

# The Board of Chosen Freeholders of the County of Monmouth

**MONMOUTH COUNTY  
SOLID WASTE ADVISORY COUNCIL**

Alan Stern, Chairman  
Wm. McMahon, Vice-Chairman



**HALL OF RECORDS ANNEX  
ONE EAST MAIN STREET  
FREEHOLD, NEW JERSEY 07728**  
Telephone (732) 431-7460  
Telefax (732) 431-7795

July 27, 2009

To: All Municipal Governing Bodies in Monmouth County c/o Municipal Clerk

## **ANNOUNCING: MUNICIPAL RECYCLING SERVICE IMPROVEMENT GRANTS**

Dear Municipal Officials:

The Update to the Monmouth County Solid Waste Plan adopted by the Board of Chosen Freeholders on March 12, 2009, included provisions for financial assistance to municipalities towards improving local recycling programs. Those familiar with the Plan recognize that each municipality is being required to revise its local recycling ordinance, improve compliance with NJ statutory requirements, provide better publicity and enforcement, and upgrade its recycling collection and drop off areas for additional materials and to better serve small businesses. The County has set aside monies from its NJDEP solid waste and recycling grants to fund this new program.

This County "Municipal Recycling Service Improvement Grants" (MRSIG) Program has been designed to have broad applicability and, if the funds requested by qualified applications exceed the amount of available funds, the grants may be distributed on a proportionate basis. Application procedures, eligibility and evaluation criteria are described on the following pages. Anticipated awards are expected to range from a few hundred to \$20,000.00 or more, depending on the project and population served.

This grant program is not intended to fund basic recycling provisions that should already be in place pursuant to earlier State and County Plan requirements, nor is it to be used for existing staffing and operational requirements. Program requirements have been designed by the Monmouth County Solid Waste Advisory Council (SWAC) in cooperation with planning staff and discussed at regular monthly SWAC meetings; your attendance at these meetings before and during the application process is welcomed.

ATTACHMENT

Very sincerely yours,

Lawrence J. Zaayenga, Secretary  
County Solid Waste Coordinator

**MUNICIPAL RECYCLING SERVICE IMPROVEMENT GRANTS     July 2009**

The Monmouth County Solid Waste Advisory Council (SWAC) and planning staff have developed a step-by-step application process that minimizes the need for overly detailed project descriptions or budget commitments until such time as the project is deemed likely to receive partial or full funding. This is a new program and process, and we appreciate your patience in working with us to continue to improve this program, as we intend and hope to make this a recurring annual process. The following package will provide you with the procedural guidelines for the application process, and includes the eligibility and evaluation criteria which will be used to review the municipal applications. This will assist you in understanding and tracking your application. You are, of course, welcome to contact planning staff at (732) 431-7460 and/or attend the regularly scheduled SWAC meetings for further information.

Please note that your “Letter of Intent” and final application must be accompanied by a transmittal letter from the Municipal Clerk or Municipal Administrator/Manager. The Solid Waste Advisory Council and planning staff will direct any correspondence regarding the status of the application to the Clerk or Administrator/Manager. However, planning staff will use the designated contact person identified in the application for scheduling meetings, field trips, or to request basic information.

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Monmouth County Solid Waste Advisory Council  
Hall of Records Annex  
One East Main Street  
Freehold, New Jersey                      07728

phone: (732) 431-7460

**PROCEDURAL GUIDELINES for MRSIG APPLICATIONS**

1. Submit a “Letter of Intent” (LOI) describing the project and requested grant to:  
Secretary, Monmouth County Solid Waste Advisory Council c/o Monmouth County  
Planning Board, Hall of Records Annex, One East Main Street, Freehold, NJ 07728.  
(See page 5 for checklist on contents of the Municipal “Letter of Intent”)
2. Planning staff will acknowledge receipt by return letter, which will also indicate if  
the municipality meets the published Eligibility Criteria and, if not, what additional  
information must be submitted or steps taken before the Monmouth County SWAC  
can consider its grant request.
3. An LOI from an eligible municipality will be provided to the SWAC for its review.  
The SWAC will determine which municipalities will be asked to submit a complete  
application. The SWAC Secretary will then provide a letter to those applicants,  
with a request for submittal of a detailed application and such other information as  
appropriate.
4. After receipt of the final applications, the SWAC will evaluate and rank all municipal  
applications to determine which projects will be funded, and the amount of the grant  
award (see attached “Evaluation Criteria”). Evaluation may include a field trip or a  
municipal presentation at a regularly scheduled SWAC meeting
5. Applicants whose projects are to be funded will receive a “Notice of Intent to Award”  
with instructions for adoption of a Municipal Resolution to certify acceptance of the  
grant and its uses, schedule for completion, provision of progress reports including  
financial documentation, and consent to other identified conditions.
6. Upon return of the adopted Municipal Resolution and an executed voucher, the  
applicant will receive a check for 50% of the authorized grant amount. Upon receipt  
and approval of a mid-term progress and financial report, the applicant will receive  
a check for 25% of the authorized grant amount. Upon project completion and the  
receipt of a final progress and financial report, the applicant will receive a check for  
the final 25% of the authorized grant amount. Grant awards under \$1,000.00 and less  
than six months in duration will not require a mid-term report, and will receive the  
final 50% after project completion and receipt of a progress and financial report.

