



Division of Materials Management
Bureau of Permitting and Planning
625 Broadway, Albany, NY 12233-7260

New York State
Environmental Protection Fund

Municipal Waste Reduction and Recycling Program

Recycling Capital Projects and
Recycling Education/Coordination Projects
Application Package

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1.0 INTRODUCTION

Passage of the Environmental Protection Act in 1993 created the Environmental Protection Fund (EPF), a continuing source of funds dedicated to environmental projects, including programs such as the Municipal Waste Reduction and Recycling (MWRR) program to help municipalities meet environmental goals and mandates. Funding for the individual program components is subject to annual legislative appropriations.

The EPF allows the Department of Environmental Conservation (DEC) to provide MWRR funding to local governments for waste reduction and recycling projects. **The overall goal of this funding program is to assist municipalities in expanding local waste reduction and recycling programs, and increase participation in those programs.** The MWRR State assistance program covered by this application can help fund the costs of:

- Capital Investment in Facilities and Equipment
- Recycling Education/Promotion/Outreach and Coordination
- Waste Reduction Capital or Education

Eligible projects are expected to enhance municipal capacity to collect, aggregate, sort and process recyclable materials. Recycling equipment includes structures, machinery, or devices providing for the environmentally sound recovery of recyclables including source separation equipment and recyclables recovery equipment. Recycling education and coordination promotes and encourages participation in local recycling programs. Waste reduction capital or education can include the capital, planning and promotional costs of waste reduction projects undertaken to reduce the volume or toxicity of material entering the Municipal Solid Waste stream, by reducing the volume or toxicity of material at the point of generation.

2.0 ELIGIBILITY INFORMATION

Who is eligible to apply?

- Counties, Cities, Towns or Villages
- Local Public Authorities
- Local Public Benefit Corporations (organizations established by State Law)
- School Districts, Supervisory Districts & Improvement Districts
- Native American Tribes or Nations residing in New York State
- Any combination of the above

By law, private companies, not-for-profit organizations, and State agencies are **NOT** eligible to receive this MWRR funding.

What is public education/promotion/outreach? Examples include:

- Recycling guides, mailers, brochures, and webpages.
- Advertising on TV, radio, newspaper, billboards, etc.
- Recycling signs and displays
- Give-a-ways, children's shows, county fair fees, America Recycles Day items
- Other media for educating the public on the benefits and methods of waste reduction, reuse, composting and recycling.

What is "Recycling Coordination"?

Recycling coordination is the development, coordination and implementation of activities necessary for recycling, including:

- Planning, monitoring and modifying the local recycling program,
- Developing public education and promotion tools, and implementing the outreach strategies,
- Establishing, monitoring and improving recyclables marketing, tracking and reporting,
- Fostering inter-governmental coordination relative to recycling,
- Developing enforcement strategies, and
- Managing financial aspects of the municipal recycling program.

What is a Waste Reduction Project?

A waste reduction project is a project undertaken to reduce the volume or toxicity of materials entering the MSW stream, by reducing the volume or toxicity of materials at the point of generation. Waste reduction projects include capital, planning and educational activities to increase public awareness of:

- Methods to prevent the generation of waste;
- The reuse of certain materials
- The use of refillable or reusable packaging;
- Audits of procedures and practices, resulting in the elimination or reduction of materials disposed;
- Substitution of non-toxic household products;
- The promotion of backyard or on-site composting; and
- The promotion of product stewardship initiatives.

Important items to be kept in mind when applying:

- Payments are limited to no more than 50% of the eligible costs incurred by the applicant up to a maximum of \$2 million per project.
- If any Federal or other assistance is received for the project, reimbursement will be limited to 50% of the net eligible costs incurred by the municipality after deduction of any Federal or other assistance received.
- Payments will be made only after a grant contract for the eligible portions of the proposed project is executed by all required State agencies and appropriate reimbursement requests / payment documentation have been reviewed and approved by the DEC.

The overall purpose of MWRR funding is to improve, promote, and expand WASTE REDUCTION, REUSE, RECYCLING and COMPOSTING.

If significant portions of a project are not designed to advance waste reduction, reuse, recycling of composting, the project will not be funded.

