



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: October 18, 2023  
Subject: Grant Request – JFO #3167

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *This request is being held for the Joint Fiscal Committee meeting scheduled for November 7, 2023.*

**JFO #3167:** \$491,314.00 to the VT Agency of Natural Resources, Department of Environmental Conservation from the U.S. Environmental Protection Agency to complete the 2023 VT Waste Compositions Study and other initiatives to demonstrate progress toward the National Recycling Goal and Food Loss and Waste Reduction Goal. Vermont is working to advance a circular economy for materials and to support the state-led implementation of plans to advance post-consumer materials management. *[Received October 12, 2023]*

**State of Vermont**

Department of Finance & Management  
109 State Street, Pavilion Building  
Montpelier, VT 05620-0401

[phone] 802-828-2376  
[fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT  
FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		Grant of \$491,314 from EPA to support long-term planning and data collection needs to demonstrate progress toward the National Recycling Goal and Food Loss and Waste Reduction Goal and advance a circular economy for materials, as well as support the state-led implementation of plans to advance post-consumer materials managements.			
<b>Date:</b>		9/25/2023			
<b>Department:</b>		DEC			
<b>Legal Title of Grant:</b>		Solid Waste Infrastructure for Recycling Fiscal Year 2023			
<b>Federal Catalog #:</b>		66.920 - Solid Waste Infrastructure Financing - Save Our Seas Act Grants			
<b>Grant/Donor Name and Address:</b>		U.S. Environmental Protection Agency 5 Post Office Square, Suite 100 Boston, MA 02109-3912			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		3/1/2023	9/30/2026		
<b>Grant/Donation</b>		\$491,314			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$245,657	\$245,657	\$	\$491,314	No state match
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
<b>Additional Comments:</b>		No State match required.			
<b>Department of Finance &amp; Management</b>		Adam Greshin Digitally signed by Adam Greshin Date: 2023.09.26 F043104EBC83432...		(Initial)	
<b>Secretary of Administration</b>		Sean Brown Digitally signed by Sean Brown Date: 2023.09.26 F043104EBC83432...		(Initial)	
<b>Sent To Joint Fiscal Office</b>				<b>Date</b>	



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
**MEMORANDUM**


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**TO:** KRISTIN CLOUSER, SECRETARY, AGENCY OF ADMINISTRATION

**THROUGH:** NICOLAS KRAMER, BUDGET AND MANAGEMENT ANALYST,  
AGENCY OF ADMINISTRATION

**THROUGH:** TRACY LAFRANCE, FINANCE DIRECTOR, DEC FINANCIAL OPERATIONS 

**FROM:** NEIL KAMMAN, ACTING COMMISSIONER, DEPARTMENT OF ENVIRONMENTAL CONSERVATION 

**SUBJECT:** AA-1 STATE OF VERMONT REQUEST FOR GRANT SPENDING

**DATE:** SEPTEMBER 21, 2023

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Please see attached AA-1 Request for Grant Acceptance Form for the U.S. EPA Solid Waste Infrastructure for Recycling (SWIFR) Grant Program. This form requests authorization for the Agency of Natural Resources, Department of Environmental Conservation (VTDEC), to spend the federally secured grant #00A01258 awarded on 8/2/2023 totaling \$491,314.00.

The SWIFR Grant will be used to complete the 2023 Vermont Waste Composition Study, a statewide Recycling Systems Analysis, develop and implement a School Materials Management Institute, and to establish a Reduce and Reuse Network and Conference.

If you have any questions regarding this request, please do not hesitate to contact Tracy LaFrance at 802-498-7074.

Thank you in advance for your time.

## STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION					
<b>1. Agency:</b>		Agency of Natural Resources			
<b>2. Department:</b>		Department of Environmental Conservation			
<b>3. Program:</b>		Solid Waste Management			
<b>4. Legal Title of Grant:</b>		Solid Waste Infrastructure for Recycling Fiscal Year 2023			
<b>5. Federal Catalog #:</b>		66.920 - Solid Waste Infrastructure Financing - Save Our Seas Act Grants			
<b>6. Grant/Donor Name and Address:</b> U.S. Environmental Protection Agency 5 Post Office Square, Suite 100 Boston, MA 02109-3912					
<b>7. Grant Period:</b>		<b>From:</b> 3/1/2023	<b>To:</b> 9/30/2026		
<b>8. Purpose of Grant:</b> To support long-term planning and data collection needs to demonstrate progress toward the National Recycling Goal and Food Loss and Waste Reduction Goal and advance a circular economy for materials, as well as support the state-led implementation of plans to advance post-consumer materials management.					
<b>9. Impact on existing program if grant is not Accepted:</b> We will use existing funds from the Solid Waste Management Assistance Fund to pay for the Waste Composition Study. The other proposed projects will not be undertaken if the funding is not accepted.					
10. BUDGET INFORMATION					
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>	
<b>Expenditures:</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY</b>		
Personal Services	\$209,561	\$209,561	\$		
Operating Expenses	\$314	\$314	\$		
Grants	\$35,782	\$35,782	\$		
<b>Total</b>	<b>\$245,657</b>	<b>\$245,657</b>	<b>\$</b>		
<b>Revenues:</b>					
State Funds:	\$0	\$0	\$		
Cash	\$0	\$0	\$		
In-Kind	\$0	\$0	\$		
Federal Funds:	\$245,657	\$245,657	\$		
(Direct Costs)	\$0	\$0	\$		
(Statewide Indirect)	\$0	\$0	\$		
(Departmental Indirect)	\$0	\$0	\$		
Other Funds:	\$0	\$0	\$		
Grant (source )	\$0	\$0	\$		
<b>Total</b>	<b>\$245,657</b>	<b>\$245,657</b>	<b>\$</b>		
<b>Appropriation No:</b>	6140030000	<b>Amount:</b>	\$245.657		
			\$		
			\$		
			\$		
			\$		

## STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

	\$
	\$
<b>Total</b>	\$245.657

### PERSONAL SERVICE INFORMATION

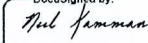
**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)


12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

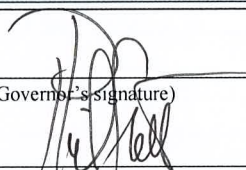
### 13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <small>DocuSigned by:</small> 	Date: 9/22/2023
	Title: Neil Kamman, DEC Acting Commissioner	
	Signature:	Date:
	Title:	

### 14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 9/27/2023
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### 15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted  <input type="checkbox"/> Rejected	Check One Box: (Governor's signature) 	Date: 10/12/23
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### 16. DOCUMENTATION REQUIRED

#### Required GRANT Documentation

<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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#### End Form AA-1

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Cooperative Agreement</b>	<b>GRANT NUMBER (FAIN):</b> 00A01258 <b>MODIFICATION NUMBER:</b> 0 <b>PROGRAM CODE:</b> 4Z	<b>DATE OF AWARD</b> 08/02/2023
		<b>TYPE OF ACTION</b> New	<b>MAILING DATE</b> 08/07/2023
		<b>PAYMENT METHOD:</b> ASAP	<b>ACH#</b> 10114
		<b>RECIPIENT TYPE:</b> State	
<b>RECIPIENT:</b> Vermont D.E.C. 1 National Life Drive Main Building, 2nd Floor Montpelier, VT 05620-3522 <b>EIN:</b> 03-6000274		<b>PAYEE:</b> Vermont D.E.C. 1 National Life Drive Main Building, 2nd Floor Montpelier, VT 05620-3522	
<b>PROJECT MANAGER</b> Anne Bijur 1 National Life Drive Davis 1 Montpelier, VT 05620-3522 <b>Email:</b> Anne.Bijur@vermont.gov <b>Phone:</b> 802-522-5783		<b>EPA PROJECT OFFICER</b> Christine Beling 5 Post Office Square, Suite 100 Boston, MA 02109-3912 <b>Email:</b> Beling.Christine@epa.gov <b>Phone:</b> 617-918-1792	
		<b>EPA GRANT SPECIALIST</b> Flower Armijo Mission Support Division 5 Post Office Square, Suite 100 Boston, MA 02109-3912 <b>Email:</b> Armijo.Flower@epa.gov <b>Phone:</b> 617-918-1923	
<b>PROJECT TITLE AND DESCRIPTION</b> Solid Waste Infrastructure for Recycling Fiscal Year 2023 See Attachment 1 for project description.			
<b>BUDGET PERIOD</b> 03/01/2023 - 09/30/2026	<b>PROJECT PERIOD</b> 03/01/2023 - 09/30/2026	<b>TOTAL BUDGET PERIOD COST</b> \$491,314.00	<b>TOTAL PROJECT PERIOD COST</b> \$491,314.00
<b>NOTICE OF AWARD</b>			
<p>Based on your Application dated 05/30/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$491,314.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$491,314.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p>			
<b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>		<b>AWARD APPROVAL OFFICE</b>	
<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 1, EPA New England 5 Post Office Square, Suite 100 Boston, MA 02109-3912		<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 1, LCRD R1 - Region 1 5 Post Office Square, Suite 100 Boston, MA 02109-3912	
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>			
<b>Digital signature applied by EPA Award Official</b> Arthur Johnson - Director, Mission Support Division			<b>DATE</b> 08/02/2023

### EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$0	\$491,314	\$491,314
EPA In-Kind Amount	\$0	\$0	\$0
Unexpended Prior Year Balance	\$0	\$0	\$0
Other Federal Funds	\$0	\$0	\$0
Recipient Contribution	\$0	\$0	\$0
State Contribution	\$0	\$0	\$0
Local Contribution	\$0	\$0	\$0
Other Contribution	\$0	\$0	\$0
Allowable Project Cost	\$0	\$491,314	\$491,314

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.920 - Solid Waste Infrastructure Financing - Save Our Seas Act Grants	33 USC 4282 & Infrastructure Investment and Jobs Act (IIJA) (PL 117-58)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	230118G020	22	E1SD	01V6	000D11X81	4183	-	-	\$491,314
									\$491,314

## Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$1,984
2. Fringe Benefits	\$1,220
3. Travel	\$0
4. Equipment	\$0
5. Supplies	\$18
6. Contractual	\$415,900
7. Construction	\$0
8. Other	\$71,611
9. Total Direct Charges	\$490,733
10. Indirect Costs: 0.00 % Base -	\$581
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$491,314
12. Total Approved Assistance Amount	\$491,314
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$491,314
15. Total EPA Amount Awarded To Date	\$491,314



## **Attachment 1 - Project Description**

This agreement provides funding from the Infrastructure Investment and Jobs Act (IIJA). EPA's Solid Waste Infrastructure for Recycling (SWIFR) grants for states and territories will fund activities that support long-term planning and data collection needs to demonstrate progress toward the National Recycling Goal and Food Loss and Waste Reduction Goal and advance a Circular Economy for materials, as well as support the state-led implementation of plans to advance post-consumer materials management. The purpose of this award is to enhance the Vermont Department of Environmental Conservation's (VTDEC) efforts to meet the SWIFR grants elements. VTDEC will conduct a Waste Composition Study and Recycling Network Analysis; establish a Reuse/Reduce Network and K-12 School Sustainable Materials Management training. The anticipated deliverables include a Waste Composition Study Report, a Recycling Network Analysis Report; a Reuse/Reduce Network and Conference and K-12 School Sustainable Materials Management training institute.

The expected outcomes include:

- Tons of MSW/C&D collected, recycled, composted, or managed via other management pathways in the state.
- Tons of MSW/C&D generated per material type and source in the state (e.g., plastic and food waste).
- GHGs reduced (in MTCO<sub>2e</sub>) from collection, recycling, composting, or management via other management pathways in the state:
- Number of disadvantaged communities (as defined in this Program Guidance) served because of plan implementation.
- Number of temporary or permanent jobs created 1-2 permanent jobs will be supported with these grant funds.

The intended beneficiaries include the residents, businesses and institutions in the state of Vermont.

**School Materials Management Institute:** The School Materials Management Institute will establish a K-12 school education and training program to provide training for school teams from around Vermont consisting of staff such as a teacher, administrator, food service staff, facilities and custodial staff, and either community member or another school staff person. The teams will meet and learn from experts and develop a materials management action plan to help the school reduce waste and improve recycling and diversion of food scraps. They will implement the action plan the following year with coaching support from local experts or staff from the Materials Management Section at the Vermont Department of Environmental Conservation.

## **Administrative Conditions**

### **National Administrative Terms and Conditions**

#### **General Terms and Conditions**

The recipient agrees to comply with the current EPA general terms and conditions available at:

<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

#### **A. Correspondence Condition**

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov)
- MBE/WBE reports (EPA Form 5700-52A): **Grant Specialist on Page 1 of Award Document AND Larry Wells, Disadvantaged Business Utilization Program Manager: [r1\\_mbewbereport@epa.gov](mailto:r1_mbewbereport@epa.gov)**
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: **Grant Specialist and Project Officer on Page 1 of Award Document**
- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: **Project Officer on Page 1 of Award Document**

#### **B. Pre-Award Costs**

In accordance with 2 CFR 1500.9, the recipient may charge otherwise allowable pre-award costs (both Federal and non-Federal matching shares) incurred from **03/01/2023** to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

## **Programmatic Conditions**

### **Solid Waste Infrastructure for Recycling - State Grant Programmatic Terms and Conditions**

#### **A. Performance Reporting and Final Performance Report**

##### **Performance Reports – Content**

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the

assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan are known.

### **Performance Reports - Frequency**

The recipient agrees to submit **semi-annual (every six-month period)** performance reports electronically to the EPA Project Officer within 30 days after the reporting period (every six-month period). The reporting periods are October 1 to March 30 **and April 1 to September 30 annually**.

The recipient agrees to submit a Final Performance Report to the EPA Project Officer no later than 120 calendar days after the end date of the period of performance.

