



Clarke County Litter Committee
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611
A/B Meeting Room

Tuesday, January 18, 2022 5:30 pm

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – November 16, 2021
4. Organizational Items
 - Select 2022 Chair
 - Meeting dates for 2022
5. Mission Statement
6. Litter grant award for FY22 **\$7,981.00**
7. Road map for prioritizing litter cleanup
8. Local Girl Scout Litter Pickup Patch Discussion
9. Front Royal –Warren County Litter initiatives
10. Adjournment

CLARKE COUNTY
Litter and Recycling Committee
draft Minutes – 16 November 2021 draft

A regular meeting of the Litter and Recycling Committee was held at 5:30 pm on Tuesday November 16, 2021, in the A/B conference room, 2nd Floor Government Center.

Present: M. Bass, T. Bauhan, A. Harrison, J. Keim, M. Martin, M. Rogue
Absent: no one
Staff: A. Teetor

Call to Order: Ms. Teetor called the meeting to order at 5:30 pm.

Introductions: This being the first meeting of the reinstated litter committee, Ms. Teetor asked members to introduce themselves and state why they were interested in being on the Litter Committee. All members expressed concern about litter on roadways.

Organizational Meeting: Members were asked to select a Chair for the upcoming year. No one volunteered and no one was nominated so this was deferred to the next meeting. Members were also asked if they had a preference for a regular day and time for the meetings. The group agreed that the third Tuesday at 5:30 pm was a good date and time.

Background past litter committee activities: Ms. Teetor included a summary of past activities for members to review. She stated that there is a Department of Environmental Quality Litter and Recycling non-competitive grant that the County applies for each year that provides funding for litter and recycling efforts. In the past the funds, generally \$4,000-6,000/year, have been used to purchase recycling containers, anti-littering signs, school programs, and the large recycling dumpsters used by the County and Schools.

Local Girl Scout Litter Patch Discussion: Ms. Harrison described the initiative stating that the local chapter was interested in conducting a litter cleanup this year in order to get a patch. She also stated that the Troup leader thought she could get additional troops and potentially boy scouts to participate in a larger cleanup next spring. She stated it could be a competition to see which group can pick up the most litter. Several areas were discussed where cleanup is needed. This led to a broader discussion of how to best encourage landowners to pick up trash along their roads.

Front Royal-Warren County Litter Initiatives: Ms. Teetor provided a summary of the Front Royal Warren County Litter committee efforts as an example of what other communities in the region are doing. One idea was to see how they were able to get cargo nets to cover truck beds. Ms. Teetor will contact them to see if it is something this committee wants to do.

Other: Mr. Bauhan thought it would be helpful to have a road map of the County to help prioritize cleanup efforts. In addition, members discussed encouraging the Adopt a Highway program. Other ideas are to investigate utilizing inmates from the Northwest Regional Jail for cleanup, and asking recycling haulers to come to a meeting to describe the recycling process.

Adjournment: There being no further business, the group agreed to adjourn the meeting. The next meeting is scheduled for Tuesday December 21st at 5:30 pm.

Mission statement Clarke County Litter and Recycling Committee

The mission of the Clarke County Litter and Recycling Committee is to educate, inspire, and empower our community to improve the environment through beautification, litter prevention, and recycling.

Examples of other community and organization mission statements:

The mission of the Front Royal/Warren County Anti-Litter Council is to educate, motivate and participate in the prevention of litter and assist the citizens of Front Royal and Warren County to become better stewards of our environment.

The mission at Keep Virginia Beautiful is to engage and unite Virginians to improve our natural and scenic environment. We believe in a shared responsibility to end littering, improve recycling and beautify communities.

We empower groups and individuals to engage in environmental projects through grants, contests, events and training so that the collective effort keeps Virginia beautiful for generations to come.

To inspire and educate people to take action every day to improve and beautify their community environment.

