

Grant Application Package for Household Hazardous Waste State Assistance Program



New York State Department of Environmental Conservation
Division of Materials Management
Bureau of Permitting & Planning
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I. INTRODUCTION

What is Household Hazardous Waste?

Household hazardous wastes (HHW) are materials found in residential wastes that would be regulated as hazardous wastes if they were generated by industry. Industries dispose of chemical wastes that, because of the dangers they pose, are regulated as hazardous wastes and are subject to stringent management standards. Household products may contain some of these chemicals, but all household wastes, are exempt from State and Federal hazardous waste regulations. Examples of HHW include oil-based paints, pesticides, automotive fluids, and home hobby chemicals. Many households discard these wastes in the trash or store them for a long time, unless their municipality sponsors a HHW collection program.

HHW Collection Programs

A HHW collection day is a program where HHW is collected from residents, packaged, and shipped to appropriate recycling / disposal facilities. Collection days are usually sponsored by a municipality, which hires a contractor to collect, separate and dispose of the waste from residents. A collection day sponsor must submit a detailed plan to the New York State Department of Environmental Conservation (DEC) at least 60 days before a collection day takes place, and must receive the DEC's written approval prior to the collection day.

A permitted HHW collection and storage facility can receive HHW from residents on a regular basis. These facilities must receive a permit from the DEC before construction or operation may begin. These facilities are often referred to as permanent HHW facilities. "Mobile HHW facilities" can also be included as a component of a permitted HHW Collection and Storage Facility's permit to collect HHW at different locations throughout a municipality and bring it to the permitted facility for processing.

Funding Availability

For HHW collection programs to effectively reduce HHW, they must be readily accessible to residents, and must be accompanied by both promotion of the collection program and education about source reduction. To assist in achieving these goals, the State, through authorization in the Environmental Protection Act provides State funding of up to 50% reimbursement of the costs of municipal HHW collection programs.

The State Legislature must appropriate funding each fiscal year for this program to continue. Accordingly, full 50% reimbursement is **not** guaranteed on an annual basis.

II. APPLICATION PROCEDURES

Please follow ALL of these steps in order to properly conduct a HHW collection program and apply for State Assistance Funding.

STEP 1: PLAN FOR HHW COLLECTION

- a. Choose a date, time, place, hazardous waste contractor(s), and types of HHW you will be collecting.
- b. Apply to your DEC Regional office for approval to conduct a HHW collection day. Regional Office contacts are listed at the end of this application package.
- c. If you receive HHW funding from DEC, please provide appropriate credit for DEC funding in your advertisements and publications, including the phrase, "Our HHW program is partially financed with a grant from the NYS Department of Environmental Conservation" or an equivalent phrase.

STEP 2: PASS A RESOLUTION authorizing the filing of the grant application. A Sample Resolution is included with this application package.

- a. Fill in the blanks on the resolution. **Use the exact language supplied in the Sample Resolution.**
- b. Place the resolution on your governing body's agenda for passage.
- c. After passage, make 4 copies of the passed resolution.
- d. **Certify** all 4 copies by completing the Certificate of the Recording Officer. The recording officer must do this by:
 - ▶ Entering an **original signature** on **each** copy, or
 - ▶ Affixing or **embossing the seal** of the municipality to **each** copy

Four certified copies of such resolutions are required in your application.

STEP 3: COMPLETE THE WORKSHEETS in this Application Package.

- a. Fill out and sign the **Cover Page**
- b. Answer the questions in the **Project Description Worksheet**
Be specific enough to allow DEC to determine whether the level of funding requested is reasonable for the described activities.

c. Complete the **Budget Worksheet**

If the application is for a HHW collection program that has already been completed, then the actual costs should be included.

If the application is for a HHW collection program that has NOT been completed, then the estimated costs should be included.

Budget Preparation Tips

- ▶ Provide written justification for any one-time or unusual costs.
- ▶ "Miscellaneous" costs are not eligible.
- ▶ Documentation of actual costs will be necessary for payment.
- ▶ In-house reproduction costs are eligible ONLY if a bill is generated and paid.

d. Complete the **M/WBE and EEO Requirements**

HHW State Assistance recipients are required by law to implement a Minority and Women's Business Enterprise (M/WBE) and Equal Employment Opportunity (EEO) Program and must submit an **M/WBE-EEO Utilization Plan** with their application. Worksheets are included in this Application Package.

STEP 4: CHECK THE CALENDAR

Applications must be submitted to the **DEC Central Office** by the final business day of April, July, October, or January of a State fiscal year. Any applications received by DEC in a month other than these months, will be considered to be received during the next month listed. All complete applications received by DEC during the same month, will be considered to be received simultaneously on the last day of that month. For collection day activities, municipalities may submit **one** application for HHW State Assistance each State fiscal year (April 1 - March 31) for either the current or the previous State fiscal year. An application is limited to one collection program per year and must therefore include all collection program costs expected to be paid during that year.

For construction of permitted HHW collection and storage facilities, a municipality must submit one application for funding for the total construction cost of the facility regardless of whether construction costs are expected to be paid in more than one fiscal year.

