

2017 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 taken action to meet one of the eligibility criteria described in s. 287.24, Wis. Stats.

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

- ✓ Your 2016 grant application
- ✓ Your 2015 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.
- ✓ The Dept. of Transportation Equipment Use Rates (these are found on the DNR Recycling Grant web page under Resources. Go to the DNR website: dnr.wi.gov In the Search box type the key words Recycling Grant.
- ✓ Documentation of formal Consolidation with another Responsible Unit or Cooperative Agreements, resolutions or other documents that have been newly executed between January 2, 2016 and October 1, 2016 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, in order to receive grant funding. Remember that Recycling grant funding is only for single family and 2-4 unit residential dwellings.

The deadline for filing the 2017 Recycling Grant application is **October 3, 2016**. RUs who submit late applications (from October 4 through October 31, 2016) will be eligible for reduced grant funding according to the following schedule:

<u>Applications submitted by:</u>	<u>% Award Funding</u>
October 3	100%
October 10	95%
October 20	90%
October 31	75%
November 1 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 31, 2016.

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, 2017.

Avoid Delayed Receipt of Your Recycling Grant Check: Grant award checks are mailed to the Responsible Unit Treasurer at the address on file with the Dept. of Revenue. If the Treasurer for your RU has had a change of address, it is crucial that you notify the Department of Revenue with this change as soon as you are aware of it. If this is not done, your recycling grant check could be sent to an undeliverable address. Undeliverable checks will be returned to us, delaying the receipt of your payment. Please send any changes in writing to:

Wisconsin Department of Revenue
Customer Service Bureau
P.O. Box 8949, Mail Stop 5-77
Madison, WI 53708-8949 Phone Number: 608-266-2776
Fax: 608-267-1030
Email additional questions to DORBusinessTax@revenue.wi.gov

SECTION 1: CONTACT INFORMATION

Review the Authorized Representative and Primary Contact Information

If you have changes to your authorized representative or primary contact please complete the changes using the form found at this web link: <http://dnr.wi.gov/topic/Recycling/Reports.html> or send changes by email to Kari Beetham at Kari.Beetham@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 pages 6 and 7 of these instructions for additional information about updating your resolution or contact Kari Beetham at Kari.Beetham@wisconsin.gov or (608) 264-9207.

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, by logging in with their WAMS ID. 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 Kari Beetham 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**, enter added or dropped members here. If you have acquired or dropped members since your last grant application, this will require a recalculation of your grant award.

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 any 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 2 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.

Agreement Members: Enter each RU that this agreement applies to. If you are using the online system you will select the members from the dropdown 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 your 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 summary costs in Section 3.

Estimated Budget Worksheet

The rows list expenses, that is, what is to be paid for. The 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 of the anticipated costs of your recycling operation, even costs not eligible under this grant program. Then 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**. To complete the Estimated Budget Worksheet please follow these guidelines.

Lines 1 –17: Break down each recycling cost category named in Columns A through D into the expenses listed on Lines 1 –17. Some of these expenses and categories may not apply to your program. Enter figures only in the columns and rows that represent expenses you expect your program to incur. After you have entered all program expenses on Lines 1 –17, in Columns A through D, the totals in Column E are calculated for you. Paper filers will need to manually add each line across, and enter the sum of each line in Column E.

Line 14: Total Estimated Depreciation Costs. Add up all depreciation costs from your records and enter the sum in Row 14, Column E. (For further information on how to calculate your depreciation costs, see Calculating Equipment Depreciation and Hourly Use Costs on page 8.)

Line 15: Total Estimated Cost of Using Equipment. Add up all equipment use costs from your records and enter the sum in Row 15, Column E. (For further information on how to calculate your hourly use costs, see Calculating Equipment Depreciation and Hourly Use Costs on page 8.)

Line 16: Cost Allocations. Expenses indirectly attributable to recycling programs. All costs included here 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.

Line 17: 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).

Line 18: The total costs will be automatically calculated. If you are filling out a paper application, manually calculate and enter the cost totals.

Line 19: 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
- Corrugated cardboard
- Magazines
- Aluminum containers
- Steel/Bi-metal (tin) containers
- Plastic containers
- Glass 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.

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.**

The Request for Variance section is only for RUs that do not have a valid authorizing resolution on file with the DNR, due to a change in the authorized representative. Checking this box will allow you to submit the grant application before your governing board has officially signed a new authorizing resolution. It is advisable that you contact the DNR Grants Manager, Kari Beetham, to report changes to your authorizing resolution. Kari.Beetham@wisconsin.gov or 608-264-9207

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 Kari Beetham.
Kari.beetham@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

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.