Examples of ELIGIBLE Costs

1. Dedicated facilities planned, designed and constructed to ensure environmental protection and to maximize recyclables recovery.
2. structures, machinery or devices required to separate, process, modify, convert, treat, or prepare recyclables (balers, compactors, shredders, separators, grinders, etc.).
3. containers for the source separation and temporary storage of recyclables by single family and multiple family dwellings (blue boxes, recyclables carts or totes).
4. containers for the source separation and temporary storage of recyclables by commercial, industrial and institutional generators.
5. collection vehicles specifically dedicated to hold and transport source separated recyclables.
6. add-ons or trailers designed to modify collection vehicles to allow sorting and separation of recyclables.
7. Racks, bins and receptacles, roll-off containers, sheds or facilities for the temporary storage of recyclables
8. Containers or bins used for recyclables collection in public spaces, storage or transport of recyclables
8. Composting facilities and equipment.
8. Salary and allowable fringe benefits of an employee responsible (at least 50% of the employee's time) for recycling. coordination, public education, promotion, or outreach.
10. Direct costs for recycling public education/promotion/outreach.

Examples of INELIGIBLE Costs

1. Costs of facilities or equipment of which the primary purpose is to process waste for subsequent landfilling or incineration or energy recovery.
2. Costs for which the applicant cannot produce legible proof of payment documentation.
3. Costs of preparing and submitting an application for MWRR State assistance or other grants.
4. Expendable or non-durable items such as leaf collection bags, bags required for waste or recyclables collection, laboratory chemicals, and cleaning products.
5. Maintenance or general operational equipment, brooms, hand tools, power tools, or general hardware.
6. Processing equipment which is not fully dedicated to recycling or composting.
7. Public space bins or containers for the purpose of garbage or litter deposition or collection.
8. Vehicles that are not fully dedicated to recyclables collection, processing or transportation, including re-deployed vehicles that were previously used for collection of non-recyclables.
9. Vehicles or equipment used for repair, cleaning or maintenance of roads, sewers, parks, transfer stations, municipal facilities or other public properties. (such as wood chippers, mowers, bucket trucks, asphalt reclaimers, vacuum trucks, salt spreaders, street sweepers, lawn mowers, snowplows, stump grinders, etc.)
10. General purpose vehicles (such as dump trucks, pickup trucks, rack trucks, etc.) even if partly used in a recyclables or compostables collection program.
11. Costs related to the collection, processing, transportation, marketing or use of waste tires, used oil, household batteries, antifreeze, CFC/Freon, fluorescent bulbs, hazardous waste, and universal wastes.
12. Cost for employees who do not utilize at least 50% of their time for recycling coordination and education.
13. Costs of educational materials that describe disposal, such as collection schedules for non-recyclables.

**No MWRR Grant funds will be paid for projects, unless the
recyclables or compost are marketed to the satisfaction of DEC.**

3.0 APPLICATION PROCEDURES – AN OVERVIEW

3.1 The Pre-Application

1. A municipality may file a “pre-application” so that DEC can determine whether the project is conceptually eligible. Completing a "Pre-Application" is NOT a guarantee of funding. As of January 2016, The pre-application consists of the Cover Page (page 11), Questions 1-7 the Project Description (page 12) and the appropriate Budget form for the type of project requested (Equipment, Construction or Coordination — on pages 15-17).
2. The pre-application, if approved, will secure a position on the MWRR waiting list based on the date it is received by DEC’s Albany Office. When funding becomes available, the applicant’s project manager will be notified to submit a final application. Failure to submit a timely final application with all required information will result in the project being disapproved and removed from the waiting list.

3.2 Final Application

1. Upon receiving a request for final application from DEC, the applicant must complete and submit a final application for State assistance within 60 calendar days of the date of request. The final application will include the components submitted as a pre-application, and additional project description questions and all other applicable components as described in this application package.
2. An applicant who receives a request may withdraw the pre-application at that time. New pre-applications submitted by the applicants will be added to the wait list based on the date the Pre-application is entered into the Grants Gateway.
3. Only applicants who are eligible, and who submit complete final applications in the Grants Gateway for eligible projects as determined by DEC, will be approved.
4. The DEC may ask for additional information from an applicant as may be necessary to update or complete an application. Failure to submit additional required information in a timely manner, as determined by DEC, may result in an applicant being removed from the waiting list and having the application disapproved.

A position on the waiting list is not to be interpreted as a guarantee or promise of future funding from the State. Dec will review the pre-application and final application may be approved, disapproved or modified to reject costs that are determined to be ineligible for MWRR funding.