STEP 5: SEND **only the following items** to DEC Central Office:
ONE original of your application components and **FOUR** certified resolutions to:

**HHW State Assistance Program
New York State Department of Environmental Conservation
Division of Materials Management
Bureau of Permitting & Planning
625 Broadway - 9th Floor, Albany, NY 12233-7253**

**Do NOT send four full copies of your entire application.
Do NOT send copies of your Collection Day Plan. The Plan must be submitted to the Regional Office.**

STEP 6: SEND ONE COPY of the application to your DEC Regional Office

STEP 7: WAIT FOR AN ANSWER FROM DEC

- a. Applications that are complete will be reviewed to establish the eligibility of the applicant and the costs for which State assistance is sought.
- b. Applications that are not complete will be returned for re-submission.
- c. The DEC will determine if the activities included in the application are within the scope of this State assistance program, and if the requested level of funding is appropriate for these activities.
- d. If DEC determines that any activity or cost is not eligible, or too high for the activity, it may deny funding for a portion of the application, and make any necessary changes to the cost estimate in the application.
- e. HHW funding is contingent upon receipt of the Collection Day Plan approval from the Regional office or proper permits for HHW collection and storage facilities.

STEP 8: WHILE YOU WAIT, MAKE SURE YOUR REPORTS ARE UP-TO-DATE

Copies of the required **Collection Day and Permitted Facility Annual Report Forms** are included in this application package and are available on the DEC website at:
<http://www.dec.ny.gov/chemical/8778.html>.

- a. A copy of your collection day approval letter is required in order to receive reimbursement. If a copy of the approval letter was not included as part of the application, it must be included as part of the payment request supporting documentation.
- b. For collection days, the HHW Collection Day Report Form (and all shipping papers) is due to the DEC **10 days** after the collection day.
- c. For HHW collection and storage facilities, a calendar-year report is due to the DEC by **February 1st** for collection activities conducted the previous calendar year.

STEP 9: IF YOUR APPLICATION IS APPROVED, WHAT NEXT?

- a. When funds are available to award State assistance funding, DEC will draft a contract that outlines the terms of the grant award. The DEC will send the municipality four copies of the contract.
- b. The municipality's authorized representative (named in the resolution) must sign the contracts and return all four of them to the DEC.
- c. After return of signed contracts to the DEC, full approval of the contract normally takes 2-3 months. A copy of the final, fully executed contract will be returned to the municipality.

STEP 10: HOW DO GRANTEES GET PAID?

- a. All collection activities for which reimbursement is sought must be completed and required reports must be submitted to the DEC.
- b. A completed "State Aid Voucher," and an itemized list of costs, must be provided, along with copies of backup documents, including copies of receipts, invoices, payment vouchers and cancelled checks for costs paid during the contract term.
- c. Detailed instructions are mailed to grantees along with the fully approved contract. DEC or the NYS Office of the State Comptroller may conduct an audit of these records at any time during this period.

III. FREQUENTLY ASKED QUESTIONS (FAQs)

Who is eligible for funding?

Only municipalities are eligible to apply for and receive State assistance under this program. Under this State assistance program, a municipality is any:

- County, City, Town, or Village,
- Local Public Authority or Public Benefit Corporation,
- School District or Supervisory District, or
- Native American tribe or nation located within New York State.

What costs are eligible?

All costs must be reasonable and necessary as determined by DEC for the operation of the HHW program as determined by DEC.

A. Operating Costs - Typical eligible operating expenses are:

1. Contractor costs to accept, segregate, package, transport and recycle/treat/dispose of the collected HHW.
2. Costs of safety equipment such as protective clothing, respirator cartridges for municipal workers and volunteers.
3. Costs of packaging supplies, drums, labels and ground covers used for the collection of HHW.

B. Educational Costs - Educational and outreach activities must focus on educating the public on reducing the volume of HHW generated in the home, or must provide promotion for a HHW collection program. Costs of "mixed-use" brochures/advertisement will be pro-rated AND must at a minimum consist of 50% dedicated to HHW information. Typical eligible educational expenses are:

1. Costs of preparing and printing posters, brochures, flyers, and other materials that focuses on HHW collection programs;
2. Costs of purchasing advertising space in newspapers or other periodicals, or of providing public service announcements to local radio stations or other media.

Are there any other requirements for funding?

1. Permitted HHW Collection and Storage Facilities must have a valid DEC permit to operate.
2. Collection day programs must have received DEC's written approval prior to conducting the collection day.
3. Educational costs will be eligible for reimbursement only if the municipality offers a collection program for HHW.

Which types of wastes are eligible for reimbursement?

Only the costs of collecting and managing categories of wastes that meet the definition of HHW will be reimbursed under this program. The following waste categories are eligible for reimbursement:

Pesticides, corrosives, pool chemicals, driveway sealers, hazardous paints and stains, polishes and waxes, adhesives, solvents, hazardous cleaning products, antifreeze, vehicle fluids, fluorescent light tubes, compact fluorescent lamps / lightbulbs (CFLs) and ballasts, photography chemicals, non-rechargeable hazardous batteries (both household and automotive), products containing mercury, propane gas cylinders (that still contain propane).

What costs are NOT eligible?

Items that will **NOT** be reimbursed under this program include, but are not limited to:

1. Costs that are reimbursed to the municipality or paid by outside sources, such as State and Federal Governments, or private donations or funding;
2. In-kind services, employee salaries, general supplies and overhead;
3. Costs paid outside the term of the contract;
4. Costs of issuing bonds, obtaining financing, obtaining permits, applying for State assistance, interest, bid document production or bid document distribution;

5. Cost of recycling waste materials if the recycled product is returned to the municipality, such as through a "buy-back" system;
6. Costs of operating a fluorescent bulb collection program or other similar single material collection programs, unless collected as part of an approved HHW collection program;
7. Costs of any HHW collection program that does not comply with an approved collection day plan or facility permit, and all applicable rules and regulations;
8. Cost of handling/disposing hazardous waste not generated by households, such as hazardous waste generated by municipalities, municipal departments, State agencies, schools, farms or CESQGs;
9. Costs related to and for municipal workers and volunteers except for personal safety equipment (e.g., salary, overhead, travel and medical expenses)
10. Costs incurred from the collection, handling, and disposal of types of solid waste that, except under extraordinary circumstances, would not meet the definition of HHW (e.g., explosives, alkaline batteries, ammunition, asbestos, bulk metal, construction and demolition debris, electronic waste, empty containers, empty paint cans, empty aerosol cans, empty freon cans, empty propane tanks, household medical waste, latex paint, radioactive material, rechargeable batteries smoke detectors, tires, used oil, white goods, and any miscellaneous materials and packaging received).

