



Clarke County Litter Committee

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611
Suite B Conference Room

Tuesday June 11, 2024 5:30 pm

1. Call to Order
2. Introduction Doug Shaffer– Board of Supervisors Liaison
3. Approval of Agenda
4. Approval of Minutes of the May, 21 2024 meeting
5. Public Comments
6. Discuss Trash Receptacles at Boat Ramps – Matt Kline (Department of Wildlife Resources)
7. Event Planning
 - a. Upcoming Event Dates:
 - July 13th: Adopt-A-Highway pickup
 - Aug 11-17: Plans for Clarke County Fair
 - Sept 21st: Boat Ramp pickup
 - Oct 5th: Long Branch Adopt-A-Highway adoptees appreciation event
 - Nov 9th: Adopt-A-Highway
 - Dec 7th: Berryville Christmas Parade
 - b. Fall Event Planning:
 - Clarke County Fair
 - Long Branch collaboration
 - Christmas parade
8. Discussion
 - a. Keep Clarke Clean Sign Update
 - b. EPS Campaign Progress
 - c. Composting at the Ruritan
 - d. DEQ grant
 - e. Invite Stephanie McLain (CCHS Environmental Club) to July meeting?
8. Other Business
9. Adjournment
 - The next regular Litter Committee meeting will be on Tuesday, July 16 at 5:30pm in the Suite B Conference Room located on the 2nd floor of the Berryville-Clarke Government Center at 101 Chalmers Court, Berryville VA 22611.



Clarke County Litter Committee

DRAFT - Meeting Minutes

Tuesday May 21, 2024 – 5:30PM

Berryville/Clarke County Government Center – Suite B Conference Room

ATTENDANCE			
Ashley Harrison (Chair)	✓	Mary Martin	✓
Tom Bauhan (Vice-Chair)	✓ ^L	Christi McMullen	X
John Keim	✓		

L – Denotes a late arrival

STAFF PRESENT: Lorien Lemmon (Conservation Planner), Danielle Ritter (Office Manager | Zoning Officer)

OTHERS PRESENT: Marianne Casey (Interim Executive Director of Long Branch Historic House and Farm)

CALL TO ORDER: Chair Harrison called the meeting to order at 5:35pm

Introduction Danielle Ritter: Ms. Lemmon introduced the new Office Manager | Zoning Officer for the Planning Department. She noted that Ms. Ritter will be co-staffing the Litter Committee before taking over full staff responsibilities in June 2025. Ms. Lemmon stated that she would like a full year to train Ms. Ritter on the duties as the staff person for the Committee.

Approval of Agenda – May 21, 2024

The Committee voted 4-0-0 to approve the agenda as presented by staff.

Motion to approve the March 19, 2024 agenda as presented:			
Harrison	AYE	Martin	AYE (seconded)
Bauhan	AYE		
Keim	AYE (moved)		

Approval of Meeting Minutes – April 16, 2024

The Committee voted 4-0-0 to approve the April 16, 2024 meeting minutes as presented.

Motion to approve April 16, 2024 meeting minutes as presented:			
Harrison	AYE	Martin	AYE (seconded)
Bauhan	AYE		
Keim	AYE (moved)		

Approval of Meeting Minutes – April 20, 2024

The Committee voted 4-0-0 to approve the April 20, 2024 meeting minutes for the Earth Day event as presented.

Motion to approve April 20, 2024 meeting minutes as presented:			
Harrison	AYE	Martin	AYE (moved)
Bauhan	AYE		
Keim	AYE (seconded)		

Public Comments – None.

Event Planning:

a. Upcoming Event Dates:

The Committee discussed the agreed upon upcoming events:

- June 8th: Rt. 7/340 roadside pickup
- July 13th: Adopt-A-Highway pickup
- Aug 11-17: Plans for Clarke County Fair

Ms. Lemmon mentioned that the week of the Clarke County Fair is when she is booked to go on vacation and that the Committee members will need to coordinate in order to transfer the supplies that they will need from the Government Center to the Fairgrounds. Ms. Ritter stated that she would be available to assist the Committee in setting up at the Fairgrounds.

b. Fall Event Planning

Ms. Casey explained that she serves on the Programs Committee for Long Branch and that the mission of the Committee is to host educational seminars and demonstrations at the facility. She reviewed different possibilities such as having a talk about recycling during their winter speaker series or having a demonstration with the Ms. McMullen’s glass crusher in order to promote the different Litter Committee activities. Ms. Casey mentioned that Long Branch has a separate nonprofit rate to rent out the space for events. She stated that the winter speaker series usually begins on the last Sunday in January and runs until the first week in March. However she noted that pop up events that are separate from the speaker series are also possible. Ms. Casey described her idea for an appreciation event for the organizations that adopt a highway.

