



Lorain County Solid Waste Management District

Lorain County Board Of Commissioners

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www.loraincounty.us/solidwaste

2016 District Market Development Grant Guidelines

INTRODUCTION

The Lorain County Solid Waste Management District designed the District Market Development Grant program to provide opportunities to financially support projects that will develop the local infrastructure for processing recyclable materials in Lorain County. The District's goal is to improve the region's end-product markets and processing capacity for the following targeted materials collected in Ohio:

- aluminum
- carpet & padding
- electronics
- gypsum board
- glass
- organic (food waste) material
- old corrugated cardboard
- paint
- paper
- plastic (#1 - #7)
- shingles
- Steel

Projects that consume the largest volume of recyclable materials and products that are made from 50% or more recycled-content materials from the material list above, will receive increased consideration.

WHO CAN APPLY

Private sector businesses, local governments, and non-profit organizations are eligible. Applicant organizations may or may not be headquartered in Lorain County; however, the project must be located in Lorain County, and operate primarily for the benefit of its residents.

ELIGIBLE PROJECTS

Eligible projects must involve the purchase of recycled-content in some form. Qualifying materials can be used to construct a finished structure or utilize finished products containing 50% or more recycled content materials from the material list above in some way. Recycled content materials are defined as building materials or finished goods that contain a minimum of 50% recycled content, either post-industrial, post-consumer, or a combination of the two.

*The District and Board will consider increasing maximum grant requests on a case-by-case basis.

FUNDING CRITERIA

The District will consider the following elements in the process of application review:

- Demonstration of positive economic and environmental impact locally, regionally, or statewide
- Assurances that the project will accomplish stated goals
- Potential for evolution into a permanent service or program without future District funding
- Consistency with the strategic goals described in Lorain County's Solid Waste Management Plan
- Qualifies as an eligible project and includes one or more targeted materials
- Financial need of the applicant
- Availability of grant funds
- Submission of required forms and comprehensive responses to all applicable questions
- No outstanding compliance issues related to solid waste management.

MATCH FUNDS

District Market Development grant projects require a fifty percent (50%) matching funds reimbursement, meaning that not more than \$0.50 will be granted for every \$1.00 of total project cost. The reimbursement feature means that the grantee will be required to provide proof that the project is finished and paid for **before** grant disbursement will occur.

This grant program is a voluntary offering by the Lorain County Board of Commissioners and the Lorain County Solid Waste Management District. As such, the decision to continue offering the program in any given year is entirely at the discretion of the Board of Commissioners.

The total amount available for this program and the limits of individual grants may vary annually.

GENERAL REQUIREMENTS

The applicant organization must be engaged in actively separating and recycling waste materials at their offices and facilities. It should also be promoting waste reduction, reuse, and recycling as much as their organization's purpose allows. If not, then the application form should include an explanation of what recycling programs will be implemented before the end of the project.

One of the reasons for providing these grants is to educate the public about the usefulness of recycling – each time they see a sign that informs them of recycled products being used, it reinforces their understanding that the recycling system does actually produce results, and it

creates jobs and sales in the process. Therefore, each project will not be considered complete until signs or plaques that highlight the use of recycled content materials, and that give credit to the Board of Commissioners and the District for their contribution to the project, are in place.

ALLOWABLE COSTS

Grant funds may be expended only for allowable costs described below:

- Equipment
 - purchase of equipment for recycling efforts (examples include but are not limited to balers, shredders, and separation/sorting systems)
- Goods & Services
 - site improvements directly related to the project
 - purchase tools and supplies necessary to implement the project
 - goods or materials necessary to implement the project containing recycled content materials
- Personal Services Contract
 - contracts covering the costs necessary for services of public or private contractors; such costs shall not include salaries or benefits of existing or “in-house” employees

EXPENDITURES TO BE EVALUATED ON A CASE-BY-CASE BASIS

The District will evaluate on a case-by-case basis whether funding for the maintenance of materials or equipment originally purchased under the District Market Development Grant will be allowed.