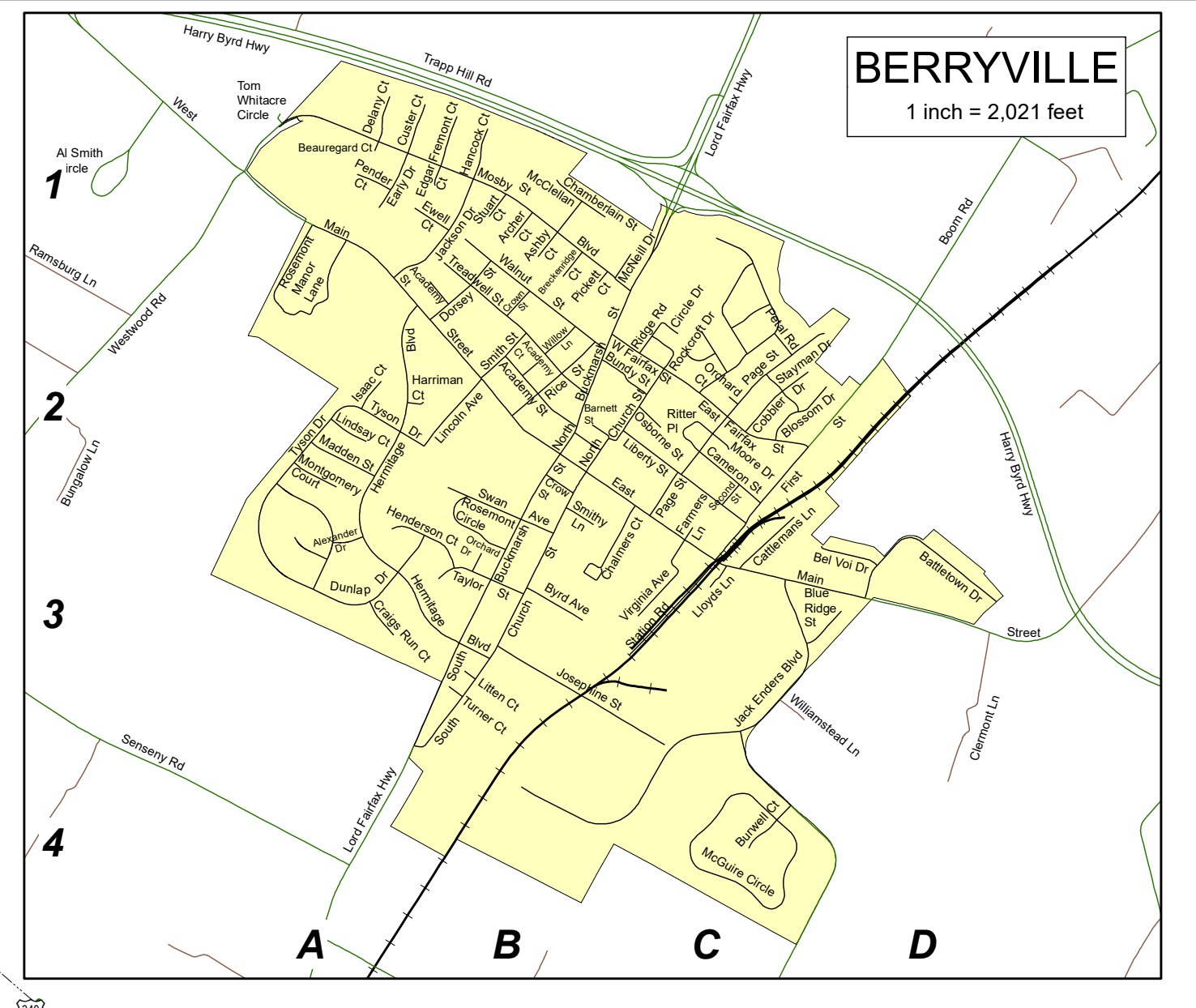
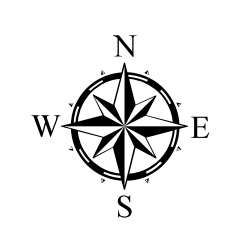
Mission: To reduce the amount of litter and illegal dumping in Rockingham County by empowering a citizen driven advisory board to revitalize and improve the appearance of the County through education, enforcement and direct assistance.

“...improve the quality of life for our citizens and improve the business environment for our enterprises through creative leadership, dedicated personnel, and collaboration.”