Chair Harrison inquired about the rental fee and Ms. Casey responded that the fee for nonprofits is around \$100/hr. for the space. Mr. Keim asked about the typical number of attendees for these types of events and Ms. Casey responded that the house can support around 50 participants but the grounds can support a maximum of 149. She stated that if the event grow and the anticipated attendance were to exceed 149, that Long Branch would need to apply for a special use permit.

Chair Harrison asked if the Committee manages an event at Long Branch, which organization is responsible to provide liability insurance and Ms. Casey responded that they require a certificate of insurance (COI) for organizations to rent out the space at Long Branch. Ms. Lemmon responded that the County is able to produce a COI and had already provided one for the Litter Committee booth at the Farmer’s Market. Chair Harrison mentioned a possible collaboration between the Committee and the Department of Wildlife Resources (DWR) for this event and Ms. Casey noted that Long Branch would request a COI from each organization.

The Committee discussed potential dates for an appreciation event for Adopt-A-Highway adoptees and Ms. Casey described possible ideas for a Fall event. Mr. Keim stated that activities such as pumpkin carving and face painting would be a good way to attract younger participants.

Vice Chair Bauhan arrived at 5:50pm.

Chair Harrison stated that for this event, other organizations should be included in addition to DWR. Ms. Lemmon mentioned that Cathy Kuehner had provided her with a list of annual reoccurring events planned by other organizations and stated that a problem the Committee faced with the Earth Day event was that the organizations the Committee wanted to invite already had their own events planned for the same day. Chair Harrison stated that she thought the Committee should continue with scheduling the event on Earth Day and request that other organizations be cognizant with their event planning or rescheduling around Earth Day. Mr. Keim mentioned the feedback he received from his pickup during the Earth Day event was that the participants would have appreciated an earlier date due to the difficulty in picking up litter in tall grass.

The Committee discussed the possibility of collaborating with the Adopt-A-Highway adoptees for an afternoon pickup event for their respective adopted road segments and then reconvening at Long Branch for an appreciation ceremony on Saturday October 5th.

The Committee planned other Fall events which included another Boat Ramp pickup on September 21st and another Adopt-A-Highway pickup on November 9th.

Discussion:

a. Earth Day 2024 Recap

The Committee inquired if any of the pictures from the Earth Day event were posted to social media and Ms. Lemmon explained that those pictures would likely be used to promote other upcoming events. The Committee mentioned how pleased they were with the presenters at the Earth Day event and noted that Mr. Ed Carter from VDOT should be invited to participate in the Fall event at Long Branch. Mr. Keim noted that he would like to write an article using the information that Mr. Carter spoke about during the event and have it published in September in order to also promote the Fall Long Branch event.

Ms. Lemmon reported that she received 22 signed waivers from the Earth Day event meaning that at least 22 people participated in the event. She noted that numerous people wandered into the Horticultural Building throughout the event and that distributing the cargo nets, swag bags, and providing free pizza seemed to keep the participants happy.

Ms. Lemmon suggested dividing the invitation responsibilities amongst the Committee members and Ms. Lemmon agreed to come up with a master contact list before the December meeting. She also noted that the event direction signs were difficult to get into the ground and she would try to use cones for the signs instead. She also suggested reaching out to VDOT to see if they have any handouts for the Adopt-A-Highway program and to make a map of all of the adopted roads. She also noted that some of the presenters were difficult to hear and understand, so some sort of speaker and microphone setup would be helpful. Also Ms. Lemmon noticed that the participants grew a bit restless with the 30 min welcome/sign waivers time slot and the Committee agreed to reduce that to 15 minutes.

Chair Harrison noted that she would like to see more outreach to the local schools for our upcoming events. She mentioned her conversation with a high school participant who was there to fulfill his community service hour requirements. Mr. Keim noted that the beginning of the school year may

be better for recruiting younger participants through the schools. Chair Harrison volunteered to approach the high school in order to recruit students from the National Honors Society and Environmental Club. Mr. Keim suggested reaching out to Matt Bass about recruiting younger participants through his coaching connections. He noted that in some school districts in order to participate in sports, volunteer hours were mandatory.

