identify measurable data to be collected and the methods for collecting and tracking it.
- Describe the methods that will be used to evaluate and measure the interim progress and final outcome(s)/success of the project (i.e., monthly volume reports, greenhouse gas emissions).
- Explain how evaluation findings will be used to modify or improve the project.

## Budget

- Complete the budget section.
- Provide an itemized breakdown associated with project activities (personnel, equipment and operating expenses).
- All line items must be necessary, reasonable, and cost-effective.
- In narrative format, justify and support all expenditures in the space provided.
- Applicants are encouraged to obtain a minimum of three (3) bids for products and services over \$500 and to retain copies of all bids for review if the grant is awarded.
- Applicants are strongly encouraged to request funds for costs relating to project start-up and not for ongoing operation, salaries, or maintenance.
- Identify any budgetary contributions or matching funds (other than the Department's) and cost savings derived from volunteers or in-kind services.
- Consider the cost of signage for collection bins, future price increases, sales tax, shipping/delivery, and other fees.
- Overhead and administrative costs are not allowed.
- Whenever possible, applicant should consider purchasing recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material.



## Project Sustainability

- Provide a detailed plan for sustaining the program after the grant term ends. Include all information pertaining to financial resources and commitments that will ensure long-term sustainability (i.e., tasks, staff, timeframe, salaries and deliverables).
- Describe how the program will continue to be evaluated and monitored following the grant term and identify who will be responsible for doing so after the grant term ends.
- For local governments: provide a copy of the local jurisdiction's land use or permitting policy on the siting of multimaterial recycling centers, reverse vending machines, mobile recycling units, or other types of recycling opportunities. If the land use or permitting policy is not favorable on the siting of the above, describe what was done to mitigate the restriction.

For additional information, refer to PUBLIC RESOURCES CODE SECTION 14501(E) and GOVERNMENT CODE SECTION 66786.6

## HOW TO SUBMIT PROPOSAL

Proposal Packages must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**Department of Conservation  
Statewide Technical Assistance  
& Resources Branch**  
801 K Street, MS 17-01  
Sacramento, CA 95814-3533

Proposal Packages will not be accepted electronically or by fax.

**Information provided by the applicant after the final filing date of June 13, 2008, will not be accepted.**

## ANTICIPATED SCHEDULE

DATE	ACTIVITY
March 3, 2008	Release Solicitation
March 3, 2008- April 18, 2008	Question and Answer Period
June 13, 2008	Proposals Due
July 2008	Awards Announced
August 2008	Projects Begin

## EVALUATION AND SCORING

An evaluation committee will review and score proposals according to the proposal scoring evaluation criteria. Scores will be based on the merits of information submitted in the proposal. The evaluation committee may suggest modifications in the budget and work plan. The recommendation from the evaluation committee will include a funding level for each proposal. Proposals recommended for funding must receive final approval by the Department Director.

(Continued on page 4)

# PROPOSAL SCORING EVALUATION CRITERIA



## Points

10	<p><b>Project Description:</b> Description is clear, includes target area and region where project will take place. Provides estimated number of: <b>1)</b> collection locations, <b>2)</b> bins needed, <b>3)</b> residents or businesses served, as in mixed use developments, and <b>4)</b> material types to be collected. Identifies education/outreach activities. Identifies collection service provider. Identifies partner(s), their role(s), financial commitment, matching funds, and/or in-kind services dedicated to the project, if applicable. Provides letter(s) of support from partner(s).</p>
20	<p><b>Need:</b> Clearly and convincingly demonstrates why the project is needed. Describes the multifamily communities to be served. Explains how the project will not duplicate existing recycling services. Describes challenges the project will address and the steps to overcome them. Provides evidence to support the need (i.e., waste audit findings, volume information, potential impact, studies, survey(s), and estimated amount of CRV materials that will be recycled). Describes efforts to prepare for the project (i.e., pilot project, research on a similar program). Explains how the project results in the reduction of greenhouse gas emissions.</p>
20	<p><b>Goals and Objectives:</b> Clearly describes what the project is going to accomplish and how it relates to the need. Identifies realistic and measurable objectives to help accomplish the goal(s). Goal(s) and objective(s) support the grant focus.</p>
10	<p><b>Work Plan:</b> Identifies major activities and deliverables needed to successfully complete the project. Provides a logical timeframe for accomplishing the activities with start and completion dates, including 12 months of CRV data collection.</p>
15	<p><b>Performance Measures:</b> Identifies measurable data to be collected, and methods for collecting and tracking it. Identifies methods that will be used to evaluate and measure the progress and final outcome(s)/success of project. Describes how evaluation findings will be used to modify/improve the project.</p>
10	<p><b>Budget:</b> Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable, and cost-effective. Provides quotes, estimates, or other documents to support the cost requested. Identifies budgetary contributions and/or matching funds (other than the Department's) and cost savings derived from volunteers or in-kind services. Clearly justifies and supports all expenditures.</p>
15	<p><b>Sustainability:</b> Provides a reasonable and detailed plan for sustaining the project after the grant term. Project requires start-up costs only and provides letters of commitment and/or financial resources for continuing the project after the grant term. Describes how the project will continue to be evaluated, monitored, and who will be responsible for doing so after the grant term ends. Provides copy of land use or permitting policy on recycling opportunities.</p>
100	<b>TOTAL</b>