Are the costs of collecting electronics eligible?

No. Municipalities have no responsibility under the **New York State Electronic Equipment Recycling and Reuse Act**. In fact, a key purpose of the Act was to remove the burden and expense of managing costly electronic waste acceptance programs from municipalities, and introduce a producer responsibility approach to managing this expanding waste stream.

Instead of requiring municipal collection, the law requires manufacturers of Covered Electronic Equipment (CEE) to provide all counties of the state, and all municipalities which have a population of ten thousand or greater, with at least one convenient method of recycling. Manufacturers and/or collective electronic waste acceptance programs may make arrangement with municipalities to collect electronic waste acceptance programs.

As of **April 1, 2011**, when electronic waste acceptance programs must be implemented, there will no longer be Household Hazardous Waste State Assistance Program Funding available from DEC for municipal collection of CEE. Municipalities participating in an electronic waste acceptance program might be able to receive some form of financial assistance through their agreements with such programs.

For further information pertaining to electronics waste collection, please go to our web site at: <http://www.dec.ny.gov/chemical/66879.html>.

Are the costs of collecting rechargeable batteries eligible?

No. Municipalities have no responsibility under the **NYS Rechargeable Battery Recycling Act**. The law requires manufacturers of covered rechargeable batteries to collect and recycle the batteries statewide in a manufacturer-funded program at no cost to consumers or municipalities. Most rechargeable batteries contain toxic metals that can be released into the environment when improperly disposed. Consumers across the state will now be able to safely return to retailers rechargeable batteries, from a large number of electronic products, for recycling or proper management at the end of their useful life. Rechargeable batteries covered under the law include: *Nickel-cadmium, Sealed lead, Lithium ion, Nickel metal hydride, Any other such dry cell battery capable of being charged and Battery packs containing any of the above-mentioned batteries.*

As of **June 8, 2011**, when retailers that sell covered rechargeable batteries will be required to accept used rechargeable batteries from consumers during normal business hours, these will no longer be Household Hazardous Waste State Assistance Program Funding available from DEC for municipal collection of covered rechargeable batteries.

For further information pertaining to The NYS Rechargeable Battery Recycling Act (Article 27, Title 18 of the Environmental Conservation Law), please go to our web site at: <http://www.dec.ny.gov/chemical/72065.html>.

What if my program collects waste from other than households?

The HHW State assistance program will only reimburse the costs of collecting waste from households. Municipalities may collect hazardous waste from other than households (e.g., farmers, municipal departments, CESQG's) at a HHW collection program. However, costs incurred from the collection or management of wastes that are not from households are not eligible for reimbursement and must be managed as a hazardous waste. Municipal HHW collection programs that also collect non-household waste must meet the following conditions in order to remain eligible for this State assistance program:

1. All participants that are not households must be conditionally exempt small quantity generators (CESQGs).
2. The sponsor municipality must register participating farmers and businesses to determine their generator status. This information must be provided to DEC upon request.
3. The sponsor municipality must determine the portion of costs from collection of waste from households, exclusive of costs resulting from collection of waste from CESQGs / farms waste, etc. The separation scheme should be described in the State assistance application program description and is subject to DEC approval.

Can I file more than one Application?

For HHW collection day activities, a municipality may submit only **one** application for all HHW State Assistance per State fiscal year (April 1 - March 31) for either the current or the previous State fiscal year. All program costs expected to be paid during that year should be included in the application.

For construction of permitted HHW collection and storage facilities, a municipality may submit only **one** application for funding for the total construction cost of the facility regardless of whether construction costs are expected to be paid in more than one fiscal year.

Special Guidance for Permitted Household Hazardous Waste Collection and Storage Facilities

In addition to the required information contained in the Grant Application Package for the Household Hazardous Waste State Assistance Program, the following supplemental information is required as part of the application for construction of permitted Household Hazardous Waste Collection and Storage Facilities.

Eligible Costs

1. Reasonable costs as determined by DEC incurred in constructing a household hazardous waste collection and storage facility or mobile collection facility may be eligible for reimbursement. Eligible costs include the following, to the extent that they are necessary for actual facility construction:
 - a. Costs for engineering and architectural services, surveys, plans and specifications;
 - b. Costs for directly related consultant and legal services;
 - c. Costs for lands acquired, to the extent that the lands are used for permitted household hazardous waste collection and storage facilities; and
 - d. Costs for facility construction and other DEC approved directly related expenses.

Project Description

1. Describe the **major components and subsystems** of the project, detailing methods, schedules, equipment, and services required for each subsystem, including:
 - a. Collection and handling methods at the HHW facility;
 - b. Schedule of operation, equipment and personnel required for HHW collection, aggregation, and storage;
 - c. Processing design, including:
 1. Design and operational capacities of the project and component equipment;
 2. Number and design structures;
 3. Overview of all existing and planned equipment;
 4. Floor plans and equipment layout; and
 5. Description of basic processes of all equipment;
 - d. Methods of preparing collected HHW for disposal;
 - e. Methods to be employed for protecting HHW from contamination and deterioration; and
 - f. Methods for storage and protecting HHW from mixing of non compatibles.

Project Budget

1. Provide an itemized list of costs for which funding is requested, including:
 - a. Estimated costs;
 - b. Brief summaries of use;
 - c. Dates of purchase or future purchase dates; and
 - d. Vendor specification, equipment brochures, or bid specifications issued by the municipality, for each equipment item, and for buildings to be funded.
2. For **EQUIPMENT COSTS** only, prepare an "Equipment List" to describe items for which funding is requested. The following is a sample of the information that must be provided on the Equipment List:

Reference No.	Equipment / Description	Quantity Unit Cost	Total Cost	Purchase Date	Brief use summary, materials, quantity handled & location
1	Chemical Storage Locker	1 @ \$20,000	\$20,000	9/20/08	6'x3'x8' storage cabinet used to store incompatible chemicals. Anticipated capacity to allow ample storage between pickups. To be located at the Route 66 HHW Facility/Transfer Station.

3. For **CONSTRUCTION OR PROFESSIONAL SERVICES**, provide an estimate of costs and justification for each service. The following are examples of eligible services.
 - a. Engineering and architectural services;
 - b. Surveys;
 - c. Plans and specifications;
 - d. Legal and consultant services; and
 - e. Construction services (general, HVAC, electrical, plumbing).
4. **WORK FORCE ACCOUNT COSTS** (the cost of construction services/time provided by municipal employees). This item MAY be eligible for inclusion in the project budget under the following conditions:
 - a. No more than a reasonable amount of the Total Project Cost as determined by DEC, and only for the following:
 1. Site preparation;
 2. Facility construction; and
 3. Engineering, architectural, legal, and other professional services.
 - b. The applicant must provide an explanation of why using municipal work force is the preferred alternative. **Any force account costs must be approved by DEC prior to start of the project.**

If you have any construction costs which you wish to include in your application, please call the telephone number on the cover page of this application package for further instructions.

Where is my DEC Regional Office?

REGIONAL OFFICE ADDRESS	COUNTIES	TELEPHONE
Regional Materials Management Program Manager NYS DEC, REGION 1 50 Circle Road Stony Brook, NY 11790-3409	Nassau, Suffolk	(631) 444-0375
Regional Materials Management Program Manager NYS DEC, REGION 2 1 Hunters Point Plaza 47-40 21 st Street Long Island City, NY 11101-5407	New York City (Bronx, Kings, New York, Queens, Richmond)	(718) 482-4896
Regional Materials Management Program Manager NYS DEC, REGION 3 21 South Putt Corners Road New Paltz, NY 12561-1696	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	(845) 256-3141
Regional Materials Management Program Manager NYS DEC, REGION 4 1130 North Westcott Road Schenectady, NY 12306-2014	Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady, Schoharie	(518) 357-2045
Regional Materials Management Program Manager NYS DEC, REGION 5 1115 Route 86, PO Box 296 Ray Brook, NY 12977-0296	Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington	(518) 897-1241
Regional Materials Management Program Manager NYS DEC, REGION 6 State Office Building 317 Washington Street Watertown, NY 13601-3787	Herkimer, Jefferson, Lewis, Oneida, St. Lawrence	(315) 785-2513
Regional Materials Management Program Manager NYS DEC, REGION 7 615 Erie Boulevard West Syracuse, NY 13204-2400	Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins	(315) 426-7419
Regional Materials Management Program Manager NYS DEC, REGION 8 6274 East Avon-Lima Road Avon, NY 14414-9519	Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates	(716) 226-5411
Regional Materials Management Program Manager NYS DEC, REGION 9 270 Michigan Avenue Buffalo, NY 14203-2999	Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming	(716) 851-7220



New York State Department of Environmental Conservation
Division of Materials Management
APPLICATION FOR STATE ASSISTANCE
Household Hazardous Waste State Assistance Program

1. Applicant _____ 2. County _____ 3. DEC Region _____

4. Type of Applicant: County Town City Village Local public authority
 Public benefit corporation School district Supervisory district Native American tribe or nation

5. Name and Title of

Contact Person: _____

This person should be someone with specific knowledge about the HHW project.

Address: _____ Phone _____

E-mail address (if available) _____

6. Population of municipality _____ total population or households

7. Total Project Cost \$ _____ 9. State Assistance Request (50%) \$ _____

10. Period covered by this application _____ - _____

CERTIFICATION: I do hereby certify that the information in this application and in the attached certified copies of resolutions, other statements, and exhibits is true, correct and complete to the best of my knowledge and belief.

Signature of Authorized Representative _____ Date _____

Name and Title _____

Address: _____

Household Hazardous Waste State Assistance Program APPLICATION CHECKLIST

**To complete the application, submit all documentation below and place a check (✓) in each box.
Include this checklist with your application.**

Name of Person completing checklist (print) _____

DO NOT bind your application. It needs to be separated for review.

check below when completed	Application Component
	Application Cover Signed by Authorized Representative
	Project Description Worksheet - 2 pages
	Budget Worksheet - 2 pages (include itemized lists, if necessary)
	M/WBE Policy Statement and Utilization Plan Form (if requesting more than \$12,500 in funding)
	Four copies of Certified Resolutions Check for a municipal seal (or original signature) on each certificate

If the applicant is a Public Authority,
What is the applicant's Federal Tax ID number? ____ - _____

If the applicant is a county, city, town or village, payments will be sent to the municipality's chief finance officer.

