

# Wisconsin Department of Natural Resources

## Recycling Grants to Responsible Units and Recycling Consolidation Grants Application Instructions (rev. 08/2024)

### ELIGIBILITY

Recycling grant awards are made to responsible units (cities, towns, villages, counties, tribes, or solid waste management systems) for residential recycling and yard waste program costs that are reasonable and necessary for planning and operating an effective recycling program.

To be eligible for the basic Recycling Grant, RUs must have a DNR approved Effective Recycling Program.

Eligible costs include those eligible recycling items associated ONLY with residential single family and 2–4-unit households.

A complete online application must be submitted by the grant application deadline.

### GETTING YOUR GRANT APPLICATION SUBMITTED ON TIME!

#### THE DEADLINE FOR FILING THE RECYCLING GRANT APPLICATION IS OCTOBER 1\*.

Responsible units (RUs) that submit a late application (from October 2nd through October 30th) are eligible for reduced grant funding according to the following schedule:

Applications submitted by:	% Award Funding
October 1	100%
October 10	95%
October 21	90%
October 30	75%
October 31 or later	0%

\*If the date falls on a non-business day, the due date is moved to the next business day.

The late penalties apply to the Basic Recycling Grant awards only.

No grant funding will be awarded if your grant application is submitted after October 30<sup>th</sup>.\*

#### STAFF ARE COMMITTED TO HELPING THE RU APPLY FOR RECYCLING GRANT FUNDING, BUT ULTIMATELY THE OBLIGATION IS ON THE RU TO SUBMIT A COMPLETE APPLICATION ON TIME.

To meet this requirement, we have compiled some helpful tips:

- **Start earlier rather than later** especially if you need to create a personal WAMS ID and request access through the DNR Switchboard. Every year we have RUs who wait until nearer the deadline and end up getting a reduced award due to delays/difficulty in receiving a WAMS ID or filling out the appropriate application information.

- **Notify the DNR with any changes in** primary or authorized representative **contact information** to ensure we have a valid contact on file and that the RU receives the most recent updates and communications regarding the Recycling Grant.
- Plan to submit your grant application **BEFORE** local elections and potential changes in staff. If this is not possible, make sure the new staff are informed on the status of the Grant Application and ensure they have all the information they need to apply.
- Remember, the Recycling Grant application is requesting **ESTIMATED** expenditures and recyclable tonnage relating to **ONLY** residential single family and 2–4-unit households. The grant application requires the best estimate of recycling program costs for the upcoming calendar year. The amount disbursed is determined by a formula set in state law.
- The table below highlights the materials that are **required** to be reported **vs.** **optional** reporting and also indicates which materials are grant eligible. Note that all required reporting (collection standard eligible per Table 1 of ch. NR 544, Wis. Adm. Code) are grant eligible, but only some materials eligible for optional reporting are grant eligible. Materials that are not eligible for any reporting are not grant eligible.

	Required Reporting	Optional Reporting	Do Not Report
<b>Grant Eligible Materials</b>	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Magazines</li> <li>• Corrugated cardboard</li> <li>• Residential mixed paper</li> <li>• Aluminum containers</li> <li>• Steel/bi-metal (tin) containers</li> <li>• Plastic containers #1 &amp; #2***</li> <li>• Glass containers</li> </ul>	<ul style="list-style-type: none"> <li>• Yard Waste</li> <li>• Waste Tires (not from heavy/farm equipment)</li> </ul>	
<b>Grant Ineligible Materials</b>		<ul style="list-style-type: none"> <li>• Electronics</li> <li>• Used oil and oil filters.</li> <li>• Major appliances</li> <li>• Used lead acid batteries</li> </ul>	<ul style="list-style-type: none"> <li>• Rigid plastics</li> <li>• Scrap metal</li> <li>• Residuals/trash</li> <li>• Household hazardous waste materials</li> <li>• Sharps/ pharmaceuticals</li> </ul>

\*\*\*Note: Plastic containers #3-#7 may also be reported, and are grant eligible materials, but are not required to be collected.

## FOLLOWING MATERIALS AVAILABLE FOR REFERENCE:

- ✓ Your previous year grant application.
- ✓ Your last annual report of recycling program accomplishments and actual costs. (Submitted in spring)
- ✓ Copy of Responsible Unit Authorizing Resolution that identifies the person or position title authorized to sign the grant application.
- ✓ Documentation of formal Consolidation with another Responsible Unit or Cooperative Agreements, resolutions or other documents that have been newly executed that qualifies your RU for the Recycling Consolidation Grant (if applicable).