4.0 CONTRACTING AND PAYMENT PROCEDURES (New process using the Grants Gateway)

4.1 Grants Gateway

New York State has implemented a new electronic Grants Gateway system. The Grants Gateway is a statewide governor initiative to reform the contract process with the intention of making it easier for grantees to apply for and receive funding. As part of the process, all state contracts will be transitioned from paper records to a central electronic repository where both applicant and the state can enter and update relevant information. Applicants must be registered in the Grants Gateway to receive MWRR grants.

4.2 Master Contract for Grants

1. Upon approval by DEC of a final application, a municipality must enter into a Master Contract for Grants with DEC. The Master Contract for Grants contains Statewide, Agency, and Program terms and conditions, and payment and reporting requirements. The Master Contract for Grants can be viewed at: <http://www.grantsreform.ny.gov>.
2. The new MWRR Contract will include: The statewide Master Contract for Grants, Attachment, Attachment A-1 Program Specific Terms and Conditions, Attachment B-1 Expenditure Based Budget, Attachment C – Work Plan and Attachment D – Payment and Reporting Schedule. The project Work Plan and Expenditure Budget are drafted by the Contractor and approved by DEC, prior to the Contract being sent to the grantee for signature, and fully executed by DEC, the State Attorney General and the State Comptroller.
3. Applicants must carefully review and fully understand all Master Contract for Grants terms and conditions and be prepared to comply with all terms and conditions should a grant be awarded.

4.2 Payment Procedures

1. Upon execution and implementation of a contract, the grantee may request reimbursement for the eligible costs of completed portions of the project.
2. Reimbursement requests are to be submitted in a format prescribed by DEC. As of January 2016, payment requests are not incorporated into the Grants Gateway for MWRR program. Payment requests include a completed State Aid Voucher and must contain all supporting documents (vendor invoice, purchase order, cancelled check) for the expenses claimed.
3. After review of a payment request, DEC may approve, disapprove or modify the amount of funds reimbursed. Payment will not exceed the approved grant award amount.
4. All permits or registrations required under the Environmental Conservation Law or other local, state and federal laws, rules, and regulations must be obtained and documented to DEC by the municipality before payment of any funds by the DEC will be made.
5. The municipality is required to submit a "certificate of completion," in a format prescribed by DEC, accompanying the final payment request for the project. The final payment request will be considered incomplete until DEC receives the certificate of completion.
6. Final payment under the contract shall be made only after final approval by DEC. For capital projects, DEC will conduct an inspection of the project before making a determination for final approval. In no case will the total of all partial payments and the final payment exceed the total Master Contract for Grants funding amount specified on the contract.

5.0 INSTRUCTIONS FOR REPORTING

1. Applies only to projects involving recycling education, coordination, promotional or outreach.
2. This information is NOT necessary as part of the pre-application or final application. It is required only with payment requests if the grant application is approved.
3. After funding is approved for projects involving recycling education, coordination, promotion, or outreach, applicants are required to complete progress reports in the following manner:
 - Use the blank Progress Report Form included in this Application Package.
 - Save the form as a separate MSWord file.
 - When requesting a payment, complete the form and submit with payment request.

6.0 ACCEPTABLE OPTIONS FOR PROOF OF INSURANCE

All New York State grant recipients are required to maintain appropriate insurance coverage. Please submit proof of insurance coverage for Workers Compensation, Disability and General Liability or a letter stating the applicant is self-insured. The following are the only forms acceptable as proof of coverage:

1. Workers' Compensation Insurance –Provide proof of Workers' Compensation Insurance. Evidence of Workers' Compensation and Employers Liability coverage must be provided on one of the following forms specified by the Chairman of the New York State Workers' Compensation Board:

FORM #	FORM TITLE
C-105.2	Certificate of Workers' Compensation Insurance (Sept 2007, or current version)
U-26.3	State Insurance Fund Version of the C-105.2 form
SI-12/GSI-105.2	Certificate of Workers' Compensation Self-Insurance
CE-200	Certificate of Attestation of Exemption

All of the above referenced forms (except CE-200 and SI-12) must name: The NYS Department of Environmental Conservation, 625 Broadway, Albany, NY 12233-7250 as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder).

ACORD forms are NOT acceptable proof of NYS Workers' Compensation Insurance coverage.