Reminders:

1. Send **ONE** original of the application to the DEC Central Office AND Send **ONE** copy of the application to your DEC Regional Office
2. Don't forget to apply to your DEC Regional Office for a collection day approval letter. (please do so at least 60 days prior to the HHW collection day)
3. DO NOT send all of your HHW plans and specifications used to obtain an HHW collection day approval letter, or permit. **Just send the information required by this Application Package.**
4. **DO NOT SEND FOUR COPIES OF YOUR APPLICATION**

**Household Hazardous Waste (HHW) State Assistance Program
Project Description Worksheet (page 2 of 2)**

5. What coordination/consolidation was done among municipalities?

Write NONE if no coordination among municipalities was necessary.

6. Are you using any innovative or cost-effective methods?

Write NONE if no innovation or cost-effective methods were used.

7. Does this project meet all applicable laws and regulations?

Yes _____ No _____ If no, please explain.

8. What have you done to secure other financial assistance for your HHW program?

Write N/A if no efforts were undertaken to secure other financial assistance.

9. What inter-governmental or non-governmental arrangements have you made?

Do NOT submit copies of all your correspondence

Write NONE if no arrangements were necessary.

10. Any other information which helps DEC to evaluate the reasonableness of funding for your project.

This may include justifications for equipment needed, or explanations of costs unique to your program.

Household Hazardous Waste State Assistance Program
BUDGET WORKSHEET (page 1 of 2)

**Attach itemized lists of individual costs used to calculate these amounts.
Miscellaneous amounts will not be approved.**

Period covered: April 1, _____ - March 31, _____

1. HHW Management Contractual Costs

Primary Contractor Cost of Collection and Disposal of HHW. \$ _____

Secondary Contractor Cost of Collection and Disposal \$ _____

Specify type of waste collected by 2nd contractor _____

Subtract Cost of **Unacceptable Wastes**

Asbestos

Electronics

Latex Paint _____

Tires _____

Other (specify) _____

CESQG/farm/municipality's wastes _____

Subtotal HHW Management Contractor Costs \$ _____

2. Public Education / Promotion Include items used to reach out to the public.

newspaper/radio/TV advertising _____

brochures, flyers _____

mailing costs _____

other promotional items _____

Subtotal Public Education Costs \$ _____

3. Supplies and Materials Must be necessary for carrying out HHW collection

(example: disposable containers, tarps, safety gear, etc.) \$ _____

Please include an itemized list for this category.

4. Equipment Costs

(example: durable containers, carts, etc.) \$ _____

Please include an itemized list and justifications for each item requested.

BUDGET WORKSHEET (page 2 of 2)

5. Construction Costs

For work done by contractors, contractor cost \$ _____
(Attach an itemized list of these costs)

For work done by municipal employees, materials cost \$ _____
(Attach an itemized list of these costs)

Total Cost of the Program (add items 1 through 5) \$ _____

Total State Assistance Requested (50% of total costs) \$ _____
Write these amounts on the Cover Page

Indicate the amount of **outside assistance** or **cost recovery** that the municipality has received or expects to receive for the HHW collection program activities. \$ _____

Please provide an explanation of this assistance on a separate page.
Some types of cost recovery do not need to be subtracted from the eligible cost.

Please provide the following information
(provide estimates, if necessary)

Number of collection days _____

Expected or Actual Total Attendance _____

Total volume of HHW collected
(include the units of measure) _____

Per person cost of collecting HHW \$ _____ /person
(divide total cost by total attendance)

Per unit cost of collecting HHW \$ _____ / _____ (units of measure)
(divide total cost by total volume collected)

SAMPLE RESOLUTION

Note: The text of this resolution has been pre-approved by DEC attorneys.
Use the language of this pre-approved resolution.

A Resolution Authorizing the Filing of an Application for a State Assistance from the Household Hazardous Waste (HHW) State Assistance Program and Signing of the Associated State Contract, Under the Appropriate Laws of New York State.

WHEREAS, the State of New York provides financial aid for household hazardous waste programs; and

WHEREAS _____
(*Legal Name of Municipality*)

herein called the MUNICIPALITY, has examined and duly considered the applicable laws of the State of New York and the MUNICIPALITY deems it to be in the public interest and benefit to file an application under these laws; and

WHEREAS, it is necessary that a Contract by and between THE PEOPLE OF THE STATE OF NEW YORK, herein called the STATE, and the MUNICIPALITY be executed for such STATE Aid;

NOW, THEREFORE,
BE IT RESOLVED BY _____
(*Governing Body of Applicant*)

1. That the filing of an application in the form required by the State of New York in conformity with the applicable laws of the State of New York including all understanding and assurances contained in said application is hereby authorized.

2. That _____,
(*TITLE of Applicant's designated Authorized Representative*)

or his/her designee is directed and authorized as the official representative of the MUNICIPALITY to act in connection with the application and to provide such additional information as may be required and to sign the resulting contract if said application is approved by the STATE;

3. That the MUNICIPALITY agrees that it will fund the entire cost of said household hazardous waste program and will be reimbursed by the State for the State share of such costs.

4. That four (4) Certified Copies of this Resolution be prepared and sent to the New York State Department of Environmental Conservation together with a complete application.