Chair Harrison requested information about fundraising and Ms. Lemmon stated that she would ask the County for more details. Chair Harrison also suggested reaching out to the organizations that had events scheduled for Earth Day and requesting that they avoid scheduling them on the same day.

b. Keep Clarke Clean Sign Update

Ms. Lemmon reported that she ordered the posts and hardware for the sign installation and that she is currently working the Maintenance Department to get them installed.

c. EPS Campaign Progress

Ms. Lemmon noted that the deadline for the applications for EPS alternative products has passed but asked the Committee if they knew of any other applications that she should have received. She requested that all floating applications be submitted by the end of the week so she could place an order. The Committee discussed the quality of the EPS alternative products that were distributed last year and Vice-Chair Bauhan noted that Terry Spinosa from the Lone Oak had a contact for a different supplier with better products.

d. Grants: Keep VA Beautiful Grant

Ms. Lemmon noted the change for the grant application for funds for trash receptacles at the boat ramps to more pickup supplies. She explained that she did not obtain landowner permission in time for the grant application submission and instead applied for more equipment for local groups to borrow during their pickups. She noted that the amount awarded would be either \$500, \$750, or \$1000 and that staff would be notified if the grant application was accepted and for what amount in June.

e. Discuss trash receptacles at Boat Ramps

Ms. Lemmon described her phone conversation with Matt Kline with DWR and how he was very excited about collaborating with the Committee on this project. She suggested inviting him to one of the Committee meetings in order to brainstorm what type of receptacle would work. She relayed that Mr. Kline stated that he would like to use Clarke County as a prototype for other counties along the Shenandoah River and that the trash receptacles would need to be bear-proof. Ms. Martin mentioned that Sky Meadows Park has bear-proof trashcans for their campground and suggested that the Committee reach out to them. Ms. Lemmon also relayed that Mr. Kline mentioned the logistics of a trash pickup schedule and maintenance of the receptacles would need to be considered. The Committee agreed to invite Mr. Kline to the June meeting to continue the discussion. Ms. Lemmon mentioned that more information would be helpful for the upcoming grant application for the DEQ grant.

f. Composting at the Ruritan

Chair Harrison mentioned that she had been in conversation with Ms. McMullen about setting up a composting operation at the Ruritan Fairgrounds. She also mentioned that Long Branch may be a substitute location for the project.

g. Environmental Club

Ms. Martin described a presentation at the monthly Clarke Democrats meeting where a high school student, Delany Collins, spoke about the Environmental Club. Ms. Martin stated that Ms. Collins explained that the Club performs two litter pickups at Chet Hobart Park a year and hosted a local drive for household goods and clothing. Ms. Martin noted that the Environmental Club was surprised by how much of the clothing collected was of low quality (aka “fast fashion”) and that the club used this as an opportunity to educate their fellow students about the world-wide environmental impact of fast fashion. Ms. Martin explained that Ms. Collins is set to graduate from high school this year and that there appears to be little interest in the student body to carry on and lead the group. Ms. Martin requested that the Committee reach out to the advisor of the Environmental Club in order to provide support for the Club and its mission.

h. Board of Supervisors representative update

Ms. Lemmon provided a brief update on the new Board of Supervisors liaison for the Litter Committee. She explained that an interim Board member had been appointed but committee membership would be decided at the Board of Supervisors’ Personnel meeting on June 10th.

Ms. Lemmon did note that the Litter Committee appointments are for a 3-year term and reminded the Committee members that their terms expire on September 30th, 2024. She explained that no action was needed if Committee members decided on a second 3-yr term, but to let her know if anyone planned to resign from the Litter Committee.

Other Business

Ms. Lemmon noted that she will be out of town during the Committee’s next scheduled meeting on June 18th and requested that the meeting be moved to Tuesday, June 11th at 5:30.

The Committee voted 4-0-0 to reschedule the June meeting from June 18th to June 11th.

Motion to approve the rescheduling of the June meeting from June 18th to June 11th:			
Harrison	AYE	Martin	AYE (moved)
Bauhan	AYE		
Keim	AYE (seconded)		

Adjournment

There being no further business, the Litter Committee voted 4-0-0 to adjourn at 6:45 pm. The next regularly scheduled meeting is on Tuesday, June 11th, 2024 at 5:30pm in the Suite B Conference Room located on the second floor of the Berryville-Clarke Government Center in Berryville, VA.