Additional information can be obtained at the Workers' Compensation website:

<http://www.wcb.ny.gov/content/main/Employers/Employers.jsp>

2. Disability Benefits Insurance – Provide proof of Disability Benefits Insurance. Evidence of Disability Benefits coverage must be provided on one of the following forms specified by the Chairman of the New York State Workers' Compensation Board:

FORM #	FORM TITLE
DB-120.1	Certificate of Insurance Coverage under the NYS Disability Benefits Law
DB-155	Certificate of Disability Self-Insurance
CE-200	Certificate of Attestation of Exemption

All of the above referenced forms (except CE-200 and DB-155) must name: The NYS Department of Environmental Conservation, 625 Broadway, Albany, NY 12233-7250 as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder).

For more information on NYS Insurance requirements, contact Janice Hopkins, NYSDEC.

P: (518) 402-9247 F: (518) 402-9023 Janice.Hopkins@dec.ny.gov

7.0 MINORITY & WOMENS BUSINESS ENTERPRISE (M/WBE) AND EQUAL EMPLOYMENT OPPORTUNITIES (EEO) REQUIREMENTS (For Applicants requesting \$25,000 or more in funding.)

Required M/WBE and EEO related Utilization Plan forms in pdf fillable format can be downloaded from: http://www.dec.ny.gov/docs/administration_pdf/upformversion7.pdf

The M/WBE-EEO "Fair Share" Participation Goals are:

Minority and Women's Business Enterprise (MWBE) Combined Goals:	Equal Employment Opportunity (EEO) Participation Goals
Commodities (Statewide): 30%	EEO Female Workforce Participation Goals 10%
Non-Construction Services (Statewide): 30%	EEO Minority Workforce Participation Goals 10%
Construction (Statewide): 30%	

DEC MWBE Contact

NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Phone: (518) 402-9240 Fax: (518) 402-9023 email: mwbe@dec.ny.gov

The DEC is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 ("MWBE Regulations") for all State contracts with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction. Applicants subject to executing a future NYS Master Grant Contract agree, in addition to any other nondiscrimination provision of the MGC and at no additional cost to the DEC, to fully comply and cooperate with the DEC in the implementation of New York State Executive Law Article 15-A. These requirements include equal employment opportunities for minority group members and women ("EEO") and contracting opportunities for certified minority and women-owned business enterprises ("MWBEs"). Contractor's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws. Failure to comply with M/WBE and EEO requirements may result in a DEC finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages or enforcement proceedings. Please refer to the NYS Master Grant Contract - Article IV. (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review M/WBE and EEO requirements.

A list of certified M/WBE enterprises can be obtained via the internet from the NYS Department of Economic Development at: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=9885>

Additional information regarding MWBE Goals & Reporting Responsibilities may be found at this website: <http://www.dec.ny.gov/about/48854.html>



Municipal Waste Reduction and Recycling (MWRR) Program
Application/Pre-Application COVER PAGE

Please type

Applicant:		County:		DEC Region:	
Population of Service Area:		Federal Tax ID:			

Applicant type(s): Place a mark (X) in the box to the left of the Applicant Type					
<input type="checkbox"/>	County	<input type="checkbox"/>	Town	<input type="checkbox"/>	Village
<input type="checkbox"/>	City	<input type="checkbox"/>	School District	<input type="checkbox"/>	Other District
<input type="checkbox"/>	Local Public Authority	<input type="checkbox"/>	Local Public Benefit Corporation	<input type="checkbox"/>	Native American Tribe or Nation

Project Name:					
Total Project Cost:		Grant Amount Requested:			
Type of Application: Place a mark (X) in the applicable box to the left of Project Type.					
<input type="checkbox"/>	Recycling Coordination, Education, Promotion, Outreach				
<input type="checkbox"/>	Containers/Bins/Totes	<input type="checkbox"/>	Recyclables Collection Vehicle(s)	<input type="checkbox"/>	Waste Reduction/Prevention
<input type="checkbox"/>	Roll off boxes/trailers	<input type="checkbox"/>	Recyclables Processing Equipment	<input type="checkbox"/>	Organics Composting Equipment
<input type="checkbox"/>	Facility Construction - Recycling		<input type="checkbox"/>	Facility Construction - Biosolids composting	
<input type="checkbox"/>	Facility Construction - Yard waste/food composting				
<input type="checkbox"/>	This submittal if a PRE-APPLICATION				
<input type="checkbox"/>	This submittal is a FINAL APPLICATION				

Project Manager		Authorized Representative/Contract Signatory	
Name:		Name:	
Title:		Title:	
Address:		Address:	
Email:		Email:	
Phone:		Phone:	

CERTIFICATION:

I do hereby certify that the information submitted herein is true, correct and complete to the best of my knowledge and belief.

 (Date) (Signature)

Department of Environmental Conservation USE ONLY			
Project No.		Date Received	

Project Description

Copy the following questions to a blank page and answer ALL of the questions.

Pre-Application Questions. If filing a Pre-application, answer items P1-P6 as appropriate.

P-A1. Select a identifying name for your project.

P-A2. For Capital Projects: What items are being purchased and what is the purpose of purchasing each of these items ?

P-A3. For Recycling Coordination, Education or Waste Reduction Projects: Describe the costs being incurred and the expected outcome from these costs?

P-A4. How will funding of this project result in more recycling in your municipality?

P-A5. How much additional recycling/composting do you expect from this project?

P-A6. For RECYCLING COORDINATION/EDUCATION PROJECTS: Does your municipality currently have an employee responsible for recycling education/coordination/promotion/outreach?

If Yes, what is the name/title of that person and the percentage of their work time spent on recycling?

P-A7. For CAPITAL PROJECTS: Is the equipment fully dedicated to recycling, or used for other purposes? If the equipment is used for other purposes, what are the other purposes and the percentage of time that the equipment is used for those other purposes?

If filing a PRE-APPLICATION, stop here and complete a Budget Format page for your project and submit it along with the Cover Page and answers to the above questions.

If filing a FINAL APPLICATION, COMPLETE APPLICABLE QUESTIONS BELOW

8. What is the geographic location and population of the applicant?
9. What is the number of households or commercial/institutional facilities served by this project?
10. List the recyclables collection or processing facilities within the project area.
11. What are the overall recycling-related objectives or goals of conducting this project?
12. If awarded, how will the grant result in improved services provided to target audiences?
13. What is the expected increase in recycling/composting program participation? How was this figure calculated.
14. What new recycling or composting activities will be initiated when this equipment is obtained or education project is completed?
15. If this Project involves RECYCLING COORDINATION/EDUCATION COSTS, answer the following questions. If not, type n/a:
 - a. Who is responsible for planning and modifying the local recycling program?
 - b. Who is responsible for monitoring the local recycling program?
 - c. Who is responsible for developing and implementing outreach strategies for the program?
 - b. Who is responsible for creating public education and promotion tools for the recycling program such as brochures, flyers, calendars, mailers, etc.?
 - d. Who is responsible for recyclables marketing by seeking new markets or spot marketing your recyclables?

Project Description (continued)

Copy the following questions to a blank page and answer ALL of the questions.

- e. Who is responsible for tracking and reporting of recycling statistics to Federal, state and local authorities and the general public?
- f. Who is responsible for developing enforcement strategies?
- g. Who is responsible for the overall solid waste management program of the municipality?
(Provide a copy of this person's job description with the application.)

16. If this Project involves CAPITAL COSTS used for recyclables COLLECTION, such as collection containers or vehicles, answer the following questions about the recycling collection program. If not, type n/a:

- a. How do households separate recyclables from waste prior to curbside pickup, or drop-off?
- b. For yard waste/food waste composting projects, include how organics are separated.
- c. What municipal departments or private entities collect recyclables, compostables and non-recyclable waste in the service area?
- d. What are the collection routes, zones and schedules for recyclables collection?
- e. What equipment and personnel is needed for recyclables collection?
- f. How does the processing equipment/facility in this application fit into the overall program?
- g. What is the expected increase in tonnages collected, and how was this calculated?

17. If this Project involves CAPITAL COSTS (equipment or facility), used for recyclables PROCESSING, answer the following questions. If not, type n/a:

- a. How are recyclables processed at a facility after collection?
- b. How does the processing equipment/facility in this application fit into the overall program?
- c. What are the tonnage capacities of each item of equipment in this application?
- d. What is the expected increase in tonnages processed, and how was this calculated?
- e. What are the estimated durations of the useful life of the equipment or facilities?

18. If this project involves CONSTRUCTION of a facility, answer the following questions. If not, type n/a:

- a. Design and operational capacities of the facility and component equipment;
- b. Number and design of structures;
- c. Overview of all existing and planned equipment;
- d. Floor plans and equipment layout; and
- e. Description of basic processes of all equipment.

