

UTAH USED OIL RECYCLING BLOCK GRANT APPLICATION PACKAGE



**WASTE MANAGEMENT
& RADIATION CONTROL**

**UTAH DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WASTE MANAGEMENT AND RADIATION CONTROL
USED OIL PROGRAM**

Revised: December 2018

BACKGROUND

The 1993 Utah State Legislature enacted the Utah Used Oil Management Act. Part of this Act allows for the Division of Waste Management and Radiation Control to award grants as funds are available for the promotion of used oil recycling. With an emphasis on providing used oil collection facilities and programs in rural areas, grants are available for the establishment of used oil collection centers and curbside used oil collection programs.

UTAH USED OIL COLLECTION PROGRAMS

ELIGIBLE PROGRAMS

Grants will be awarded in accordance with R315-15-16 of the Utah Administrative Code for the establishment of new programs or the enhancement of existing programs that address the proper management of used oil.

A Type A Used Oil Collection Center (UOCC) collects only DIYer used oil.

A Type B UOCC collects DIYer and Farmer Oil (must meet requirements)

A Type C UOCC collects DIYer, Farmer (must meet requirements) and small business (Very Small Quantity Generators)

Examples of the types of activities eligible for funding are as follows:

- Public education programs (**Application Form-Appendix A**)
- Used oil transportation cost for used oil collection centers (**Application Form-Appendix B**)
- Assistance to a Used Oil Collection Center for initial or ongoing expenses associated with offering free collection of used motor oil to the public (**Application Form-Appendix C**)
- Purchase of equipment and supplies for collection of used oil (i.e., curbside containers, oil collection drums, oil test kits, etc.) (**Application Form-Appendix C**)
- Construction or improvement of permanent facilities for the collection of used oil (**Application Form-Appendix D**)
- Establishment of regularly scheduled or on-call curbside collection for used oil (**Application Form-Appendix D**)
- Expansion of existing used oil collection programs (**Application Form-Appendix D**)
- Purchase or retrofitting of vehicles for curbside collection of used oil (**Application Form-Appendix D**)

Listed below are examples of used oil programs:

Public Education Programs

Grant funds may be used for developing and distributing promotional and public education materials that encourage recycling or appropriate disposal of used oil. Grant funds can also be used for more generic household hazardous waste education materials as long as 50 percent or more of the material is devoted to used oil. Materials developed or distributed with grant funds cannot advertise or promote one privately-operated collection center to the exclusion of others.

Registered Used Oil Collection Centers

Grant funds may be used for operational costs of an existing registered used oil collection center or to cover some or all of the design, construction, equipment, and other costs for building a center. Grant funds may be used to assist or provide an incentive to nonprofit, private, or other governmental agencies to establish and/or maintain a registered center. If a grant is awarded to a used oil collection center, the center must commit to operate as a used oil collection center for a minimum of two years from the date the used oil block grant was issued.

If a registered used oil collection center also accepts other types of materials for recycling or disposal (e.g., aluminum cans, glass, car batteries, household hazardous waste), block grant funding for operational costs must only cover used oil costs. Operational costs that cannot be readily broken down by material type (e.g., rent, utilities) should be prorated using a method that is reasonable and sufficiently detailed for auditing purposes.

Used Oil Transportation Costs

- A. Grant funds may be used for costs for a permitted used oil transporter to collect and transport used oil from Type A and Type B Used Oil Collection Centers (UOCCs) if the UOCC meets all of the following criteria:
 - 1. The population of the city where the UOCC is located must be less than 30,000 in accordance with R315-15-16.
 - 2. UOCC must only collect Do-It-Yourselfer (DIYer) and Farmer Oil, (Type A or Type B UOCC).
 - 3. UOCC must stay active with the Used Oil Program for at least two years after receiving the grant or the grant funds must be reimbursed to the Division.
 - 4. The grant application must be filled out and signed by the owner of the collection center.
 - 5. One transportation bid from a Utah permitted transporter is submitted for requests less than \$1,000.00, or three bids if \$1,000.00 or more in accordance with R33-5-104.