Motion to adjourn the May 21st, 2024 meeting at 6:45 pm:			
Harrison	AYE (moved)	Martin	AYE
Bauhan	AYE		
Keim	AYE (seconded)		

Ashley Harrison, Chair

Lorien Lemmon, Clerk to the Committee



BEAR/WILDLIFE-RESISTANT



Animal Resistant Trash Receptacle Styles:

Single: 48”H x 24”W x 24”D
(with base: 24”W x 45”D)

Double: 48”H x 49.5”W x 24”D
(with base: 49.5”W x 45”D footprint)

Recycle: 48”H x 24”W x 24”D
(with base: 24”W x 45”D footprint)

Single Can
8293 00 0000

Recycle Can
8293 00 0001

Double Can
8293 00 0000 DBLE

Our bear/wildlife-resistant trash receptacles are offered in three styles. These trash receptacles are professionally finished with an electrostatically applied, heat sealed epoxy powder coat that gives our products long lasting protection from the outdoor elements.

Key Features:

All styles are ADA compliant.

Has a sleek design that is bear/wildlife-resistant and has no protruding edges or wide seams for claws to penetrate and pry open.

Paddle-style latch handles are hidden under uniquely designed latch covers that prevent bears and other wild life from unlatching the receptacle doors.

Each trash receptacle has two doors. A maintenance door for emptying/replacing inside trash bags, and a smaller top door where individuals dispose of their trash and recyclable items.

Each receptacle unit has a lightweight metal bag holder frame bolted to the inside.

**NEW
PRODUCT
RECYCLE CAN**



Clarke County Litter Committee: 2024 Thinking Ahead

JANUARY

- Meeting: 2024 Planning (goals, meeting calendar, etc)

FEBRUARY

- Meeting: Equipment Inventory Assessment, EPS Campaign, Earth Day Event

MARCH

- Meeting: Planning for Earth Day Event, EPS Campaign

APRIL

- Event: Earth Day (4/20/24)
 - Fairgrounds
 - Chet Hobert
 - Rose Hill Park
 - Adopt-A-Highway
- Meeting: Environmental Advocate of the Year Discussion

MAY

- Event: Farmer's Market & Town of Berryville Pick Up (5/4/24)
- Event: Boat Ramp Pick Up (5/18/24)
- Event: Environmental Advocate of the Year Award at the Board of Supervisor's Meeting (5/21/24)
- Meeting: All grant expenditures must be made and received by end of June

JUNE

- Event: Rt 7/340 Roadside Pick Up (6/8/24)

JULY

- Event: Adopt-a-Road Pick Up (7/13/24)

AUGUST

- Event: Clarke County Fair (week of 8/11-8/17)

SEPTEMBER

- Event: Boat Ramp pickup (9/21/24)

OCTOBER

- Event: Long Branch Fall event (10/5/24)

NOVEMBER

- Event: Adopt-A-Highway pickup (11/9/24)

DECEMBER

- Event: Town of Berryville Parade



GY 2024 APPLICATION AND CONTRACT FOR THE VIRGINIA NON-COMPETITIVE LITTER PREVENTION AND RECYCLING GRANT

Single Locality or Co-Op: Single

Primary Agency: Clarke County

Localities Represented:

The Locality/Agency is applying for GY 2024 grant funding and agrees to use these grant funds to perform the litter prevention and recycling activities listed below.

- 1. Adopt-A-Program
2. Cleanups
3. EPS Campaign
4. Law Enforcement
5. Planning & Organization
6. Public Communication
7. Recycling
8. Youth Education

The Authorized Official certifies that the information provided in this application is correct and agrees to the terms and conditions contained herein and in the DEQ Guidelines for this grant program. For co-op applications, the Authorized Official certifies that a written agreement between the Coordinating Agency and each participating locality is on file.

I certify that we have a written agreement in place (for localities only): No

I certify that we have sent a written Co-Op agreement to DEQ (for NGOs only): No

Name of Organization: Clarke County

Authorized Official:

Name of Authorized Official: Chris Boies Title: County Administrator

Authorized Signature: Date:

Address: 101 Chalmers Ct., Berryville, VA 22611

Primary Phone: (540) 955-5191

Email: cboies@clarkecounty.gov

Program Manager:

Name: Lorien Lemmon Title: Conservation Planner

Address: 101 Chalmers Ct., Berryville, VA 22611

Primary Phone: (540) 955-5134

Email: llemmon@clarkecounty.gov

Finance:

FIPS: 043

FIN: Not Displayed

Name of Organization: Clarke County

Remit To Address: 101 CHALMERS CT, BERRYVILLE, VA 22611

Do you expect to have any unspent grant funds remaining at the end of FY 2024? No

been spent. Any unspent funds at the end of the previous grant year will be deducted from the new grant amount that is to be awarded in the current grant year.



