

2021 Application Instructions
Recycling Grants to Responsible Units and Recycling Consolidation Grants

The Recycling Grant Application includes a section related to the Recycling Consolidation Grant created under s. 287.24, Wis. Stats. in the 2011-13 State Budget. You are not required to apply for the Recycling Consolidation Grant. You will only need to complete the Recycling Consolidation section (Section 2., B) of the grant application if you have acted to meet one of the eligibility criteria described in s. 287.24, Wis. Stats.

Before starting the application, it will be helpful for you to have the following materials available for reference:

- ✓ Your 2020 grant application.
- ✓ Your 2019 annual report of recycling program accomplishments and actual costs.
- ✓ Copy of Responsible Unit Authorizing Resolution that identifies the person or position title authorized to sign the grant application.
- ✓ Documentation of formal Consolidation with another Responsible Unit or Cooperative Agreements, resolutions or other documents that have been newly executed between January 1, 2020 and October 1, 2020 that qualify your RU for the Recycling Consolidation Grant.

Only responsible units (RUs) with an effective recycling program under s. 287.11, Wis. Stats. are eligible for grant assistance. Your RU must have an effective recycling program, approved by the department to receive grant funding. Remember that Recycling grant funding is only for single family and 2-4-unit residential dwellings, and for collection of Table 1 materials and yard waste as listed below.

TABLE 1 MATERIALS

Aluminum containers	#1 and #2 plastic bottles & jars
Glass containers	Steel (tin) cans
Office paper	Newspaper & newsprint materials
Bi-metal cans	Magazines, catalogs, and other materials on similar paper
Corrugated cardboard	Tires: personal vehicle tires for recycling only – not stockpiling

YARD WASTE

Leaves
Grass clippings
Debris and brush under 6" in diameter

INELIGIBLE

Do not include the costs you may incur for materials collected at a clean sweep event. Do not include scrap metal, heavy equipment tires, sharps, pharmaceuticals, major appliance or electronics, lead acid vehicle batteries, oil absorbents, waste oils or used oil filters.

The deadline for filing the 2021 Recycling Grant application is **October 1, 2020**. RUs who submit a late application (from October 2 through October 30, 2020) are eligible for reduced grant funding according to the following schedule:

<u>Applications submitted by:</u>	<u>% Award Funding</u>
October 1	100%
October 10	95%
October 22	90%
October 30	75%
October 31 or later	0%

The late penalties apply to the Basic Recycling Grant awards. No grant funding will be awarded if your grant application is submitted after October 30, 2020.

If you qualify for the Recycling Consolidation Grant in addition to the Basic Recycling Grant, we will combine both award amounts and issue one grant payment check. Checks will be disbursed by June 1, 2021.

Avoid Delayed Receipt of Your Recycling Grant Check: Grant award checks are mailed to the Responsible Unit Treasurer. Please be sure that the most current Treasurer's address is on file with the State.

SECTION 1: CONTACT INFORMATION

Review the Authorized Representative and Primary Contact Information

Send changes by email to Wendy Peich at Wendy.Peich@wisconsin.gov. The authorized representative must be the person authorized to sign and submit the recycling grant application and annual reports through a resolution passed by your RU. If you are changing the authorized representative and this is not the same name or position title listed on your existing authorizing resolution, you need to submit a new resolution. See the instructions and a sample authorizing resolution at the end of this document.

The primary contact is the person we will call if we have a question about the application. The primary contact is also often the person who will complete your online application. It should be the person that is most familiar with the grant application or that we will be able to reach if we have questions. In some cases, the primary contact is also the authorized representative.

To assist the DNR in our communications with you, please make sure that Wendy Peich has your most current e-mail address.

SECTION 2: RU PROGRAM INFORMATION

A. Add or Drop Members (if applicable)

If you are a **multi-member RU**, that added or dropped a member RU use the drop-down list to choose the RU added or dropped. If you have acquired or dropped members since your last grant application, this will require a recalculation of your grant award. Please notify Kari Beetham at Wendy.Peich@wisconsin.gov of an added or dropped RU.

