

# Memorandum

## City of Lawrence

### Public Works Department

TO: Chuck F. Soules, Public Works Director  
Tammy Bennett, Assistant Public Works Director  
FROM: Kathy Richardson, Solid Waste Division Manager  
DATE: April 14, 2015  
RE: Household Hazardous Waste Grant (KDHE)

Please place the following item on the April 21, 2015 City Commission consent agenda:

*Authorize the submittal of the city's Household Hazardous Waste (HHW) grant application for equipment and supplies for the new City of Lawrence and Douglas County permanent HHW facility.*

#### **Background**

In March 2014, the City of Lawrence acquired the property at 2201 Kresge Road for the purpose of re-locating Solid Waste operations and the Household Hazardous Waste (HHW) facility. The existing City of Lawrence / Douglas County HHW facility located at 711 East 23<sup>rd</sup> Street in conjunction with the Douglas County Public Works Operations Division will be closed down once the new HHW facility construction is completed. The reason for relocating the HHW facility is that the Douglas County Public Works Operations Division is moving to a new facility near the County jail on East 25<sup>th</sup> Street.

#### **Grant Description**

The Kansas Department of Health and Environment *Household Hazardous Waste Grant (HHW) Program* was established in 1989. The program is designed to protect Kansas groundwater by reducing, recycling, properly disposing of household hazardous waste products, and encouraging the use of less-toxic alternatives. The grant program is considered "seed money" to assist local governments with the startup costs of developing and implementing a HHW program. The grant program does not subsidize ongoing operational expenditures. This, along with a local match requirement of a minimum of 40% of the total proposed project cost for the HHW grant, is to ensure that the community and local governments are committed to continue managing and financing the future operations of their program.

#### **Funding and Schedule**

Last year, the City applied for the SFY2015 HHW grant and was awarded \$140,000 for capital expenditures to construct the new HHW facility at 2201 Kresge Road. The estimated cost for equipment and supplies for the HHW facility including spill containment pallets, shelving, rolling carts, and office furniture is \$40,000. The grant application request is for \$40,000 and the match requirement may be met by capital expenditures of the new HHW facility construction already under contract with B.A. Green Construction Co. This is a competitive grant process and the City may not receive

the total amount requested. The proposed funding would be through the Solid Waste Fund.

Below is the estimated timeline of action steps to be completed for the construction of the new City of Lawrence / Douglas County HHW facility.

<b>2015 – Action Items To Be Completed</b>									
	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.
Re-plat, site plan, and completion of construction plans (phase 1)									
Bid - construction bids									
Selection of construction contractor									
Building permit through City									
HHW facility permit process through KDHE									
Construction of new HHW facility									
Closure of HHW facility at 711 East 23 <sup>rd</sup> Street									
Open new HHW facility at 2201 Kresge Road									

**Staff Recommendation**

Submit a grant application requesting \$40,000 for equipment and supplies for the new City of Lawrence / Douglas County HHW facility at 2201 Kresge Road.

**Action**

Authorize the submittal of the city's Household Hazardous Waste (HHW) grant application for equipment and supplies for the new City of Lawrence and Douglas County permanent HHW facility.



# City of Lawrence

DAVID L. CORLISS  
CITY MANAGER

City Offices  
PO Box 708 66044-0708  
www.lawrenceks.org

6 East 6<sup>th</sup> St  
785-832-3000  
FAX 785-832-3405

CITY COMMISSION

MAYOR  
JEREMY FARMER

COMMISSIONERS  
LESLIE SODEN  
STUART BOLEY  
MATTHEW J. HERBERT  
MIKE AMYX

May 15, 2015

Kansas Department of Health and Environment  
Bureau of Waste Management  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366

Dear Grant Review Committee,

Please accept the attached application for the KDHE State Fiscal Year 2016 Household Hazardous Grant from the City of Lawrence. The grant request is for equipment and supplies for the new permanent Household Hazardous Waste (HHW) Facility for the City of Lawrence and Douglas County.

