



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Sheila E. Harsdorf, Secretary

2019 WISCONSIN CLEAN SWEEP GRANT SOLICITATION

Agricultural and Household Hazardous Waste Collections

Purpose

The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) requests applications for 2019 Wisconsin Clean Sweep grants. The goal of the Clean Sweep program is to reduce the health and environmental risks posed by hazardous wastes and unwanted chemicals. Through a competitive grant process, DATCP provides funds to assist municipalities and tribes to provide collection service to as many residents of Wisconsin as possible. (Authorized by [s. 93.55](#) and [s. 93.57](#), Wis. Stats. and [ch. ATCP 34](#), Wis. Admin. Code.

This is a reimbursement grant program. DATCP will provide grant funds to reimburse eligible expenses after the project is complete and the final report submitted.

Eligibility

- Eligible applicants are municipalities such as a city, town, village, county, tribal nation, regional planning commission or metropolitan sewerage district, or an association of two or more municipalities or tribes.
- State agencies, colleges, universities and private businesses are not eligible for grants. See definition on page 3 or [ATCP 34.02\(14\)](#).
- *Only counties can receive agricultural waste grants.*

Funding

DATCP has \$750,000 available for municipalities and tribes to collect, transport, and dispose of household hazardous waste (HHW), unwanted prescription drugs (Rx) and agricultural chemicals (Ag). A maximum of \$200,000 is available for Ag collections, \$475,000 for HHW collections and \$75,000 for Rx waste collections. Funds are distributed as reimbursement for eligible expenses. (*Note: Unwanted prescription drug collection grants are handled under a separate application.*)

Small Businesses with Agricultural Waste

The department may reimburse counties for up to 50 percent of the cost to dispose of **agricultural pesticides** brought in by businesses, such as pesticide applicators or farm suppliers, which may be classified as a very small quantity generators (VSQG). A VSQG is defined by the Department of Natural Resources at http://docs.legis.wisconsin.gov/code/admin_code/nr/600/660. The agricultural pesticide subsidy reduces the disposal cost for businesses while DATCP reimburses the county for the other half. The department has reserved \$2,000 for VSQG assistance. Contact DATCP before accepting ag subsidized waste so we can track how much subsidy is available. Pre-registering VSQGs for your collection will provide this information.

Due Date

Applicants must complete DATCP's 2019 grant application and file it or postmark it by **11:59 p.m. on Friday, September 28, 2018** to be eligible for funding.

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Final Report

Successful applicants must complete and return a final report at the conclusion of their clean sweep project before receiving reimbursement for eligible expenses. To complete the report, grantees must collect specific information throughout the duration of their project. Before submitting an application, we ask that applicants review the final report requirements found in [ch. ATCP 34.18, Wis. Admin. Code](#) to ensure that you can meet them. Final report documents for 2018 grant recipients are available on our website at https://datcp.wi.gov/Pages/Programs_Services/CSFinalReport.aspx for your review.

Grant Application and Supporting Material

The required application and instructions are available through our new Clean Sweep SharePoint site or at <http://cleansweep.wi.gov>, along with other supporting documents.

- Clean Sweep program rule: [ATCP 34](#)
- Governing statute for Clean Sweep: [ch. 93, Wis. Stats.](#)
- [Final report documents](#) for 2018 grant recipients (for your review).

Other program documents and announcements will appear on the website and SharePoint site as needed. The program will notify applicants by email in the case of time-sensitive or other important information.

Grant Award Process

DATCP will make every effort to award grants to as many applicants as possible. However, this is a competitive grant process and not everyone may receive a grant. DATCP reserves the right to make discretionary decisions based on the applications received and the available funding.

Applications will be evaluated and awards announced within 60 business days of the submittal deadline. Grant contracts will be prepared for your signature. Clean Sweep projects can begin January 1, 2019 and must be completed by December 31, 2019. Final reports are due 60 days after the project is complete.

