Recycling and Litter Prevention Program

2024 Grant Manual

Ohio Environmental Protection Agency
DEFA – Recycling and Litter Prevention Program
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Introduction

This manual will serve as your guide for managing your Ohio Environmental Protection Agency (Agency) Recycle Ohio Grant**.** The manual provides specific policies in effect to administer the grant project. Although these policies address all management requirements, the Agency reserves the right to make exceptions to these requirements when circumstances warrant.

As part of all grant agreements, this manual is to be used in conjunction with the following documents:
- Original Application Package
- Grant Agreement (contract)

Any individuals involved with or responsible for managing the grant program should be familiar with the above documents. By signing the grant agreement, the grantee agrees to follow all policies and procedures in this manual.

Relationship of the Agency to the Grantee

The Grantee is required to designate an authorized official to administer the grant. The Grantee and Cooperating Enterprise are required to sign all documents and is directly responsible for the overall grant. Grantees/Cooperating Enterprises will follow all policies and procedures in this manual, maintain fiscal and program accountability and ensure that no grant expenditures exceed the budgeted amounts. At no time will the total amount of a grant be increased.

Grant Administration

Accounting System

The Grantee must use an accounting system that complies with "generally accepted accounting principles." Grantees must record the receipt of funds by type and source, and the expenditure of funds by approved line items. Local government accounting systems that comply with standards and procedures published by Ohio's state auditor will meet the Agency's accounting standards. The accounting system must provide a timely and accurate record of transactions and must produce reports that correspond with appropriate receipts and disbursements, the expended and unexpended balance for each line item, invoices, proof of payment (voided checks, credit card statements, Auditor's reports, etc.) and the total funds expended and the unexpended.

Audits

Grant-related financial records of Grantees/Cooperating Enterprises are subject to Agency, state, and local government audits and must be maintained for a period of **six years** after the grant close out. Audits may result in adjustments to the amount of reimbursement and may require repayment to the Agency of any improperly expended or unaccounted grant funds. In the event of a special audit, the Grantee/Cooperating Enterprise will be responsible for the actual cost of the audit. The Agency, in conjunction with the auditor's office will determine said costs. The auditors will require review of, but not limited to, the following information while on official audits:
- All purchase orders, invoices, proof of payment documents and vouchers that involve grant and matching funds.
- Listing of equipment purchased with grant and matching funds.
- Internal accounting ledgers and/or journals showing grant and matching expenditures.

- A chart of accounts that identifies the fund and/or account from which grant and matching expenditures are made.
- Copies of all reports required by this grant manual and the grant agreement.

The Agency in conjunction with the auditor's office will on an annual basis, perform risk assessments that identify grantees requiring an audit in the coming year. If the original intent of the grant is not satisfied, or if multiple infractions exist, these actions could raise the risk assigned to your organization and result in such an audit. Therefore, it is imperative that all grants be conducted in compliance with grant guidance, all eligible grant expenditures are supported by documentation, and the original intent of the grant is sufficiently satisfied.

Contract/Sub-Grant Agreement/Insurance

The Grantee is required to enter into a contract with any approved contractor to sub-grant grant funds for eligible purposes, as identified in the approved budget. The Grantee is required to ensure that contracts or sub-grants awarded for the establishment of project-related facilities by a contractor include provisions, guaranteeing the availability of suitable land or property, in or on which to operate. In addition, the Grantee/Cooperating Enterprise must obtain any necessary licenses, permits or inspections required by a governmental agency. The property must be maintained in compliance with all directives given by health, safety or fire officials, resulting from regular or special inspections by those agencies. In addition, the Grantee/Cooperating Enterprise must maintain sufficient insurance on any property for which grant funds have been expended to improve the property site, or to help re-establish the physical plant of the operation in case of fire, theft or other destructive occurrence. The Grantee/Cooperating Enterprise must maintain insurance in an amount sufficient to cover the replacement value of any grant-funded equipment. For Market Development Grants (MDG) and Scrap Tire Grants (STG), this section applies to both the Grantee and the Cooperating Enterprise, however, only one entity needs to maintain sufficient insurance in accordance with this section. MDG and STG Grantees and Cooperating Enterprises shall submit all appropriate financial documents, including shipping and receipt documents, invoices, proof of payment documents, contracts and term reports, prior to the transfer of any grant funds.