Since 1994, the City of Lawrence / Douglas County HHW Program has collected over 2,600,000 pounds of hazardous waste and distributed over 500,000 pounds through the Product Reuse Program. The program is also permitted to accept hazardous waste from Douglas County Conditionally Exempt and Kansas Small Quantity Generators which assists these businesses with proper disposal that is affordable.

All components of this proposal for which state funding is requested are consistent with the goals established within the Douglas County / Jefferson County Solid Waste Management Plan. Your consideration of this request is sincerely appreciated. If you have specific questions or need additional information, please contact Kathy Richardson, Solid Waste Division Manager, at (785) 832-3032.

Respectfully,

*Kathy Richardson 5/15/2015*

David L. Corliss  
City Manager

cc: Chuck Soules, Public Works Director  
Tammy Bennett, Assistant Public Works Director  
Kathy Richardson, Solid Waste Division Manager  
Tom Hogan, Waste Reduction and Recycling Specialist  
Shawna Trarbach, Waste Reduction and Recycling Specialist



Kansas Department of Health and Environment  
Bureau of Waste Management

# Household Hazardous Waste Grant Request

Submitted By:

## City of Lawrence

Solid Waste Division  
P.O. Box 708  
Lawrence, Kansas 66044

May 15, 2015

City Manager: David L. Corliss

Mayor: Jeremy Farmer

City Commissioners:

Leslie Soden  
Stuart Boley  
Matthew Herbert  
Mike Amyx

**CITY OF LAWRENCE / DOUGLAS COUNTY  
HOUSEHOLD HAZARDOUS WASTE PROGRAM**

**Household Hazardous Waste Grant Request - State Fiscal Year 2016**

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**I. BACKGROUND**

**CITY OF LAWRENCE / DOUGLAS COUNTY HOUSEHOLD HAZARDOUS  
WASTE PROGRAM**

**A. PROGRAM SERVICE AREA**

The existing City of Lawrence / Douglas County Household Hazardous Waste (HHW) facility located at 711 East 23<sup>rd</sup> Street, Lawrence serves all the residents of Douglas County, including people who live in Lawrence, Eudora, Baldwin City, Lecompton, and unincorporated areas. The total population of Douglas County was 110,826 according to the 2010 U.S. Census.

For SFY 2015, the City of Lawrence submitted a grant request and was awarded \$140,000 for the development and implementation of a new permanent HHW facility at 2201 Kresge Road, Lawrence that would replace the existing HHW facility at 711 East 23<sup>rd</sup> Street, Lawrence. The new facility will serve all residents of Douglas County as listed above.

For SFY 2016, the City of Lawrence is requesting grant funding for equipment and supplies for the new City of Lawrence / Douglas County HHW facility.

NOTE: The property at 711 East 23<sup>rd</sup> Street is owned by Douglas County. The County's Public Works Operations Division and the City of Lawrence / Douglas County HHW facility are co-located on this property. In July 2013, the Douglas County Commissioners voted to move ahead with plans to build a new County Public Works facility near the county jail on East 25<sup>th</sup> Street. Douglas County will be preparing this property for sale over the next two years. For this reason the City of Lawrence is relocating the HHW facility to another property.

In March 2014, the City of Lawrence acquired the property at 2201 Kresge Road, Lawrence. This is a 10.7 acre site. The property is zoned IG (General Industrial District). The City intends to develop the property in phases as the primary location for the Solid Waste Division. Establishing a new HHW facility will be completed in the first phase of development.

During the due diligence phases of property acquisition, the City of Lawrence completed the following:

- Acquisition of the Phase I Environmental Assessment (completed 2007),
- Acquisition of the appraisal completed by the owner (June 2013),

- Professional site investigation and feasibility study by engineering firm (December 2013),
- Updated appraisal completed by City-selected appraiser (December 2013),
- Updated Phase I Environmental Assessment (Terracon 2013),
- Limited Site Investigation (Terracon 2014), and
- Conceptual layout for property, presented to City Commission (2014).