Program Changes

If you haven't recently applied for a clean sweep grant, be aware of the following program changes.

- **Automatic awards:** We have eliminated the provision that first-time applicants were automatically awarded a grant. A new applicant will receive extra points, but the application will be scored against the other applications received.
- **Caps on Multi-Municipal Grant Applications:** Previously a group of counties or municipalities could ask for the maximum award times the number of participants. For example, eight counties offering a continuous household collection could request $\$18,000 \times 8 = \$144,000$. We've never allocated that much money to one grantee and had to substantially reduce those grant requests so caps were set. The maximums for multi-municipal grants will be:
 - Continuous agricultural grant: \$40,000 (\$41,000 for permanent)
 - Continuous permanent household grant: \$65,000 (\$66,000 for permanent)

- Temporary agricultural grant: \$20,000
- Temporary household grant: \$30,000
- **Closer Examination of Overlapping Applications:** Due to the demand for grant funding exceeding the supply of funding, the grant review process will also take into consideration the practice of overlapping grant fund usage. For example, a county applies for a HHW grant and a city within that same county also applies for a household grant. We will need a very compelling reason to fund both a county collection and a city collection for the same waste stream. In this example, we may request that the city work with the county as a satellite collection under one grant. As applications are received, the applicants and applications will be closely reviewed and staff may follow-up with questions.
- **Funds Per Grant Type:** While Clean Sweep has \$750,000 to distribute, program staff adjusted the allocations among the three grants. There is \$200,000 available for Ag grants, \$475,000 for HHW grants and \$75,000 for drug grants (drug grants are handled through a separate application).
- **Maximum Grant Awards:** The maximum amount of grant money an applicant can request, per category, was adjusted. The maximum an Ag grant recipient can receive was reduced while HHW grant maximums were increased. These new grant maximums reflect historic needs of grant recipients.
- **Permanent Collections:** ATCP 34 now includes a formal definition of “permanent collection.” The intent is to recognize those communities who made the commitment toward a permanent collection site. These collections will also be eligible for a slight increase in their maximum grant award.
- **Proof of Partnerships:** There is a requirement to show either a resolution, a memorandum of understanding, a memorandum of agreement or a partnership agreement among municipalities who are part of a multi-government grant application such as two or more counties or a city and two towns. This is to ensure there is a genuine partnership and not one that is assumed that neighboring counties will participate.

Definitions

- **Continuous collection:** A clean sweep project that collects chemical waste on at least four days in a calendar year. [ATCP34.02 (6)]
- **Municipality:** Any city, town, village, county, county utility district, town sanitary district, public inland lake protection and rehabilitation district or metropolitan sewage district. Municipality include a regional planning commission or an association of two or more municipalities. [ATCP 34.02 (14)]
- **Permanent collection:** A clean sweep project that collects chemical waste under this program during at least six months of the year and includes permanent infrastructure for waste collection. [ATCP 34.02 (14g)]
- **Temporary collection:** A clean sweep project that collects chemical waste on fewer than four days in a calendar year. [ATCP 34.02 (17)]

Application Instructions

- You may submit your application and any supporting material by mail, e-mail or through our new SharePoint site. This new option is an online application form that will improve efficiency for processing applications and eventually, final reimbursement payments.
- Completed applications are due by **11:59 p.m., September 28, 2018 or postmarked by that time**. Email the applications and supporting information to DATCPCSWP@wisconsin.gov or mail to Jane Larson, Clean Sweep, ARM Division – 2nd floor, PO Box 8911, Madison, WI 53708-8911
- Awards will be made within 60 business days either on or before December 27, 2018.
- Direct questions to Jane Larson, (608) 224-4545 or jane.larson@wisconsin.gov.

Applicants are responsible for understanding and complying with all applicable state, federal and local requirements, laws and ordinances pertaining to their proposal and clean sweep operations. [ATCP 34](#) governs the issue and operations of the clean sweep grants. Department staff are available to assist people with their applications, provisions of ATCP 34, and once awarded, the grant contracts.

