

**NYSDEC Division of Materials Management  
Bureau of Permitting and Planning**

**Municipal Waste Reduction & Recycling  
Capital Project Pre-Application**

This form entitles the applicant to be considered for a waste reduction/recycling grant administered by the NYSDEC. It is NOT a full application. Upon notice from NYSDEC the applicant will be required to complete a full application.

**Step1 Provide some identifying information:**

Applicant	DEC Region		
	County		
Check Applicant type(s):			
County	City	Town	Village
Local Public Authority	Local Public Benefit Corporation		
School District	Other District	Native American tribe or nation (in NYS)	

Project Name or Description:	
Project Manager: (name & title of Municipal Employee who can provide project information)	
Address:	Phone:
	E-mail:
Project category: (check all that apply)	
Recycling Equipment/Structures/Facilities	Recycling Collection Vehicle(s)
Composting Equipment/Structures/Facilities	Waste Reduction Equipment/Structures
A. Total project cost	\$
B. Percent use for Recycling/Composting	% (only projects from 50% to 100% dedicated qualify)
C. State Share Request (50% x A x B)	\$
Are the items in this pre-application <b>completely purchased</b> ?	
Are the items in this pre-application <b>partly purchased</b> ?	
Are the items in this pre-application <b>not yet purchased</b> ?	

**Step 2. Provide a brief SCOPE OF WORK for your project. (one paragraph)**

**Municipal Waste Reduction & Recycling Capital Project Pre-Application (continued)**  
**Step 3. Describe what will be ACCOMPLISHED with this grant (one paragraph).**

**Step 4. Provide a BUDGET.**

You may fill in the form below or submit a separate attachment for your budget.

**Period Covered by this Grant Request** **to**

Description of expense	Total Cost	Recycling Use Percent	Eligible Cost
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

Attach an additional chart, if necessary

**Total Eligible Expenses - \$**

**State Aid Requested (50% of Total Eligible Expenses) - \$**

## **Municipal Waste Reduction & Recycling Capital Project Pre-Application (continued)**

### **Step 5: Carefully read the following information.**

1. Completing a "Pre-Application" is NOT a guarantee of funding.
2. The project manager will be notified when funding becomes available for the project. At that time, a full final application must be completed in order to receive funding.
3. Failure to submit the final application with all required information will result in the project being disapproved and removed from the waiting list.
4. Upon approval by the DEC of a final application, a municipality must enter into a contract with the NYSDEC to obtain funding.
5. Applicants must incur all expenses and request State reimbursement at a 50% rate. Proof of payment is necessary to receive State reimbursement.
6. If this file is being e-mailed to DEC, it will only be considered received if a confirmation reply is received by the applicant.

Check this box if you understand the terms listed above.  
Pre-applications cannot be accepted unless the box is checked.  
Call 518-402-8678 if you do not understand these items.

### **Step 6: Submit this entire form:**

E-mail the completed electronic form to [planning@gw.dec.state.ny.us](mailto:planning@gw.dec.state.ny.us)

**If you do not receive a reply confirmation, the pre-application will not be considered received. Please re-send by regular mail or Fax**

**OR** Send this entire paper document by US Mail to:

NYS Dept. of Environmental Conservation  
Division of Materials Management  
Bureau of Permitting and Planning  
Planning and Municipal Assistance Section  
625 Broadway  
Albany, NY 12233-7260

**OR** Fax this entire document to 518-402-9024

## **Municipal Waste Reduction & Recycling Program Pre-Application Frequently Asked Questions**

### **What will this program fund?**

Purchases of dedicated recycling or composting or waste reduction facilities and equipment, including recycling vehicles, paper balers, can crushers, plastics shredders, MRF's, wood chippers, tub grinders, screeners, reuse centers, etc. Costs of a Recycling Coordinator; direct costs for waste reduction or recycling public education/promotion/outreach are also eligible for funding. Call 518-402-8678 for the RECYCLING COORDINATION/EDUCATION application.

### **Who is eligible to apply?**

Counties, cities, towns, villages, local public authorities or local public benefit corporations (as established by State law), school districts, supervisory districts, Native American tribes or nations residing in New York State, or any combination of the above. Private sector companies, not-for-profit corporations or State agencies are **not** eligible for this program.

### **What is the status of funding for the program?**

Funding is appropriated in the annual State budget. DEC maintains a waiting list of projects in anticipation of monies becoming available in future budgets. Please call 518-402-8678 for a more precise funding status.

### **How can my community apply?**

Applicants need only complete a "Pre-application" and submit the required information, as outlined on the "Pre-application." This will insert your project on the waiting list until funding becomes available.