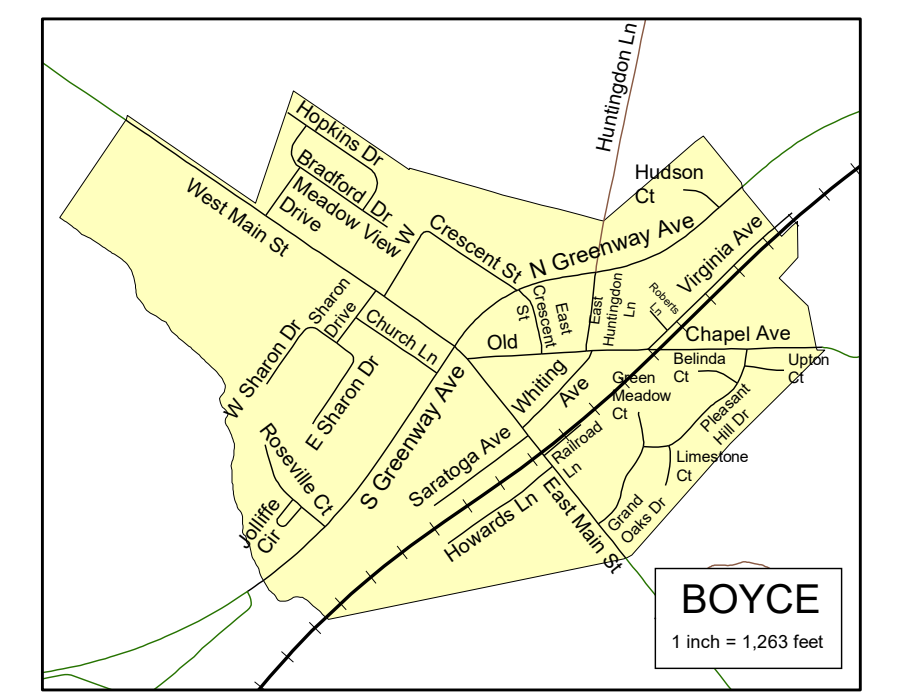
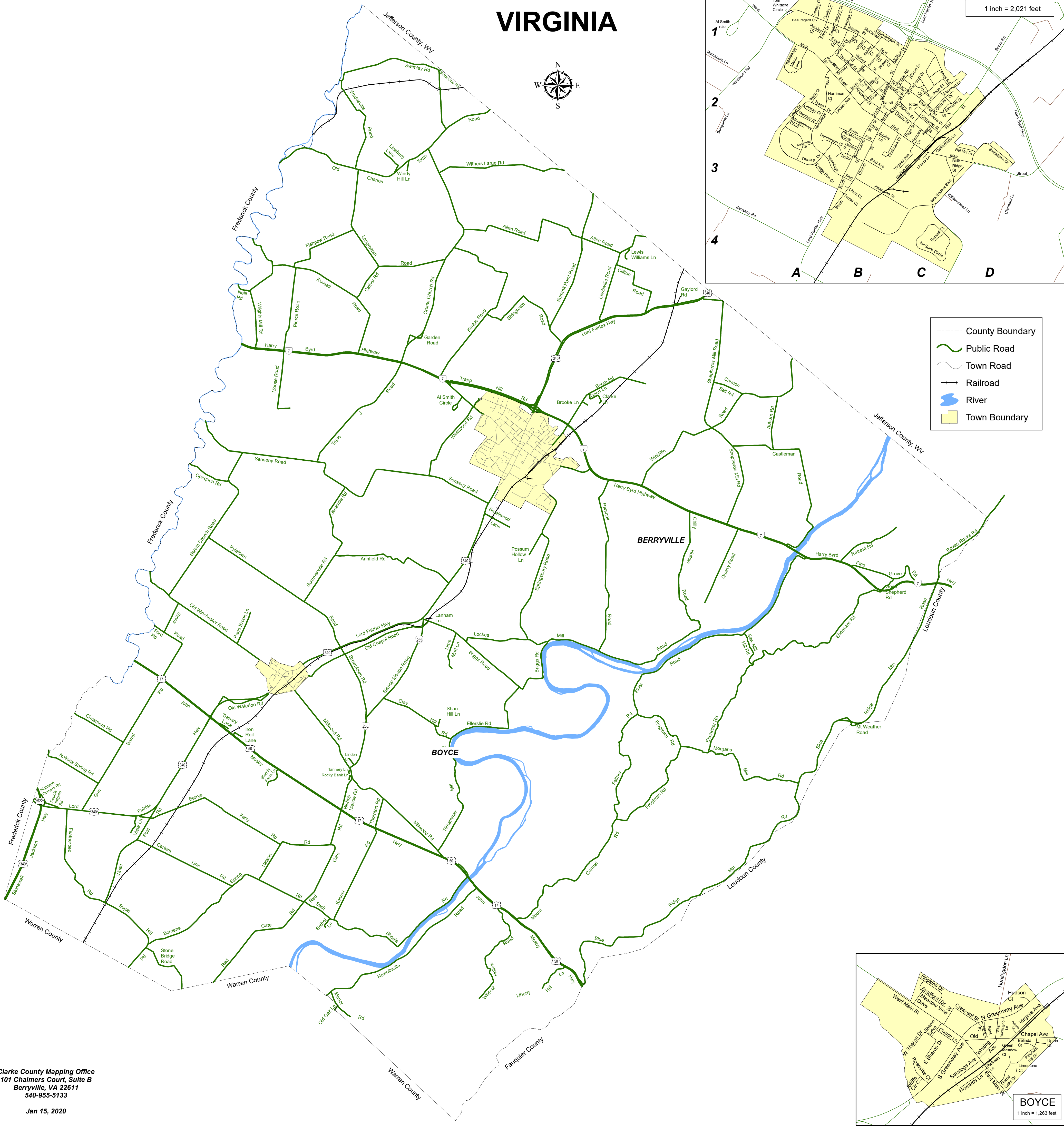
The mission of Keep Lincoln County Beautiful is to educate, inspire, and empower our community to improve the environment through beautification, litter prevention, and recycling.

Keep Lincoln County Beautiful is committed to creating and maintaining a beautiful home for all Lincoln County community members. KLCB is able to achieve through the hardworking volunteers who are devoted to the mission of increasing recycling/reducing waste, ending litter, and beautifying the county through environmental focuses. Through these mission goals, KLCB is able to help Keep Lincoln County Beautiful.