 - B. Grant funds may be used for costs for a permitted used oil transporter to collect and transport used oil from a Type C Used Oil Collection Center if the UOCC meets all of the following criteria:
 - 1. Is a Utah municipal landfill that is registered as a Type C used oil collection center with the Division of Waste Management and Radiation Control.
 - 2. Only allows small businesses that qualify as a Very Small Quantity Generator (VSQGs) of hazardous waste, to deliver used oil in a volume of less than 55 gallons per visit/day.
 - 3. One transportation bid from Utah permitted transporter is submitted for requests less than \$1,000.00, or three bids if over \$1,000.00 in accordance with R33-5-104.

 - C. Grant funds may be considered for costs for a permitted used oil transporter to collect and transport used oil from a Used Oil Collection Center that does not meet the criteria outlined in items A or B above on a case by case basis.
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Collection Centers and Collection Events

Grant funds can be used for construction or operational costs for a mobile collection program, a household hazardous waste collection event, or a permanently located used oil collection center, but only for the portion of the project related to used oil.

Used Oil Curbside Collection Programs

Grant funds can be used for startup and operational costs for a used oil curbside collection program. If a grant is awarded to a nonprofit, private, other governmental agency, etc., to help fund a used oil curbside collection program, the receiver of the grant must commit to a minimum of two years of operation from the date the used oil block grant was issued or the grant funds must be reimbursed to the Division. To consider a curbside collection program toward eligibility requirements, applicants must state the number of residents that will be served by the program. If the applicant does not know the number of residents served, the applicant should develop estimates based on federal census data.

Applicants are encouraged to register used oil curbside collection programs with the Division to claim the recycling incentive for collected oil. For more information, contact the Division of Waste Management and Radiation Control, Used Oil Management Program at (801) 536-0200.

INELIGIBLE PROGRAMS

Those aspects of programs not directly related to the implementation of a used oil collection program are not eligible for a grant. Ineligible aspects of programs include but are not limited to the following:

- Any portion of a program conducted prior to award of the grant
- Cleanup of oil spills
- Public education or promotional materials that advertise one privately operated collection center to the exclusion of others
- Enforcement activities
- Feasibility or planning studies
- Consultant fees related to feasibility and planning studies
- Programs clearly not cost effective
- Personnel costs
- Equipment, vehicles, or other materials that are not primarily used to implement the used oil program
- Staff training classes other than those directly related to the implementation of the proposed program

GRANT FUNDING

Applicants are not required to provide matching funds. However, depending on the grant request, a minimum two year operating commitment may be required. The Division may withhold 10 percent of grant until the final documentation is submitted to complete the grant. The Division may approve requests for advance payment based upon justification offered by the applicant. **All grant applications must include the required bid(s) for all expenses.** If the applicant cannot obtain the required bid(s), a sole source justification must be submitted.

DESCRIPTION OF APPLICATION CONTENTS

Please submit an signed (wet signature) application package. All materials submitted will become the property of the Division and will be retained for a minimum of three years.

Section A. Applicant Information

The Application includes basic information identifying the project and the individuals responsible for the program implementation. The application forms are found in Appendices A-D. The person signing this document must be the individual given authority in the jurisdiction's resolution or a company's owner or designated representative.

Section B. Used Oil Project Request for Funding

A used oil program report must include the following sections:

- **Background**

Briefly describe the problems posed by used oil disposal in the area. Also include the population of the area to be served and describe any used oil collection opportunities that currently exist in the area.

- **Project Description and Goals**

Provide a detailed description of the proposed program, how it addresses the problems identified, and an explanation of the program goals.

- **Funding Sources**

The funding source section should describe any local agency funds or other non-agency funds committed to the program, including the amount, funding source, any constraints or restrictions on funds from other sources, and the length of funding commitment.

Section C. Project Budget

A budget must be completed using the application form in the Appendices. **In addition, an itemization must be completed for each component of the budget. All grant applications must include the required bid(s) for all expenses.** If the applicant cannot obtain the required bid(s), a sole source justification must be submitted. This report should demonstrate that the budget is realistic for the work proposed and the program will be conducted in the most cost-effective manner.

Please provide specific cost breakdowns for the following categories listed on the Budget Summary Report:

- **Public Education**

Expenses for developing and distributing promotional and public education materials that encourage recycling or appropriate disposal of used oil.

- **Equipment**

This includes any equipment needed to conduct the used oil program that can be reused. This can include oil storage tanks or drums, awning to cover secondary containment, retrofitting of vehicles, curbside containers, used oil filter funnel, etc. Please list items to be purchased, quantity, unit, and cost per unit.

