



# WILL COUNTY RECYCLING DROP-OFF GRANTS 2011



## INTRODUCTION

Since 2007, Will County has offered Recycling Drop-Off Grants. The purpose of this grant program is to further improve recycling opportunities for all residents and businesses within Will County. Often, small businesses cannot afford or do not have space for both garbage and recycling service. Additionally, residents of apartment buildings often lack recycling service for similar reasons. Most rural unincorporated residents complain of difficulties contracting for recycling service.

To assist citizens and businesses in all areas of the County, the Resource Recovery and Energy division of Will County Land Use Department is offering recycling drop-off grants to townships, municipalities and park districts. These grants will cover the cost of installing a surveillance camera, fencing or small site improvements up to \$500, that allow the placement of compartmentalized dumpsters for recycling. Most importantly, **the grant will cover the cost of collection service** for up to three years (includes providing the recycling containers). County staff will work with grant recipients to develop educational materials and distribute them to the local business community. (Municipalities that extend into other counties must choose sites within Will County.)

There are two different Recycling Drop-Off programs offered. Recipients may apply for one or both and may likewise be awarded one or both.

The **Traditional Recycling Drop-Off** shall include: Aluminum Cans & Foil, Steel/Tin Cans, Plastic Containers, Glass Jars, Aseptic Packaging (drink pouches and boxes) and all Fiber (newspaper, magazines, telephone books, junk mail, office paper, chipboard and cardboard boxes).

The **Electronic Recycling Drop-Off** shall include at a minimum: Computer CPUs, laptops, monitors, Televisions, Printers, Keyboards, Typewriters, Fax Machines, Telephones, Answering Machines, Radios, VCRs, Cameras, Calculators. ***Please note: Illinois State Law bans CPUs, Monitors, Televisions and Printers from landfills as of January 1, 2012***

### Traditional Recycling Drop-Off

Two dumpsters placed on the property, one labeled for mixed paper and one labeled for mixed containers, will be serviced once a week under a County contract. These dumpsters may be placed on gravel, asphalt or concrete. Grass is not recommended due to rain and snow conditions. Soil may be slippery when wet, entrap recycling truck if muddy conditions occur and dissuade participation. There must be enough room for collection trucks to service the containers.



*Examples of Two 8-yard dumpsters, appropriately labeled  
(Actual dumpster design may vary)*

Each site will initially start with weekly collection service from the County's contractor. If participation levels require additional collection service, the County and Grant Recipient will determine if an additional collection container can be accommodated.



# WILL COUNTY RECYCLING DROP-OFF GRANTS 2011



## Electronic Recycling Drop-Off

Depending upon population and site availability, the containers supplied for this program will vary. Please complete the Electronic Information Form to assist the County and its selected contractor in determining the most cost effective collection/storage unit.



For areas **where small amounts are expected or the site determines there is not enough room for the supplied container**, the County asks applicants to designate at least a 8'x 12' enclosed area to place six pallets with Gaylord boxes and large television to be collected on an as needed basis. Sites expected to generate higher participation and larger amounts of electronics shall work with the County and its Contractor to determine the best container to utilize.



**A dropped container:** A shipping container that sits on the ground with doors that can be locked. It will come with pallets and Gaylord boxes that will need to be set-up from the back to the front by the grant recipient and filled from the back to the front by participants. The grant recipient will call for collection service as needed.



**A Pallet & Gaylord Box:** The grant recipient will supply a secure enclosed area and the Contractor will supply five to ten pallets and Gaylord Boxes. Participants will fill these with electronics. The grant recipient will call for collection service as needed.

The County is offering up to \$500 for site improvements, including a mandatory surveillance camera, and to assist with the cost of any other necessary site improvements. Site improvements eligible for up to \$500 reimbursement include camera, related surveillance system, fencing, lock, lighting, building modifications, signage, or similar capital cost necessary to accommodate the recycling containers.

Township, Municipal or Park District grant recipients are **required** to:

1. Distribute educational information through water bills, newsletters or other established printed and electronic communication materials seasonally (four times per year);
2. Install signage identifying the site, hours of operation, etc.;
3. Provide lighting for the Drop-Off site;
4. Provide at least one working surveillance camera;
5. Clean the Drop-Off site (recycle blowing litter in appropriate container, dispose of inappropriate items);
6. If fenced, lock & unlock fencing to allow participants access but prevent theft or littering after hours (If the grant recipient wishes to specifically staff the site – the cost of such staffing will be their responsibility.)

Will County staff will evaluate all Recycling Drop-Off Grant applications. Recipients will be chosen based the applicant's location, hours available, experience, commitment to the project as well as the submittal of complete and accurate information in the Grant Application. All applicants should keep the following points in mind:

- The goal is to reduce the amount of material going to landfills & increase recycling throughout the County.
- Please include any experience related to operating a Drop-Off, such as current operation of a Traditional Drop-Off, hosting a one-day collection event, etc.
- Be certain to list the hours and days the Drop-Off will be open to the public. Please note your intention to provide unsupervised 24/7 access or restricted hours such as a fenced, Monday through Friday 7am-3pm arrangement. (Please note that a weekend day or weekday evening hours are strongly encouraged)
- Please include a diagram of the space, indicating any constraints. The site must be able to accommodate dumpsters and/or roll-off box size containers with enough space to allow a truck to service them.