CLARKE COUNTY VIRGINIA



- County Boundary
- Public Road
- Town Road
- Railroad
- River
- Town Boundary



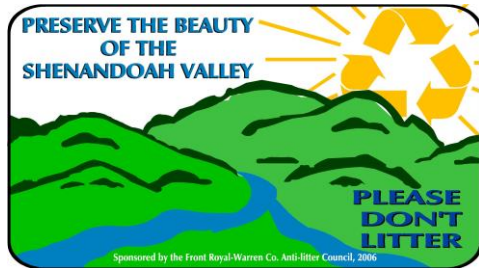
Clarke County Mapping Office
 101 Chalmers Court, Suite B
 Berryville, VA 22611
 540-955-5133
 Jan 15, 2020

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Front Royal - Warren County Anti-Litter Council

Clean Business Award

3rd Quarter 2008



Twi-Lite Motel

Has helped keep Warren County and the Town of Front Royal
14th Street Corridor. Clean, attractive, and litter-free by:

- ✦ Maintaining clean public areas and litter-free outdoor pool area
- ✦ Providing trash-bins and cigarette butt receptacles for customers
- ✦ Landscape design that enhances the beauty of our community

Ajay Patel

Owner and General Manager

Justin Proctor

FR-WC Anti-Litter Council President



FRONT ROYAL/WARREN COUNTY ANTI-LITTER COUNCIL 2020-2021 ANNUAL AWARDS PROGRAM

Organization/Group/Individual Name: **Skyline High School Beautiful Earth Steward Team**

Contact Person(s): **Kara Lewallen**

Mailing Address: **151 Skyline Vista Drive**

Phone: **(540) 631-0366 ext. 31131**

Email: **klewallen@wcps.k12.va.us**

Entry Type (*Please choose one*): **School Class**

Number members in organization (*Group entry only*): **120** Number persons working on project: **60**

Estimated number of non-members/community reached in regards to this project: **1000**

How? **Received “gift” at Community Earth Day Celebration or through preschool or heard about our efforts through radio, newspapers, facebook, WCPS email blasts, or school website.**

Estimated number of miles of road maintained (*Miles*): **1** Total time spent on project (*Hours*): **2**

Estimates amount of cubic yards of trash collected (*Eight 30 gallon trash bags = 1 Cubic yard*): **1.5 yd³**

Describe the project, goals and results (*Add pages if necessary and include photos if available*):

Four of our projects are described below.

1. We, along with students from the Smithsonian-Mason School of Conservation, helped with the FR/WC Anti-litter Council Trash Cleanup on Earth Day, April 22, from 4pm to 6pm along Luray/Criser.

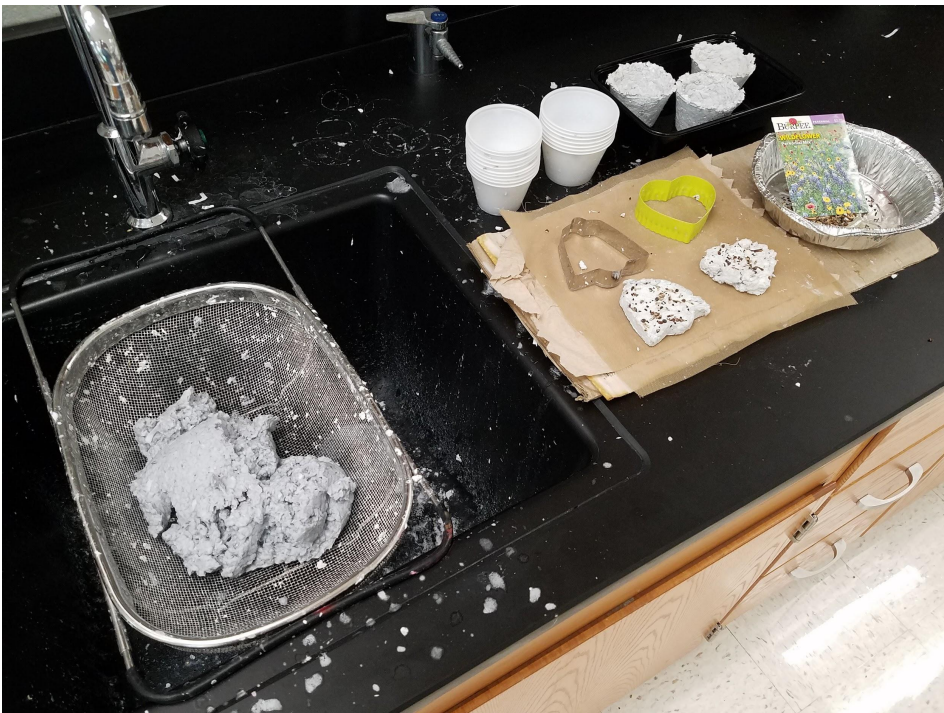
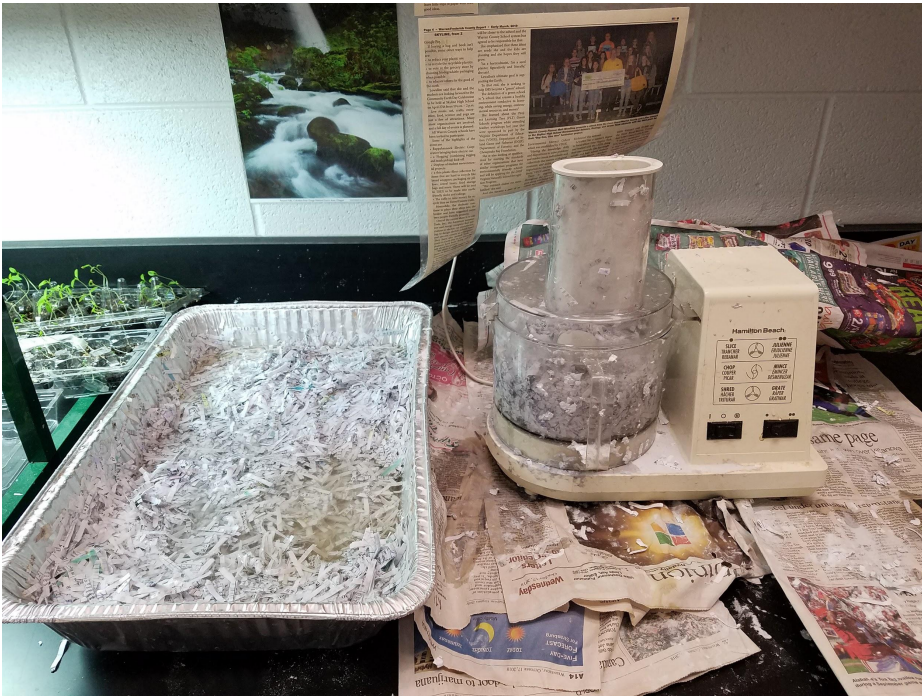


