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Instructions for Nebraska Recycling Council Equipment Grant

Congratulations on your grant award! We hope the new recycling equipment serves your community well. Nebraska Recycling Council (NRC) administers the Recycling Equipment Grant with funds from the Nebraska Environmental Trust (NET). This is a reimbursement grant, so funding is provided to recipients after expenses have incurred and the following documents are submitted.

Please order your equipment as soon as possible. Contact NRC if there is more than a 3-month delay in purchasing, and keep us informed of any changes affecting your grant. Once the purchase of recycling equipment is made, complete and send the following documents all at once. We prefer to have these sent electronically; the documents are writable PDFs to make it easy to update information, save, and email. The NET Grant Contract requires a formal signature, which will need to be printed, signed, scanned, and emailed. The complete set of documents may be mailed and sent to the address above, if needed.

All grant forms except for your NET Grant Contract are on NRC's website: www.nrcne.org/equipment-grants.

Email the completed documents to: Heather Creevan, hcreevan@nrcne.org.

Grant Forms Checklist (submit all documents as a complete set after purchase of recycling equipment):

- ___ **NRC Agreement to Comply**
- ___ **Signed NET Grant Contract** (Emailed with your acceptance letter. Print, sign, scan, and email the last page.)
- ___ **Periodic Report Cover Sheet & Instructions**
- ___ **Summary of Invoice Submitted**
- ___ **Report on Equipment Bids**
- ___ **Report on Matching & In-Kind**
- ___ **W-9 Form**
- ___ **ACH Enrollment Form**
- ___ **Proof-of-Payment** (i.e. a copy of the cleared check, Bill of Sale/Receipt, or invoice showing payment was made)

Instructions for completing grant documents:

- Please create a file for your records on this equipment and grant.
- There is an "x" or highlights where you need to supply information on the various forms, and where you should sign. An electronic signature will suffice on the grant forms.
- Return a copy of your final INVOICE or Bill of Sale/Receipt along with your documents. NET does not *need the original invoice* (even though the contract says they do). A quote sheet or Bid is not sufficient. If the vendor is willing and able to provide the invoice/bill of sale in advance of your receiving the equipment that is fine. Vendor invoice needs to include their name, address and phone number. Equipment must be well described.
- We need all the grant papers back, and a copy of the invoice before grant money can be released by the Nebraska Environmental Trust. ***Do not return documents to NRC until all documents are completed.***
- State of Nebraska ACH Enrollment Form is to allow grant funds to be sent electronically to your bank. The State of Nebraska PREFERS to do ACH/bank transfer. Payments come directly from the State of Nebraska via Nebraska Environmental Trust, not from NRC. It can take 3 to 4 weeks from the time NET receives these documents from

NRC before you receive your funds. The deposit to your bank will say "Environmental Trust/Nebr Game & Parks" since the Trust is a division of Nebraska Game & Parks. An email will arrive 2 business days before the funds saying funds are coming.

After your completed documents have been returned to NRC, you will be contacted about the following next steps:

1. **Nebraska Environmental Trust Labels/Decals.** NRC/NET will send you up to 25 decals to put on the equipment. They read "Funding provided by the Nebraska Environmental Trust" with the NET logo, and come in three sizes, 8"x10", 4"x6" and 2½"x4". We will need to know how many are needed and what size. The decals should be prominently placed on the equipment in multiple locations, if possible, and should be applied to the equipment ASAP. If additional decals are needed it is at the grantees expense.
2. **Data Reporting.** Grant recipients are required to provide 24 months of recycling data. Typically, that is reported as how many pounds or tons of recycling have been collected or processed using the grant equipment. For any grant equipment that goes into service after January 1st we want to receive grant data through June 30th regardless of the time-frame to put into our report to NET in mid-July, and following that, in 3- or 6-month reports until 24 months (total) have been reported to us.
3. **Certificate of Insurance.** NET will contact you directly to provide them with a certificate of insurance/proof of insurance, then annually for an updated one for equipment valued at \$1,000 or more. Name the Nebraska Environmental Trust as a Loss Payee on the certificate your insurance agency sends to NET.
4. **Site Visit.** NRC visits communities to take photos of the recycling equipment as proof of compliance. This is generally scheduled within a year of the equipment being installed and scheduled in advance.
5. **Press Release.** After you have the equipment and the funding, you are encouraged, but not required to send a press release to your newspaper or other publication. *Please send us a copy if the story prints.* We suggest you include the following:

The Recycling Equipment Grant from the Nebraska Recycling Council is one of 85 grant projects in 2017 receiving \$16.6 million in grant awards from Nebraska Environmental Trust. The Trust is funded by proceeds from the Nebraska Lottery and has awarded more than \$289 million to over 2,100 natural resource projects in Nebraska since 1993. The Nebraska Recycling Council is a non-profit, membership organization of public and private organizations, as well as individuals, and has been a recycling advocate for Nebraska since 1980.

REMEMBER: Never sell the grant-funded equipment without contacting the Nebraska Environmental Trust first for permission.

If you have any questions as you complete the forms or go through the process, give me a call at (402)436-2384 ext 1002 or email hcreevan@nrcne.org.

Regards,



Heather Creevan
Deputy Director