# WILL COUNTY RECYCLING DROP-OFF GRANTS 2011



## Traditional Drop-Off & Electronic Drop-Off Recycling Collection Grant Application

Application Deadline: Open – applications taken year-round through 2011

Deliver To: Will County	Questions: Marta Keane, Recycling Program Specialist
Department of Land Use	Telephone 815-774-4343
Resource Recovery & Energy Division	mkeane@willcountylanduse.com
58 E. Clinton Street	<i>Please Note: <b>Faxed Applications will be accepted</b></i>
Joliet, IL 60432	Fax 815-722-3410

**Applicant Name:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_  
(street, city, zip)

**Drop-Off Address:** \_\_\_\_\_  
(street, city, zip)

**Project Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Application Category:  Traditional Recycling Drop-Off  
 Electronic Recycling Drop-Off  
 Combined Traditional & Electronic Recycling Drop-Off

Applicant Certifies that:

- it is a unit of local government within or partially within Will County, Illinois
- this Recycling Drop-Off location is in Will County
- this Recycling Drop-Off will be open to all citizens of Will County
- all authorizations required to perform this project are or will be obtained no later that 60 days following notification of award from Will County
- project operation will commence within 90 days following notification of award from Will County
- the project, in the location stated, will conform to all applicable zoning, ordinance and regulations set forth by the municipality, township, county or state

Authorized Official Signature	Applicant Project Manager Signature

Typed Name, Title, Date

Typed Name & Date



# WILL COUNTY RECYCLING DROP-OFF GRANTS 2011



**Applicant Name:** \_\_\_\_\_ **FEIN:** \_\_\_\_\_

### EXISTING DROP-OFF SECTION (Complete if you already have a permanent Drop-Off)

Does this municipality or township have a traditional Recycling Drop-Off?  Yes  No  
(Traditional Recycling Drop-Off Items: Aluminum Cans/Foil; Glass Bottles; Steel/Tin Cans; Plastic Containers; Drink Boxes, Corrugated Cardboard; Mixed Paper [Chipboard/Paperboard, Newspaper, Junk Mail, White Paper, Colored Paper, Magazines, Phone Books])

If YES, please provide location: \_\_\_\_\_ Annual Tons \_\_\_\_\_

Days and Hours of operation: \_\_\_\_\_ Annual Number of Participants \_\_\_\_\_

**Please Check Materials Accepted:**

- Aluminum       Plastic #1& #2       Mixed Paper
- Steel/Tin       Plastic #5       Cardboard
- Glass Bottles       Plastic #7       Motor Oil

List Additional Items Accepted:

Shall this be the location of the Will County Grant Recycling Drop-Off?  Yes  No

If yes, will the days & hours of operation remain the same?  Yes  No

### OTHER DROP-OFF EXPERIENCE (Complete if you have ever hosted a temporary or one-day collection event)

Have you ever hosted a one-day recycling collection event?  Yes  No

If YES, when was it? \_\_\_\_\_ Approximate Number of Participants \_\_\_\_\_

What items did you collect? \_\_\_\_\_

What was the location? \_\_\_\_\_

### PROPOSED GRANT DROP-OFF INFORMATION

**Drop-Off Address:** \_\_\_\_\_

(street, city, zip)

Type of Site:  Public Works Parking Lot       Highway Dept Storage Area       Administration Office

Other \_\_\_\_\_

(please describe)

Is the Site Staffed?  No  Yes, days and hours: \_\_\_\_\_

Is the Site Fenced?  No  Yes

If yes, is there a locking gate?  No  Yes

Are there street lights or other lighting on the Site?  No  Yes

Is there a surveillance camera on the site able to view the drop-off area?  No  Yes

If the answer to any of the last four questions was no, do you have any plans to add staff, fencing, a locking gate or lighting if you are awarded a Recycling Drop-Off?  No  Yes



# WILL COUNTY RECYCLING DROP-OFF GRANTS 2011



Applicant Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

## PROPOSED GRANT DROP-OFF INFORMATION – continued

Please write a brief description of why you want to have a Recycling Drop-Off and how you intend to address promotion of the program:

Please include a brief description of any site improvements you anticipate doing as a result of receiving this grant:

If you intend to do Site improvements and will be applying for the \$500 reimbursement, please provide a projected budget for the improvements needed as a result of this grant award:

Item	Material Cost	Labor Cost	TOTAL



# WILL COUNTY RECYCLING DROP-OFF GRANTS 2011



Applicant Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

## PROPOSED GRANT DROP-OFF INFORMATION – continued

Please provide a scaled diagram of the site: show all buildings, fencing, curb or vehicle obstructions.  
(a drawing or blueprint of the site may be attached)