

# **2018 Livingston County Solid Waste Challenge Grants**

## **1. GENERAL PROGRAM DESCRIPTION**

The Livingston County Solid Waste Challenge Grant Program is available to provide incentives for eligible solid waste management projects in 2018. The program is a working cooperative between Livingston County and local units of government (and those teaming up with nonprofit organizations) to implement an integrated waste management system.

Livingston County is allocating up to \$15,000 for projects in 2018. Grant applicants will be required to make a percentage of matching funds. Applicants for projects in 2018 will be required to complete and submit one of the attached application forms.

All application forms should be forwarded to the Livingston County Public Works Coordinator at the address below.

Robert Spaulding  
Public Works Coordinator  
Livingston County Department of Public Works  
2300 East Grand River, Suite 105  
Howell, Michigan 48843 -7581  
Telephone: 517-545-9609                      Fax: 517-545-9658

## **2. TENTATIVE SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
Project Applications Due	May 15, 2018
Solid Waste Management Committee Reviews and Approves Project Applications	June 4, 2018
Project Applicants approved by the Solid Waste Management Committee go to Infrastructure and Development Subcommittee	June 25, 2018
Finance Committee (if needed)	June 27, 2018
Project Applicants approved by Solid Waste Management Committee go to Board of Commissioners for approval	July 2, 2018
Successful Applicants Notified	July 3, 2018

The above schedule is subject to change. The Solid Waste Management Committee and the Public Works Coordinator will be responsible for reviewing each application for a recommendation for approval. Once approved by the Livingston County Board of Commissioners, each applicant will be required to enter into an agreement with Livingston County. The agreement must be executed, before grant funds are paid to the applicants.

### **3. ELIGIBLE APPLICANTS**

Any local unit of government (Township, City, or Village) located in Livingston County is eligible to submit a proposal. Non-profit organizations may partner with a local unit of government on a project; however, non-profit organizations may not apply for funding on their own. Applicants are encouraged to contact the Livingston County Solid Waste Department to discuss project ideas prior to applying. Applicants are allowed to apply for more than one project; however, each project must be separate and the maximum amount of grant funds per local unit of government is dependent on the availability of funds as described in Section 9.

The applicants may develop their own programs, partner with other units of government and/or work with one or more local community groups, private businesses or non-profit organizations. Partnerships are encouraged, will be given preference, and are eligible for an increase in the amount of funding to be awarded. Grant applicants are encouraged to utilize Livingston County based businesses, if possible.

To be eligible, the application must be submitted and approved prior to starting the project, but already planned projects that meet the grant requirements will be considered to allow for local units of governments that may have already held an eligible event.

### **4. INSURANCE REQUIREMENTS FOR APPLICANTS**

The applicant shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Livingston County. The requirements below should not be interpreted to limit the liability of the applicant. All deductibles and SIR's are the responsibility of the applicant. The applicant shall procure and maintain the following insurance coverage:

- Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

- Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate.
- Automobile Liability: insurance including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be Additional Insured. Livingston County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Livingston County as additional insured, coverage afforded is considered to be primary and any other insurance Livingston County may have in effect shall be considered secondary and/or excess.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed thirty (30) days, ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Livingston County, ATTN: Purchasing 304 E. Grand River Ave., Suite 204 Howell, MI 48843.

Proof of Insurance Coverage: The applicant shall provide Livingston County, at the time that the agreement is returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.

If any of the above coverages expire during the term of this agreement, the applicant shall deliver renewal certificates and endorsements to Livingston County at least ten (10) days prior to the expiration date

The required Certificate of Liability Insurance Certificate must be submitted to the Purchasing Office upon a fully executed written agreement. The Insurance Certificate may be faxed or emailed to: 517.546.7266 or [purchasing@livgov.com](mailto:purchasing@livgov.com).

The applicant shall maintain all liability insurance covering the project either through insurance policies or self-insurance program and provide proof of it. The liability insurance necessary will depend on the type of program. For instance, a household hazardous waste program would require Pollution Liability Insurance while an educational program given in schools would not.

## **5. NON-DISCRIMINATION**

The applicant, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, disability, height, weight, or marital status.

The applicant shall adhere to all applicable Federal, State and local laws, ordinances, rules, and regulations prohibiting discrimination including, but not limited to, the following:

- The Elliot-Larsen Civil Rights Act, 1976 PA 453, as amended;
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended;
- Section 504 of the Federal Rehabilitation Act of 1973, P. L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under; and
- The Americans with Disabilities Act of 1990, P. L. 101-336, 104 Stat 328 (42 USCA § 12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of this agreement.

## **6. LIABILITY**

The applicant shall, at its own expense, protect, defend, indemnify, save and hold harmless Livingston County and its elected and appointed officers, employees and agents from all claims, damages, costs, lawsuits and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that they may incur as a result of any acts, omissions, or negligence of the applicant or any of its officers, employees, or agents which may arise out of this agreement.

The applicant's indemnification responsibilities shall include the sum of damages, costs, and expenses which are in excess of the sum paid out on behalf of or reimbursed to the county, its officers, employees and agents by the insurance coverage obtained and/or maintained by the applicant pursuant to the requirements of this agreement.

## **7. SUBCONTRACTORS**

Subcontractors are also required to adhere to the above referenced insurance, non-discrimination and liability requirements.

## **8. ELIGIBLE PROJECTS**

All projects must target solid waste management (i.e. reduction, reuse, recycling, composting, household hazardous waste, illegal dumping, environmental education, community clean-up, etc).