## GRANT ADMINISTRATION

Grants awarded by the Department are administered through grant agreements. Grant agreements consist of terms and conditions, grant summary, budget and work plan. A sample grant agreement can be downloaded from the Department website by clicking on the Sample Grant Agreement Terms and Conditions link: <http://www.consrv.ca.gov/dor/grants/Documents/mfsgatc.pdf> Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.

# Farm and Ranch Solid Waste Cleanup and Abatement Grant Program

## What Is the Farm and Ranch Grant Program?

The Farm and Ranch Solid Waste Cleanup and Abatement Grant Program provides funding from the California Integrated Waste Management Board (CIWMB) for the cleanup of illegal solid waste sites on farm or ranch property.

Grants are limited to \$50,000 per cleanup or abatement project, with a limit of \$200,000 per year for each eligible applicant.

## What Is Farm or Ranch Property?

Farm or ranch property is property that is used for rangeland or agricultural activities such as, but not limited to, commercial livestock and crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture, and viticulture. Farm or ranch property can be publicly or privately owned and need not have active sales or production, but must be appropriately zoned or otherwise authorized for agricultural activities.



Illegal disposal site in Stanislaus County.

## Who Is Eligible to Apply for the Grant?

Only cities, counties, resource conservation districts, and federally recognized Native American tribes may apply. Property owners who desire grant funding to clean up their property must work with one of the entities listed above. See the “Need more information?” section for contact information.

## What Sites Are Eligible for Grants?

Sites may be eligible for grant funding if the property meets all of the following criteria:

- Unauthorized solid waste disposal has occurred on a farm or ranch parcel(s).
- Property is in need of cleanup to abate a nuisance or public health and safety threat and/or a threat to the environment.
- Property is zoned or otherwise authorized for agricultural activities.

## What Sites Are Not Eligible?

Illegal solid waste sites on farm or ranch property will not qualify for grant funding if the city, county, resource conservation district, or Native American tribe determines that the property owner is responsible for the illegal disposal or dumping.

## What Cleanup Activities May This Grant Money Be Used for?

Eligible expenses include, but are not limited to:

- Waste removal and disposal.
- Recycling.
- Drainage control and grading improvement.
- Slope and foundation stabilization.
- Equipment rental.

- Excavation.
- Revegetation.
- Site security.
- Public education.
- Removal of chloroflorocarbons (CFC).
- Administrative costs up to 7 percent of the cleanup costs expended.

### **Can a Property Owner Get Reimbursed for a Previous Cleanup?**

Yes. Reimbursement of costs previously incurred by a farm or ranch property owner for cleanup or abatement of an illegal solid waste site is allowed. However, verification and documentation must be provided to clearly show that:

- Eligibility criteria have been met (see “What sites are eligible for grants?”).
- Costs incurred were used specifically for the cleanup or abatement work.

Whenever possible, property owners should coordinate with one of the eligible grant recipients prior to cleanup.

### **What Are the Filing Dates for Grant Applications?**

There are no specific filing dates; grant applications are accepted continuously and reviewed on a quarterly basis.

### **Need More Information?**

To locate a resource conservation district office that may be able to apply for a grant on your behalf, contact:

California Association of Resource  
Conservation Districts  
Phone: (916) 457-7904, Ext.10  
Fax: (916) 457-7934  
[www.carcd.org](http://www.carcd.org)

To locate a city or county office that may be able to apply for a grant on your behalf, or for more information about the Farm and Ranch Grant Program, contact the CIWMB’s Remediation, Closure, and Technical Assistance Branch.

Carla Repucci  
Farm and Ranch Grant Program Manager  
Phone: (916) 341-6316  
E-Mail: [crepucci@ciwmb.ca.gov](mailto:crepucci@ciwmb.ca.gov)

General information and an application package are also available on our website at [www.ciwmb.ca.gov/LEACentral/GrantsLoans/FarmRanch/](http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/FarmRanch/).