2. We continued our Trex recycling efforts and collected about 60 pounds of plastic film materials to be repurposed into composite decking.



3. We collected about 100 gallons of shredded school paper and turned a portion of it into:
- paper pots for preschool students to plant herb gardens to take home for Mother's Day,
 - wildflower seed starters in the shape of hearts for the preschool to add to their Mother's Day gifts, &
 - wildflower seed starters in the shape of bells to "Ring in Spring" and hand out at the Community Earth Day Celebration with a poem.







Papers that were useful
but became shreds.

Seeds in a package
wanting to be sown
instead.

Wildflowers waiting to
brighten your day...

Pollinators will come out
to play!

4. We took holiday trees (Christmas trees) and cut them into cookies, sanded them, drew number/hashtag (#) lines on them, painted river pebbles and created miniature tic-tac-toe boards to give out at the Community Earth Day Celebration with a poem.



I once was a few river pebbles and a holiday tree.

Now, I have become a tic-tac-toe game as you can see.

Enjoy moving the pieces around as you try to win the game.

If you're really good, you'll have lots of fame!

Signature of Organization Representative (required): *Kara Lewallen*

Print Name of Organization Representative (required): **Kara Lewallen**

Date: **4/22/2021**

Project reports should be postmarked or delivered by **April 30, 2021** to:
Front Royal - Warren County Anti-Litter Council
Attn: Warren County Planning Department
220 North Commerce Ave., Suite 400
Front Royal, VA 22630

For additional information contact:
Joe Petty • jpetty@warrencountyva.net • 540-636-3354
Matt Wendling • mwendling@warrencountyva.net • 540-636-3354

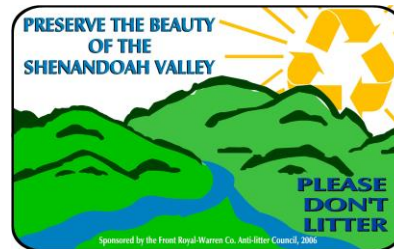
(For Staff Only)

Acceptance Date: Staff Signature:

Front Royal & Warren County Anti-Litter Council

Clean Business Award

Summer 2015



PaveMint Taphouse & Grill

has helped keep Warren County and the Historic Downtown District clean, attractive and free of litter by:

- ✿ Maintaining a litter-free parking area and outdoor dining area
- ✿ Providing outdoor trash and cigarette butt receptacles for customers
- ✿ Through the adaptive use of pre-existing structure with retro design and aesthetic landscaping accents.

Christian Failmezger

Owner/Proprietor

Matt Wendling

FR-WC Anti-Litter Council President



GY 2022 APPLICATION AND CONTRACT FOR THE VIRGINIA NON-COMPETITIVE LITTER PREVENTION AND RECYCLING GRANT

Single Locality or Co-Op: Co-Op

Primary Agency: Warren County

Localities Represented: Town of Front Royal

The Locality/Agency is applying for GY 2022 grant funding and agrees to use these grant funds to perform the litter prevention and recycling activities listed below.

1. Adopt-A-Program
2. Recycling
3. Planning & Organization
4. Other: Cover Your Load - Cargo Net Program, Earth Day Celebration - Skyline High School, Municipal Building and Parks Trash-bin, Dog-Waste Receptacle and Water Bottle Filler Fountain Program
5. Cleanups

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): Yes

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

Name of Organization: County of Warren, VA

Authorized Official:

Name of Authorized Official: Keith McLiverty **Title:** Finance Director

Authorized Signature: _____ **Date:** _____

Address: 220 N. Commerce Ave., Suite 700, Front Royal, VA 22630

Primary Phone: (540) 636-1604

Email: kmcliverty@warrencountyva.net

Program Manager:

Name: Matthew Wendling **Title:** Deputy Planning Director/County Floodplain Manager/ FR-WC Anti-Litter Council Treasurer

Address: 220 N. Commerce Ave., Suite 400, Front Royal, VA 22630

Primary Phone: (540) 636-3354

Email: mwendling@warrencountyva.net

Finance:

FIPS: 187

FIN: Not Displayed

Name of _____

Organization: Warren County

Remit To Address: 220 NORTH COMMERCE AVENUE, FRONT ROYAL, VA 22630

Do you expect to have any unspent grant funds remaining at the end of FY 2022? No

Note: *As long grant funds are committed by June 30, they can be reported as committed funds (outstanding invoices) on your accounting report as having 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.*



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

Note: Section 1 includes the current guidelines for DEQ non-competitive grants and Section 2 for competitive grants.

