

Georgia Department of Natural Resources
Environmental Protection Division - Scrap Tire Management Program
Local Government Enforcement and Education Grant

Program Purpose

The purpose of this grant program is to provide financial incentives to local governments for establishing Local Environmental Compliance Programs that use enforcement and education activities to address (in order of priority):

1. the management of scrap tires, including preventing the illegal dumping of scrap tires;
2. solid waste reduction and the controlling of illegal dumps; and
3. other environmental issues.

EPD's goal is to partner with local governments that establish local, integrated environmental enforcement and education programs to assist the Division in achieving compliance with the Comprehensive Solid Waste Management Act and the Rules for Solid Waste Management.

A description of a Local Environmental Compliance Program is provided in Attachment A. This description and the described program activities are referred to throughout these guidelines. The activities described in Attachment A form the basis for EPD's expectations of grant recipients. This information should be reviewed thoroughly before proceeding with preparation of a grant application.

Who May Apply

An eligible applicant is one or more local government unit(s) such as a county, municipality, or local solid waste authority. It does not include school systems. To receive a Local Government Enforcement and Education grant, participating local government(s) must have or be included in an approved solid waste management plan, be a qualified local government under the Georgia Planning Act, have an approved and adopted Service Delivery Strategy, and be in compliance with the Solid Waste Act and Rules for Solid Waste Management.

Grant Availability

Grant funds are available for establishing and maintaining a Local Environmental Compliance Program that utilizes both enforcement and education to meet program goals. Information about the amount of funds available, application requirements and proposal evaluation criteria for each of these funding categories can be found in the following guidelines.

General Funding Guidelines

Grant funds are available up to pre-established dollar amounts. For Local Environmental Compliance Programs to receive on-going funding support in years 2, 3 and 4, local cost sharing is required.

All funding will be provided based on the reimbursement of actual costs. Reimbursement requests can be submitted quarterly. Reimbursements will be made within 30 days of receipt of a grant reimbursement form and complete support documentation. Grantees are responsible for maintaining and providing documentation of costs incurred. Required documentation will include, but is not limited to: copies of invoices and payroll documentation; purchase orders; and copies of materials developed and reports prepared.

Funds for the Local Government Enforcement and Education grant program are provided from the Solid Waste Trust Fund. This grant program has been structured with the objective of providing funding support to local governments for 3 to 5 years, after which it is EPD's expectation that local sources of funds will be used to support the ongoing activities of the Local Environmental Compliance Program. The provision of funds is not guaranteed from year to year and will be based on the performance of the Local Environmental Compliance Program and the availability of funds.

Application Process and Requirements

The anticipated schedule for the Enforcement and Education Grant Program is as follows:

October/November:	Issuance of Grant Availability & Application Forms
January/February:	Grant Workshops
March 15, 2001:	Applications Due
April/May:	Notification of Grant Awards Mailed
June/July:	Execution of Contract

Grant approval or denial announcements will be made in writing. EPD may approve a project subject to certain special conditions that will be incorporated into the contract. Based on the availability of funds, EPD may award an amount less than the amount requested or the amount indicated in this solicitation as being available. Applicants will have thirty days from the date of written award to accept the conditions and/or funding amount or the offer may be withdrawn.

Applications should be submitted to:

Environmental Protection Division
Planning and Administrative Support Program
Attn: Local Government Enforcement and Education Grant Program
4244 International Parkway, Suite 104

Atlanta, Georgia 30354

General Evaluation Criteria

All applications will be reviewed based on demonstrated need and the reasonableness of the proposed activities, budget and resource commitments as well as the applicant's past performance on state grants and programs. To receive a grant, participating local government(s) must have or be included in an approved solid waste management plan, be a qualified local government under the Georgia Planning Act, have and approved and adopted Service Delivery Strategy, and be in compliance with the Solid Waste Act and Rules for Solid Waste Management. Preference will be given to applications involving multiple jurisdictions.