Applicants are encouraged to create and propose projects that are innovative. Some innovative projects in the past have been the purchase of leaf collection machinery by a local unit of government for the collection and composting of their leaves. Some newer ideas could be recycling drop off centers, document shredding events, etc.

All projects must contain an educational component that teaches residents of the benefits of reducing waste, reusing items still usable, recycling, and/or proper disposal of unusable items. Applicants must inform the Public Works Coordinator of the day and time of the project prior to the event.

Partnerships are highly encouraged and will be given preference over individual organizations applying for funding. In addition, projects that include more than one organization will be eligible for a higher percentage of a match.

In the event that requests exceed the \$15,000 allocated to the 2018 Solid Waste Challenge Grant Program, priority will be given to grant applicants that incorporate one or more of the following components:

- Cooperation with another municipality or non-profit organization
- Strong educational component incorporated into project
- Greater degree of material recycling or reuse incorporated into project versus landfilling of collected materials.

All grant applications will be reviewed by a subcommittee of the Solid Waste Management Committee whose goal will be to administer the County's resources in the most effective and prudent manner to assist Livingston County residents.

## **9. GRANT FUNDS**

**A total of \$15,000 is available for the 2018 Livingston County Solid Waste Challenge Grant Funds, in the following amounts:**

- One local unit of government - maximum of up to 25% of total eligible costs per project
- Two local units of government\* - maximum of up to 30% of total eligible costs per project

- Three local units of government\* - maximum of up to 35% of total eligible costs per project
- Four or more local units of government\* - maximum of up to 40% of total eligible costs

\*A nonprofit would be considered as another local unit of government i.e. one unit of government and a nonprofit would be considered two local units of government, and so on....

Eligible expenses include the following:

- Rental equipment (backhoe, hi-lo, front-end loader, etc.) and operator wages (if not employed by the applicant)
- Fees for hiring a company/driver to collect materials illegally dumped on roadsides, riversides, etc.
- Container fees, transportation and fees for disposal, recycling or composting of material collected at the event.
- Advertising costs (including newsletter articles, newspaper articles, reproduction of flyers, brochures, etc.)
- Certified technician for removal/recycling of Freon from appliances
- Rental fees for property to hold event (unless owned by the applicant or a partner in the project)
- Supplies such as latex or leather gloves and traffic safety vests needed on the day of the collection **Wages and fringe benefits for employees of the organization(s) applying for funding (Only to be used towards matching contributions)**
- Fees for consultants, engineers, or other planners or operators for work directly related to the project
- Permit or inspection fees
- Advertising costs including radio, television, newsletter, newspaper, reproduction of flyers, brochures or other forms of advertising
- Purchase, rent, lease, or construction of property or buildings for the project
- Other expenses approved by the Public Works Coordinator, the Solid Waste Management Committee and the Livingston County Board of Commissioners

Ineligible expenses include the following:

- Food and drinks for workers at the event.
- Insurance costs
- Any expenses not directly related to the project
- Other expenses deemed not appropriate by the Public Works Coordinator, the Solid Waste Management Committee and/or the Livingston County Board of Commissioners

## **10. SELECTION CRITERIA**

The Solid Waste Management Committee and the Public Works Coordinator will be responsible for reviewing each application for recommendation for approval. The applications will be reviewed based on the following criteria.

- A need to improve or sustain the current level of service to the area
- Providing for the greater good of County residents
- Effectiveness of the project to achieve objectives stated in the application
- Cost efficiency

Once approved by the Solid Waste Management Committee and the Public Works Coordinator, the applications will be forwarded to the Livingston County Board of Commissioners for approval. Once approved by the Livingston County Board of Commissioners, each applicant will be required to enter into an agreement with Livingston County. After the agreement is executed, the project may begin. In certain instances, it is acknowledged that the project may have already taken place.

## **11. PROJECT REQUIREMENTS**

- A. All grantees will be required to fund the total cost of the project. Reimbursement funds from Livingston County will be sent upon completion of the project and the submission of the necessary paperwork.
- B. All projects must be located within Livingston County and provide services to citizens and/or businesses located in Livingston County.
- C. All applicants will be required to submit one of the attached applications, depending on the type of project.

- D. All projects must have a quality that can be measured by at least one of the following:
1. Weight or volume recovery and/or reduction
  2. Number of citizens or businesses participating
  3. Cost effectiveness or cost avoidance
  4. Increased awareness of wiser resource management via educational outcomes
- E. All grant recipients will be required to report on project performance. Reports shall be submitted using the attached form when requesting grant funds.
- F. The applicant will be responsible for all activities associated with the project, including, but not limited to, planning, organizing, staffing, training, subcontracting, advertising, scheduling, and invoicing. Livingston County will be available to answer questions related to the program; however, the county may be able to assist in any of the above-mentioned activities. The County is also available to serve as an informational resource for vendors involved in material management in the County and State.
- G. All grant recipients will be required to pay invoices and supply copies of receipts for reimbursement by the county. Invoices should not be directed to Livingston County for payment. Funding will only be dispersed to those applicants that provide receipts from contractors or vendors for eligible project activities.

## **12. REQUEST FOR GRANT FUNDS**

Projects must be completed and request for grant funds packet shall be submitted **no later than November 15, 2018** to receive reimbursement.

**Request for grant funds packet shall include:**

- Copy of executed agreement**
- Eligible receipts and copies of payment checks**
- Project success report (report form included in this packet)**

**Please allow 45 days after submission of request for grant funds packet and receipt of an executed agreement for grant funds check from Livingston County.**