Separate Account

ORC Section 3736.03 and the grant agreement require all Grantees to create and maintain a separate account for grant funds received, and cash donations (ORC Section 5733.064) received for their grant program. This separate account must remain open throughout the effective dates of the grant agreement and during whatever additional time is necessary to close out all charges and payments related to the grant.

All interest earned on the separate account must be deposited into the same account. These monies will be used to support recycling or litter prevention projects and may be used any time during or after the effective date of the grant award. Monies generated from any grant-funded activity are not required to be deposited into the separate account. The Grantee must document all cash donations received for the grant project as to the amount, name, and address of the donor, and the date each donation was received. The Grantee must use cash donations received for tax credit purposes pursuant to ORC Section 5733.064 for any purpose identified under ORC Section 3736.02, and in a manner consistent with the same. The donations may be used any time on or after the effective date of the grant award.

Matching Funds

Community and Litter Grant (CLG) and Academic Institution Grant (AIG) projects require a financial contribution equal to twenty five percent (25%) match of the grant award. Matching funds for projects must be a cash contribution directly related to the project. Matching funds will be accounted for in the same manner as grant funds.

Market Development Grant (MDG) projects require a financial contribution equal to one hundred percent (100%) match of the grant award. The match must be a cash contribution or line of credit dedicated to the funded project. Matching funds will be accounted for in the same manner as grant funds.

Scrap Tire Grants (STG) projects require a financial contribution equal to one hundred percent (100%) match of the grant award. The match must be a cash contribution or line of credit dedicated to the funded project. Matching funds will be accounted for in the same manner as grant funds.

Water Bottle Refilling Station Grant projects require no matching funds.

Payment Structure

- Projects with a Government Sponsor and Cooperating Enterprise: One hundred percent of payment shall be held by the Agency and not forwarded to the Sponsor/Grantee until all expenditures have been completed, the appropriate invoices and proof of payment are documented, and an Agency final compliance check is completed and found to be satisfactory to the Agency. Once the Sponsor/Grantee receives the payment, Grantee shall forward the payment in full to the Cooperating Enterprise.

- Projects without a Cooperating Enterprise: Upon approval of the grant agreement and subject to cash availability, the agency provides each grantee with an initial fifty percent electronic payment to cover approved grant expenses with the exception of water bottle refilling station awards, which receive one hundred percent of the funds up front. Final payments will be withheld until an Agency final compliance check is completed and found to be satisfactory and the grant account is reconciled and closed out.

In all projects, any grant-related expenditure made prior to the effective date of the grant agreement will not be reimbursed.

Close Out

Grants will be closed out after the Agency receives and approves the completed final report and has verified the grant expenditures and proof of payments. The maximum grant period is 24 months; however, the Grantee may request to fiscally close out the grant earlier than the deadline established in the executed grant agreement. The close out request requires submission of all Agency grant close out reports. The final report is due no later than 45 days after the grant expiration date.

Any initial electronic payment in excess of the total grant project expenditures, must be returned to the Agency within 45 days of close out notification, and no final payment will be made. The Agency may forward the matter to the Ohio Attorney General's Office for collection services if any excess payment is not returned to the Agency within 45 days of close out notification. Checks submitted to the Agency should be made payable to "Treasurer, State of Ohio".

For Community and Litter and Academic Institution Grants, if the total grant project expenditures equal a lesser amount than what was proposed in the budget, the match may be proportionately reduced. Grantees may calculate the match required for a project with reduced actual costs using the following formula:

Grant + Match = Total Project Cost

Total Project Cost/1.25 = Grant Funds, then Total Project – Grant Funds = Match

For Market Development and Scrap Tire Grants, if the total project expenditures equal a lesser amount than what was proposed in the budget, the dollar amount of the Grantee's match funds required may be reduced to the equivalent of the reduced grant funds.

Close Out Reports will be submitted through Ohio EPA's *Resource Hub*.

A walkthrough video of the Close Out Report is available here: *https://www.youtube.com/watch?v=GZH2tFhSGzo*.