B. Recycling Consolidation Grant

The 2011-13 Biennial Budget established \$1 million to be distributed on a per capita basis for qualifying Responsible Units, (reference Recycling Consolidation grant program s. 287.24, Wis. Stats). If you qualify these funds are in addition to the grant you receive through the Basic Recycling grant program (s. 287.23, Wis. Stats.). The sum of an award under this grant program and the Basic Recycling grant program may not exceed the total net eligible costs of recycling expenses.

Pre-Qualified Responsible Units

- 1) County Responsible Units
- 2) Federally recognized Tribes
- 3) Single or Multi Member Responsible Units having a population of 25,000 or more

If you are one of these three groups there is nothing for you to add in this section. Proceed to Section 3, Eligible Program Costs and Estimated Collection Tonnage.

If you are not one of the three categories above and you choose to qualify for the Recycling Consolidation Grant you must:

- a) Enter into a formal consolidation with one or more other RU by executing an Intergovernmental Agreement by authority of s. 66.0301, Wis. Stats.
- b) Enter into a cooperative agreement with one or more other RU to provide joint implementation of at least one of the Effective Recycling Program elements listed in B. II. Cooperative Agreement. The agreement must be signed on a date between January 1 and October 1 of the application year.

To report your qualifying event as part of your Grant Application, enter the following information on the Grant Application form:

Cooperative Agreement Date: Enter the date you entered into a cooperative agreement with one or more other RUs. **Qualifying Eligibility Criteria:** You must check one or more of the eligibility criteria that are included in your cooperative agreement with each agreement member.

If your cooperative agreement spans multiple years, all participating RUs must re-sign the agreement annually between January 1 and October 1 to maintain eligibility for the Consolidation grant.

Agreement Members: Enter each RU that this agreement applies to. If you are using the online system you will select the cooperating RUs from the drop-down list.

Important: You must keep the qualifying documentation records on file and available for review in the event of an audit. Do not send cooperative agreements or other documents related to the Cooperative Agreement to the DNR.

SECTION 3: ESTIMATED PROGRAM COSTS AND ESTIMATED COLLECTION TONNAGE

Please remember that grant assistance is provided only for the single family and 2-4-unit residential portion of your recycling program. Do not include the cost of collection, processing or marketing of recyclables or yard waste from commercial, retail, industrial, or governmental facilities, or from buildings containing 5 or more dwellings.

Estimated collection of recyclables in tons: Enter the estimated number of tons of recyclable materials you expect to be collected by your program. The total tons of recyclable materials you anticipate collecting from single family and 2-4-unit residences is needed to determine your avoided disposal costs.

Eligible program costs: To report Program Costs, you must complete the Estimated Budget Worksheet. Your grant application cannot be approved unless the Budget Worksheet has been completed and submitted. If you are using the online form, select the **Estimated Budget Worksheet** button in Section 3 and complete the form. Detailed instructions for the Budget Worksheet are provided below. If you are using the online form, the summary of eligible, ineligible costs and revenue in this section will then auto fill from the information you provide on the Budget Worksheet. If you are filling out the paper copy of the grant application, you'll need to manually enter the estimated costs into the worksheet and then enter the totals in the Summary Table.

Estimated Budget Worksheet

The rows list expenses, that is, what is to be paid for. The line item expenses listed in the rows correspond to the Department of Revenue Uniform Chart of Accounts (UCA) object codes. The columns list recycling cost categories, that is, the recycling purpose for which the expense is incurred.

Include all the anticipated costs of your recycling operation, even costs not eligible under this grant program. Then also list the ineligible costs in Row 19, and the revenue from sale of recyclables in Row 20. Why do we do it this way? Two reasons: first, to ensure that all relevant costs are included; and second, the numbers you report here will match your actual budget for recycling regardless of grant eligibility.

Important: The net eligible recycling costs must not include the cost of collection, processing or marketing of recyclables from commercial, retail, industrial, or governmental facilities, or from buildings containing 5 or more dwelling units.

If you are a new RU or if you are an RU applying for a Recycling Grant for the 1st time, please provide the following information on the paper application form:

- Statewide Average tipping fee at landfill for 1999: the amount is pre-filled (\$30.00)
- Avoided disposal costs (tons of recyclables x \$30 statewide average tipping fee)

Special Note for Counties and Other Multiple-municipality Responsible Units

If you choose to include the recycling costs of your member municipalities in your grant request, you must comply with the following:

1. Submit with your application a copy of your current written agreement with each municipality delineating what services are to be provided by the responsible unit and by each municipality. **If these are unchanged from agreements already submitted to the department, you need not resubmit them.**
2. Retain in your records a budget worksheet for each municipality
3. Collect and retain in your records documentation of the actual recycling costs incurred by each municipality.