19. If this Project involves purchase of HOUSEHOLD RECYCLABLES COLLECTION CONTAINERS, BINS, TOTES, or CARTS, answer the following questions. If not, type n/a:

- a. What size(s) are the containers, and what is reason for such size(s)?
- b. What is the frequency of collection from generators using the containers/bins/totes
- c. Are all recyclables collection containers provided to residents at no charge? If there is a charge, what is the amount of the charge or fee, and in what circumstances is it applied?
- d. How will labeling clearly indicate the containers are the applicant's property and do not belong to the resident or the hauler?
- e. What are the enforcement strategies, such as warning letters, visits, or fines utilized to ensure the containers are properly used?

Project Description (continued)

Copy the following questions to a blank page and answer ALL of the questions.

20. If this Project involves purchase of one or more VEHICLE(S), or MOBILE EQUIPMENT, answer the following questions. If not, type n/a:

Provide the following information about the vehicle

- a. Year, make, model, body type and Vehicle Identification Number (VIN)
- b. Date the vehicle was placed into service
- c. Current odometer reading
- d. List of optional accessories purchased with the base vehicle.
- e. Description of the applicants fleet, and how the requested vehicle fits in the fleet.

21. If the Project involves purchase of one or more VEHICLE(S), answer the following questions. If not, type n/a:

For the following list of tasks, provide estimates of the Percent of Vehicle Time used for the task and the Miles Driven Per Year for each task.

- a. Residential Recyclables collection/transport
- b. Residential Yard Waste collection/transport
- c. Town property and Roadway yard waste cleanup
- d. Non-recyclable Garbage collection/transport
- e. Collection of C&D debris or bulky materials
- f. Roadway or Construction Work
- g. Snow Removal
- h. Other Municipal Work

22. If the Project involves YARD WASTE COLLECTION OR PROCESSING EQUIPMENT, answer the following questions. If not, type n/a:

- a. For each piece of equipment in this proposal's Budget, indicate the make and model of the item and the function it performs in the composting program.
- b. For each piece of equipment in this proposal's Budget, indicate the number of days of the year that the equipment is in operation for yard waste collection or processing. Include a description of how this figure was calculated.
- c. During times of the year when leaves and yard waste are not collected, what is the purpose and operating status and location of the equipment described in this application?

23. If the Project involves COMPOSTING FACILITIES OR EQUIPMENT, answer the following questions. If not, type n/a:

- a. What is the source and quantity of yard trimmings or other organics to be processed, including seasonal variations in the waste type and quantity?
- b. What is the composting method to be used?
- c. What is the source, quality & quantity of bulking agent, amendment, ad mixture, or seed material?
- d. What is the expected use, and method for removal of finished compost from the site?
- e. Include your DEC permit or registration number for the facility, or documentation that the facility is exempt from all DEC permitting or registration provisions.

24. For Capital Projects: What is the time frame for the purchase of all the equipment requested in this application? For education/coordination projects, what is the timetable for completion of the project?

Project Description (continued)

Copy the following questions to a blank page and answer ALL of the questions.

25. Materials Marketing Description: If the Project involves CAPITAL COSTS (Recycling equipment or facility), answer the following questions. If not, type n/a:
- List all names and locations of destination facilities that the applicant uses to market recyclables.
 - How long has the applicant been using these destination facilities?
 - What type of agreement or contract has the applicant executed with the destination facilities?
 - What contingency plans does the applicant have if the destination facility no longer accepts recyclables?
26. If the project is a Capital Project where the applicant acts as a SELF-MARKET, as in the case of compost, wood chip mulch (e.g., using compost for municipal parks or distribution to residents), answer the following questions. If this is not the case, type n/a:
- How much compost or mulch is used or distributed on an annual basis?
 - How is the availability of compost or wood chips publicized to all residents?
 - The applicant's governing body must pass a resolution identifying the applicant's self-market intentions. This resolution must be included with this application. Indicate the resolution number here.
27. Is the proposed project consistent with the State Solid Waste Management Plan and the Local Solid Waste Management Plan or Comprehensive Recycling Analysis in effect for the service area? Include the term of the Local Solid Waste Management Plan or Comprehensive Recycling Analysis in effect.
28. Has there been any other State, Federal or private funding received for this project? If so, how much and from what entities?
29. Permitting/SEQRA Compliance: If applicable, what efforts have been undertaken to meet all applicable permit/registration requirements under local, state, or federal laws, rules or regulations, including a description of efforts undertaken to comply with the requirements of SEQRA?
30. For CAPITAL PROJECT, what are the public education, promotion and outreach efforts to be utilized to maximize public participation in the applicant's recycling or composting program?
For Recycling Coordination/education projects, type n/a.
31. Environmental Justice Impacts: For CONSTRUCTION PROJECTS, what efforts have been undertaken by the municipality to minimize the adverse impacts of the project, or any components thereof, on minority or disadvantaged persons or communities?
32. Small Business Impacts: What efforts have been undertaken by the municipality to minimize adverse impacts of the project, or any components thereof, on small business?
33. Procurement: Were all educational materials, equipment, construction materials or services purchased in accordance with General Municipal Law, and other applicable laws, rules and best procurement practices?