Contracts, Purchases and Personnel Policies

The Grantee will abide by its local procurement regulations or standards for contract agreements, provided that the standards set forth in the grant agreement are followed. A written agreement is required between the Grantee and the service provider where personal services greater than $1,000 (one thousand dollars) will be paid for with grant funds. The written agreement will be fully executed before the provision of any service, and a copy will be retained in the Grantee's financial records for audit purposes.

Grant funds will not, without prior written approval from the agency, be obligated after the termination date of the grant. In addition, grant funds will not be used to supplant or to replace any existing funding for grant projects.

Equipment and Site Improvement Disposition

The Grantee/Cooperating Enterprise will maintain records reflecting each purchase made by the Grantee/Cooperating Enterprise for a piece of equipment costing more than $300 acquired through this grant. During the three-year period from the date the Grantee/Cooperating Enterprise expends $3,000 or more of grant funds to purchase any equipment or on-site improvements, the Grantee/Cooperating Enterprise will not change the original approved use of the equipment, without obtaining prior written approval of the Agency. The Grantee/Cooperating Enterprise may not transfer the equipment to another party as a gift without cost. The Grantee/Cooperating Enterprise may not sell the equipment acquired through this grant, except with the written approval of the Agency. During the three-year period, the Grantee/Cooperating Enterprise must obtain written approval from the Agency, prior to making any change to the equipment, transferring the equipment to another person or entity, or selling the equipment to another person or entity, if that equipment was obtained through this grant. Any request for such approval must contain the rationale and basis for the proposed change, transfer or sale. If the Grantee/Cooperating Enterprise obtains approval and sells a piece of equipment originally acquired through this Grant during the three-year period, the Grantee shall reimburse the Agency with the proceeds of the sale up to the amount of the cost of the piece of equipment. The Grantee/Cooperating Enterprise shall submit checks to the Agency made payable to "Treasurer State of Ohio", and send the check to the same address as provided in this manual for the submittal of reports within forty-five (45) days of the approved sale of the equipment in accordance with the following schedule:

Within one year of the date the Grantee/Cooperating Enterprise received the equipment or site improvement, the Grantee/Cooperating Enterprise will repay to the Agency **ninety percent (90%)** of any expended funds granted by the Agency for the originally approved purchase of the equipment or site improvement.

During the second year after the date the Grantee/Cooperating Enterprise received the equipment or site improvement, the Grantee/Cooperating Enterprise will repay to the Agency **seventy percent (70%)** of any expended funds granted by the Agency for the originally approved purchase of the equipment or site improvement.

During the third year after the date the Grantee/Cooperating Enterprise received the equipment or site improvement, the Grantee/Cooperating Enterprise will repay to the Agency **fifty percent (50%)** of any expended funds granted by the Agency for the originally approved purchase of the equipment or site improvement.

Following the third year after the date the Grantee/Cooperating Enterprise received the equipment, the Grantee/Cooperating Enterprise may dispose of the equipment in a manner consistent with local regulations and without the approval of the Agency.

Enhanced Assistance: Compliance Check and Site Visits

Prior to release of grant funds, staff will perform a review of Agency records to ensure the Grantee/Cooperating Enterprise is compliant with all applicable rules and regulations. Release of grant funds may be withheld if the compliance check identifies any issue(s).

Agency staff may visit the Grantee/Cooperating Enterprise during the grant period and up to three years thereafter. These site visits will be scheduled in advance and provide the Agency with knowledge of the Grantee's/Cooperating Enterprise's progress toward meeting project objectives.

Enhance Assistance site visits will help ensure compliance with current facility operations; provide the grant recipient with the compliance assistance they may need to operate in an environmentally acceptable manner. In addition, site visits allow staff to observe how grant funded activities promote recycling in Ohio and use this information for programmatic improvements and developing priorities.

Advertising Policies

Content Standards: Content will be in good taste. Nudity, sexual suggestion and derogatory references to persons based on sex, ethnicity, religion, color, creed or handicap are prohibited. Materials will positively reflect on the grantee and the Agency. Content will not threaten individual freedoms. Copyrighted and trademarked material cannot be used without written permission from the owner. A funding credit line is a statement that explicitly gives funding credit to certain parties. If no local contribution is made, no funding credit will be given to the grantee, their local officials or donors. Funding credit may be given to both parties when the Agency and the grantee share the project cost. Any advertising that does not meet the requirements of the Advertising Policy will not be reimbursed.

