

DEADLINE to apply is May 1, 2022



and

**The Highland County
Board of Commissioners**



**2022 Recycling and Litter Management
Grant Program**



Application Handbook

(This publication includes application forms.)

To obtain an electronic version of this publication including application forms
please visit the Highland County Recycling website at
<https://hccao.org/recycle/> or send an Email to recycle@hccao.org
For more Information call HCCAO and ask for the Recycling and Litter Program:
937-393-3458

RPHF Revolving Fund Grant Program Summary:

The Ross Pickaway Highland Fayette Solid Waste District (RPHF) annually allocates monies to each county within the solid waste district to implement recycling and solid waste related programs and projects. In 2022, the Highland County Commissioners were allotted funds for both their Recycling Outreach program (now operated under contract by Highland County Community Action Organization, Inc.) and their Solid Waste & Recycling Revolving Fund. Highland County Commissioners have chosen to once again dedicate a portion of their Revolving Fund allotment to a solid waste, recycling and litter management grant program for Highland County. This grant program addresses the specifics and use of the Solid Waste & Recycling Revolving Fund.

For additional information on the above mentioned programs or for application materials for this grant visit the HCCAO Recycling website at <https://hccao.org/recycle/>, call us at 937-393-3458, or email recycle@hccao.org

Who is Eligible to apply:

Municipal corporations, villages, townships, state colleges, boards of education, park districts, health districts and not for profit corporations/organizations within Highland County. The “applicant” on the attached application form refers to the agency or organizations applying for grant funds and who will be responsible for securing matching funds.

Eligible uses of grant funds:

Costs associated with conducting solid waste, recycling and litter cleanup and prevention activities that are consistent with the approved RPHF Solid Waste Management Plan.

Potential projects might include: cleaning-up of properties declared as a nuisance by the local health district and/or government entity; establishing local office, institutional or special event recycling programs; starting residential curbside recycling programs; conducting city or village wide cleanup events; and initiating other recycling and litter management related activities.

How much are we allowed to request:

Maximum grant award will be \$4,500 for 2022. However, the Highland County Commissioners reserve the right to make grant awards in excess of this amount should circumstances merit or to offer a partial grant for less than the total amount requested.

Each applicant may apply for **one** grant during each of the open application periods (see information below). The same or similar grant application may be submitted in future years.

Cash match requirement:

This program will provide up to 90%* of the total project costs for a maximum of \$4,500. Applicants are required to pay at least 10% of the total project costs

Example: Grant pays \$4,500 and applicant pays \$500 toward a project totaling \$5,000.

However, Highland County Commissioners reserve the right to provide grant percentages more or less than 90% should circumstances merit.

Costs for supplementing existing employees’ salaries are ineligible.

How to apply:

To apply for the 2022 Revolving Fund Grant: Complete Forms 1 through 4 on the following pages and either:

- Email them to recycle@hccaoh.org,
- Fax them to 937-393-7707 (call to confirm receipt),
- Mail them to **HCCAO Recycling Program, 1487 N High St. STE 500, Hillsboro, OH 45133**, or
- Drop your completed application off at either HCCAO or the Highland County Commissioners.

Application Deadline: May 1, 2022.

Program timeline/process:

Grant funding will be determined by the Highland County Commissioners by May 18, 2022. A grant agreement will be mailed to the grantee shortly thereafter detailing the grant award and the process for receiving payment. The Grant Applicant is expected to pay all expenses necessary to complete the grant prior to submitting bills to the Highland County Commissioners for the agreed upon amount of reimbursement. Reimbursement will not exceed 90%* of actual expenditures.

Deadline for the completion of work by awardees, and the submission of a Project Completion Report with attached copies of paid bills to the Highland County Commissioners is November 1, 2022.

NOTE: If all grant funds are not awarded by May 18, 2022, additional applications may be accepted up to July 1, 2022 with a determination on funding being made by August 1, 2022. The project completion date remains November 1, 2022.

**HIGHLAND COUNTY
2022 RECYCLING AND LITTER MANAGEMENT
REVOLVING FUND GRANT**

DEADLINE for application:

Round one – May 1, 2022

Round two - July 1, 2022 (if funds remain)

Submit to HCCAO Recycling Program
1487 N. High St., STE 500, Hillsboro, OH 45133
recycle@hccao.org

Form # 1 – General Project Information

Applicant:	Applicant Phone:
Applicant Address:	Applicant Project Coordinator:
Email Address of Project Coordinator:	Phone # of Project Coordinator:
Project Title:	Brief Description of Project and Its Location:
Total Project Costs:	Amount Requested from the Highland County Commissioners: (maximum 90% of total project costs up to \$4,500)
Source(s) of additional funds to be utilized on the project:	Projected Project Completion date: (No later than November 1, 2022)

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Form # 2 – Detailed Project Description

Project Title:
Location(s) of proposed project:
<p>Describe in detail the proposed project, including the reason said project is needed, those responsible for completing the project, the local support for the project (letters of support may be added to end of the application, but are not required), and the proposed timeline for completing the project. Activities should not start until a signed agreement is executed between the applicant and the Highland County Commissioners and should be completed by November 1, 2022 including the submission of a completion report. <i>Attach additional pages if necessary.</i></p>

Form # 3 – Detailed Project Budget

Eligible Costs		Total Cost	Applicant Share	Grant Amount
Design & Engineering *				
Labor *				
Service Contracts				
Purchase of Materials				
Other: (explain)				
TOTAL PROJECT COSTS			(Minimum 10%)	(Maximum 90% up to \$4,500.00)

*Costs for supplementing existing employees' salaries are ineligible.

<p>Additional Comments:</p>

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Form # 4 – Authorizing Resolution

Below is an example of a form that is required to be submitted with each application. This form, or one similar to it, identifies that the officials responsible for the actions of the applicant are aware and supportive of the proposed project.

RESOLUTION OF AUTHORIZATION

WHEREAS, the Highland County Commissioners administer a financial assistance program for solid waste, recycling and litter management purposes through the 2022 Revolving Fund Grant Program, and

WHEREAS, the _____ desires financial assistance under
(Name of applicant)

the Revolving Fund Grant Program.

NOW, THEREFORE, be it resolved by the _____
(Name of applicant)

1) That the _____ approves filing an application
(Name of applicant)
for financial assistance.

2) That _____ is hereby authorized and directed
(Name of local coordinator)
to execute and file an application with the Highland County Commissioners and to provide all information and documentation required to become eligible for possible funding assistance.

3) That the _____ agrees to complete
(Name of applicant)
the project as outlined in the grant proposal should the grant request be awarded.

Signed: _____
(Authorized Agency Official)

Title: _____

Date: _____

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Form # 5 – Project Completion Report (Due November 1, 2022 with copies of paid bills)

Actual Cost		Total Cost	Applicant Share	Grant Amount
Design & Engineering				
Labor				
Service Contracts				
Purchase of Materials				
Other: (explain)				
TOTAL PROJECT COSTS			(Minimum 10%)	(Maximum 90% up to \$4,500.00)

Materials Collected (approximate amounts)				
Number of Tires		Passenger	Tractor	Other
Pounds of ...		Trash	Recyclables	Other
Electronics (Number of each)		Computers	TV's	Cell Phones
Other (explain)		Amount (# or lbs)		

Additional Comments: