**Wisconsin Department of Natural Resources**

Recycling Grants to Responsible Units and Recycling Consolidation Grants Application Instructions (rev. 03/2022)

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**Tips for 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:

<table>
<thead>
<tr>
<th>Applications submitted by:</th>
<th>% Award Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1</td>
<td>100%</td>
</tr>
<tr>
<td>October 10</td>
<td>95%</td>
</tr>
<tr>
<td>October 21</td>
<td>90%</td>
</tr>
<tr>
<td>October 30</td>
<td>75%</td>
</tr>
<tr>
<td>October 31 or later</td>
<td>0%</td>
</tr>
</tbody>
</table>

Note: If the grant application due 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. No grant funding will be awarded if your grant application is submitted after October 30th.

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:

- Only 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 to receive grant funding.

- 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. Grant award checks are mailed to the Responsible Unit Treasurer. Please be sure that the current Treasurer’s address is on file with the State to avoid delayed receipt of your Recycling Grant Check: Checks will be disbursed by June 1st.

- Plan to submit you 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.

- The Recycling Grant Application includes a section related to the Recycling Consolidation Grant. You are not required to apply for the Recycling Consolidation Grant, however if you are eligible and want to receive the consolidation grant you MUST fill in the appropriate information. More information on the consolidation grant can be found at [https://dnr.wisconsin.gov/aid/Consolidation.html](https://dnr.wisconsin.gov/aid/Consolidation.html). If you qualify for both grants, we will combine the award amounts and issue one check.
• 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 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.

<table>
<thead>
<tr>
<th>Required Reporting</th>
<th>Optional Reporting</th>
<th>Do Not Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant Eligible Materials</strong></td>
<td><strong>Grant Ineligible Materials</strong></td>
<td><strong>Materials</strong></td>
</tr>
<tr>
<td>• Newspapers</td>
<td>• Yard Waste</td>
<td>• Rigid plastics</td>
</tr>
<tr>
<td>• Magazines</td>
<td>• Waste Tires (not from heavy/farm equipment)</td>
<td>• Scrap metal</td>
</tr>
<tr>
<td>• Corrugated cardboard</td>
<td>• Electronics</td>
<td>• Residuals/trash</td>
</tr>
<tr>
<td>• Residential mixed paper</td>
<td>• Used oil and oil filters</td>
<td>• Household hazardous waste materials</td>
</tr>
<tr>
<td>• Aluminum containers</td>
<td>• Major appliances</td>
<td>• Sharps/ pharmaceuticals</td>
</tr>
<tr>
<td>• Steel/bi-metal (tin) containers</td>
<td>• Used lead acid batteries</td>
<td></td>
</tr>
<tr>
<td>• Plastic containers #1 &amp; #2***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Glass containers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**BEFORE STARTING THE APPLICATION,** it will be helpful for you to have the following materials available for reference:

- ✓ Your previous year grant application. (submitted in fall)
- ✓ 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.

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 where you will find helpful tips on a variety of topics including how to:

- Notify the DNR of changes to your contact information
- Create a personal WAMS ID and request access through the DNR Switchboard
- Log into the online Recycling Grant application system and find your facility.

SECTION 1: CONTACT INFORMATION

Provide 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.

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.

SECTION 2: RU PROGRAM INFORMATION

A. Add or Drop Members (if applicable)
   If you are a multi-member RU that added or dropped a member RU, use the drop-down list to choose the RU added or dropped. If you have acquired or dropped members since your last grant application, this may affect your grant award amount.

B. Recycling Consolidation Grant (if applicable)
   In order to be eligible for the Recycling Consolidation Grant, Responsible Units must have a DNR approved Effective Recycling Program and meet one or more of the criteria outlined in s. 287.24 (2), Wis Stats. Visit the Recycling Consolidation Grant page to determine if you are eligible. 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. 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.

To report your qualifying criteria as part of your Grant Application and to ensure that you receive the consolidation award, 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.
- **Multiple Year Agreements**: 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.
- **Agreement Members**: Enter each RU that this agreement applies to. If you are using the online system you will select the cooperating RUs from the drop-down list.

**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: ESTIMATED PROGRAM COSTS AND ESTIMATED COLLECTION TONNAGE

Please remember that the grant award is 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 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.

- **Eligible program costs/Estimated Budget Worksheet**: To report estimates of anticipated program costs for the upcoming calendar year, you must complete the Estimated Budget Worksheet. Your grant application cannot be approved unless the Budget Worksheet has been completed.

Select the Estimated Budget Worksheet button in Section 3 and complete the form. All costs entered in the Estimated Budget Worksheet should be rounded to the nearest dollar amount.
To complete the Estimated Costs Budget Worksheet, follow these guidelines:

**Lines 1 – 13 and 16 – 17:** Break down each recycling cost category named in Columns A through E into the estimated expenses listed on Lines 1 – 13 and 16 - 17. Some of these expenses and categories may not apply to the RU. 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 E, add each line across, and enter the sum of each line in Column E. If using the online application form, the totals in Column F are auto calculated.

*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) 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). Other banned materials such as appliances or waste oil should be listed on line 19 (Ineligible Costs) of the worksheets instead.

**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. For more information on how to calculate depreciation costs, see Calculating Equipment Depreciation and Hourly Use Costs below.

**Line 15: Total Estimated Cost of Using Equipment.** 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).

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

**Line 19: Ineligible Costs.** 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, Column E.

*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.

Likewise, a number of 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 (see below). Other banned materials such as appliances or waste oil should be listed on line 19 (Ineligible Costs) of the worksheets instead.

**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, Column E.

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

**Statewide Average Tipping Fee:** This is pre-filled ($30.00) for return applicants. If you are a new RU or if you are an RU applying for the first time, please provide the Avoided disposal costs (estimated tons of recyclables x $30 (the statewide average tipping fee.)

**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.

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 following should be reviewed and signed by the Authorized Representative

✔ ASSURANCES: the responsible unit must agree to these assurances as part of the application. The Authorized Representative must read each of the Assurances and answer Yes or No.

✔ SUBMIT THE APPLICATION: Click the "save/validate" button and fix any errors that may be indicated. Once you have completed and validated everything in your application, the "submit" button will be enabled. 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.
✓ **PRINT FILE COPY**: Please remember to print a final copy of your application for your files.

*Note*: Starting with Grant Application year 2023, it is not required to mail in a signed certification page. A checkmark next to assurance represents a signed report.