5. That this resolution shall take effect immediately.

CERTIFICATE OF RECORDING OFFICER

That the attached Resolution is a true and correct copy of the Resolution, authorizing the signing of an application for State Assistance, authorizing the signing of a State Contract, and assuring funding of the municipal portion of the cost of the project as regularly adopted at a legally convened meeting of the

(Name of Governing Body of the Applicant)

duly held on the _____ day of _____, _____,

and further that such Resolution has been fully recorded in the _____ in my office.

(Title of Record Book)

In witness whereof, I have hereunto set my hand this _____ day
of _____, _____.

If the Applicant has an Official Seal,
Impress here.

Signature of Recording Officer

If not, then please sign all four
certificates in original signatures.

Title of Recording Officer

Minority and Women's Business Enterprise (M/WBE) Reporting Requirements

In order to improve the planning and implementation of Minority and Women's Business Enterprise (M/WBE) requirements, and to assist funding applicants in reducing their paperwork, DEC has placed the required M/WBE forms to be submitted with an application for State assistance on DEC's web site at <http://www.dec.ny.gov/about/48854.html>.

M/WBE Goals & Reporting Responsibilities

The DEC's Affirmative Action Bureau has established Minority / Women's Business Enterprise and Equal Employment Opportunity goals by contract type and geographic location for use when procuring goods or services. These goals reflect the DEC's objective to obtain a "fair share" of purchases from small, minority and women-owned business firms.

Construction contracts valued at \$100,000 or more and Service and Commodity contracts valued at \$25,000 or more must include the M/WBE and EEO goals in the awarding document: contract or purchase order. They must also include language for mandated reporting. Revenue contracts **do not** require M/WBE goals; however, the appropriate EEO goals are required.

The Affirmative Action Bureau's sign off is required on all contracts, loans, grants, application processes and projects meeting these thresholds. Appropriate M/WBE-EEO language and the correct M/WBE-EEO goals should be established during the approval phase and must be based on the work to be performed in each individual contract.

Once an award is made to the selected vendor, the vendor is required to submit an **M/WBE-EEO Work Plan**, http://www.dec.ny.gov/docs/administration_pdf/wp.pdf, with supporting documentation, for review and approval by the Affirmative Action Bureau. The Work Plan must include the following components: 1) Policy Statement, 2) Designation of M/WBE Authorized Representative 3) Project Description.

For each procurement, the designated Minority Business Enterprise Office is responsible for ensuring that the completed detailed **M/WBE-EEO Utilization Plan**, http://www.dec.ny.gov/docs/administration_pdf/up.pdf, from the Prime Contractor is submitted ten days after the contract has been approved by the State Comptroller. This form identifies M/WBE subcontractors and their participation in the contract.

Those contracts which meet the established threshold require contracts to submit **Quarterly Reports**, http://www.dec.ny.gov/docs/administration_pdf/quarterly.pdf, detailing payments made by the Prime Contractor to NYS Certified M/WBEs.

Waiver of Goal Requirements: A State agency can grant a partial or total waiver of goal requirements established on a State contract only upon submission of a waiver request by a contractor. Such a request requires documentation of good faith efforts by the contractor to meet the goals requirements of the State contract.

If you have questions on these forms, or on the M/WBE and EEO programs, please contact DEC's Bureau of Minority and Women's Business Programs at (518) 402-9311 or their email address at mwbe@gw.dec.state.ny.us.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF MATERIALS MANAGEMENT
HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY REPORT



Please read and follow all instructions on the back before completing this report form. Please Type or Print Clearly. Red highlighted fields must be completed.

GENERAL INFORMATION

1.	Sponsor Name:		2.	Contractor Name:	
	Street:			Street:	
	City/State/Zip:			City/State/Zip:	
	Contact:	Telephone Number:		Contact:	Telephone Number:
3.	Co-Sponsor, If any:	Telephone Number:	4.	Location of Collection:	Date of Collection:
5.	Total Population of Area Served:		Town:	County:	
	# of Participants During the Year:				
Households:		Farmers:	CESQGS:		

CESQGS: = Conditionally exempt small quantity generators

HOUSEHOLD HAZARDOUS WASTE COLLECTION / DISPOSAL DETAILS

6.	Antifreeze	Gallons	7.	Hazardous Paint	Gallons
8.	Automotive Batteries	Pounds	9.	Hazardous Household Batteries	Pounds
10.	Pesticides (Solids)	Pounds	11.	Pesticides (Liquids)	Gallons
12.	Mercury Containing Devices	Pounds	13.	Bulk Mercury	Pounds
14.	Fluorescent Bulbs	Pounds	15.	# CRTs	Pounds
16.	# TVs	Pounds	17.	Other Electronics	Pounds
18.	Other HHW (Solids)	Pounds	19.	Other HHW (Liquids)	Gallons
20.	Miscellaneous Solid Waste (Solids)	Pounds	21.	Miscellaneous Solid Waste (Liquids)	Pounds

NOTE: Attach copies of all manifests or shipping papers to this form for submittal to Regional Office and submit a copy of this form to Central Office.

OTHER INFORMATION / DATA

22.	Disposal Costs, Including Contractor Fees:	23.	Other Costs:
24.	Publicity and Educational Costs:	25.	Total Cost (22 + 23 + 24):
26.	Comments:		

CERTIFICATION: I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits was prepared by me or under my supervision and direction and is true to the best of my knowledge and belief, and that I have the authority as _____ (title) of _____ (entity) to sign this report form pursuant to 6NYCRR Part 360. I am aware that any false statement made herein is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

PREPARER'S INFORMATION AND SIGNATURE

Name (Printed / Typed):	Title (Printed / Typed):	Signature:	Date:
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Instructions for Completion of Household Hazardous Waste Collection & Storage Facility Report

GENERAL INFORMATION

1. Enter the name and address of the sponsor. Also, enter the contract person name and telephone number.	2. Enter the name and address of the contractor. Also, enter the contact person name and telephone number.
3. Enter Dates and Hours of Operation. Also, enter the Days Per Year Open.	4. Enter Facility Permit Number, Date of Issue and Expiration, and Facility Location.
5. Enter the total population served by the household collection day program and the number of participants in the specified categories.	