## INSTRUCTIONS

These instructions provide guidance on how to fill out the Recycling to Responsible Units Grant Application. If additional assistance is needed, please contact [DNRRecycling@Wisconsin.gov](mailto:DNRRecycling@Wisconsin.gov).

For more information on the grant application process, please visit the DNR's website at <https://dnr.wisconsin.gov/aid/Recycling.html> or <https://dnr.wisconsin.gov/aid/Consolidation.html>

Grant award checks are mailed to the address on file with the Department of Revenue. Please be sure that the current address is on file with the State to avoid delayed receipt of your Recycling Grant Check.

Checks will be disbursed by June 1st.

## ACCESSING THE GRANT APPLICATION

### TO BEGIN YOUR GRANT APPLICATION, ACCESS THE DNR SWITCHBOARD:

<https://dnr.wisconsin.gov/topic/Switchboard>


**If you do not already have a Wisconsin User ID**, create one by selecting CREATE USER ID. This process may take up to 48 hours. Once you receive your ID follow instructions below.

- Please note you should not use another employees USER ID. The USER IDs are attached to the individual, NOT the municipality.
- Creating a USER ID requires using a **unique email**. Your municipalities email may already be associated with another user and may be rejected. You should use a personal email to create your USER ID which can then be changed to your municipalities email once your USER ID is created.

**If you already have a Wisconsin User ID**, select the LOG IN option to access your application.

- Select the facility you wish to report for by clicking on the appropriate row and clicking the "Next" button.
- Under the "Details" header, select "Grants."
- Click on the "ADD GRANT" button.

**Please Note:** You will have 15 minutes before **the application will “timeout”**, while a pop-up message will appear allowing you to continue your session, it is recommended that you frequently “save” you work by clicking the save button on the top of the application page.

An information symbol “” is given at each section heading of the application to access these instructions.

## SECTION 1: CONTACT INFORMATION

### **PLEASE REVIEW THE GIVEN CONTACT INFORMATION FOR THE AUTHORIZED REPRESENTATIVE AND PRIMARY CONTACT OF YOUR RU.**

This will ensure that you will continue to receive important information and timely updates.

- Please verify that the auto filled information is correct.
- The PRIMARY CONTACT is the person we will call if we have a question about the application. In some cases, the primary contact is also the authorized representative.
- The AUTHORIZED REPRESENTATIVE is the person authorized to sign and submit the recycling grant application through a resolution passed by your RU.

You are not able to add or update any authorized representative or contact information on the application. If you have changes, please send them by email to [DNRWAFacilityContactRegistry@wisconsin.gov](mailto:DNRWAFacilityContactRegistry@wisconsin.gov).

If your RU’s authorized representative has changed you may need to submit a new authorizing resolution. To change the primary or authorized representative contact, please contact [DNRRecycling@Wisconsin.gov](mailto:DNRRecycling@Wisconsin.gov).

## SECTION 2: RU PROGRAM INFORMATION

### **THIS SECTION IS RELATED TO THE RECYCLING CONSOLIDATION GRANT.**

- Please note, if you are a single member RU, this section does not apply.
- If you are historically a Multiple Member RU, the Multiple Member Information will automatically populate.
- More information on the consolidation grant can be found at <https://dnr.wisconsin.gov/aid/Consolidation.html>.
- If you qualify these funds are in addition to the grant you receive through the Basic Recycling grant program. We will combine the award amounts and issue one check. The sum of the awards may not exceed the total net eligible costs of recycling expenses.

#### **A. Multiple Member Information (if applicable)**

If you are a multi-member RU that added or dropped a member RU, indicate “yes” or “no” with the radio buttons. Please note, if you have acquired or dropped members since your last grant application, this may affect your grant award amount.

## B. Cooperative Agreement Information (if applicable)

If the responsible unit signed a cooperative agreement with at least one other responsible unit for the purpose of implementing efficiencies related to conducting one or more effective recycling program activities, click the “Add” button and complete the information requested.