**Georgia Department of Natural Resources
Environmental Protection Division - Scrap Tire Management Program
Local Government Enforcement and Education Grant
Application Form**

Name of Applicant _____

Address _____

Contact Person (name and title) _____

Telephone Number _____ FAX Number _____

E-mail _____

Applicant prepared by (Name/organization/telephone number) _____

Participating Local Government	Population	Designated Representative (Name, title and telephone number)

Local Environmental Compliance Program Funding Requested

_____ New program

_____ On-going Program

I, the undersigned authorized representative of the applicant, certify that to the best of my knowledge the information contained in this pre-application is true and correct; the participating local governments have approved and locally adopted solid waste management plans and the participating local governments are qualified local governments under the Georgia Planning Act, have an approved and locally adopted Service Delivery Strategy, and are in compliance with the Solid Waste Act and Rules for Solid Waste Management.

Authorized Representative Signature _____
Date

Name & Title (please print)

**Mail application to:
Georgia Environmental Protection Division
Planning and Administrative Support
Program
Attn: Local Government Enforcement and
Education Grant Program
4244 International Parkway, Suite 104
Atlanta, Georgia 30354**

Guidelines for Local Environmental Compliance Program Funding

Grant funds are available to establish a Local Environmental Compliance Program, or support an on-going Local Environmental Compliance Program.

Requests for funding support to establish a Local Environmental Compliance Program must address all of the program activities described in Attachment A and provide a resolution from the participating local government(s) indicating their commitment to establish a Local Environmental Compliance Program. On-going programs must provide evidence that all of the program activities described in Attachment A have been addressed.

Based on funding availability, grant fund commitments will be made annually in keeping with the guidelines provided in Table 1. Grant amounts will be determined based on the population served by the program. The dollar amounts listed on Table 1 under "Grant Funds Available" indicate the maximum grant award that could be given to an applicant.

Applicants that have received enforcement grant funds from EPD prior to the establishment of this grant program will be:

1. considered an on-going program, and
2. required to provide a local match.

Applications must include completed copies of any forms provided by EPD. Grant applications, including EPD required forms, should not exceed ten (10) pages.

Eligible and Ineligible Costs

Eligible costs include, but are not limited to costs normally associated with conducting the development and implementation of government programs, including expenses for personnel, operating costs and supplies, printing and postage, training, and holding of demonstrations and special events.

Ineligible costs include performance of basic governmental services, overhead expenses, purchases of non-essential equipment or anything that would violate the gratuities clause of the State Constitution.

Local Match

To receive funding for an On-going Local Environmental Compliance Program, grant recipients are required to provide some of the funds needed to support the program. This requirement is intended to provide evidence of the applicant's and participating local government(s)'s commitment to the maintenance of a Local Environmental Compliance Program. The minimum amount of funds to be provided by the on-going program grant recipient is 20% of the approved program costs and may not be in-kind services.

Table 1

Local Environmental Compliance Program Funding Guidelines

Program Status	Population < 50,000			Population 50,000 - 150,000			Population >150,000		
	Grant Funds Available	Required Match (% of total program costs)	Required Match (minimum \$s)	Grant Funds Available	Required Match (% of total program costs)	Required Match (minimum \$s)	Grant Funds Available	Required Match (% of total program costs)	Required Match (minimum \$s)
New Program	\$90,000	0%	\$0	\$120,000	0%	\$0	\$150,000	0%	\$0
On-going Program	\$48,000	20%	\$12,000	\$72,000	20%	\$18,000	\$96,000	20%	\$24,000

Applications for Establishing a Program

Applicants seeking funds to support the establishment of a Local Environmental Compliance Program should provide the following information in the application:

1. BACKGROUND INFORMATION

- the applicant’s current solid waste management program, including local solid waste goals and requirements;
 - the applicant’s current environmental education and enforcement activities;
 - the community’s or region’s scrap tire management needs; and
 - a concise assessment of local environmental issues.
- PROGRAM PLANS
 - how the Local Environmental Compliance Program will help achieve the solid waste management goals and meet the scrap tire management needs;
 - identification of the participating local governments and the population to be served by the program;
 - identification of the entities and partners to be involved in the program and their roles and responsibilities;
 - a detailed work plan for the next fiscal year and program goals, addressing, at a minimum, each of the activities outlined in Attachment A; and
 - a detailed line item budget for the program listing all anticipated sources of funds and a detailed line item estimate of program expenses, illustrating what sources of funds will be used for each type of expenditure. (Applicants should list all anticipated expenditures on the budget form provided by EPD, organized by the funding categories established by EPD.)