HOUSEHOLD HAZARDOUS WASTE COLLECTION / DISPOSAL DETAILS

6. Enter quantity of antifreeze collected in gallons.	7. Enter quantity of hazardous paints collected in gallons.
8. Enter quantity of automotive batteries collected in pounds. (Use 25 lbs. each if weight is unknown).	9. Enter quantity of hazardous household batteries collected in pounds. (Drum of household batteries weighs 500 pounds).
10. Enter quantity of solid pesticides collected in pounds	11. Enter quantity of liquid pesticides collected in gallons.
12. Enter quantity of mercury containing devices / waste in pounds (e.g., thermometers, thermostats, mercury switches, etc.).	13. Enter total weight of bulk mercury collected in pounds.
14. Enter quantity of fluorescent bulbs collected in pounds. (4 foot fluorescent bulb weighs 0.6 pounds).	15. Enter number of CRTs and their total weight in pounds (Use 25 lbs. each if weight is unknown).
16. Enter number of TVs and their total weight in pounds (Use 40 lbs. each if weight is unknown).	17. Enter total weight of all other electronic items collected in pounds.
18. Enter quantity of all other types of solid household hazardous waste that is not reported above, collected in pounds. (Use 200 pounds per drum from solid conversions) e.g., poisons, alkalies, corrosive materials, etc.	19. Enter quantity of all other types of liquid household hazardous waste that is not reported above, collected in gallons. (Use 8.33 pounds per gallon for liquid conversions) e.g., poisons, corrosive materials, alkalies, acids, flammable liquids, etc.
20. Enter quantity of miscellaneous solid wastes collected (solids) in pounds. (Use 200 pounds per drum from solid conversions) e.g., poisons, alkalies, corrosive materials, etc.	21. Enter quantity of miscellaneous solid wastes collected (liquids) in gallons. (Use 8.33 pounds per gallon for liquid conversions)

OTHER INFORMATION / DATA

22-25.	Please enter cost data in the categories as specified.
26.	List any restrictions on the type of household hazardous waste that were collected. Also, include any other relevant comments / information not included elsewhere on this form.

PREPARER'S INFORMATION AND SIGNATURE

Preparer's Information and Signature block must be completed by the sponsor. The report form and copies of the manifests or shipping papers must be submitted within **10 days** from the date of collection to the appropriate **Regional Materials Management Program Managers and a copy of the report form only must be submitted to the Bureau of Permitting and Planning in Albany, New York.** Keep a copy for your records.

DEC REGIONAL OFFICES

Regional Materials Management Program Manager NYS DEC – REGION 1 (Nassau, Suffolk) 50 Circle Road, Stony Brook, NY 11790-3409 (631) 444-0375	Regional Materials Management Program Manager NYS DEC – REGION 2 New York City (Bronx, Kings, New York, Queens, Richmond) 1 Hunters Point Plaza, 47-40 21 st Street Long Island City, NY 11101-5407 (718) 482-4894
Regional Materials Management Program Manager NYS DEC – REGION 3 (Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester) 21 South Putt Corners Road, New Paltz, NY 12561-1696 (845) 256-3136	Regional Materials Management Program Manager NYS DEC – REGION 4 (Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady, Schoharie) 1130 North Westcott Road, Schenectady, NY 12306-2014 (518) 357-2346
Regional Materials Management Program Manager NYS DEC – REGION 5 (Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington) Route 86, PO Box 296, Ray Brook, NY 12977-0296 (518) 897-1241	Regional Materials Management Program Manager NYS DEC – REGION 6 (Herkimer, Jefferson, Lewis, Oneida, St. Lawrence) State Office Building, 317 Washington Street Watertown, NY 13601-3787 (315) 785-2522
Regional Materials Management Program Manager NYS DEC – REGION 7 (Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins) 615 Erie Boulevard West Syracuse, NY 13204-2400 (315) 426-7419	Regional Materials Management Program Manager NYS DEC – REGION 8 (Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates) 6274 East Avon-Lima Road Avon, NY 14414-9519 (585) 226-5408
Regional Materials Management Program Manager NYS DEC – REGION 9 (Allegany, Chautauqus, Chautauqua, Erie, Niagara, Wyoming) 270 Michigan Avenue, Buffalo, NY 14203-2999 (716) 851-7220	<h3 style="text-align: center;">CENTRAL OFFICE ADDRESS</h3> NYS Department of Environmental Conservation Division of Materials Management Bureau of Permitting & Planning 625 Broadway, 9th Floor Albany, NY 12233-7253 (518) 402-8678, (518) 402-9041 Fax, Email: planning@gw.dec.state.ny.us

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF MATERIALS MANAGEMENT
HOUSEHOLD HAZARDOUS WASTE COLLECTION & STORAGE FACILITY REPORT
FOR CALENDAR YEAR ENDING DECEMBER 31, 20_____



Please read and follow all instructions on the back before completing this report form. Please Type or Print Clearly. Red highlighted fields must be completed.