- **Materials and Supplies**

This can include oil test kits, absorbent material, etc. Include in the budget itemization the quantity, unit, and cost per unit.

- **Used Oil Transportation and Disposal Expenses**

Used Oil transportation and disposal costs include contracts with permitted used oil transporters for transport and recycling costs in accordance with R315-15-16.4.

- **Contractor/Consultant Expenses** (except transportation and disposal costs)

Expenses which can include construction, engineering, and consultant services.

- **Construction Costs**

For any structure used primarily for the collection and storage of DIYer used oil. (e.g., concrete secondary containment)

Section D. Eligibility Summary

The summary must include the following information for each certified used oil collection center or other entity claimed by the application to meet the eligibility requirements, (Pages 2-4):

1. Name of the facility
2. Physical address and phone number of the facility
3. How the applicant meets eligibility requirements.
4. Hours per week the facility is open for business.

The summary must also include the following information for each curbside collection claimed:

1. Name, address, and phone number of the program operator
 2. Number of residents served by the program
 3. Collection schedule (number of days per month)
 4. How the applicant meets eligibility requirements.
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ADMINISTRATIVE PROCEDURES AND REQUIREMENTS

Utah Used Oil Recycling Block Grant Program

A. FINAL REPORTS

1. Grantees must submit a final report within one month of completion of the program or by a later date specified by the Division. The report must include the following information:
 - a. A description of the completed project (including any amendments) and the estimated number of participants served by completion of this project;
 - b. A description of the program's public education efforts and measures taken to continue the program;
 - c. A complete and final itemization of how grant funds were expended, including invoices and payment receipts;
 - d. Payment Request Form--Appendix E.

B. FAILURE TO COMPLY

Failure to comply with the agreement requirements may result in the Division terminating, suspending, or requiring the grantee to repay the grant.

C. GRANT PAYMENTS

1.0 GENERAL REQUIREMENTS

- a. The State shall reimburse the Grantee for performing only those services as specified in the Block Grant application. Any deviations from the use of funds specified in the application must be approved by the Division before expenditure for that item is made.
 - b. Payment will be made to the Grantee only. It will be the responsibility of the Grantee to pay all contractors and subcontractors for purchased goods and services.
 - c. The State may withhold and retain ten (10%) percent of the Grant award until all conditions stipulated in the agreement have been satisfied, when applicable.
 - d. Requests for advance payment must be submitted in writing to the Division and demonstrate that the Grantee will incur a specific expenditure(s) prior to or shortly after payment by the State. Suggested documentation includes purchase orders, invoices, etc. The Division may partially or fully deny advance payment requests.
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E. SUBMITTAL OF PAYMENT REQUESTS

1. All payment requests must be submitted using a completed Payment Request Form (Appendix E) signed by the individual authorized in the grant application.
 2. Payment requests must include an itemization of all expenses by budget expense type (e.g., total used oil transportation/disposal expenses).
 3. Payment requests must include copies of documents supporting the claimed expenses (bids, receipts, canceled checks, sole source justifications, etc.). Supporting documents must contain sufficient information to establish purchases made or costs incurred. At a minimum, the documentation should include the name, amount, and date of purchase for the expense.
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F. MAIL PAYMENT REQUESTS TO:

Division of Waste Management and Radiation Control
Used Oil Program
P.O. Box 144880
Salt Lake City, UT 84114-4880

G. RELEASE OF FUNDS

1. The Division will review and approve all payment requests before payment is made. The Grantee must meet the following conditions before the Division will process any payment request during the program term:
 - a. The Grantee has submitted any required Program Reports and the Division has deemed them to be satisfactory.
 - b. The Division has received copies of applicable contracts and/or subcontracts.
 - c. The Grantee has received appropriate permits or permit waivers from governmental agencies and the Division has received copies of all such documentation.
2. The State shall make payment to the Grantee as promptly as fiscal procedures permit. After all Division staff approvals, payment requests will be forwarded to the State Finance Office for issuance of pay warrants.
3. The Division will release the ten percent (10%) retention, if applicable, upon receipt and acceptance of the final report and final payment request.