Applications Requesting On-Going Program Funding

Applicants requesting funding for an On-going Local Environmental Compliance Program need to provide the following information in the application:

1. BACKGROUND INFORMATION

- a summary of the funding received to date by year and, as appropriate, the funding match that has been provided;
 - identification of the participating local governments and the population being served;
 - a description of the existing Local Environmental Compliance Program identifying program partners, program goals, work plan activities, program accomplishments to date (tied, as appropriate to the work plan for the prior year), and lessons learned.
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- PROGRAM PLANS
 - a detailed Work Plan for the next fiscal year, including a list of deliverables, projected accomplishments, a schedule of activities with key dates and milestones, and the roles and responsibilities of program participants; and
 - a detailed line item budget listing all anticipated sources of funds, including funding status and identifying local cash contributions, and a detailed line item estimate of program expenses, illustrating what sources of funds will be used for each type of expenditure. (Applicants should list all anticipated expenditures on the budget form provided by EPD, organized by the funding categories established by EPD.)

Evaluation Criteria

Evaluation criteria for funding requests to establish a Local Environmental Compliance Program include:

- the number and type of participating jurisdictions and entities as well as the population to be served;
- the proposed design of the program, including specific activities to be undertaken;
- whether the program will address all of the activities described in Attachment A;
- the applicant's, and participating local government(s)'s, commitment to establishing an sustainable environmental compliance program;
- the number of EPD scrap tire enforcement activities that have occurred in the community and the number of scrap tire generators that are located in the community;
- the nature and scope of solid waste management program goals; and
- the nature and scope of other local environmental issues to be addressed.

Evaluation criteria for an On-going Local Environmental Compliance Program include:

- the applicant's use of previous Solid Waste Trust Fund grants;
- evidence of participating local governments' continued commitment to the program;
- whether the existing program addresses all of the program activities described in Attachment A, including the existence of a supporting judicial system;
- the progress that has been made toward meeting the goals and objectives set forth in the prior year's work plan;
- the effectiveness of the Local Environmental Compliance Program to date in addressing scrap tire management, solid waste management, environmental education and environmental enforcement needs;
- the applicant's, and participating local government(s)'s, compliance with EPD reporting, communication and coordination requirements and requests;
- the timeliness and completeness of the applicant's quarterly reports and annual work plan; and
- the applicant's, and participating local government(s)'s, commitment to providing matching funds and securing long term funding sources for the program.

Attachment A Description of a Local Environmental Compliance Program

EPD's goal is to provide financial incentives that encourage local governments to establish local scrap tire and solid waste enforcement and education programs that are integrated with other local environmental management, enforcement and educational activities. Such programs, referred to by EPD as "Local Environmental Compliance Programs", address (in order of priority):

1. the management of scrap tires, including preventing the illegal dumping of scrap tires;
2. solid waste reduction and the controlling of illegal dumps; and
3. other environmental issues.

EPD's objective is to create partnerships with local governments that assist the Division in achieving compliance with the Comprehensive Solid Waste Management Act and the Rules for Solid Waste Management, including preventing the illegal dumping of scrap tires. While programs should be designed to respond to local needs, EPD has found that effective Local Environmental Compliance Programs include the following activities.

1. Development of a Work Plan - This is the first step in developing and running a Local Environmental Compliance Program. The program work plan should include a description of:
 - the nature and magnitude of the problem or need to be addressed through the Local Environmental Compliance Program (typically a needs assessment should be conducted prior to establishing a Program);
 - program goals and anticipated results;
 - the activities to be undertaken (EPD has found that effective programs emphasis education, prevention and compliance before enforcement action is taken.);
 - how the program will be integrated with other solid waste, litter, and environmental management and enforcement activities in the community; and
 - how program results will be measured.