## B. LOCAL AND COMMUNITY SUPPORT

The City of Lawrence / Douglas County Household Hazardous Waste (HHW) Program has benefited from tremendous public support. The program was initiated by an Ad Hoc Hazardous Waste Committee. Initial facility construction of the existing HHW facility was funded by the City of Lawrence, Douglas County, and a Household Hazardous Waste Grant from the Kansas Department of Health and Environment.

Since 1994, the City of Lawrence / Douglas County HHW facility has collected over 2,600,000 pounds of hazardous waste and distributed over 500,000 pounds through the Product Reuse Program (see attachment A). The facility is also permitted to accept hazardous waste from Douglas County Conditionally Exempt and Kansas Small Quantity Generators which assists these businesses with proper disposal that is affordable.

The HHW Program continues to receive support through the Mayor-appointed City of Lawrence Sustainability Advisory Board and the University of Kansas Environmental, Health and Safety Department. These two groups submitted letters of support (see attachment B).

At the City of Lawrence Commission meeting on April 21, 2015, the Mayor and Commissioners voted unanimously to authorize the submittal of this HHW grant application for equipment and supplies for the new permanent HHW facility for the City of Lawrence and Douglas County.

## C. SOLID WASTE MANAGEMENT PLAN

Douglas County joined with Jefferson County to develop a Regional Solid Waste Management Plan. The Solid Waste Management Committee completed the final plan with the assistance of Franklin & Associates. The plan was reviewed and approved by the Kansas Department of Health and Environment in 1996 and its most recent review was conducted in September 2014.

The scope of work provided in this HHW grant request is compatible with the mission set forth in the long term goals of the Solid Waste Management Plan.

#### D. PURPOSE OF GRANT REQUEST

The purpose of this grant request is for the purchase of equipment and supplies for the new permanent HHW facility for the City of Lawrence and Douglas County.

The new HHW facility received \$140,000 in funding from KDHE in SFY2015. The City of Lawrence through the help of an engineering consulting firm had estimated the new HHW facility construction at \$589,116 (information which was submitted in the SFY2015 HHW grant application). The actual cost for the development of the property and construction costs of the new HHW facility is \$1,354,289.44. The bid contract was awarded to B.A. Green Construction Co.

## II. PROPOSED PROGRAM DETAILS

The City of Lawrence / Douglas County Household Hazardous Waste Program is requesting grant funding for the purchase of equipment and supplies to be used in the new HHW facility on a daily basis.

The City of Lawrence submitted to the Kansas Department of Health and Environment (KDHE) a permit application for the approval to establish and operate a solid waste processing facility (i.e. HHW facility). The City of Lawrence submitted a copy of the Facility Design Plan, Operating Plan, and Closure Plan per the HHW Standard Permit Format guidelines.

#### A. NEW HHW FACILITY

The City of Lawrence / Douglas County HHW facility is in its 20th year of operation and for the first time since its debut the facility will need to relocate. As stated previously, the existing HHW facility was built on the Douglas County property at 711 East 23<sup>rd</sup> Street, Lawrence which will soon be vacated.

The City of Lawrence is in the process of replacing the existing HHW facility with a new permanent HHW facility to be built on a property owned by the City at 2201 Kresge Road, Lawrence. Summary:

- Prior to the City's Kresge Road property purchase, Bartlett & West was engaged by the City to conduct a general assessment of the buildings and possible property layout to determine if the site could adequately meet current and reasonable needs for the Solid Waste Division. The conceptual layout for the property was presented to the City Commission in January 2014.
- On April 16, 2014, the City of Lawrence issued a Request for Proposals (RFP) soliciting proposals from qualified professional firms to re-plat, site plan, and complete design and construction documents for a Solid Waste Facility including a new HHW facility at 2201 Kresge Road, Lawrence.
- On August 19, 2014, the City Commission authorized the City Manager to execute the Engineering Service Agreement with Bartlett & West for the Solid

Waste Facility (HHW) on Kresge Road. Bartlett & West’s work included providing cost estimates, generating biddable construction plans and specifications, and obtaining all required construction permits.