UNALLOWABLE COSTS

Costs not allowed to be reimbursed with grant funds include, but are not limited to:

- recycling of hazardous waste
- employees salaries or benefits
- land acquisition
- materials not generally found in the municipal solid waste stream
- costs excluded by ORC 3736 or not identified under “Allowable Costs”

APPLICATION PROCEDURES

All applications must be submitted using the standardized application format available from the District office. The form is available on paper, or as a computer file in Microsoft Word format. Also, the District office can supply several sample applications to aid applicants in completing theirs.

The top of every page except the cover page has a line to include a shortened version of the applicant's name. These should be filled in to prevent confusion in case the pages are separated.

Applicants are required to submit an original (written) application for the proposed project by U.S. mail or e-mail (tbarker@loraincounty.us). Mailed application documents and supporting materials should be sent to:

Lorain County Solid Waste Management District
ATTN: Tiffany Barker, District Marketing Coordinator
226 Middle Avenue, 5th Floor
Elyria, Ohio 44035

Contact Tiffany Barker, District Marketing Coordinator, regarding questions or requests for additional information at tbarker@loraincounty.us or 440-328-2368.

IF YOU ARE AWARDED A GRANT

DISBURSEMENT REQUIREMENTS

When the project is complete, the grantee should apply for reimbursement in the amount of the grant award. This request should take the form of a simple business letter to the District Director requesting disbursement. To satisfy the requirements of the Auditor's Office, the letter must contain the following sentence:

“We therefore request reimbursement in the amount of [amount of grant].”

The letter must be accompanied by proof that funds were expended on allowable uses. This proof may be in the form of a copy of the vendor's invoice and a copy of the endorsed check (front and back) written by the grantee to pay that invoice.

Disbursements will take 3-4 weeks to process, from the date of receipt of the request letter and supporting documentation.

TIMELINE AND PERFORMANCE PERIOD

The effective date of the grant will be the date that the Board of Commissioners pass a resolution approving the grant application. Grant and match funds cannot be expended prior to the effective date.

The maximum period for the grant is 12 months. The scheduled expiration date for the grant period is 12 months from the effective date of the grant. Grantees may request to close out the grant early. Upon close out, the grantee must submit all required grant final reports and supporting documentation such as invoices and proof of payment.

OTHER REQUIREMENTS

Not less than 30 days *before* the completion of the project, the grantee should contact the District Director to determine what publicity should accompany this event. The District and the Board of Commissioners reserve the right to actively participate in this publicity, including, but not limited to, issuing press releases, sending representatives to any opening ceremonies, etc.

SPECIFICATIONS

- Applicant organizations may receive only one grant during each calendar year.
- The District Director will review all applications for completeness and correctness, and then submit those to the Board of Commissioners with his recommendations concerning each.
- Any of the provisions of this grant program may be modified or waived at any time by the Board of Commissioners, as conditions warrant.

CLOSEOUT REPORT

Not more than 60 days *after* disbursement has been applied for, the grantee should submit 4 to 6 photos of the finished work and at least 2 photos of each sign and/or plaque in place that highlights the use of recycled content materials and gives credit to the Board of Commissioners and the District for their contribution to the project. One should be a close up of the text displayed, and another should show the signs or plaques in relation to the rest of the project. Copies of any press releases or other publicity generated should also be submitted.

Application For District Market Development Grant

Calendar Year:

DATE OF APPLICATION:

PROJECT NAME:

(Full Name Assigned By Applicant Organization)

Applicant Organization/Business: _____

Grantee Contact Person: _____ Title: _____

Applicant Mailing Address: _____

City: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Project Type ¹	Grant Funds Requested	Match Funds Committed	Total
	\$	\$	\$
Targeted Materials		Annually Projected Tons Processed	

AUTHORIZED SIGNATURE FOR APPLICANT AGENCY

Upon submission of this grant application, the applicant will be bound by its contents. In the event the Board of Commissioners accept this proposal, the applicant will fully comply with the contents and conditions outlined in the grant proposal. I, the undersigned Authorized Official of the grant applicant, certify that the applicant possesses all necessary authority to undertake the proposed activities identified in this application. I certify the information in this grant application is accurate and complete.