Application Evaluation

The department will review each grant application for timeliness, completeness, and the criteria required by [ch. ATCP 34.08, Wis. Admin. Code](#). These minimums, if not met, may be cause for rejecting an application. Inaccurate or incomplete applications will receive lower scores. An official scoring form is attached and is available on the program website.

SECTION SPECIFIC INSTRUCTIONS

SECTION A: APPLICANT CONTACT INFORMATION (GRANT COORDINATOR)

- Identify the person who is applying for the grant and who will be responsible for the overall grant coordination.
- Two or more municipalities/tribes are encouraged to apply together; however, one municipality/tribe must serve as the primary contracting agent and supply a coordinator responsible for the grant. Only one reimbursement check will be provided for the grant at the end of the project. The coordinator must ensure that all cooperating municipalities and tribes receive their grant payments and comply with application, contract and regulatory requirements of ATCP 34. Identify the participating municipalities/tribes and their contact within the table in Section A.
- *A single county is scored higher than a multi-municipal applicant with three or fewer participants (such as a city and two towns) as counties serve all cities, towns and villages within their borders.*
- A municipality/tribe may only apply once or be a participant once for each grant type. For example, if a county applies for an individual, temporary HHW grant, it cannot also apply for a continuous HHW grant nor be listed as a partner in a multi-municipal/tribe HHW grant with another county.

- Include a copy of formal resolutions, partnership agreements or memorandums of agreement or understanding among multi-government partners (*not needed for a county-wide collection.*)

SECTION B: GRANT REQUEST SUMMARY AND ESTIMATED MATCH

In this section, indicate the type(s) of grant for which you are applying, if they are permanent, continuous or temporary, and the amount of the grant(s) you are seeking. You will also calculate a projected required match.

- Mark if you are applying for an Ag Clean Sweep grant, an HHW grant or both.
 - Only counties or groups of counties can apply for agricultural grants.
- For each grant type chosen, mark if it is permanent, continuous or temporary (see definitions above.)
 - If you have a continuous collection at your landfill and plan three satellite collections within your municipality, mark ‘continuous.’
 - If you have a specific building used for collections that is open from April through October, mark ‘permanent.’
 - If you hold a clean sweep over a weekend, (Fri. & Sat.) that is considered two days and you would mark ‘temporary.’
- For each grant type chosen, indicate the grant amount(s) you are requesting.
- Maximum request values for single municipality/tribal applicants are:
 - Ag Permanent = \$11,000
 - Ag Continuous = \$10,000
 - Ag Temporary = \$8,000
 - HHW Permanent = \$21,000
 - HHW Continuous = \$20,000
 - HHW Temporary = \$16,000
- Write in lesser values if desired.
- Calculate your match based on the grant amount requested. Use the formula $[(\text{Grant request} / .75) - \text{Grant Request}]$. For example a \$10,000 grant request must be supported by a \$3,333 match. $[(\$10,000/.75)-\$10,000 = \$3,333]$

Multi-municipal Applicants: As explained in the *Program Changes* section of this grant solicitation announcement, we have placed a cap on the maximum awards for multi-government applications. The maximums for multi-government grants will be the amounts below or the number of governments multiplied by the maximum request, **whichever is less. This applies to continuous/permanent grants and temporary grants:**

- Continuous agricultural grant: \$40,000 (Permanent \$41,000)
- Continuous household grant: \$65,000 (Permanent \$66,000)
- Temporary agricultural grant: \$20,000
- Temporary household grant: \$30,000

Reduced Funding: DATCP will not score the answer to this question. Depending on the number of successful applicants and available funds, applicants may be asked to accept reduced grants to meet statewide needs, and the answer helps to advise the department if this becomes necessary. If reductions are needed, DATCP will contact grant coordinators before making any reductions.