- On February 24, 2015, the City Commission awarded the bid for construction of the new HHW facility to B.A. Green Construction Co.

This new HHW facility will require equipment (forklift) and supplies (shelving, spill pallets, etc.) for daily operations. A detailed list of equipment and supplies is provided (see attachment C).

**ESTIMATED COSTS – Equipment and supplies for new HHW facility:**

Item	Quantity	Unit Cost	Amount
LPS Forklift	1	\$20,000	\$20,000
Other: Equipment & Supplies (attachment C)	Varies	Varies	\$20,001
<b>TOTAL</b>			<b>\$40,001</b>

**B. GOALS**

- Create an efficient and cost-effective HHW collection facility.
- Provide proper and safe disposal options for hazardous waste generated by Lawrence and Douglas County households and pre-qualified businesses (Conditionally Exempt and Kansas Small Quantity Generators).
- Promote reuse / recycling of household hazardous products in good condition by distribution through the Product Reuse Program.
- Encourage the use of non-toxic alternatives and the reduction of household hazardous waste through community education and outreach.
- Achieve the solid waste management goals as described in the Douglas County / Jefferson County Solid Waste Management Plan.

**C. EFFECT ON EXISTING PUBLIC AND PRIVATE SERVICES**

The City of Lawrence is not in direct competition with the private sector on this endeavor. There are no other permitted Household Hazardous Waste facilities in Douglas County.

**D. IMPLEMENTATION PLAN AND TIMETABLE**

Below is the estimated timeline of action steps to complete for the construction of a new City of Lawrence / Douglas County HHW facility and purchase of equipment and supplies.



2015 – Action Items									
	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.
Re-plat, site plan, and completion of construction plans (phase 1)									
Bid - construction bids									
Selection of construction contractor									
Building permit through City									
HHW facility permit process through KDHE									
Construction of new HHW facility									
Purchase of equipment and supplies									
Closure of HHW facility at 711 East 23 <sup>rd</sup> Street									
Open new HHW facility at 2201 Kresge Road									

E. PUBLIC EDUCATION

The City of Lawrence Solid Waste Division’s waste reduction and recycling staff provides public education and information on toxics reduction, non-toxic alternatives, waste reduction, recycling, and reuse tips. Outreach efforts include presentations to school classrooms, neighborhood associations, and other community organizations; informational displays at events including the Lawrence Earth Day Celebration and America Recycles Day; and printed material such as the City’s newsletter, utility bill inserts, brochures, and paid advertising. Information is also available on the City’s website, [www.LawrenceRecycles.org](http://www.LawrenceRecycles.org), and Lawrence Recycles Facebook page, [www.facebook.com/LawrenceRecycles](http://www.facebook.com/LawrenceRecycles).

F. HOUSEHOLD HAZARDOUS WASTE SPECIFIC INFORMATION

The drawings and specifications of the new proposed HHW facility including traffic patterns, etc. were developed by Bartlett & West, the selected firm of the City’s RFP process to re-plat, site plan, and complete design and construction documents for a Solid Waste Facility including a new HHW facility at 2201 Kresge Road, Lawrence.

As required by K.A.R. 28-29-1107, the facility standard operating procedures (Operating Plan) was submitted to KDHE as part of the permitting process to ensure the HHW facility is properly designed to safely process and store hazardous waste, and to demonstrate the City’s understanding and ability to properly manage a HHW facility. The Operating Plan includes days/hours of operations, inspection forms, contingency plans, description of waste collection, estimate amount of hazardous wastes to be collected, waste diversion plans, etc.