(Authorized Official's Printed Name)

(Authorized Official's Title)

(Authorized Official's signature)

(Date)

¹ Project categories are described on pages 2-3 of the Grant Guidelines and include: Glass Recycling, Manufacturing & Reprocessing, Material Recovery Facility (MRF) Recycling, and Organics Recycling.

REQUESTS TO PURCHASE RECYCLED-CONTENT GOODS OR MATERIALS

Applicants should provide an overview of the goods or materials to be purchased using Market Development Grant funding, if applicable. The following table must be completed and included in the grant application if funding will be used to purchase such items.

Material and Company	Weight per Unit of Measurement	Units, Ft ² , or lbs.	Total Weight	Percentage Recycled Content	Recycled Content Weight	Material Cost
Total						\$

EXECUTIVE SUMMARY

Applicants should provide an overview of the proposed project. The summary should include the following:

- The project's purpose, intended outcome, and specific methods, technologies, or equipment that will be utilized to implement the project.
- The project location and a brief description of any physical structures built or modified and/or a description of any finished goods that will be produced by this project.
- If applicable, describe any recycling activities carried out by your organization currently, and/or the plans you have to implement recycling programs or activities in the near future.
- A description of one or more of the following:
 - Project's ability to create positive economic and environmental impact locally, regionally, or statewide
 - Project's promotion of the use of recycled-content materials
 - Project's ability to increase or improve the applicant organization's ability to serve residents of Lorain County

The Executive Summary should be formatted on 8 ½ by 11 inch paper with 1-inch margins. Text should be Arial 12pt font, single spaced. The Executive Summary limit is one double-sided page. Supporting documents, such as photos, drawings, or blueprints may be included as attachments on separate sheets immediately following the Executive Summary. Attachments will not be counted toward the page limit.

PROJECT DETAILS FORMAT

Responses must be titled and listed in the order in which they are provided in this format.

- Project Budget and Match Commitment** - list the project’s major steps/events in the sequence they will be completed. Provide a detailed breakdown of the total expenditures and time required to complete each step/stage of the proposed project. *Note: Simple projects may have only one step; more involved projects may have several. Costs should be itemized to show breakdowns for labor, recycled content materials, other materials, etc.* **Clearly identify which expenditures will be paid with District grant funds and matching funds.** Explain if additional funds will be expended beyond required match.

Complete and include the following table:

Project Total Cost:	\$	
50% of Project Total Cost:	\$	= Maximum Grant Request Allowed for This Project
Actual Grant Request:	\$	

- Sustainability** - describe the long-term commitment to continue the project operationally and financially.
- Performance** - state anticipated tons collected and recycled and the project’s goals and methods employed to measure and evaluate the project (if applicable).
- 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. List any required material specifications.
- Project Site Location** - include contact information, actual location of the project or facility, and equipment.
- Acknowledgement of Funding Source** - Explain how you will identify the District’s financial participation in your project. Also include a provision for the signage and/or plaques as described under the General Requirements on Page 3 of the District Market Development Grant Guidelines.

APPLICATION CHECKLIST

Applicants are encouraged to utilize the following checklist to ensure the completeness of their Market Development Grant application package.

- One complete set of all application forms shall be mailed to Lorain County Solid Waste Management District, ATTN: Tiffany Barker, District Marketing Coordinator, 226 Middle Avenue, 5th Floor, Elyria, Ohio 44035, or emailed to tbarker@loraincounty.us.
- District Market Development Grant Application cover sheet and signature page with original authorized signature (see pages 1-2 of application).
- Completed table detailing proposed expenditures for recycled-content goods or materials (see page 3 of application).
- District Market Development Grant Executive Summary (see page 4 of application) - limit to one double-sided page in narrative form. Attachments to the Executive Summary should be included directly after the Executive Summary.
- District Market Development Grant Project Details Format (see page 5 of application) - provide comprehensive responses to all applicable questions in the format outlined, limit to three double-sided pages. Responses should be formatted on 8 ½ by 11 inch paper with 1-inch margins. Text should be Arial 12pt font, single spaced.