GY 2023 PERFORMANCE REPORT FOR THE NON-COMPETITIVE VIRGINIA LITTER PREVENTION AND RECYCLING GRANT

Primary Agency: Clarke County

Localities Represented:

The Authorized Official certifies that the information provided on this form is accurate.

PROGRAM MANAGER:

Name: Lorien Lemmon Title: Conservation Planner

Address: 101 Chalmers Ct., , Berryville, VA 22611

Primary Phone: 5409555134

Email: llemmon@clarkecounty.gov

Litter/Recycling Website:

PAID STAFF AND VOLUNTEERS:

Number of Full-Time Paid Staff: 2

Number of Part-Time Paid Staff: 0

Annual Hours Worked by Paid Staff: 54

Total Number of Volunteer Hours (for all events): 149

TOTAL PROGRAM SUPPORT

Total DEQ Grant Award: \$9,570.00

Amount of Locality Cash: \$3,019.00

Amount of Locality In-Kind Services: \$0.00

Amount of Private Sector Cash: \$0.00

Amount of Private Sector In-Kind Service: \$0.00

Value of Volunteer Work:

(Value of volunteer work = Number of hours x \$24.49)	\$3,649.01
Amount of Cash from Other Sources:	\$0.00
Amount of In-Kind Services from Other Sources:	\$0.00
Other Sources Description:	n/a
Subtotal of All Cash:	\$3,019.00
Subtotal of All In-Kind Services:	\$3,649.01
Grand Total for Cash and In-Kind Services:	\$6,668.01

PUBLIC COMMUNICATION:

Public Presentations (not including Youth Education):

Number of Group Presentations/Workshops:	1
Total Attendance of Presentations/Workshops:	30
Number of Staffed Displays/Events:	1
Total Attendance at Events/Exhibits:	12
Number of Unstaffed Events/Exhibits/Displays:	0
Total Attendance for Staffed Events:	0

Types of Materials Distributed:

1. Other: Magnets, signs

Types of Communication:

1. Brochures
2. Emails
3. Facebook Postings
4. Newsletters
5. Other: EPS Campaign letters of inquiry and feedback questionnaires
6. Websites

YOUTH EDUCATION:

Presentations / Workshops:

Number of Youth Presentations/Workshops:	0
Total Attendance at Youth Presentations/Workshops:	0
Number of Youth Leader Training Sessions:	0
Total Attendance at Youth Leader Training Sessions:	0

Environmental Clubs:

Number of Youth Environmental Clubs: 0

Number of Club Members: 0

Other Youth Events:

Total Number of Other Youth Events: 0

Total Attendance at Other Youth Events: 0

Litter Clean-up:

Total Number of Program Clean-up Events: 8

Total Number of Volunteers for all Clean-up Events: 35

Total Litter Collected from All Activities (cubic yds): 78

Assign-a-Highway Program (and similar programs using inmates or those assigned to community service):

This does not include VDOT Adopt-a-Highway Cleanup data unless you organized a staffed event

Number of Probationers Assigned: 0

Number of Road Miles Cleaned: 0

Total Litter Collected from the Assign-a-Highway Program (cubic yds): 0

Recycling:

What recycling programs did you perform using the grant funds? Waste Management dumpsters, purple bin program for glass recycling, Pack Rat hauling

Law Enforcement:

What law enforcement programs did you perform using the grant funds? n/a

Program Funding Allocation:

Please estimate the % of your grant funds used for the litter prevention program activities and for the recycling program activities for the GY 2020. The total for litter and recycling should come to 100%. If you received no funds in the previous year(s), enter 50 and 50 in each box.

Grant Funds used in Litter Prevention Program (%): 34

Grant Funds used in Recycling Program (%): 66

Commonwealth of Virginia
Department of Environmental Quality

**SUBJECT: Division of Land Protection & Revitalization Guidance
Document No. DEQ-LPR-2 — GUIDELINES FOR THE VIRGINIA
LITTER PREVENTION AND RECYCLING GRANTS**

**TO: Applicants Receiving Litter Prevention & Recycling Grants – Virginia
Localities**

FROM: Kathryn Perszyk 
Director, Land Protection & Revitalization Division

DATE: March 17, 2022

Summary: The Code of Virginia, § 10.1-1422.04, directs DEQ to award grants to localities that apply for local litter prevention and recycling grants and meet the eligibility requirements established in the Department's Guidelines for Litter Prevention and Recycling Grants (DEQ-LPR-2).

The Guidelines were updated to include the funding per § 10.1-1422.01 for the operation of public information campaigns to discourage the sale and use of expanded polystyrene (EPS) products. The updated Guidelines were approved by the Litter Fund Board at their December 2021 public meeting.