All costs entered in the Estimated Budget Worksheet should be **rounded to the nearest dollar amount**.

Please refer to the Budget Worksheet Guidance at the end of this document for details about the *Activities* and *Line Item* costs.

Ineligible Costs. If your recycling program expenses listed in Rows 1 through 17 include banned items that are not grant eligible, enter the total ineligible costs in Row 19, Column E.

Ineligible Costs – Examples of Possible Items

-  Lead Acid Batteries, Waste Oil, Major Appliances
-  Expenses related to the purchase of plastic containers for the collection of recyclables which do not have at least 25% recycled content;
-  Fines or penalties due to failure to comply with federal, state or local regulations.
-  Costs for which payment has been or will be received under another federal or state financial assistance program. All costs upon which such assistance is based are ineligible for funding under the recycling grants to responsible units program.

Line 20: Revenue from Sale of Recyclable Materials. If you had revenue from the sale of any of the recyclable materials included in the NR 544 Table One Materials list, enter the total revenue amount in Row 20, Column E.

NR 544 Table One Materials	
• Newspaper	• Steel/Bi-metal (tin) containers
• Corrugated cardboard	• Plastic containers
• Magazines	• Glass Containers
• Aluminum containers	• Foam polystyrene packaging

What to Include and What Not to Include

-  **Include** the revenues you received from other responsible units for recycling services.
-  **Do not** include revenues raised from your responsible unit's residents by taxation, bag sales, or other user fees.
-  **Do not** include payments you receive from member municipalities (multiple member RUs only).
-  **Do not** include the amount of your recycling grant (UCA account #43545)

Note: If you must pay to market any of these items, the marketing cost is an expense and should be reported in Column C of the Budget Worksheet. Do not enter your marketing expense as "negative income", and do not reduce any revenues you receive for the sale of some recyclable materials by the amount you pay to market these or other materials.

Records Retention

The DNR has the right to examine all books, papers, accounts, documents, or other records of the Responsible Unit as they relate to recycling program costs and activities for which state funds were granted. The purpose would be to verify that claimed costs qualify under the provisions of the statute, followed the terms of the grant, and were incurred.

Each Responsible Unit must retain all recycling program records until final resolution of any findings, or for a period of three years, whichever is later.

SECTION 4: CERTIFICATION To be reviewed and signed by the Authorized Representative

NOTE: Your application cannot be approved until you have submitted a completed and signed Certification page.

The assurances the responsible unit must make as part of the application are stated on the Certification page of the application. **The Authorized Representative must read each of the Assurances and answer Yes or No. Sign and date the Certification page and submit it to the DNR Community Financial Assistance Office.**

BUDGET GUIDANCE

These instructions apply to both the Grant Application: Estimated Costs Worksheet
AND
Annual Report: Actual Costs Worksheet

Column	Definition
A. Education	Informational flyers, brochures, tax bill inserts, newspaper, radio, TV or other media used for publicizing RU recycling program related to materials banned from landfills, Table 1 materials, electronics and other items.
B. Collection Curbside Collection Drop Off	<p>Curbside: Purchased services or RU employee system to collect recyclable materials and yard waste from <u>residential and 2-4-unit multi-family</u> properties and for transporting the recyclables for processing and marketing.</p> <p>Drop Off: Recyclable materials, including yard waste, are taken by <u>individual residents</u> to designated collection sites and deposited into designated containers for transport, processing and marketing.</p>
C. Processing and Marketing	Baling, shredding, pulverizing, composting, separating or other alteration/treatment to facilitate further transport, recycling, or reuse of solid waste intended to be recycled or reused.
D. Compliance Enforcement	Monitoring and enforcing compliance with the RU ordinance that contains the provisions specified in s. NR 544.06—Components of a Recycling Ordinance.
E. Total Costs	Calculated sum of all columns in a row. The on-line report automatically calculates and fills in the totals.

Non-allowable Costs

- Fines and penalties
- Ordinary operating expenses of local government not directly related to the recycling program.
- Interest or finance charges
- Costs eligible under any other state or federal financial assistance program.
- Costs incurred in any transaction creating a real or apparent conflict of interest.

ROW DEFINITIONS
Department of Revenue Uniform Chart of Accounts #53635

Row	Definition
1. 100 - Employee Salaries/wages benefits	Must be <u>RU employee</u> working on recycling only. If the employee works on other activities the cost of salary/wages and employee benefits (including social security) must be allocated in direct proportion to <u>time spent on recycling activities</u> . Vacation, sick leave and holiday benefits are allowed to the extent that they are earned while working on recycling activities.
2. 210 - Consulting Services	Services performed by <u>outside</u> consultants, including accountants, attorneys, engineers, public relations and survey research professionals. Services must be covered by a written contract or agreement specifying financial terms and services to be rendered.
3. 220 - Utility Services	Electric, gas, telephone, including installation and equipment charges and energy costs used in recycling operations. Must be prorated if facilities are shared for other than recycling purposes.
4. 240 - Purchased Repairs and Maintenance	Payments to <u>outside</u> organizations for repairs and maintenance to recycling facilities or equipment. Includes payments for equipment service contracts. Repairs or maintenance performed by the <u>responsible unit's own employees are personnel costs (code 100)</u> and/or repair and maintenance supplies (code 350), as appropriate.
5. 290 - Purchased Services for Printing and Advertising	Payment for printing services by <u>outside</u> providers including those provided by other municipalities for: media advertising and publicity services, including audio visual production, displays, and booths, brochures and educational materials.
6. 290 - Purchased Services Other (Contractual Services)	Payments to <u>outside</u> providers of one or more components of an effective recycling program, including contracts/agreements with other municipalities. Contracts/agreements should specify financial terms, services to be provided, contract duration, nonperformance penalties, and any other relevant terms and conditions. Procurement of recycling services and associated costs is subject to the State Procurement Guide for Local Units of Government (bidding procedures, etc.). Grant eligible services may include collection, separating, processing, hauling and marketing of <u>residential</u> recyclables and yard waste.
7. 310 - Office Supplies	Expense for office supplies used directly in recycling operations. May be drawn from a central stock on an established chargeback basis.
8. 320 - Subscriptions and Dues	Purchase of books or periodicals necessary for recycling research. Memberships in organizations concerning recycling.
9. 330 - Employee Travel and Training	RU employee travel expenses, including meals, lodging, and personal auto mileage reimbursement, and training costs incurred for recycling program related topics.
10. 340 - Operating Supplies and Expenses	Consumables including costs of fuel and oil for vehicles* and equipment* and postage. *Fuel and oil costs are included in the DOT equipment rates. Do not include: office supplies or repair/maintenance supplies.
11. 350 - Repair and Maintenance Supplies	Parts and supplies used in repairs and maintenance on recycling equipment or facilities, including any building materials used in minor (non-capital) construction.
12. 510 - Insurance	Costs of liability or casualty insurance coverage directly allocable to recycling programs (non-personnel related).

13. 530 - Rents and Leases	Expenses for rent or lease of facilities or equipment, including vehicles, used for recycling.
14. 540 - Depreciation	<p>The recycling share of depreciation on capitalized equipment or facilities used in recycling programs. All depreciation claimed must be properly allocable to recycling and the total costs entered on Row 14 of the Estimated Costs Worksheet.</p> <p>The annual recycling depreciation on each item is the eligible amount you can claim in each grant year during the expected useful life of the item.</p> <p>Depreciation formula is ((Prorated Cost of Use) / (expected life in years – age at purchase)) x ((months owned)/12).</p> <p>Example: (Prorated Cost of Use) / (expected life in years – age at purchase)) x (12/12).</p> <ul style="list-style-type: none"> • However, for the first year owned and last year of expected life it will be a partial amount unless the equipment was purchased in the first or last month of the year. <p>Example: Expected Life in Years = (expected life in months – age) x 12 or End Date whichever is earlier.</p> <ul style="list-style-type: none"> • If the item was previously fully depreciated reduce the rate by 1/3.
15. 540 - Hourly Equipment Use	<p>Use charges, on an hourly or mileage basis, on equipment used in recycling operations. Such charges must be fully documented with time sheets or mileage logs and entered on Row 15 of the Estimated Costs Worksheet.</p> <p>Here is the link for Chapter 2 of the Highway Maintenance Manual: http://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter02.aspx</p> <ul style="list-style-type: none"> • If you do not find the piece of equipment you are looking for choose something similar and make your best estimate. <p>Multiply the hours of use by the DOT hourly use rate.</p> <ul style="list-style-type: none"> • If the equipment is fully depreciated this number is multiplied by 66.7%.
16. 900 - Cost Allocations	Expenses indirectly attributable to recycling programs. All these costs must be accumulated in a separate set of accounts, equitably and systematically allocated to all the responsible unit's activities, and not be included on any other line.
17. 900 - Cost Allocations Other (not #53635)	Any other properly allocable recycling cost not included above, such as land acquisition (chargeable to UCA#57435), or costs to be borne by constituent municipalities, or any recycling cost not charged to UCA #53635.
18. Total Recycling and Yard Waste Costs (Rows 1-17)	<p>The online report system automatically calculates the totals.</p> <ul style="list-style-type: none"> • Costs incurred and paid between January 1 and December 31 of the grant year. • Payments made in January for prior year grant expenses are allowable as prior year expenditures.

<p>19. Ineligible Costs – Recycling of Banned Items s. 287.07(1m), Wis. Stats.</p>	<p>Costs related to handling items banned from landfills or incineration per s. 287.07(1m), Wis. Stats. and other ineligible items will be subtracted from the total recycling costs incurred.</p> <ul style="list-style-type: none"> • Automobile batteries • Automotive engine oil, filters and absorbents • Air conditioner, clothes washer and dryer, dishwasher, freezer, refrigerator, dehumidifier, water heater, oven, furnace, etc. • Interest or Finance Charges (payments related to recycling operation costs)
<p>20. Revenue</p>	<p>Revenue received from the sale of NR544 Table 1 recyclables from residential and 2-4-unit households to offset recycling program operations costs. This amount will be subtracted from the total recycling costs incurred.</p> <p>Include:</p> <ul style="list-style-type: none"> • Profits from the sale of recycling and/or yard waste equipment or property purchased with grant funds. • Revenues you expect to receive from other RUs for recycling services <u>unless</u> you are a multiple member RU receiving payments from member municipalities. • Amount of payment for eligible recycling costs that have been or will be reimbursed under another federal or state financial assistance program. • Sale of compost from yard waste (as a recovered material) is deductible revenue. <p>Revenue must be reported for the year that it is earned.</p> <p>Do not include:</p> <ul style="list-style-type: none"> • Revenue from fees collected to offset electronics collection costs. • Revenue from residents by taxation, bag sales, or user fees. • Your DNR recycling grant award or interest received from this money – if the accrued interest is used for recycling program costs. • Revenues from the sale of recyclables which are listed on Line 6. • If you are a multi-member municipality, do not deduct payments received for recycling services from municipalities that are part of your RU. • Volume based fees (for trash) used to raise money for your local government.
<p>21. Total Ineligible Costs & Revenues</p>	<p>Sum of Rows 19 and 20</p>
<p>22. Total Eligible Recycling Costs</p>	<p>Row18 minus Row 21.</p>

Calculating Equipment Depreciation and Hourly Use Costs

"Capital expenses" means construction or acquisition costs including improvements or equipment costing \$1000 or more and with an expected life of 3 years or more." (NR 542.03, Wis. Admin. Code). **The full cost of capital purchases may not be taken as an expense in a single year for recycling grant purposes.** For each item of capital expense, you may recover your annual cost by either of the following two methods:

1. Depreciation: You may depreciate the capital item over its expected useful life and take the annual depreciation amount as an expense for 2017. If you claim a depreciation expense you may also claim your actual documented cost of operation of the depreciated item in one or more categories. Cost of operation includes any costs associated with running and maintaining the item, including fuel, repairs, and insurance, as well as salaries, wages and employee benefits of the operators.

OR

2. Hourly Use: You may claim hourly equipment use charges based upon the rate approved by the Wisconsin Department of Transportation (DOT). Contact the DOT or your county highway department for rate information. If you claim an hourly use cost, you may also claim the cost of salaries, wages and employee benefits for the operators in Row 1. But do not also claim a separate cost of operation in Rows 2 – 17. All costs of operation except salaries, wages and employee benefits of operators, are included in the DOT hourly use charge.

Ordinarily, you may not switch back and forth between depreciation and hourly use as the means of claiming equipment use costs on your recycling grant applications. There are two circumstances, however, under which such a switch is allowable as described below.

-  Equipment that has been fully depreciated during the life of the recycling grant program, or that was purchased entirely with expedited recycling grant money, cannot be included as depreciation but can be included as hourly use. (The expedited recycling grant period was July 1, 1990 through December 31, 1991.) However, because the DOT hourly use rate includes the cost of ownership, these fully depreciated items must be calculated at an hourly use rate reduced by one third. This is to recognize that the state share of the cost of ownership has already been fully recovered by your responsible unit in the recycling grant program. For example, a patrol truck that was originally included as depreciation for the first four years of the recycling grant program may be moved to hourly use. If the DOT hourly rate is \$9.00/hour, this truck would be calculated at \$6.00/hour with an annotation that this is a modified rate. [Equipment owned prior to July 1990 may be listed as hourly use at the DOT approved hourly rate and this rate does not have to be reduced. Only the equipment fully depreciated in the recycling grant program or the equipment purchased entirely with expedited recycling grant monies must be calculated with a reduced hourly use rate.]
-  Equipment that has been depreciated for recycling grant purposes in previous years, but has not yet been fully depreciated, may be switched to hourly use. However, once this switch has been made you may not change back to depreciating the equipment in future years but must consistently claim hourly use costs for the equipment.

Refer to your program records and contact DNR recycling grant staff if you need assistance with depreciation or equipment use.

Has your Authorized Representative changed?

Local governments (also called Responsible Units) participating in the recycling grant program -- -- must submit to the DNR a resolution approved by the governing body of the responsible unit that designates one representative to submit a recycling grant application and sign necessary documents.

The authorized representative must be either an employee or an official of the responsible unit. This may be accomplished in one of two ways. On the resolution you may name a person, or you may name a position or office, such as "town clerk," as the responsible unit's authorized representative.

Person If you name a person, and that person later leaves his/her position or office, you must pass a new resolution to authorize another person to act as the authorized representative of the responsible unit.

Office/Position If the resolution names an office or position and there is subsequent turnover in that office, you do not need to pass a new resolution. You will need to add/edit the contact information in Section 1 of the grant application to reflect the name, phone and e-mail address of the new Authorized Representative.

If the authorized representative for your RU has changed, your current authorizing resolution may not be valid. **It is important that you update this resolution and provide a copy to the DNR as soon as possible.**

If you have questions about your Authorizing Resolution, please contact Wendy Peich.
Wendy.Peich@wisconsin.gov or 608-264-9207

See Sample of Authorizing Resolution – next page

SAMPLE OF AN AUTHORIZING RESOLUTION

The following sample resolution is a model for the authorizing resolution required of all responsible units. The resolution will authorize the representative to sign and submit the Recycling Grants to Responsible Units grant application. The representative must be an official or employee of the responsible unit.

Municipality Code ____ - ____

RESOLUTION

WHEREAS, _____ hereby requests financial assistance under
(name of responsible unit)

s. 287.23 and s. 287.24, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code, for the purpose of planning, constructing or operating a recycling program with one or more components specified in s. 287.11(2)(a) to (h), Wis. Stats.,

THEREFORE, BE IT RESOLVED, that _____ HEREBY AUTHORIZES
(name of responsible unit)
_____, an official or employee of the responsible unit, to act
(authorized representative **position** or person)

on its behalf to: Submit an application to the Department of Natural Resources for financial assistance under s. 287.23 and s. 287.24, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code; Sign necessary documents; and Submit a final report.

Adopted this _____ day of _____, 20_____

Name

Title

Name

Title

I hereby certify that the foregoing resolution was duly adopted by _____

at a legal meeting on the _____ day of _____, 20_____.

Name

Title