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.
- 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. Virginia FIPS numbers can be located at this web link: http://www.dmas.virginia.gov/Content_atchs/pa/pa-fipscd.pdf.

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 non-competitive litter prevention and recycling grant coordinator at (804) 698-4159 or at prina.chudasama@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.
- 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

- A. All cities, counties, and incorporated towns in Virginia are eligible if they receive the DEQ litter prevention and recycling non-competitive grant.
- B. An eligible program must use the funds to develop and implement statewide and regional litter prevention and recycling educational programs and pilot projects.
- C. 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 15, 2018**.
- C. The tentative date for the announcement of the applications approved for funding is November 15, 2018 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 1, 2019**.

- 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 funds from FY2018 will be deducted from future non-competitive grants.

3. 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 **Prina Chudasama** at (804)698-4159 or via email at prina.chudasama@deq.virginia.gov.

Please contact before the deadline if you have questions.

Revision Date: February 2018



FRONT ROYAL/WARREN COUNTY ANTI-LITTER COUNCIL 2021-2022 ANNUAL AWARDS PROGRAM

The Front Royal - Warren County Anti-Litter Council is conducting its annual awards program for educational and community service projects related to keeping the community free of litter and educating individuals about the Three R's: **Reduce, Reuse & Recycle**.

While overall total clean-up is important, judges are also looking for project creativity. Please be as detailed as possible when completing the application, and provide supplemental information about your projects included as separate documents. Items such as project content, outreach, education and overall community impact play a big part in the judge's final rating. For litter clean-up and street/road clean-up events please provide the number of participants with amount of trash collected per event and the location site.

All projects must have taken place between August 1, 2021 and May 13, 2022 to be eligible. Please complete the application form and deliver to the Warren County Planning Department. All applications and projects shall be due by Friday, May 13, 2022 at 5:00 PM. Please note that if applications include supporting materials such as a scrapbooks, pictures, news articles, etc., everything must be submitted at the same time.

If you have any questions, please contact County Planning Staff by calling 540-636-3354.

Applications and supporting material may be mailed or dropped off at the following address:

Warren County Government Center
Attn: Front Royal - Warren County Anti-Litter Council
220 North Commerce Ave., Suite 400
Front Royal, VA 22630

JUDGING CRITERIA FOR PROJECTS

- Application and support materials submitted on time
- Impact of the project on the School/Community – Amount of litter collected and locations
- Number of Members/Students involved in project/clean-up events
- Community involvement – Number of volunteers outside of organization who participate
- Educational Value
- Creativity and originality of support documents/presentation
- Use of technical & scientific research for presentation of the material.
- Judging and awards will be for Community Groups of all ages and School Clubs and Groups – elementary thru high school for both public, private and home schooled students.

AWARDS

\$500 for First Place in organization type
\$400 for Second Place in organization type
\$300 for Third Place in organization type
\$100 for Honorable Mention



FRONT ROYAL/WARREN COUNTY ANTI-LITTER COUNCIL 2021-2022 ANNUAL AWARDS PROGRAM

Organization/Group/Individual Name: _____

Contact Person(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Entry Type *(Please choose one)*:

School Class Community Youth Group Civic Organization

Individual Community Adult Group

Number members in organization *(Group entry only)*: _____ Number persons working on project: _____

Estimated number of non-members/community reached in regards to this project: _____ How? _____

Estimated number of miles of road maintained *(Miles)*: _____ Total time spent on project *(Hours)*: _____

Estimates amount of cubic yards of trash collected *(Eight 30 gallon trash bags = 1 Cubic yard)*: _____

Describe the project, goals and results *(Add pages if necessary and include photos if available)*:

Signature of Organization Representative *(required)*: _____

Print Name of Organization Representative *(required)*: _____

Date: _____

Project reports should be postmarked or delivered by **May 13, 2022** to:

Front Royal - Warren County Anti-Litter Council
Attn: Warren County Planning Department
220 North Commerce Ave., Suite 400
Front Royal, VA 22630

For additional information contact: 540-636-3354
Joe Petty • jpetty@warrencountyva.net •
Matt Wendling • mwendling@warrencountyva.net •
Chase Lenz • clenz@warrencountyva.net •

(For Staff Only)

Acceptance Date: _____

Staff Signature: _____



ADOPT-A-STREET PROGRAM

Adopt-A-Street Program Mission

To provide an attractive and clean streetscape environment for the community by utilizing volunteers to assist Town Staff with routine maintenance tasks; to develop a cooperative relationship between the Town of Front Royal [“Town”] and its citizens; and to promote a sense of ownership and pride in the Town’s neighborhoods.