Electronic Copy: Once effective, an electronic copy of this guidance will be available on the Virginia Regulatory Town Hall under the Department of Environmental Quality at <https://townhall.virginia.gov/L/gdocs.cfm?boardid=53>

Contact Information: Please contact Sanjay Thirunagari at (804) 659-1532 or sanjay.thirunagari@deq.virginia.gov with any questions regarding the application of this guidance.

Certification: As required by Subsection B of § 2.2-4002.1 of the APA, the agency certifies that this guidance document conforms to the definition of a guidance document in § 2.2-4101 of the Code of Virginia.

Disclaimer: *This document is provided as guidance and, as such, set forth standard operation procedures for the agency. However, it does not mandate or prohibit any particular action not otherwise required or prohibited by law or regulation. If alternative proposals are made, such proposals will be reviewed and accepted or denied based on their technical adequacy and compliance with appropriate laws and regulations.*



GUIDELINES FOR THE VIRGINIA LITTER PREVENTION AND RECYCLING GRANTS (DEQ-LPR-2)

Note: Section 1 includes the current guidelines for DEQ non-competitive grants, Section 2 for competitive grants, and Section 3 for the operation of public information campaigns to discourage the sale and use of expanded polystyrene products.

Funding is available to Virginia localities from the Litter Prevention and Recycling Fund as non-competitive grants based on population and road miles, *if* the locality has an eligible program as identified in Section I.B and C below.

These grants are provided by funds generated by taxes enacted under Section 58.1-1700 to 58.1-1710 of the Code of Virginia and through authority granted to the Department of Environmental Quality (DEQ) under Section 10.1-1422 of the Code of Virginia. These guidelines supersede all previous regulations and guidelines relating to these grant funds.

1. **DEQ NON-COMPETITIVE GRANTS:**

I. **ELIGIBILITY**

- A. All cities, counties, and incorporated towns in Virginia are eligible if they have eligible litter prevention and/or recycling program.
- B. An eligible program must include at least **two** elements of a **comprehensive program**. The elements of a comprehensive program are:
 - i. Planning and Organization
 - ii. Recycling
 - iii. Youth Education
 - iv. Cleanups
 - v. Law Enforcement
 - vi. Public Communication
 - vii. "Adopt-A" Programs sponsored by the locality
- C. An eligible program may also include any of the non-disposal elements of waste management (source reduction, reuse, and recycling) in the locality's approved Solid Waste Management Plan. Procurement of recycled goods may also be included.
- D. All completed forms must be received by their corresponding deadlines by DEQ for grants to be paid. Non-competitive litter grant applications for the upcoming grant year are due by **June 30th** of the current year. Non-competitive litter grant accounting and performance reports for funds awarded in the preceding year are due by **August 1st** of the current year.
- E. Localities may apply singly or as a participant in a Cooperative Program. A Cooperative Program consists of two or more localities joining together and combining grant funds to implement one program. One application form is submitted for the Cooperative Program by a Coordinating Agency, which may be one of the participating localities or a non-governmental

agency. The Coordinating Agency submits an executed original application that lists each participating locality. Also, the Coordinating Agency will be responsible for submitting the required Performance and Accounting Report on behalf of the participating localities.

- F. For Cooperative Programs among units of local governments only, the Coordinating Agency shall affirm that a written Agreement with each participating locality is on file. Such Agreement shall expressly authorize the Coordinating Agency to apply on behalf of each participating locality.
- G. For Cooperative Programs implemented by a non-governmental agency, the Coordinating Agency shall include, in addition to the Application, written evidence that the Coordinating Agency is acting for and accepting funds on behalf of each participating locality. This evidence shall include one of the following:
 - i. copies of the Agreements that originally established the Coordinating Agency by the participating local governments;
 - ii. signature by each locality's manager on the Application form itself; or,
 - iii. any other applicable documentation which indicates the localities' desire for the non-governmental agency to accept funding and provide services on their behalf.
- H. Applications shall be submitted by individual authorized to request such funding and who is responsible for documenting its use in support of the litter prevention and recycling program efforts. For individual locality applications, this is the County Administrator, City Manager, or Town Manager. For Coordinating Agencies that are non-governmental, the application shall be signed by the Coordinating Agency's Executive Director, and include documentation specified in II.G above.
- I. Application forms must include the correct Federal Identification Number (FIN) and Federal Information Processing Standards (FIPS) numbers for the locality designated to receive the grant amount. Application forms for Cooperative Programs must include only the FIN and FIPS numbers of the Coordinating Agency. Missing or incorrect FIN or FIPS numbers on the Grant Application form may result in a delay in awarding the grant amount.