H. GRANT CLOSEOUT

1. The Division will close out the grant when it is determined that all applicable administrative actions and all required work of the grant have been completed.
 2. Upon receipt of the final report, the Division shall ensure all work has been completed and all unexpended funds or unused income is refunded to the State.
 3. The Grantee's obligations under the Terms and Conditions shall be deemed discharged only upon acceptance of the final report by the Division.
 4. The Grantee must retain all financial and program records, supporting documents, statistical records and other records of projects funded by this program. The Utah Division of Waste Management and Radiation Control must have access to all related records during progress of the project and for at least three (3) years after completion.
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SUBMITTAL OF APPLICATIONS

Applicants must submit an application with a wet signature.

If mailing, please submit application to:

**Division of Waste Management and Radiation Control
Used Oil Program
P.O. Box 144880
Salt Lake City, Utah 84114-4880**

If in person, please deliver to:

**Division of Waste Management and Radiation Control
Multi-Agency State Office Building
195 North 1950 West, Second Floor
Salt Lake City, Utah 84116**

APPLICATION REVIEW

Division staff will review all grant applications to verify that they meet all statutory and regulatory requirements and funding availability. Division staff may request additional information if the grant application is incomplete.

AUDIT REQUIREMENTS

This grant maybe subject to a desk or field audit. Accordingly, the applicant is responsible for maintaining source documents substantiating the expenditures claimed and must make them available at the time of an audit. Records relating to the implemented program include: expenditure ledger, paid warrants, contracts, change orders, invoices, and cancelled checks.

Records must be maintained for a period of three years from the date of final payment by the State.

Appendix A
UTAH USED OIL RECYCLING BLOCK GRANT
Application Form for Public Education Program

Section A: Applicant Information

Name of Applicant/Organization: _____

Address of Applicant: _____ City _____ Zip _____

Name of Project Director/Responsible Party: _____

Title: _____ Phone Number: _____

Section B: Used Oil Project Request for Funding

1. Brief Project Description (including population of proposed project area):

2. Other Funding Sources: _____

Section C: Project Budget:

ITEM DESCRIPTION*	QUANTITY	COST/UNIT	GRANT FUNDS REQUESTED
TOTAL PUBLIC EDUCATION PROGRAM GRANT FUNDS REQUESTED:			

***Attach an itemization/estimate for each component of the request and bid(s) for each expense. See Appendix E for Payment Request Form.**

Section D: Eligibility Summary

Certification:

I declare, under penalty of perjury, that all information submitted for the Division's consideration for allocation of grants funds is true and accurate to the best of my knowledge and belief. I also declare that I will follow all applicable rules and regulations regarding the collection and management of used oil.

Name: _____

Title: _____

Signature: _____

Date: _____ Phone: _____

Appendix B
UTAH USED OIL RECYCLING BLOCK GRANT
Application Form for Used Oil Transportation Costs (one-time)

Section A: Applicant Information

Name of Applicant/Organization: _____
 Address of Applicant: _____ City _____ Zip _____
 Name of Project Director/Responsible Party: _____
 Title: _____ Phone Number: _____

Section B: Used Oil Transportation Costs for Funding

1 Brief Description (including city population where the UOCC is located):

2. Other Funding Sources: _____

Section C: Project Budget:

ITEM DESCRIPTION*	QUANTITY**	GRANT FUNDS REQUESTED
TOTAL TRANSPORTATION COSTS GRANT FUNDS REQUESTED:		

*Attach an itemization for each component of the transportation costs for each expense e.g., rural area surcharge, pump, transport

** If a contract for transportation expenses is requested; use Appendix D Form.

See Appendix E for Payment Request Form.

Section D: Eligibility Summary

Certification:

I declare, under penalty of perjury, that all information submitted for the Division's consideration for allocation of grants funds is true and accurate to the best of my knowledge and belief. I also declare that I will follow all applicable rules and regulations regarding the collection and management of used oil.