SECTION C: WASTE MANAGEMENT AND WASTE CONTRACTOR INFORMATION

Much of the following information is not listed on the application form but is part of the program rule that pertains to the handling of hazardous waste.

Hazardous Waste Contractor-Temporary Collections: *Temporary* HHW/Ag collections must use the State of Wisconsin's waste contractor, which is currently Veolia Environmental Services, 1-800-255-5092. Waste contractor details can be found at the following link: <https://vendornet.wi.gov/Contract.aspx?Id=e7a9a124-212a-e611-8964-40a8f0ad9999>

Continuous/Permanent HHW/Ag Collection Applicants Only: If you will not use Wisconsin's hazardous waste vendor, list the name of your contractor or indicate on your application whether you will bid/release an RFP for these services.

Proof of Waste Contract: Grant recipients who do not use the state hazardous waste contractor must include one of the following with their application: the hazardous waste contract cover sheet for the chosen waste contractor or the declaration/announcement page of the municipality's request for proposal to obtain a waste contractor. All contractors must comply with [ch. ATCP 34.16, Wis. Adm. Code](#).

Waste treatment/disposal options: We expect that all federally defined hazardous pesticides will be high-temperature incinerated. Neutralization/stabilization with landfilling can be an acceptable last option only for disposal of certain pesticides, (i.e. lead, arsenic) that are difficult to incinerate in larger volumes.

SECTION D: COLLECTION SITES AND DATES

Complete the table listing the proposed collection sites such as fair grounds, landfill, county garage, etc. For collection dates, mark if you will hold a spring event (Jan. – June), a fall event (July – Dec.) or both. For continuous collections, list range of months (such as Jan. – Dec. or April – Oct.). For permanent collections, list when you will offer collections. We will gather details on collection dates and locations after the grants have been awarded.

SECTION E: PREVIOUS GRANT FUNDING

We're trying to identify first time applicants and underserved areas but the automatic award provision has been removed.

SECTION F: EFFORTS TO LIMIT FUTURE WASTE

Mark if you will provide information to participants on waste reduction, recycling options or reuse, and briefly describe your efforts. Include examples or links to web information.

SECTION G: CLEAN SWEEP COLLECTION BUDGET AND MATCH

Use the table to estimate the cost of your clean sweep event(s). Lay out your potential costs and determine your needed match. Separate the expenses into *reimbursable expenses* that you intend to submit for reimbursement along with expenses that will be used as *match* (either cash or in-kind). “Match” means expenses that the municipality will pay for or will donate as in-kind (for example labor). This budget exercise is to also help you determine if you be able to meet the minimum match for the grant. That number was calculated in Section B. Section G is where you will verify that number.

Eligible costs include:

- Hiring a contractor to receive, evaluate, pack (e.g. drums and sorbent, labor), transport and dispose of chemical waste.
- Direct costs for equipment rentals, supplies and services used to operate the collection site and handle collected chemical waste.
- Signs, supplies, refreshments for worker, staff or volunteers at the collection.
- Promotional material development and distribution (printing, mailing).
- Staff labor costs associated with project administration (e.g. training, meeting attendance, report preparation). Fringe benefit may be calculated into the hourly rate.
- Direct costs for staff to receive and pack chemical waste at continuous collection events. **Note:** Staff costs associated with **permanent** or **continuous collection programs may be reimbursed or used for match**. **Temporary programs may claim staff time as match**, but may not be reimbursed for the expenses.
- Staff costs or professional services can also be used as match. Base the value on normal salary. Fringe costs can be included.
- Volunteer hours can be used as match. Value each volunteer at \$10 per hour.

Ineligible Reimbursable Costs include:

- Facility lease or rental. Use cost as match.
- Capital purchases (cameras, scales, alarms, testing equipment, storage sheds), or the utility bills to power the site. These costs can be used as match.
- Overtime: Because Saturday is viewed as a “normal” working day for all clean sweeps, municipal overtime reimbursement will not be authorized for Saturday work. Contracted labor rates will apply on Saturdays.