**MUNICIPAL RECYCLING SERVICE IMPROVEMENT GRANTS     July 2009**

- I. Eligibility Criteria:    Monmouth County will not accept any MRSIG application for review and potential funding unless the County is in receipt of the following information:
- A. A copy of the existing Municipal Mandatory Recycling Ordinance, which meets the basic requirements in place prior to the March 2009 Monmouth County Solid Waste Plan Update.
  - B. Completed Copy of the July 2006 “Municipal Waste Management and Recycling Survey” (towns which have not already completed and submitted this survey can find a copy in the Appendix to the County Solid Waste Plan, or request a copy from the solid waste/recycling staff).
  - C. Documentation that the Municipality has submitted the NJDEP Annual Recycling Tonnage Report (Rebate Grant) for the prior year (2008 Report due April 2009).
  - D. Municipal Resolution or other formal documentation naming the local Municipal Recycling Coordinator for Calendar Year 2009 (or other appropriate period).

All items listed must be on file with the County Recycling Coordinator.

- II. Eligible Projects:    It is not the County’s intention to limit applications to the listed projects. There will, however, be no funding available for any ongoing staffing or operational needs. The MRSIG program is designed to upgrade and improve existing recycling services. Anticipated grant awards would range from a few hundred to \$20,000.00 or more, depending on the type of project and the population served.
- A. Improvements to Recycling Depots, such as additional containers, signage, fencing, paving, expansion, or provisions to better accommodate businesses.
  - B. Standardized and readily identified recycling containers for residents, public properties, business districts, apartment complexes or for use at public events.
  - C. Specialized equipment for handling or processing of recyclable materials.
  - D. Public education and promotion, such as special editions of newsletters, advertising, stickers or decals for recycling containers, municipal sponsored school programs or special events.



**MUNICIPAL RECYCLING SERVICE IMPROVEMENT GRANTS     July 2009**

**CHECKLIST:**

**FINAL MUNICIPAL APPLICATION**

- \_\_\_\_\_ Dated Transmittal Letter from Municipal Clerk or Administrator/Manager
- \_\_\_\_\_ Name/Mailing Address for Municipality
- \_\_\_\_\_ Contact Person/Title, including phone/fax numbers and e-mail address
- \_\_\_\_\_ Detailed Description of the Project (location, itemized list of equipment and/or materials and services, estimated budget - supported by price quotes and/or other documentation, and time frame for completion of the project)
- \_\_\_\_\_ Municipal and other agencies and personnel to be involved in project
- \_\_\_\_\_ Cost Documentation to be provided upon project completion (invoices, purchase orders, and other proof for expenditures)
- \_\_\_\_\_ Statement of the Goals and Objectives of the Project (emphasizing how the project will help meet the new requirements of the County Solid Waste Plan)
- \_\_\_\_\_ Number of residential households, businesses and/or institutions to be served (estimated population, employees and/or students assisted)
- \_\_\_\_\_ Specific Amount of Funding requested from the County MRSIG Program, noting if the Municipality will leverage grant with additional funds and/or services from its budget or other sources
- \_\_\_\_\_ Review of existing program(s) and how project will supplement and improve local recycling efforts by filling a gap, expanding programs to unserved or underserved residents or businesses, or providing new services
- \_\_\_\_\_ Partnerships or Regional Shared Services with other towns, and responsibilities of each town or partner; other benefits reaching beyond local municipality
- \_\_\_\_\_ Statement on the immediate and long term economic and environmental benefits, and whether the project will continue to provide service without additional ongoing funding
- \_\_\_\_\_ Innovative or creative aspects of the project, or any other reasons this project should be funded

III. Evaluation Criteria: The final application submitted by a municipality will be evaluated and ranked based on the following criteria. Each will be scored from zero to three in each category.

- A. Recycling Advancement – Is the project designed to provide new municipal services in compliance with or beyond new County Plan requirements?
- B. Increasing Recycling – How likely is the project to result in higher recycling tonnages and/or recovery of additional materials? Will this project have a positive environmental impact (rather than just designed for cost savings)?
- C. Cost/Benefit Efficiency – What is the per capita cost for the population to be served? Will this be just a short term or a long term benefit to the town? Is the benefit of the project substantial relative to its cost? Will the project continue to provide service without additional ongoing funding?
- D. Transferability – Is this project an innovative and/or logical approach that will provide a model for other municipalities to follow?
- E. Amount and Type of Municipal Matching Funds – Will the municipality leverage the grant and show local commitment by providing additional funds from its budget or other participants? (Note: matching funds are not required, but strongly encouraged.)
- F. Shared Services/Regional Projects – Additional points will be awarded based on the number of towns or larger population served.

The County Solid Waste Advisory Council reserves the right to establish a minimum number of points to be earned to qualify for current year’s project funding, and to establish an application submission deadline for projects to be considered each year. All evaluations and rankings will be discussed at public SWAC meetings, with an opportunity for applicant presentations.

**DEADLINE:**     **In order for a project to be considered for funding in this first round of MRSIG, the municipality must submit its “Letter of Intent” (LOI) to the Solid Waste Advisory Council Secretary no later than October 8, 2009.**