Name: _____
 Title: _____
 Signature: _____
 Date: _____ Phone: _____

Appendix C
UTAH USED OIL RECYCLING BLOCK GRANT
Application Form for UOCC Expenses

Section A: Applicant Information

Name of Applicant/Organization: _____

Address of Applicant: _____ City _____ Zip _____

Name of Project Director/Responsible Party: _____

Title: _____ Phone Number: _____

Section B: Used Oil Project Request for Funding

1. Brief Project Description (including population of proposed project area):

2. Other Funding Sources: _____

Section C: Project Budget:

ITEM DESCRIPTION*	QUANTITY	COST/UNIT	GRANT FUNDS REQUESTED
TOTAL UOCC GRANT FUNDS REQUESTED:			

***Attach an itemization/estimate for each component of the request and bid(s) for each expense. See Appendix E for Payment Request Form.**

Section D: Eligibility Summary

Certification:

I declare, under penalty of perjury, that all information submitted for the Division's consideration for allocation of grants funds is true and accurate to the best of my knowledge and belief. I also declare that I will follow all applicable rules and regulations regarding the collection and management of used oil.

Name: _____

Title: _____

Signature: _____

Date: _____ Phone: _____

Appendix D
UTAH USED OIL RECYCLING BLOCK GRANT
Application Form for Construction and Miscellaneous Items

Section A: Applicant Information

Name of Applicant/Organization: _____

Address of Applicant: _____ City _____ Zip _____

Name of Project Director/Responsible Party: _____

Title: _____ Phone Number: _____

Section B: Used Oil Project Request for Funding

1. Background: _____

2. Brief Project Description (including population of proposed project area):

3. Other Funding Sources: _____

Section C: Project Budget:

ITEM DESCRIPTION*	QUANTITY	GRANT FUNDS REQUESTED
TOTAL GRANT REQUESTED:		

***Attach an itemization for each component of the request and bid(s) for each expense.
See Appendix E for Payment Request Form.**

Section D: Eligibility Summary

Certification:

I declare, under penalty of perjury, that all information submitted for the Division's consideration for allocation of grants funds is true and accurate to the best of my knowledge and belief. I also declare that I will follow all applicable rules and regulations regarding the collection and management of used oil.

Name: _____

Title: _____

Signature: _____

Date: _____ Phone: _____

**Appendix E
USED OIL RECYCLING BLOCK GRANT
PAYMENT REQUEST FORM**

1. Applicant	2. Contract Number UOBG -
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3. PAYMENT INFORMATION

a. Type of Payment (check box):

REIMBURSEMENT

ADVANCE

FINAL

DESCRIPTION OF EXPENSE	<u>REIMBURSEMENT AMOUNT</u>
Total Used Oil Transportation Expenses	
Total Public Education/Awareness	
Total Construction Expenses	
Total Equipment Purchase/Rentals	
Total Materials and Supplies	
Total Contractor/Consultant Expenses	
Total Other Costs	
TOTAL GRANT REIMBURSEMENT REQUESTED:	

4. SEND PAY WARRANT TO:

Agency/Grantee:
Street Address
City/State/Zip Code

CERTIFICATION: I certify that the above information is correct and that all funds received have been or will be expended in accordance with the approved agreement for the Utah Used Oil Management grant funding.

Signature of Authorized Person	
Name and Title (type or print):	Date

SEE PAYMENT INSTRUCTIONS

PAYMENT INSTRUCTIONS

The following instructions are keyed to corresponding items on the Payment Request Form:

1. **APPLICANT** - Agency or company name as shown on the Standard Agreement.
2. **CONTRACT NUMBER** - The number assigned by the State as shown at the top of the Standard Agreement.
3. **PAYMENT INFORMATION**
 - (a) Type of Payment - Mark "Reimbursement" if this request to be paid after approval. Mark "Advance" only if an advance payment has been approved by the Division. Mark "Final" when all tasks have been completed. Final payment of any remaining funds and the 10% retention will be made when the grantee's final report has been submitted and approved by the Division.
 - (b) Total Grant Amount - The amount of State grant funds awarded to this project.
 - (c) Less 10% Retention (paid upon completion of contract) - These funds will be paid to the grantee upon completion of the project, submittal of the final report, and approval of the final report by the Division.
4. **SEND PAY WARRANT TO** - The pay warrant will be made payable to the "Agency/Grantee" provided. Please note that the first line must be the agency name used on the Application. Provide mailing address as indicated on remaining lines.
5. **Certification** - This section is to be signed by the agency or company head or the person authorized by the agency or company head. Please also type or print this person's name and title and include the date of signature.

PLEASE MAIL THIS PAYMENT REQUEST FORM AND SUPPORTING DOCUMENTATION TO:

Division of Waste Management and Radiation Control
Used Oil Program
P.O. Box 144880
Salt Lake City, UT 84114-4880