Additional information may be required based on review of the responses to these questions.

MWRR Budget Format for Coordination/Education/Outreach Projects

Please use this form, or create a similar format for your budget.

Period Covered by this Application (up to 3 years)

Start Date:	
End Date:	

Personal Service costs of the employee involved in education/coordination/promotion/outreach

Percentage of time dedicated to recycling and waste reduction ____%

Use this percentage to pro-rate the amount of personal service funding requested in table below.

	Type of Expense	Year 1 cost	Year 2 cost	Year 3 cost	Total Cost
1	Annual Salary Amount	\$	\$	\$	\$
Fringe Benefit Categories					
2	Health Insurance	\$	\$	\$	\$
3	Retirement/Pension	\$	\$	\$	\$
4	Social Security & Medicare	\$	\$	\$	\$
5	Workers Compensation	\$	\$	\$	\$
6	Employee Benefit Funds	\$	\$	\$	\$
7	Other	\$	\$	\$	\$
	Subtotals:	\$	\$	\$	\$
8	Subtotal amount prorated by __ %	\$	\$	\$	\$

Public Education/Promotion/Outreach Expenses (Non-personal services)

	Description of Expense	Year 1 cost	Year 2 cost	Year 3 cost	Total Cost
1		\$	\$	\$	\$
2		\$	\$	\$	\$
3		\$	\$	\$	\$
4		\$	\$	\$	\$
5		\$	\$	\$	\$
6		\$	\$	\$	\$
7		\$	\$	\$	\$
8		\$	\$	\$	\$
9		\$	\$	\$	\$
10		\$	\$		

Add more rows or additional sheets as needed.

Total Personal and non-Personal Expenses	\$
State Assistance Requested (50% of Total Expenses)	\$
Percent of Project Budget for personal service costs	%
Percent of Project Budget for non-personal service costs	%

MWRR Budget Format For Capital Projects – Equipment EQUIPMENT LIST

For projects involving equipment purchases, list the equipment with estimated or actual cost and date of purchase. Provide a brief use summary for each piece of equipment. Add more rows or pages, if necessary.

Ref No.	Equipment Name Make and Model	Quantity/Unit Cost	Purchase Date	Brief Use Summary
		Total Cost		
1		@ \$		
		\$		
2		@ \$		
		\$		
3		@ \$		
		\$		
4		@ \$		
		\$		
5		@ \$		
		\$		
6		@ \$		
		\$		

	Total Equipment Cost: \$	
	Is every one of these equipment items described in the narrative project description?	
	For items which are already purchased, are payment documents included with the application?	

*The Reference number for each item of equipment should also be used to label the equipment specifications. Use this number in the responses to the project description questions and on the site and/or floor plans provided, if applicable.

MWRR Budget Format For Capital Projects – Construction or Professional Services

For CONSTRUCTION OR PROFESSIONAL SERVICES, provide the cost and justification for each service. If work has not been performed, provide an estimate of the anticipated costs. The following are examples of eligible services. Add more rows or pages, if necessary

Construction Service	Total Cost	Service Purchase Dates	Brief Summary of Work Performed
Engineering&Architectural	\$		
Legal & Surveys	\$		
Construction – General	\$		
Construction - HVAC	\$		
Construction - Electrical	\$		
Construction – Plumbing	\$		
Workforce Costs(see below)	\$		
Other costs (specify)	\$		

Include a set of construction bid specifications, if available.

WORK FORCE ACCOUNT COSTS (the cost of construction services/time provided by municipal employees). This item MAY be eligible for inclusion in the project 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:
 - i. Site preparation;
 - ii. Facility construction; and
 - iii. Engineering, architectural, legal, and other professional services.