- **Signature Date of Cooperative Agreement:** Enter the date you entered into a cooperative agreement with one or more other RUs. The Cooperative agreement must be signed by October 1<sup>st</sup>. If your cooperative agreement spans multiple years, all participating RUs must re-sign the agreement annually between January 1 and October 1 to maintain eligibility for the Consolidation grant.
- **Qualifying Eligibility Criteria:** You must check one or more of the eligibility criteria that are included in your cooperative agreement with each agreement member.
- **Cooperating Responsible Unit Name/s:** Click the “Add” button and select from the drop-down button for each RU that this agreement applies to.

**Please note:** You must keep the qualifying criteria 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: ELIGIBLE 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 in tons:** In the yellow shaded field, enter the estimated number of tons of recyclable materials you expect to be collected by your program for the given grant award year (the upcoming calendar year). 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.
- **Estimated Budget Spreadsheet:** Use this spreadsheet to report **estimates** of anticipated program costs for the **upcoming calendar year**.
  - Your grant application cannot be submitted until the Budget Spreadsheet is completed.
  - All costs entered should be rounded to the nearest dollar amount.
  - The **purple shaded fields will self-calculate**.
  - The [Budget Spreadsheet document](#) can be used to help determine what costs are associated with each Line.

**Please note**, RUs incorrectly include estimated clean sweep, hazardous waste and sharps costs on as eligible costs on the worksheets. These are not eligible grant expenditures. The grant expenditures should be limited to the Table 1 materials (below).

**Lines 1 – 13 and 16 – 17:** Break down each recycling cost category named in Columns A through D into the estimated expenses listed on Lines 1 – 13 and 16 - 17. Some of these expenses and categories may not apply. Enter figures only in the columns and rows that represent estimated expenses to be incurred by the program.

After all of the program expenses have been entered on Lines 1 – 13 and 16 - 17, in Columns A through D, the sum of each line in Column E will self-calculate.

**\*Note:** If an RU contracts with a private hauler for recycling pick-up, the estimated cost for those services should be listed on line 6 (Contractual Services) Column B of the worksheets.

**\*Note:** Do not include clean sweep, hazardous waste and sharps estimated costs on as eligible costs on the worksheets. These are not eligible grant expenditures. The grant expenditures should be limited to the Table 1 materials (see below).

**\*Note: Eligible estimated costs can be entered into the spreadsheet EVEN if you charge your residents a fee for their collection/recycling.**

**Line 14: Total Estimated Depreciation Costs.** Add up all depreciation costs from the RU's records and enter the sum in Row 14, Column E. The annual recycling depreciation on each item is the eligible amount you can claim in each grant year during the expected useful life of the item. For more information on how to calculate depreciation costs, see Calculating Equipment Depreciation and Hourly Use Costs below.

**Line 15: Hourly Equipment Use Charges.** Add up all estimated equipment use costs from the RU's records and enter the sum in Row 15, Column E. For more information on how to calculate hourly use costs, see Calculating Equipment Depreciation and Hourly Use Costs below.

**Line 16: Cost Allocations. Expenses indirectly attributable to recycling programs.** All estimated costs included here must not be included on any other line.

**Line 17: Cost Allocations Other (not #53635).** Any other properly allocable estimated 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).

**Total:** The total costs will be automatically calculated.

**Line 19: Costs-Recycling of banned items.** If the 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.

**Ineligible Costs – Examples of Possible Inclusions**

- 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 the RU has estimated revenue from the sales of any of the recyclable materials included in the s. NR 544, Wis. Adm. Code Table 1 Materials list (see below), enter the total revenue amount in Row 20.

**What to Include and What Not to Include:**

- Include the anticipated revenues you would receive from other responsible units for recycling services.
- Do not include anticipated revenues from your responsible unit's residents by taxation, bag sales, or other user fees.
- Do not include anticipated payments you receive from member municipalities (multiple member RUs only).
- Do not include the amount of your recycling grant (UCA account #43545)

**Lines 21 -22 and Summary of Costs** will self-calculate.

**\*\*\*COST DEVIATION:** When the application is saved or submitted, if the estimated costs you entered ARE SIGNIFICANTLY DIFFERENT than the average costs you reported on grant applications submitted during the past 5-years, a field will appear after the summary of costs asking you to PLEASE CHECK TO MAKE SURE THIS IS THE CORRECT AMOUNT. If you are confident of your numbers, please enter the reason in the yellow shaded field given and continue.