### **Subaward Performance Reporting**

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

## **B. Cybersecurity Condition**

### **State Grant Cybersecurity**

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

### **C. Competency Policy**

#### **Competency of Organizations Generating Environmental Measurement Data**

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements.

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

### **D. Quality Assurance**

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

#### **1. Quality Assurance Project Plan (QAPP)**

a. Prior to beginning environmental information operations, the recipient must:

i. Develop a QAPP,

ii. Prepare QAPP in accordance with the current version of [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#).

iii. Submit the document for EPA review, and

iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.

b. The recipient must submit the QAPP 90 days after grant award

c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.

d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur.

**For Reference:**

- [Quality Management Plan \(QMP\) Standard](#) and [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#), Appendix C provides a QAPP Checklist.
- (QAM and/or PO may insert QA references that inform or assist the recipient here).
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Non-EPA Organizations Quality Specifications](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).

**E. Use of Logos**

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the [\[Insert Recipient or subrecipient NAME\]](#) received financial support from the EPA under an Assistance Agreement. More information is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

**F. Paperwork Reduction Act**

Notwithstanding any references to collection of information in the recipient's application or proposal for EPA funding, the scope of work for this cooperative agreement does not include a survey or other information collection of identical information from 10 or more parties. No EPA funds (directly paid by EPA or from the recipient's cost share) may be used for the design or administration of such an information collection, and EPA personnel may not participate in such activities. Reasonable costs for analyzing independently collected information and publishing the results of such information collections are allowable to the extent authorized in the EPA approved budget for this agreement.

**G. Substantial Involvement**

EPA will be substantially involved in this agreement. Substantial involvement by the EPA Project Officer may include (but is not limited to):

- 1) monthly or quarterly telephone calls and other monitoring (or meeting on an alternate schedule suggested by EPA's Project Officer),
- 2) reviewing project phases and providing approval to continue to the next phase,
- 3) reviewing and commenting on any documents, web content, or other materials developed under this agreement (the recipient will make final decisions on these matters),
- 4) approving substantive terms included in contracts or subawards (EPA's Project Officer will not suggest, recommend or direct the recipient to select any particular contractor or subrecipient except to the extent permitted in Section 10 of EPA's Subaward Policy).
- 5) reviewing and commenting on the programmatic progress reports
- 6) Consultation with EPA regarding the selection of key personnel (EPA's involvement is limited to reviewing the technical

qualifications of key personnel and the recipient will make the final decisions on selection. EPA's Project Officer will not suggest, recommend or direct the recipient to select any individual).

7) Joint operational involvement, participation, and/or collaboration between EPA and the recipient. EPA's Project Officer or designee may provide data, advice, and information that will help the grantee carry out the agreement effectively.

<b>Solid Waste Infrastructure for Recycling - Budget Detail</b>			Budget Period:	
<b>FY23</b>			From:	To:
Itemization of Services Contributed:			3/1/2023	9/30/2026
Position Title	% FTE	Salary Expense	Fringe Benefits	
DEC Contracts Specialist	0.0	1,984	1,220	
<b>Total FTE</b>		0.0		
<b>Personnel</b> (listed above)			subtotal	\$ <u>1,984</u>
<b>Fringe Benefits</b>				
(may incl. FICA, retirement, health insurance, dental insurance, life insurance, etc.)			61.49%	
			subtotal	\$ <u>1,220</u>
<b>Travel</b> (does not include fleet lease payments; see "Other")				
~ In-State Travel (only lodging)			0	
~ Out-of-State Travel (flights, transport, meals, lodging, etc.)			0	
			subtotal	\$ <u>-</u>
<b>Equipment</b> (Unit cost \$5,000 or greater)				
			0	
			subtotal	\$ <u>-</u>
<b>Supplies</b>				
~ IT Supplies, Software Upgrades/Purchases and Miscellaneous Office Supplies			18	
			0	
			subtotal	\$ <u>18</u>
<b>Contractual</b>				
~ Waste Composition Study			253,900	
~ Recycling Systems Analysis			150,000	
~ Reduce/Reuse Conference and Network Development			12,000	
			subtotal	\$ <u>415,900</u>
<b>Other</b>				
~ DEC Cost Allocation Plan ("DEC CAP")			0	
~ BGS Property Management Allocation			0	
~ Fleet Lease Payments			3	
~ Telephone & Computer Allocation			44	
~ Other Services (insurance, printing, repairs & maint., dues, postage, etc.)			0	
~ Conference Registration			0	
~ School Materials Management Institute			71,564	
			subtotal	\$ <u>71,611</u>
<b>Indirect Charges</b> (based on % of personnel direct salary expense)			29.31%	
			subtotal	\$ <u>581</u>
<b>GRAND TOTAL</b>			Total	\$ <u>491,314</u>