- b. The applicant must provide an explanation of why using a municipal work force is the preferred alternative and a cost effective choice.

MUNICIPAL RECYCLABLES SUMMARY WORKSHEET

Applicant:		Population:	
Materials Collected for RECYCLING	Curbside (C) Drop-off (D) Both (B)	Current Annual Recovery Amount (tons) Year 20	Projected Recovery Amount if this project is approved (tons)
COMMINGLED Single			
COMMINGLED Paper			
COMMINGLED Containers			
PAPER – Newspaper			
PAPER – Corrugated			
PAPER – Office Paper			
PAPER – Other (Specify)			
GLASS - Containers			
METAL – Ferrous Containers			
METAL – Aluminum			
METAL – Scrap Metal			
METAL – White Goods			
METAL – Other (Specify)			
PLASTIC – PET Containers			
PLASTIC – HDPE Containers			
PLASTIC - Mixed (1-7 Containers)			
PLASTIC – Film			
TEXTILES			
YARD TRIMMINGS			
FOOD SCRAPS			
BIOSOLIDS Composted			
OTHER *			
OTHER *			
TOTAL TONS			

Materials Collected for DISPOSAL	Curbside (C) Drop-off (D) Both (B)	Current Annual Disposal Amount (tons) Year 20	Projected Disposal Amount if this project is approved (tons)
MSW			
C&D Debris			
INDUSTRIAL			
BIOSOLIDS (dry tons)			
OTHER *			
TOTAL TONS			
RECYCLING RATE: (tons recycled/ tons recycled + tons disposed)		%	%

* Specify what is the OTHER items

CERTIFICATE AS TO TITLE TO PROJECT SITE

For Projects involving construction work done on a specific site or property

I, _____, Attorney-at-Law, representing

_____ herein called the Applicant, as title counsel,
do hereby certify:

1. That I have investigated and ascertained the location of and am familiar with the legal description of the site or sites being provided by the Applicant for all elements of the Project for which State participation has been offered under the Environmental Protection Act of 1993.
2. That if not previously submitted, I am attaching a legal description of the site or sites on which the project is to be constructed.
3. That I have examined the deed records of the county or counties in which this project is to be located and in my opinion, the Applicant has a legal and valid fee simple title or other estate or interest in the site of the project including the necessary easements and rights-of-way as are necessary to undisturbed use and possession for the purposes of construction, operation, and maintenance of the Project.
4. That any deeds or documents required to be recorded in order to protect the title of the owner and the interest of the Applicant have been duly recorded or filed for record wherever necessary.
5. REMARKS:

Dated this _____ day of _____, 20_____.

(Attorney at Law)

(Address)

(City and State)

Application Checklist

Name of Person Completing this checklist:			
Phone		Email	

Use this checklist to ensure that your application is complete.

Incomplete applications will not be approved.

Place a mark (X) in the corresponding box of the first column if item is applicable and submitted.

Write N/A if the item is not applicable to your project.

If you are not sure, call 518-402-8678 or send an email to RecyclingGrants@dec.ny.gov

Included in application	Application Component
	Application Cover Sheet (page 10)
	Project Description - all applicable questions on page 11-14 answered
	Budget Worksheets, as applicable. See Pages 15-17
	Municipal Recyclables Summary Sheet (including disposal figures). Page 18.
	M/WBE Utilization Plan (if grant request is \$25,000 or more). (see page 9)
	Recycling Coordinator Job Description (for coordination/education projects)
	Applicant's Local Recycling Law enacted per General Municipal Law 120-aa
	Proof of Applicant's Workers Compensation Insurance (see page 8)
	Proof of Applicant's Disability Insurance (see page 8)
	Self-marketing resolution (if applicable). See Question 26 on page 14.
	Certificate as to Title to Property Site (for construction projects). See page 19.
	Vendor Responsibility Information (if grant request > \$100,000. see Page 14)
	Progress Report for Coordination/Education Project (if applicable; see page 20)

Send one hardcopy (original) to:

**New York State DEC
 Division of Materials Management
 Bureau of Permitting and Planning
 Recycling Grants
 625 Broadway, Albany, NY 12233-7260**

and send one electronic copy of the application to RecyclingGrants@dec.ny.gov

RecyclingGrants@dec.ny.gov