What is Adopt-A-Street?

A volunteer program that provides businesses, organizations, neighborhood associations, and individuals the opportunity to become a partner with the Town to make the community cleaner and more beautiful by selecting an area along a Town street right-of-way to beautify and maintain.

What can be adopted?

Town-owned areas along rights-of-ways on existing arterial or collector streets.

Who can adopt a street?

Anyone who has the enthusiasm and dedication to make our community a better place to live. The Town welcomes community groups, schools, church groups, etc.

APPLICATION PROCESS

All requests to adopt a street within the Town limits are required to complete the *Adopt-A-Street Application (Form A)*.

1. Application is submitted and reviewed by the Director of Public Works or his designee

2. If approved, the Director or his designee will contact the Contact Person listed and:

- Schedule an Orientation Safety Training Session
 - o This session shall be conducted by the Director of Public Works or his designee. It is the responsibility of the representative(s) attending the session to relay all information from the session to the participants.

- Coordinate scheduling of cleanup dates and times
 - o Participants are granted adoption of their street for two (2) years with a minimum of two cleanups per year. It is encouraged to conduct cleanups in the months of April and October to coincide with state litter control and recycling events normally held during this time.

- Collect the *Agreement to Participate and Release Forms*
 - o All participants are required to sign an “*Agreement to Participate and Release*” form (**Form B**) before work is to begin. Parents/guardians of minors under eighteen (18) years of age are required to sign for them. The forms are valid for one year from the date of last signature. All forms shall be submitted during the Orientation Safety Training Session if not accompanied with the application.

- Distribute Supplies Needed for the Clean-up

- Review/Distribute the *Activity Report Form*
 - o At the conclusion of the cleanup day an “*Activity Report*” form (**Form C**) shall be completed and submitted to the Public Works Department the day of completion or the next business day.

3. Work may begin after step 3 has been completed.

4. Acknowledgement and Recognition - An “*Adopt-A-Street*” sign will be placed after the first cleanup is complete and all supplies and forms are submitted. The Town will produce, install and maintain the signs.

SAFETY GUIDELINES and RESPONSIBILITIES

to be reviewed with Director of Public Works or His Designee before cleanup begins

1. The street being adopted should be examined on the day of the week and during the hours intended for the cleanup to determine if the conditions during those times are appropriate for the ages and abilities of the participants. Be aware of any large ruts in the ground, pipes, and/or water areas as they could be a hazard.
2. The representative(s) who attended the Orientation Safety Training Session is responsible for relaying all the Safety Guidelines and Responsibilities to all the participants before the cleanup begins. All participants are responsible for abiding by these guidelines and responsibilities. For emergencies, it is recommended that someone in the group have the availability of a working cell phone, an adequate first aid kit, and transportation immediately accessible. Know your location and do not hesitate to dial 911.
3. Minors under the age of 18 may participate if their *Agreement to Participate and Release* form was signed by a parent/guardian and is on file with the Public Works Department. Groups must have at least one (1) adult supervisor over the age of twenty-one (21) at the site for every seven (7) minors present.
4. Participants are responsible for placing the “*Roadside Cleanup Ahead*” signs before each cleanup and removing the signs after completion of the cleanup.
5. Carpooling to the cleanup site is encouraged to keep roadside parking to a minimum. Park as far from the road’s edge as possible.
6. It is mandatory to wear the supplied reflective safety vest as soon as you leave the car so you are immediately visible to motorists. In addition, wear brightly colored clothing that protects your arms and legs, substantial shoes or boots and gloves. Never wear sandals or open-toed shoes. An LED light attached to your shirt, jacket, arm, backpack, etc. helps ensure you can be clearly seen from both the front and back sides and a hat helps to avoid sunburn.
7. Always walk facing traffic and stay with the group. This will be a constant reminder of the danger ahead of you, allow you to see a dangerous situation before it reaches you, and drivers are more apt to pay attention to a person on the road if they can see a face.
8. Avoid the use of headphones, iPods, cell phones or any wireless device that could interfere with the ability to hear oncoming traffic, safety warnings or other potential dangers.
8. Take plenty of breaks, drink fluids and don’t overexert.
11. Work during daylight hours only. Stop working in bad weather including but not limited to fog, wet roads, and electrical storms.
12. DO NOT spray any pesticides on the adopted section.
13. Guidelines for Picking up Litter:
 - Knives, machetes, axes, etc. should not be carried by participants.
 - Avoid contact with poison ivy and dead animals

- You may place recyclable items in separate bags.
- DO NOT pick up litter in the roadway, close to the edge of the road, in median strips, in construction or maintenance sites, in tunnels or bridges.
- DO NOT throw, discharge or otherwise deposit anything liquid or solid into the waters of any fountain, pond, lake, stream, pool or any body of water, or in any storm sewer, sanitary sewer or drain.
- DO NOT overfill or compact trash bags because of the danger of injuries from broken or jagged objects. Fill bags with what goes in easily, and then start with a new bag. Items may be stacked outside of a closed bag if they have dull, pointed edges that might tear the bag or large items that might prevent the bag from closing properly. Never lift anything too heavy
- DO NOT pick up cardboard boxes with bare hands as this could be a snake's or another animals home.
- DO NOT pick up discarded syringes, hypodermic needles, items that have "potentially infectious waste" written on them, suspected hazardous materials or suspected toxic substances. Notify the Public Works Department of these and the location of these items. If after hours, please contact the non-emergency number for the Police Department at (540)635-2111.
- **IN DOUBT, LEAVE IT ALONE**

14. Participants shall remove the trash collected themselves or choose to place all closed trash bags and items on the shoulder of the adopted area at least two feet from the traveled area. Notify the Public Works Department if bags and items need to be collected.