### **Other CIWMB Grants for Illegal Dumping**

#### ***Solid Waste Disposal Site Cleanup Grants***

These are competitive grants available to public entities. These grants can finance remediation projects at solid waste disposal sites where there is a threat to public health and safety or the environment, and where the responsible party is unable or unwilling to perform the timely remediation or is unidentified.

#### ***Local Government Waste Tire Cleanup Grants***

These are grants available to local government entities (including local enforcement agencies [LEA], county and city departments, fire districts, and code enforcement agencies) and California Native American organizations. Grants will be awarded on a competitive basis for the removal, transportation, recycling, and disposal of waste tires from illegal tire piles and areas where illegal dumping has occurred along public rights-of-way.

The CIWMB website offers more information on these and other grant programs: [www.ciwmb.ca.gov/Grants/](http://www.ciwmb.ca.gov/Grants/).



**THE COCA-COLA COMPANY  
NATIONAL RECYCLING COALITION  
BIN GRANT PROGRAM**

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[Grant Overview](#)

[Available Recycling Bins](#)

[FAQ](#)

[Apply For A Grant](#)

[Past Grant Recipients](#)



We are accepting on-line submissions only. No paper! A few things to remember as before you begin your application:

1. **The Coca-Cola/NRC Recycling Bin Grant Program** supports local community recycling programs by providing selected grant recipients bins for the collection of **beverage container recyclables** in public settings.
2. Grants applicants need to explain how their proposals will establish or enhance recycling opportunities in public settings. The program is open to government, civic, school, non-profit grounds and for-profit companies.
3. The program offers recycling bins designed for use in four types of settings: Education (K-12, Universities), Sports (parks and sport venues), Culture (music and arts) and Commercial (office and facilities). Request the bin type that best suits your event and/or venue from the category bin types.
4. You may request one type of bin only. The actual number of bins awarded will be based on availability and need as determined in consultation with the recipients. While there is no minimum or maximum numbers of bins that may be requested, the following general range provides guidance to the size of awards likely to be granted. The actual number of bins awarded may differ from the number requested.
  - o Bin Type #1: Special Event / Corrugated Cardboard: 50 to 500 units
  - o Bin Type #2: Special Event / Clear Canable: 10 to 75 units
  - o Bin Type #3: General Utility / Bottle Bin: 5 to 30 units
  - o Bin Type #4: General Utility / Waste Watcher: 10 to 60 units
  - o Bin Type #5: Prestige Location / Slant Top: 5 to 15 units
  - o Bin Type #6: Prestige Location / Stainless Steel: 5 to 15 units
5. Grant recipients will be required to submit a final report once their program has been fully implemented.
6. The deadline for application is Friday, April 4, 2008
7. 7. If you are selected as a bin grant recipient, a NRC representative will contact you to discuss and confirm your bin order, as well as timing for delivery. Please ensure that your contact information is accurate and up to date?

Applying is easy! Click the button below to register and fill out your application form.

*The Coca-Cola Company*



National Recycling Coalition

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## Solid Waste Management Grant Program

- Objectives** [Required Forms](#) [Application Guide](#)
- Eligibility** [Evaluation Procedure](#) [Federal Regulation](#)
- Limitations** [Application Requirements](#) [Contact Information](#)
- Purpose** [Grantees Funded in FY 2007](#)

**Objectives:**

The objectives of the Solid Waste Management Grant Program are to

1. Reduce or eliminate pollution of water resources in rural areas.
2. Improve planning and management of solid waste sites in rural areas.

NOTE: Rural areas are defined as any area not in a city or town with a population in excess of 10,000, according to the latest decennial census of the United States.

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**Eligibility:**

Entities eligible for Solid Waste Management (SWM) grants are:

1. Private nonprofit organizations with tax exempt status designated by the Internal Revenue Service. A nonprofit organization is defined as any corporation, trust, association, cooperative, or other organization that:
  - i. Is operated primarily for scientific, education, service, charitable, or similar purposes in the public interest.
  - ii. Is not organized primarily for profit.
  - iii. Uses its net proceeds to maintain, improve, and/or expand its operations.
2. Public bodies.
3. Federally acknowledged or State recognized Native American tribe or group.
4. Academic institutions.
- Entities must be legally established and located within a state as defined in [§ 1775.2](#).
- Organizations must be incorporated by December 31 of the year the application period occurs to be eligible for funds.
- Private businesses, Federal agencies, and individuals are ineligible for these grants.