Note: *The Agency will not reimburse the expenditure of grant funds to support advertising that incorporates quotes or names of any individual(s) running for office or for any political purposes.*

The following funding credit line and, when possible, Ohio EPA logo (collectively, FCL) will be used on all advertising such as billboards, tabloid-style inserts, and standard print journal advertising. This FCL will also appear on other printed materials such as brochures, flyers, newsletters, pamphlets, posters, etc. When possible, the FCL will also be included on any equipment that was either purchased or funded in part with grant funds. The grantee must submit a

draft of the proposed use of the FCL to Ohio EPA for approval prior to its use. Should the use of the FCL not comply with the requirements of the contract the grantee must revise its use upon notification from Ohio EPA.

Funded/Partially Funded by the Ohio Environmental Protection Agency

Record Keeping

Both Grantees/Cooperating Enterprises must maintain adequate records in the format prescribed in this grant manual. Such records must document all allowable expenses. The Grantee will monitor and report project performance for all grant-supported projects to assure that projects are accomplished, and funds are properly expended. Maintaining accurate and comprehensive records is considered part of the grant application review criteria and can positively or negatively affect future grant funding for communities and their Cooperating Enterprises.

Timetable of Closeout Reports

Grant/Final Reports	Reporting Period Covered	Due Dates
Community and Litter and Academic Institution Grants	April 1, 2024 – March 30, 2025	May 15, 2025
Market Development and Scrap Tire Grants	April 1, 2024 – March 30, 2026	May 15, 2026
Water Bottle Refilling Station Grants	May 1, 2024 – March 30, 2025	May 15, 2025

Recycle Ohio Grant Closeout Report

Once the grant awarded project is complete, grantees are required to complete and submit their closeout report through *Ohio EPA's Resource Hub*. The narrative questions and data tables provided in the online form are tailored to each grantee depending on the project category they applied for. In addition to the online report form, all grantees are required to provide a completed budget table with all grant expenditures and proof of payments and provide a list of equipment purchased, if applicable. Businesses with a government sponsor will need to create an account in the Resource Hub to submit their own closeout report and must also submit a completed grant acknowledgement form from their government sponsor.

The data we collect from our grantees is vital to help us evaluate the success of our grant program. Be sure to review the following data tables so you understand what information we'd like you to report back to us once your project is complete. There are data measures that aren't applicable to every grantee within each table. If the data doesn't apply to your grant, simply put zero for that measurement. We are aware that some grantees closeout soon after receiving and installing new equipment and may not have complete data yet. Please provide estimates to the best of your knowledge within the closeout report.

Final Budget Table

Grantees must complete a final budget table that lists the following information for all grant related expenditures: date of purchase, invoice number, name of vendor, purchase description, budget category, invoice total, the grant and match amounts, the type of payment used and a proof of payment reference (i.e., check number, PO number, statement date, etc.). The completed budget table must be uploaded as an attachment to the closeout report for Ohio EPA staff to review. The final budget table identifies expenditures toward approved projects. The Agency approves or disapproves expenditures according to the approved grant budget. The official project budget figures can be found in the Grantee's original grant application. All final report documents must be submitted even if no expenses were incurred during a particular year.

A budget table template will be provided to each grantee during the mandatory grants meeting and will also be available for download on our website (*100% match table*, *25% match table*, and *zero match table*). Grantees are permitted to create their own budget tables provided that all the information listed above is included.

Other Required Attachments

Equipment Summary Form – All grantees will list each piece of equipment purchased in full, or in part, with grant funds that costs $300 or more. The following information will be asked for each piece of equipment: Equipment type, Model Year, Model #, Delivery Date, Serial/ID #, Equipment location, Total Spent, Total Grant Spent, Total Match Spent. The equipment summary form can be found *here*.

In addition to the form, grantees are also required to submit a picture of each piece of equipment displaying the Recycle Ohio logo.