II. FUNDING PROCESS

- A. The grant amount will be sent directly to each locality. For localities participating in a Cooperative Program, the total grant amount will be sent directly to the Coordinating Agency designated on the application form. Notifications of the award will be sent electronically to the authorized Signatory on the grant application unless another email address is provided.
- B. Any unexpended funds at the end of the previous grant year will be deducted from the new grant amount that is to be awarded in the current grant year.
- C. If a locality receives money from a previous year but does not submit a Performance Report and an Accounting Report, the Fund Board may request that DEQ submit an invoice to those localities for their unreported funds.
- D. Funds will not be released/awarded to the locality/applicant unless a completed Performance Report and Accounting Report for the previous grant program year is submitted by the proper authority, and accepted by DEQ.

- E. Awards will be processed out as funds are released to DEQ by the Treasurer. This occurs after the close of the Commonwealth's Fiscal Year, and reconciliations by the Treasurer. Until the funds are released, no grant payments can be processed. Grants are typically awarded beginning in September of each year.

III. AUTHORIZED USES OF FUNDS

- A. The grant shall be used for litter prevention and recycling program implementation, continuation, and/or expansion. Authorized uses of the grant funds include:
 - 1. Salaries, wages, or other personnel costs
 - 2. Office supplies, postage, telephone
 - 3. Printing and program materials
 - 4. Travel expenses
 - 5. Locally conducted meetings, workshops, and awards
 - 6. Audiovisual material on litter or recycling
 - 7. Equipment such as: educational, litter receptacles, recycling, source reduction and reuse equipment, audiovisual, safety, and the renting of such equipment
 - 8. Award materials
 - 9. Cleanup supplies
 - 10. Annual dues for solid waste related associations (Maximum cap of \$100)
 - 11. Litter collection and/or recycling collection contracts
 - 12. Solid Waste Disposal fees, fuel, and transportation ONLY ASSOCIATED with a volunteer cleanup

B. Grant Fund Expense Categories:

- 1. Salary, Wages, and Fringe Benefits
- 2. Supplies
- 3. Contractual Services
- 4. Travel
- 5. Other

The non-competitive litter prevention and recycling grant funds are to be used ONLY to support the educational activities of the litter and recycling programs in the localities. Funding is to be used for educational activities that support anti-littering and pro-recycling efforts. Purchasing equipment such as computers, cell phones, desks, etc. is no longer permissible because it is possible for this type of equipment to be used to support programs other than just the litter and recycling program. If a litter program manager wants to spend funding in a way that is not addressed by the guidelines, or he/she believes that a purchase should be justifiable as an essential supply; he/she may contact DEQ. DEQ will consider the request and will inform the locality on the decision.

Salary, Wages and Fringe Benefits: Money paid to support the litter and recycling program managers.

Essential Supplies: Includes office supplies, postage and telephone expenses necessary to administer the program, premiums to promote the litter and recycling program. Essential supplies can include litter and recycling materials and supplies such as litter grabbers, trash can liners and lids, premiums and any other expendable supplies used solely in the litter and recycling program that are deemed as essential for educating the

public about litter prevention and recycling. Non-essential items such as food, t-shirts, ponchos, etc. are **not** considered essential and the grant funds may not be used for non-essential items. Trash cans and recycling bins may be purchased if they are part of your anti-littering campaign and they serve to educate the public as to how and where to appropriately dispose of litter.

Contractual Services: Funding to support the litter and recycling program. Includes contracts to groups/individuals/businesses for conducting litter cleanups, household hazardous waste day collections, tire amnesty programs, arrangements made with groups to conduct litter cleanups or sorting of recycling. Contractual services may include payments for school programs such as assemblies with litter and recycling themes and payment for printing educational materials. Although the litter and recycling money cannot be used for payment of ongoing waste disposal fees; if the waste disposal fee is directly related to a volunteer litter cleanup, the money may be used for the disposal of the collected litter. Contractual Services may also include the rental of backhoes or dump trucks in association with volunteer litter cleanups only.

Travel: Includes registration for litter and recycling conferences and workshops including mileage, lodging and meals. All travel related expenditures are required to meet state guidelines. Refer to the state guidelines for reimbursable mileage rates for use of vehicles.

Other: Any other expenses associated with the litter and recycling program that are allowable in the guidelines. For questions about whether or not an item may or may not be included; contact the litter prevention and recycling grant coordinator at (804) 698-4000 or at va-landr@deq.virginia.gov.