Grant recipients will be required to prepare an annual work plan and quarterly reports quantifying activities and accomplishments and summarizing work plan progress, program results and other specific information requested by EPD.

2. Commitment of the Local Government - It is expected that participating local governments will support the Local Environmental Compliance Program financially and administratively. This includes assigning environmental compliance staff, who are or will be trained in scrap tire and solid waste enforcement; providing for educational activities to be included in the program;

and establishing environmental prevention and enforcement processes and procedures which are consistent with other local enforcement activities. Enforcement and education staff should be committed to working together and seeking opportunities for partnering with other departments and agencies within the community and state. There also needs to be a commitment to work cooperatively with EPD.

3. Establishment and Implementation of a Local Comprehensive Solid Waste Ordinance - In addition to addressing the management of scrap tires, this ordinance should address open burning, illegal dumping, and littering as well as other solid waste management, waste reduction and waste prevention activities. The enactment of the ordinance must be accompanied by the establishment of a mechanism for enforcing the ordinance, such as an environmental judicial system to support the enforcement staff. The established judicial system should demonstrate the ability to give priority to environmental crimes, fines and penalties.

If such an ordinance is not in place at the time a grant is provided to establish a Local Environmental Compliance Program, it is expected that one will be adopted within three months after grant approval. Progress toward establishment and implementation of the ordinance and judicial system will be tracked by EPD through the quarterly reports.

4. Establishment of an Enforcement Program - The day-to-day prevention, compliance and enforcement activities are the foundation of the Local Environmental Compliance Program. Compliance staff may be full or part time depending on the population served, program structure and the breadth of environmental issues to be addressed. Compliance staff are expected to routinely inventory and assess the number of scrap tire piles within the regulated community; issue citations against dumpers and/or property owners; notify EPD of illegal dumps which are not cleaned up as a result of enforcement action; inspect scrap tire generating facilities, carriers, and sorters; keep accurate and complete records of their day to day activities, including hours worked, cases, inspections, etc, including when appropriate, using EPD prescribed forms. Compliance staff are also expected to communicate and coordinate with educational program staff to help ensure that effective methods are being used to convey to citizens, school children, businesses and other local government departments the importance of proper solid waste disposal and the consequences of noncompliance with state and local scrap tire/solid waste ordinances.

It is expected that the enforcement staff will receive scrap tire and solid waste enforcement training and will coordinate activities closely with EPD. Enforcement staff should initiate contact with EPD Scrap Tire Management Program staff within one (1) week of assignment to enforcement activities.

5. Establishment of an Educational Program - The educational program established as part of the Local Environmental Compliance Program must be coordinated with enforcement activities. The purpose of the education program is to encourage reduction, reuse and recycling of scrap tires and recyclables through promotion of:

- good tire maintenance practices, the recovery of scrap tires for beneficial reuse, and the importance of supporting recycling of scrap tires and other recyclables through consumer purchasing practices;
- consumer and generator awareness about the importance of their role in recycling and preventing the creation of new scrap tire piles;
- the problems created as a result of the illegal dumping of scrap tires and other materials, the cost of cleaning up illegally dumped materials, and the programs available to stop illegal practices;
- reduction, reuse and recycling of recovered materials and solid waste; and
- environmental conservation and stewardship.

Educational activities may include the development and distribution of written materials, development of exhibits, demonstrations, and presentations. The educational program should target specific audience(s) - such as school children (and parents, through the children), industry and the business community, other governmental departments and agencies, or the general public - or a special event. Educational activities should take advantage of materials and resources available from state and federal agencies and waste reduction and environmental education organizations as well as other local programs.

6. Establishment of a Data Collection & Reporting Process- The Local Environmental Compliance Program should include a locally established data collection and reporting process that includes what has been done to stop illegal dumping of scrap tires and solid waste; the number of enforcement actions taken and the amount of fines collected; and the results achieved from program activities. This process should be compatible with monitoring and reporting needs and requirements established by EPD.

EPD, in coordination with grant recipients, may over time change or expand the data collection and reporting requirements.