Government Sponsor Grant Acknowledgement – All businesses with a government sponsor must submit this form with their closeout report to demonstrate that their government sponsor has approved and signed off on their project. The Government Sponsor Signoff form can be found *here.*

Grant Project Advertising – An example of all advertising paid for with grant and/or match funds must be included with the closeout report. Note, businesses with a government sponsor are not permitted to use grant funds for advertising or marketing.

For a file of the Recycle Ohio logo, please reach out to Christopher Brown in Ohio EPA's Communication and Outreach at *Christopher.Brown@epa.ohio.gov* with "Recycle Ohio Grant" in the subject line.

Materials Collected Table

The materials collected table is a cumulative summary of all the materials that were collected through the grant project. If you have a material not listed here, you will be able to add it as "other" and provide a description. If you have more than one "other" material, add the amount of all the other materials together and list them in the description box provided.

Material	Unit of Measurement
Commingled Recyclables	Tons/Pounds
C&DD	Tons/Pounds
Glass	Tons/Pounds
Electronics	Tons/Pounds
Metals – Ferrous	Tons/Pounds

Metals – Non-ferrous	Tons/Pounds
Organics (food)	Tons/Pounds
Cardboard (OCC)	Tons/Pounds
Paper	Tons/Pounds
Plastic	Tons/Pounds
Scrap Tires	Tons/Pounds/PTE
Wood (non-C&DD)	Tons/Pounds
Litter/Trash	Tons/Pounds/Bags
Other	Tons/Pounds

Community Outreach Table

This table will be asked for Conference Sponsorships, Contamination Reduction*, Outreach and Education, and Special Venue Recycling projects.

Outreach Measure	Instructions	Unit of Measurement
Education Presentations	The number of presentations of the total number of participants.	People
Advertising and Outreach	The total number of people reach by the advertising or outreach purchased with grant funds.	People (1 household = 1 people)
Special Venue Events with Recycling or Organics Captured	For example: sporting events, community events, school events, races, festivals, etc.	Each
Households Targeted*	The number of households visited for tagging.	Each
Before Contamination Rate*	Contamination rate before the project.	Percent
After Contamination Rate*	Contamination rate after the project.	Percent
Cart Rejection Improvement*	Measurement of reduction in tagging from first visit and final visit.	Percent

Clean-up Events Table

This table will be asked for Litter Clean-up and Scrap Tire Amnesty Events.

Event Measures	Instructions	Unit of Measurement
Streets, Highways and Trails	Total number of miles	Miles
Rivers and Shore	Total number of miles	Miles
Parks		Each
Lakes and Ponds		Each
Vacant Lots and Illegal Dumpsites		Each
Communities Involved	This measure should be the number of communities or townships where litter collection or tire amnesty events took place.	Each

Scrap Tire Amnesty events	Enter the number of events and the amount of tires collected for scrap tire amnesty.	Tons/Tires/PTE
Trash collected at Litter Clean-up events	The number of events and the amount of litter collected.	Tons/Pounds/Bags
Tires collected at Litter Clean-up events	The total number of tires collected during litter clean-up events	PTE
Volunteers	The total number of volunteers and the total number of hours worked.	Hours

Water Bottle Refilling Station(s) Summary Table

This table will be asked for water bottle refilling station projects.

Measure	Instructions	Unit of Measurement
Water Bottle Refilling Stations Installed	In the Number field enter the number of buildings that received water bottle refilling stations. In the Measure field enter the total water bottle refilling stations that were installed in all the buildings.	Each
Water Bottles Saved	Number of single use water bottles saved	Each
People Impacted	Number of people impacted	People

Scrap Tire Civil Engineering Summary Table

This table will be asked for Scrap Tire for Civil Engineering or Constructions Projects.

Measure	Instructions	Unit of Measurement
Area of Civil Engineering Construction Project	Enter the total construction area using material that included scrap tires.	Square feet
Tires Used	Please provide an estimate for the amount of PTEs used for the civil engineering project.	PTE

Recycling and Scrap Tire Equipment Table

(Businesses):

This table will be asked for C&DD Collection and Processing Equipment, Material Recovery Facility, Recycling Equipment, and Scrap Tire Manufacturing and Processing Equipment projects for Businesses.