Applicants must also have the proven ability; background; experience, as evidenced by the organization's satisfactory completion of project(s) similar to those proposed; legal authority; and actual capacity to provide technical assistance and/or training on a regional basis to associations as provided in [§ 1775.63](#). Associations are defined as an entity, including a small city or town, that is eligible for Rural Utilities Service (RUS) water and waste financial assistance in accordance with [RUS Regulation 1780, part 7](#). To meet the requirement of actual capacity, an applicant must either:

1. Have the necessary resources to provide technical assistance and/or training to associations in rural areas through its staff, or
2. Be assisted by an affiliate or member organization which has such background and experience and which agrees, in writing, that it will provide the assistance, or
3. Contract with a nonaffiliated organization for not more than 49 percent of the grant to provide the proposed assistance.

Applications will be accepted from October 1 through December 31 of each calendar year. Applications may be hand-delivered to the State Office by close of business December 31, or postmarked by midnight December 31 to be considered submitted on time. Applications received after December 31 will NOT be considered in that year's review and will be returned to the applicant.

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#### Limitations:

Grant funds may NOT be used to:

1. Recruit applications for the Agency's water and waste loan and/or any loan and/or grant program.
2. Duplicate current services, replacement or substitution of support previously provided such as those performed by an association's consultant in developing a project.
3. Fund political activities.
4. Pay for capital assets, the purchase of real estate or vehicles, improve and renovate office space, or repair and maintain privately owned property.
5. Pay for construction or operation and maintenance costs.
6. Pay for costs incurred prior to the effective date of the grant.
7. Pay for technical assistance which duplicates assistance provided to implement an action plan funded by the Forest Service (FS) under the National Forest-Dependent Rural Communities Economic Diversification Act (7U.S.C. 6601 note) for five continuous years from the date of grant approval by the FS. To avoid duplicate assistance, coordinate with the [State Rural Development office](#) and the [Forest Service](#) before submitting an application.

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#### Purpose:

Solid Waste Management grants may be used to:

1. Evaluate current landfill conditions to determine threats to water resources.

2. Provide technical assistance and/or training to enhance operator skills in the operation and maintenance of active landfills.
3. Provide technical assistance and/or training to help communities reduce the solid waste stream.
4. Provide technical assistance and/or training for operators of landfills which are closed or will be closed in the near future with the development and implementation of closure plans, future land use plans, safety and maintenance planning, and closure scheduling within permit requirements.

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**Application Requirements:**

**Applicant will provide:**

1. An original and one copy of [SF-424 Application for Federal Assistance](#) (for non-construction).
  - a. For projects that will serve only one state, the forms will be submitted to the [local State Rural Development office](#).
  - b. For projects that will serve multiple states, the forms will be submitted to the [National USDA, Rural Utilities Service office](#).
2. Evidence of applicant's legal existence and authority in the form of certified copies of organizational documents and a certified list of directors and officers with their respective terms.
3. Evidence of tax-exempt status from the Internal Revenue Service (for non-profits).
4. Brief written narrative which includes:
  - a. The need for the project/service.
  - b. The proposed service(s) to be provided.
  - c. The benefits of the technical assistance and/or training.
  - d. Areas to be served, including population and non-metropolitan median household income information.
  - e. Name of association(s) or type of association(s) that will be served.
  - f. Experience of the applicant to provide the proposed service.

including experience of key staff members and person(s) providing the technical assistance and/or training.

- g. The number of months duration of the project or service, and the estimated time from grant approval to beginning of project or service.
  - h. Method used to select the association(s) that will receive the service.
  - i. Brief description of how the service will be provided, whether through currently employed personnel or through contracted personnel.
  - j. Clearly defined goals and objectives and how they will be measured.
  - k. Evaluation method to determine if objective(s) or the proposed activity is being accomplished.
  - l. Plans for increased self-sustainability for the project/service in future years.
5. Latest financial information to show the applicant's financial capacity to carry out the proposed work. A current audit report is preferred. At a minimum, the information should include a balance sheet and an income statement.
  6. Estimated breakdown of costs including those to be funded by the applicant as well as from other sources.
  7. Budget and accounting system in place or proposed.
  8. Provide the Dunn & Bradstreet D-U-N-S number (Data Numbering System) for the organization - if you do not have a DUNS number, go to the web site [www.dnb.com](http://www.dnb.com) to apply. There is no charge for this service, and the number will be received within 30 business days, according to the information on the web site.

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Required Forms:

[Standard Form 424](#) Application for Federal Assistance for Non-construction Programs

[Standard Form 424A](#) Budget Information for Non-construction Programs

[Standard Form 424B](#) Assurances – Non-construction Programs

[Form AD 1047](#) Certification Regarding Debarment, Suspension & Other Responsibility