IV. UNAUTHORIZED USES OF GRANT FUNDS

Grant funds shall not be used for the following:

- A. Meals associated with award events. Applicants are encouraged to use other sources of funds for such purposes.
- B. Purchase of mass media time or space over \$500.
- C. For any project or item not directly related to litter prevention or recycling, including (but not limited to):
 1. Beautification projects, landscaping, purchase of trees or shrubs, or lawn services.
 2. Purchase of equipment for lawn maintenance or for collection, transportation, and disposal of solid waste.

V. GENERAL ACCOUNTABILITY: PERFORMANCE AND ACCOUNTING REPORTS

The Applicant shall keep accounting records for the grant funds. A [Performance Report](#) (electronically via Survey Monkey) and an [Accounting Report](#) (via mail) for the previous grant program year shall be submitted to **DEQ no later than August 1st**. Subsequent grants shall not be approved until the Performance Report and Accounting Report Form for the previous grant program year have been received by DEQ. **The Performance Report and Accounting Report must be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer.** For a non-governmental agency, the Performance Report and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.

VI. RETURN OF GRANT FUNDS

Funds not used or accounted for in compliance with these Guidelines and the Application shall be returned by the Applicant to DEQ. A locality participating in a Cooperative Program shall be liable for its pro rata share of the total liability.

2. DEQ COMPETITIVE GRANTS:

I. ELIGIBILITY

- i. All cities, counties, and incorporated towns in Virginia are eligible if they receive the DEQ litter prevention and recycling non-competitive grant.
- ii. An eligible program must use the funds to develop and implement statewide and regional litter prevention and recycling educational programs and pilot projects.
- iii. The grant applications will be reviewed by the Board and its recommendation will be submitted to the Director of DEQ for final approval.

II. FUNDING PROCESS

- A. The amount of the funds available for this grant program is expected to be 5% of the net resources allocated for the Litter Control and Recycling Fund (Fund).
- B. Grants will be awarded annually following the distribution of the tax money to the Fund.
- C. Each recipient will receive 100% of the awarded amount from DEQ, following the announcement of the grant being awarded.

III. APPLICATION REQUIREMENTS AND DEADLINE

- A. Use only the DEQ grant application form.
- B. All applications must be postmarked by **July 15th** of the current year.
- C. The tentative date for the announcement of the applications approved for funding is November 15th or earlier.

IV. UNAUTHORIZED USES OF GRANT FUNDS

Grant funds shall not be used for the following:

- A. Purchase of mass media time or space over \$500.
- B. Leasing or building any real estate.
- C. Salary and wages.

V. PERFORMANCE AND ACCOUNTING REPORTS

- A. The Applicant shall keep performance and accounting records for the grant funds used.
- B. At the end of the project, the Final Performance Report and Accounting Report shall be submitted to DEQ no later than **August 1st** of the current year.

- C. The Performance Report and Accounting Report must both be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance Report and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.
- D. All remaining unspent competitive grant funds at the end of the previous grant year will be will be deducted from future non-competitive grants.

3. FUNDING FOR PUBLIC INFORMATION CAMPAIGNS:

Funding for the operation of public information campaigns to discourage the sale and use of expanded polystyrene products.

I. ELIGIBILITY

- i. The 2021 General Assembly allocated up to 5% of the net resources allocated for the Litter Control and Recycling Fund (Fund) for the operation of public information campaigns to discourage the sale and use of expanded polystyrene products and to promote alternatives to expanded polystyrene in the Commonwealth.
- ii. Localities applying for the non-competitive litter grant and opting to implement this campaign will receive additional funds for this purpose. The campaign should be targeted to achieve the goals and work with the food vendors in accordance with Section 10.1-1424.3 of code of Virginia.

II. REPORTING

Localities shall provide the status on the public information campaign along with the other information as part of the non-competitive litter grant reporting.

4. SUBMISSION

Mail completed forms to:

Virginia Department of Environmental Quality
Litter Prevention and Recycling Grants Program
P.O. Box 1105
Richmond, VA 23218

For Certified Mail, send completed forms to:

Virginia Department of Environmental Quality
Litter Prevention and Recycling Grants Program
1111 East Main Street, Suite 1400
Richmond, VA 23219

For more information, contact the DEQ litter prevention and recycling grant coordinator at **(804)698-4000** or via email at va-landr@deq.virginia.gov.

Please contact DEQ before the deadline if you have questions.

Revision Date: March 2022