15. When cleanup is complete return all Town-supplied items and submit the *Activity Report Form (Form C)* to the Public Works Department.

The Director of Public Works or his designee, under direction of the Town Manager, reserves the right to deny an adoption request or cancel the adoption cleanup based on concerns for safety of the participants or its passing motorists. The Town of Front Royal reserves the right to revise these guidelines at any time without notice.

I have attended the required Orientation Safety Training Session with the Director of Public Works or his designee and have read and understand the Town of Front Royal "Adopt-a-Street" Safety Guidelines and Responsibilities of participants; and, affirm to adhere to such.

Signature _____ Date: _____

Printed: _____

 Director of Public Works or His Designee Date: _____



ADOPT-A-STREET APPLICATION

Individual/Group/Organization _____

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ Email: _____

Person to Contact: *(if different from applicant)* _____

Phone#: _____ Email: _____

PARTICIPANTS *(Ratio 1 adult over 21 years of age per 7 minors)*

Approximate Number of participants: _____ under 18 years of age (minors) _____

ADOPTED STREET(S) LOCATION: _____

NAME/SPELLING TO BE PLACED ON THE SIGN *(please print)*

(No slogans, logos, advertisements or phrases are allowed)

Signed: _____ Date: _____

Printed: _____

Approved: _____ Date: _____
(Director of Public Works)

The Director of Public Works or his designee under direction of the Town Manager reserves the right to deny an application or cancel the adoption cleanup based on concerns for safety of the participants or its passing motorists.

**ADOPT-A-STREET
AGREEMENT TO PARTICIPATE AND RELEASE**

By deciding to participate in this activity, I understand and acknowledge the accident risk factors involved. I know my own physical capabilities, and I assume all risk and liability in order to participate in the "Adopt-a-Street" program.

In consideration of the Town allowing me to participate in the "Adopt-a-Street" Program, I do hereby for myself, my heirs, executor, administrators, and assigns, forever release and discharge the Town of Front Royal, its officers, employees, and agents from any and all claims, complaints, demands, actions, causes of actions, and suits at law or equity, for and on account of any accidents, injuries, disabilities, death, property damage, and all losses and expenses of any nature whatsoever that may be sustained by me or anyone below as a result of my participation in the "Adopt-a-Street" Program.

Signed (Participant) _____ Date: _____

Print _____

Signed (Parent/Guardian) _____ Date: _____
(if participant is 18 years of age and younger)

Print _____

Individual/Group/Organization _____

This form is valid one year from date of signature

ADOPT-A-STREET ACTIVITY REPORT

The Activity Report shall be completed following the completion of the cleanup. The Public Works Department is to be notified if bags and items need to be collected. Supplies shall be returned the day of the completion or the next business day. Please return this completed form to:

Director of Public Works
800 E. Crosby Road
Front Royal, Virginia 22630
(540)635-7819

Monday – Friday, 7:00am – 3:30pm (*excluding holidays*)

Individual/Group/Organization _____

Adopted Street Location(s): _____

Cleanup Date and Time (hours): _____

I received the following supplies and returned:

_____ safety vests

_____ "Roadside Cleanup Ahead" signs

_____ trash bags

_____ trash pick-up tools

Number of Trash Bags Collected: _____

Number of Recycling Bags Collected: _____

Comments: _____

Group Representative Signature: _____ Date: _____

Print _____



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

Note: Section 1 includes the current guidelines for DEQ non-competitive grants and Section 2 for competitive grants.

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.
- 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. Virginia FIPS numbers can be located at this web link: http://www.dmas.virginia.gov/Content_atchs/pa/pa-fipscd.pdf.

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 non-competitive litter prevention and recycling grant coordinator at (804) 698-4159 or at prina.chudasama@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.
- 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

- A. All cities, counties, and incorporated towns in Virginia are eligible if they receive the DEQ litter prevention and recycling non-competitive grant.
- B. An eligible program must use the funds to develop and implement statewide and regional litter prevention and recycling educational programs and pilot projects.
- C. 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 15, 2018**.
- C. The tentative date for the announcement of the applications approved for funding is November 15, 2018 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 1, 2019**.

- 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 funds from FY2018 will be deducted from future non-competitive grants.

3. 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 **Prina Chudasama** at (804)698-4159 or via email at prina.chudasama@deq.virginia.gov.

Please contact before the deadline if you have questions.

Revision Date: February 2018