Measure	Instructions	Unit of Measurement
Waste Diversion Increase	Enter the increased tons of waste diverted from disposal as a result of this grant.	Tons
Customers Added	This measure should be the number of individual customers and the number of markets added.	People (1 market = 1 person)

Recycling Equipment and Infrastructure Table

(Local governments, non-profits, schools):

This table will be asked for C&DD Collection and Processing Equipment, Curbside Recycling, Drop-off Recycling, Material Recovery Facility and Recycling Equipment projects.

Measures	Instructions	Unit of Measurement
Recycling Rate Increase	Enter the additional tons of recyclables processed as a result of this grant.	Tons
Residents Affected by Drop-Off Recycling	Estimate how many more residents have access or utilize the drop-off recycling after the grant project.	Each
Households added to Curbside Recycling	Households impacted by the project either through new service or larger recycling bins/carts.	Each
Increased Recycling or Material Collected Capacity	How many more tons of recycling or other materials were you able to collect through the grant project? (e.g. larger drop-off containers or more recycling bins)	Tons
Contamination Reduction	Enter the amount of contamination reduced as a result of this grant. (e.g. the difference in the amount of contamination before vs. after project)	Tons
Increase in Material Collected	Enter the additional tons of material collected as a result of this grant.	Tons

Jobs Created/Jobs Retained

This table will be asked for grantees who also get the Recycling and Scrap Tire Equipment or Recycling Equipment and Infrastructure Tables. Academic Institution applicants will NOT get this question.

What is the number of employee positions created?	What is the total number of hours worked per year by employees in positions created?
What is the number of employee positions retained?	What is the total number of hours worked per year by employees in positions retained?

Additional Questions

The following is a list of additional questions in the online closeout report followed by the project categories and/or applicant type that will be asked that question.

Question	Applicant Type/Project Category
What were you project goals and objectives?	All project categories
How would you measure the success of your project?	All project categories
Describe any activities that have been conducted to promote or increase the awareness of the project. If you used advertising, what type(s) did you use?	All local government, non-profit, education, water bottle refilling station grantees
How were students included in the implementation of your project?	Academic Institution grantees

Now that your project is completed, please explain your organization's long-term commitment to the future of your project. For Academic Institutions: If the project is student-led, explain how the project will continue in the future when the student leadership transitions and changes.	C&DD Collection and Processing Equipment, Conference Sponsorships and Assistance, Curbside Recycling, Drop-off Recycling, KAB Certification, KAB Renewal, Litter Clean-up Events, Material Recovery Facility, Outreach and Education, Recycling Equipment, Scrap Tire Amnesty Events, Special Venue Recycling and Surveillance Camera projects
Describe how this project has expanded your company's market reach/customer base as well as how it has impacted markets in Ohio.	Business with a government sponsor grantees
Describe any activities that have been conducted to promote or increase aware of the project.	Business with a government sponsor grantees
Did the equipment purchased function in the way you intended? Please describe any pros and cons.	C&DD Collection and Processing Equipment, Curbside Recycling, Drop-off Recycling, Material Recovery Facility, Recycling Equipment, Scrap Tire Manufacturing and Processing Equipment, and Surveillance Cameras projects
Do you think that the outreach and education techniques you utilized were effective in communicating your message to your target audience?	Outreach and Education projects
Please describe how the public has interacted with your paving project since completion and how the project provides information about scrap tires. If possible, provide as estimated number of users.	Scrap Tire for Civil Engineering or Construction projects
Please provide the amount generated from your tire collection fee and describe how you plan to use the funds generated.	Scrap Tire Amnesty Projects
How many additional clean-up events and number of volunteers were supported by renewing your KAB certification?	KAB Renewal Projects
Please describe the steps you have taken in your KAB certification process as well as your Community Appearance Index and Focus Area Survey.	KAB Certification Projects
Since your project, please describe the changes you have seen in the amount of open dumping and/or littering in your community. Do you think your project has made a positive impact?	Litter clean-up events, Scrap Tire Amnesty Events, Surveillance Cameras project categories
What were your project goals and objectives?	Water Bottle Refilling Station Projects
How would you measure the success of your project?	Water Bottle Refilling Station Projects
Describe any activities that have been conducted to promote or increase the awareness of the project. If you used advertising, what type(s) did you use?	Water Bottle Refilling Station Projects