Find more information on allowable costs in [ch. ATCP 34.04\(2\)](#), prohibited costs in [ch. ATCP 34.04\(3\)](#) and municipal/tribe contributions in [ch. ATCP 34.04\(5\)](#).

Disposal Cost Calculation: Base disposal costs on past event participation. Another method:

- Determine the number of potential customers, [e.g. residential units, farms (active and abandoned)] in the target area.
- Estimate the percentage or number of potential customers expected to participate.

- Determine potential waste amounts per person from each. If you accept latex paint, remember that latex paint disposal costs cannot be reimbursed and pounds of latex are not included in the waste per pound numbers listed below.
 - 2016: HHW-34.9 pounds/person; Ag-176 pounds/person
 - 2017: HHW-33.9 pounds/person; Ag-161.2 pounds/person
- Determine disposal costs based on price per pound quoted by your hazardous waste contractor.

Calculate Required Match: Applicants must contribute a minimum of 25% of their **total project cost** as a grant match (contributions can be in-kind match or cash). Calculate your own estimated match based on your cost estimates. The formula to use is: Total project cost x .25 = Match. Compare this to the estimated match figure from Section B. Verify that the match calculated in this section must be equal to or greater than the match calculated in Section B. For example, if your budget estimates the total cost of your collection to be \$8,000, then your match would be \$2,000. However, in Section B, if you requested a \$10,000 grant and your required match was \$3,333, you need to adjust your budget. Either increase your match or reduce your grant. The purpose of this section is to ensure that grant applicants are aware of the level of match that is needed.

SECTION H: LOCAL SUPPORT

Describe your local support. This might include monetary support from your local government or survey results that show public support for the program. Other examples might include local businesses support or donations, volunteers from local organizations or government officials. Include documentation.

SECTION I: PUBLIC INFORMATION

Describe how you will make your constituents aware of your Clean Sweep. Some examples might be press releases, newspaper or radio ads, social media, presentations to different groups, direct mail, displays at local events. Note if you are planning on some new outreach methods for 2019 or if you have had particular success with something that you'll use again. Do you plan to reach out to a particular ethnic group or particular audience (farms or businesses or a new area)? Describe your plan. Include examples, links, pictures or documentation.

SECTION J: EXPANDED SERVICES

If you will host more collection sites, expand your collection area, offer new or expanded services or add new partnerships for 2018, here's the place to describe these efforts.

SECTION K: WEBSITE

Enter the website address where you currently or intend to provide information on your clean sweep. If the website doesn't yet exist, provide a general address that will link to the information once available. The web address will be captured and placed on our department webpage to link the public with funded projects.

RELATED INFORMATION

Fund Transfer Between Grants: Under Wis. Adm. Code ch. ATCP 34, up to 50 percent of the value of grants can be transferred from one account to another on collection day for counties offering Ag and HHW collection services. This is a discretionary option of each grantee in consultation with its hazardous waste contractor. This option is intended to provide counties with greater flexibility. Only those cost categories that directly relate to waste intake, (e.g. supplies, services, waste disposal) can reflect transfer amounts. As the grant coordinator, if you are also the coordinator for an unwanted prescription drug grant, unused drug grant funds can be applied to household expenses and vice-versa.