GENERAL INFORMATION

1.	Facility Owner Name:	2.	Contractor Name:
	Street:		Street:
	City/State/Zip:		City/State/Zip:
	Contact:		Telephone Number:
	Telephone Number:		Contact:
	Telephone Number:		Telephone Number:
3.	Dates and Hours of Operation:	4.	Facility Permit #:
	Days Per Year Open:		Date of Issue / Expiration:
5.	Total Population of Area Served:		Facility Location:
	# of Participants During the Year:		
	Households:	Farmers:	CESQGS:

CESQGS: = Conditionally exempt small quantity generators

HOUSEHOLD HAZARDOUS WASTE COLLECTION / DISPOSAL DETAILS

6.	Antifreeze	Gallons	7.	Hazardous Paint	Gallons
8.	Automotive Batteries	Pounds	9.	Hazardous Household Batteries	Pounds
10.	Pesticides (Solids)	Pounds	11.	Pesticides (Liquids)	Gallons
12.	Mercury Containing Devices	Pounds	13.	Bulk Mercury	Pounds
14.	Fluorescent Bulbs	Pounds	15.	# CRTs	Pounds
16.	# TVs	Pounds	17.	Other Electronics	Pounds
18.	Other HHW (Solids)	Pounds	19.	Other HHW (Liquids)	Gallons
20.	Miscellaneous Solid Waste (Solids)	Pounds	21.	Miscellaneous Solid Waste (Liquids)	Pounds

NOTE: Attach copies of all manifests or shipping papers to this form for submittal to Regional Office and submit a copy of this form to Central Office.

OTHER INFORMATION / DATA

22.	Disposal Costs, Including Contractor Fees:	23.	Other Costs:
24.	Publicity and Educational Costs:	25.	Total Cost (22 + 23 + 24):
26.	Comments:		

CERTIFICATION: I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits was prepared by me or under my supervision and direction and is true to the best of my knowledge and belief, and that I have the authority as _____ (title) of _____ (entity) to sign this report form pursuant to 6NYCRR Part 360. I am aware that any false statement made herein is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

PREPARER'S INFORMATION AND SIGNATURE

Name (Printed / Typed):	Title (Printed / Typed):	Signature:	Date:
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Instructions for Completion of Household Hazardous Waste Collection Day Report

GENERAL INFORMATION

1. Enter the name and address of the sponsor. Also, enter the contract person name and telephone number.	2. Enter the name and address of the contractor. Also, enter the contact person name and telephone number.
3. If applicable, enter co-sponsor's name and telephone number.	4. Enter location and date of the collection day.
5. Enter the total population served by the household collection day program and the number of participants in the specified categories.	

HOUSEHOLD HAZARDOUS WASTE COLLECTION / DISPOSAL DETAILS

6. Enter quantity of antifreeze collected in gallons.	7. Enter quantity of hazardous paints collected in gallons.
8. Enter quantity of automotive batteries collected in pounds. (Use 25 lbs. each if weight is unknown).	9. Enter quantity of hazardous household batteries collected in pounds. (Drum of household batteries weighs 500 pounds).
10. Enter quantity of solid pesticides collected in pounds.	11. Enter quantity of liquid pesticides collected in gallons.
12. Enter quantity of mercury containing devices / waste in pounds (e.g., thermometers, thermostats, mercury switches, etc.).	13. Enter total weight of bulk mercury collected in pounds.
14. Enter quantity of fluorescent bulbs collected in pounds (4 foot fluorescent bulb weighs 0.6 pounds).	15. Enter number of CRTs and their total weight in pounds (Use 25 lbs. each if weight is unknown).
16. Enter number of TVs and their total weight in pounds (Use 40 lbs. each if weight is unknown).	17. Enter total weight of all other electronic items collected in pounds.
18. Enter quantity of all other types of solid household hazardous waste that is not reported above, collected in pounds. (Use 200 pounds per drum from solid conversions) e.g., poisons, alkalies, corrosive materials, etc.	19. Enter quantity of all other types of liquid household hazardous waste that is not reported above, collected in gallons. (Use 8.33 pounds per gallon for liquid conversions) e.g., poisons, corrosive materials, alkalies, acids, flammable liquids, etc.
20. Enter quantity of miscellaneous solid wastes collected (solids) in pounds. (Use 200 pounds per drum from solid conversions) e.g., poisons, alkalies, corrosive materials, etc.	21. Enter quantity of miscellaneous solid wastes collected (liquids) in gallons. (Use 8.33 pounds per gallon for liquid conversions).

OTHER INFORMATION / DATA

22-25	Please enter cost data in the categories as specified.
26.	List any restrictions on the type of household hazardous waste that were collected. Also, include any other relevant comments / information not included elsewhere on this form.

PREPARER'S INFORMATION AND SIGNATURE

Preparer's Information and Signature block must be completed by the sponsor. The report form and copies of the manifests or shipping papers must be submitted within **10 days** from the date of collection to the appropriate **Regional Materials Management Program Manager and a copy of the report form only must be submitted to the Bureau of Permitting and Planning in Albany, New York.** Keep a copy for your records.

DEC REGIONAL OFFICES

Regional Materials Management Program Manager NYS DEC – REGION 1 (Nassau, Suffolk) 50 Circle Road, Stony Brook, NY 11790-3409 (631) 444-0375	Regional Materials Management Program Manager NYS DEC – REGION 2 New York City (Bronx, Kings, New York, Queens, Richmond) 1 Hunters Point Plaza, 47-40 21 st Street Long Island City, NY 11101-5407 (718) 482-4894		
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