TABLE 1 MATERIAL DESCRIPTION	
Newspapers	Newspapers or items printed on newsprint-style paper.
Corrugated cardboard	Corrugated cardboard or paperboard
Magazines	Magazines or items printed on similar glossy paper
Residential mixed paper	Junk mail, home office paper, paper cartons and packaging, etc.
Aluminum containers	Aluminum cans or other food/beverage containers
Steel (tin)/bi-metal containers	Steel/tin cans such as for canned vegetables
Plastic containers #1 & 2	Milk jugs, laundry detergent bottles and soda/water/juice bottles
Plastic containers #3-7	Plastic containers, such as yogurt cups, deli containers, etc.
Foam polystyrene packaging	Block Styrofoam packaging and food containers
Glass containers	Glass bottles or jars

**RECORDS RETENTION:**

The DNR has the right to examine all books, papers, accounts, documents, or other records of the Responsible Unit as they relate to recycling program costs and activities for which state funds were granted. The purpose would be to verify that claimed costs qualify under the provisions of the statute, followed the terms of the grant, and were incurred. **Each Responsible Unit must retain all recycling program records until final resolution of any findings, or for a period of three years, whichever is later.**

**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, the RU may recover the annual cost by either of the following two methods:

1. Depreciation: The RU may depreciate the capital item over its expected useful life and take the annual depreciation amount as an expense. If the RU claims a depreciation expense, it may also claim the 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.

The depreciation formula is ((Prorated Cost of Use) / (expected life in years – age at purchase)) x ((months owned)/12).

Example: (Prorated Cost of Use) / (expected life in years – age at purchase)) x (12/12).

- However, for the first year owned and last year of expected life it will be a partial amount unless the equipment was purchased in the first or last month of the year.

Example: Expected Life in Years = (expected life in months – age) x 12 or End Date whichever is earlier.

- If the item was previously fully depreciated reduce the rate by 1/3.

OR

2. Hourly Use: The RU may claim hourly equipment use charges based upon the rate approved by the Wisconsin Department of Transportation (DOT). Contact the DOT or the county highway department for rate information. If the RU claims an hourly use cost, it may also claim the cost of salaries, wages and employee benefits for the operators in Row 1. Do not also claim a separate cost of operation in Rows 2 – 13 or line 16 and 17. All costs of operation except salaries, wages and employee benefits of operators, are included in the DOT hourly use charge.



## SECTION 4: CERTIFICATION

The information given in this section should be reviewed before certifying and submitting.

**CERTIFICATION ASSURANCES**: the RU must agree to these assurances as part of the application. The Authorized Representative must read each of the Assurances and check the box to answer yes.

## SIGNATURE

- The “Authorized Representative” field will default to the AR that is on file.
- Fill in the “Prepared By” field with the name of the staff member preparing the application.
- The “Confirmation #” will auto-populate after the application is submitted. You will receive an email confirmation after you submit your application that will contain the confirmation number.
- The “Submit Date” will auto-populate once the application is submitted.

## SUBMIT THE APPLICATION

Submit the completed application by clicking on the “Validate” button found on the top of the page. If any items need attention a **Validation Error popup** will appear that will list the deficient items that need to be completed before the application can be submitted.

Once the application has been validated without any deficiencies, you may submit the application.

**Please note** you may PRINT your application at this point by clicking on the “Print” button located at the top of the application.

**\*\*PLEASE REMEMBER** THAT ONLY BY CLICKING THE "SUBMIT" BUTTON WILL YOUR APPLICATION BE TRANSMITTED TO THE DNR AND YOUR GRANT APPLICATION WILL BE FINALIZED. YOU WILL RECEIVE AN E-MAIL CONFIRMING THAT YOUR APPLICATION HAS BEEN RECEIVED. PLEASE DOUBLE CHECK THAT YOU RECEIVED THE CONFIRMATION EMAIL AND THAT YOUR APPLICATION WAS SUBMITTED. LEAVING YOUR APPLICATION UNSUBMITTED COULD LEAD TO REDUCED GRANT AWARDS.

## PRINT FILE COPY

- Remember to print a final copy of your application for your files.
- To print a copy of your application after you have submitted your application, you can select the application and click the “go to” button. You can then click on the “Print” button located on the top of the application.
- You are not required to mail in a signed certification page. A checkmark next to assurance represents a signed report.