Prohibited wastes: The department *will not reimburse* the disposal for certain waste. However, some grantees collect these items (i.e. latex paint) and pay for their disposal as a “draw” for their event. See ch. ATCP 34.04, Wis. Adm. Code for more information. Waste types which DATCP will not reimburse include:

- oil (unless the oil is contaminated with chemical waste)
- contaminated soil or debris (except for small quantities that the department specifically approves in advance on a case-by-case basis)
- triple-rinsed plastic pesticide containers
- materials that are handled by other waste disposal or recycling programs
- batteries
- non-mercury bulbs
- fluorescent tubes
- tires
- electronics
- Freon appliances or antifreeze
- chemical waste for which there is no federally-approved or state-approved disposal method.
- latex paint (you can report your latex paint totals in the final report)

Product exchange: Some events offer a public product chemical exchange for clean sweep attendees. If your event offers an exchange, follow all regulations when distributing products for further use. All pesticide products placed in the exchange must have legible, intact labels, and be in sound, non-leaking useable condition. Pesticides labeled as “Restricted Use” (RU) may only legally be distributed by licensed pesticide dealers to licensed pesticide applicators. Therefore, **you cannot re-distribute RU pesticide products.** We expect that grantees understand the precise transportation arrangements for the movement of wastes across the United States to end disposal sites, and copies of waste contractor permits, licenses, insurance certificates, and hazardous waste transportation endorsements be available to DATCP upon request. Finally, we expect that continuous collections and their waste contractors understand all Wisconsin Clean Sweep service requirements as identified in [ch. ATCP 34.14 – 34.18, Wis. Adm. Code](#).

Agricultural (Ag) Wastes: Includes insecticides, herbicides, fungicides, and rodenticides. Other farm chemical wastes may include pipeline cleaners, foot bath chemicals or fly spray used on livestock. The first 200 pounds of ag waste from an individual farm must be accepted free of charge to the farmer/farm owner or the owner of

land that was formerly a farm. The grantee may charge for amounts over 200 pounds. We strongly recommend that ag clean sweep coordinators request that farmers/ag landowners pre-register and provide an estimated weight or amount of waste. Greenhouses, nurseries, and aquaculture operations are considered farms.

Business Ag Waste Generators or Ag Subsidy: Ag grant recipients can accept **agricultural pesticides** from non-agricultural businesses such as a farm supply or seed company. DATCP reserves \$2,000 to provide a 50 percent match for disposal costs. You may see references to the “Ag Subsidy” or “Ag Subsidy for VSQGs.” The funds are limited. Therefore, grantees should contact the Clean Sweep program staff if they intend to claim the cost for reimbursement following their event. Grantees should require that VSQGs preregister and include waste weight or amount information to aid in planning. An ag subsidy VSQG registration sheet is available on the website to help with preregistration. It is called Agricultural Pesticide Disposal Subsidy, ARM-ACM-508.

Small Business (VSQG) Hazardous Waste: Household collections and ag collections may accept hazardous waste from VSQG generators (businesses). The VSQG must pay the cost for disposal but the cost is often less than having the waste contractor service the business directly.

Extreme Waste Amounts: On-farm or residential pick-up may be necessary in rare circumstances. In these cases, pricing should be provided with mileage and an hourly labor rate, and perhaps a mobilization fee for a crew. On-site pickups which involve more than 1,000 pounds of wastes, more than \$1,000 of cost, OR which pose extraordinary risks to the environment or public health (no matter the chemical quantity) must be authorized in advance by the Clean Sweep Program Manager. On-site pickups cannot be of an “emergency nature”, (i.e. under direction of Emergency Government or protective authorities). Funds may not be available for this purpose, thus costs must be manageable under the grant or other non-DATCP funding.

Questions: Contact Jane Larson at 608-224-4545, or jane.larson@wisconsin.gov

**Completed applications are due by 11:59 p.m., Friday September 28, 2018
or postmarked by that time.**

Either submit applications through the new SharePoint site, email your application and supporting materials or mail them to Jane Larson, Clean Sweep, ARM Division – 2nd Floor, PO Box 8911, Madison, WI 53708-8911.

Applications sent to the generic program web address will receive an automatic message. Jane Larson will send a follow-up response within five business days. If you do not receive an automatic email or a response from Jane Larson within five business days, please contact Jane Larson. **Announcements will be made on or before December 27, 2018.**