The City of Lawrence and Clean Harbors Environmental Services signed a contract agreement on February 23, 2011, for the following services: collection, disposal, and technical assistance services for hazardous and non-hazardous waste generated from households and pre-qualified businesses located in Lawrence and Douglas County. The terms of the contract agreed upon by both parties were “from the time of award for 1 year with options to renew annually for up to four additional years providing funds are available”. Beginning on February 23, 2015, the City of Lawrence and Clean Harbors entered the fifth year under contract.

### **III. RESPONSIBLE PERSONS**

#### **A. LIST OF RESPONSIBLE PERSONS FOR IMPLEMENTATION OF GRANT**

The persons responsible for the appropriate completion of the projects requested in this application and the implementation of the grant, if approved, are:

Kathy Richardson, Solid Waste Division Manager  
City of Lawrence, P.O. Box 708, Lawrence, KS 66044  
Phone Numbers: (785) 832-3032 office; (785) 760-1631 cell

Kathy Richardson is responsible for the overall management and evaluation of all Solid Waste Division services, programs, and personnel. Ms. Richardson will be responsible for writing the Request for Bid for construction of a new HHW facility, project and grant administration, selection of construction contractor and ensure timely completion of the final report upon grant completion, as specified by the Kansas Department of Health and Environment Bureau of Waste Management. The Solid Waste Division is a part of the Public Works Department which is administered by the Public Works Director, Chuck Soules, who reports to the City Manager, David Corliss.

Tom Hogan and Shawna Trarbach, Waste Reduction and Recycling Specialists  
City of Lawrence, P.O. Box 708, Lawrence, KS 66044  
Phone: (785) 832-3030

Tom Hogan and Shawna Trarbach are the lead staff at the HHW facility, providing service to Lawrence and Douglas County households and pre-qualified businesses (Conditionally Exempt and Kansas Small Quantity Generators). Mr. Hogan and Ms. Trarbach serve in a lead technical capacity at the HHW facility and coordinate all acceptance, processing, and shipment of hazardous and non-hazardous wastes through Clean Harbors, the City’s hazardous waste contractor.

The City of Lawrence / Douglas County HHW Program is a joint venture between two local governments. In general, the City of Lawrence assumes responsibility for all program management and administration. Ms. Richardson will be responsible for any coordination necessary between the two jurisdictions.

**B. ESTIMATE OF PERSONNEL HOURS NECESSARY**

It is estimated that the number of hours and staff necessary to complete each component of the proposed project is:

<u>Task</u>	<u>Number staff</u>	<u>Number staff hours</u>
Write Request for Bid (forklift)	1	3
Request Quotes (supplies)	1	5
Purchase & Receive Deliveries	1	3
Total Staff Hours		11 hours

**C. COORDINATION OF RESPONSIBLE PARTIES**

Kathy Richardson, the City of Lawrence Solid Waste Division Manager, will provide overall grant coordination and work with all staff and private and public entities to ensure timely completion of the project within the budget provided.

**IV. PROGRAM BUDGET**

**A. BUDGET SUMMARY INFORMATION**

The cost for the HHW facility equipment and supplies requested (see attachment C) is \$40,001. The construction of the new HHW facility at 2201 Kresge Road, Lawrence is \$1,215,539. For the SFY2016 grant, the City's match will be the additions of the following items for the new HHW facility: a west dock canopy for \$51,000, cooling for the warehouse area \$14,500, and radiant floor heating \$73,200. That is a total of \$138,700 in additional building expense.

See table on the next page.

**HHW Grant Budget Summary Totals - KDHE Budget Categories**

Line Items	Construction of a new HHW facility	Expansion of an existing HHW facility	Public education and advertising	Training	Other	Total
Salaries						
Supplies (Operating)	\$40,001					\$40,001
Capital Equipment	\$138,700					\$138,700
Prof. Services						
Other						
<b>Project Totals</b>	<b>\$178,701</b>					<b>\$178,701</b>

B. GRANT MATCH REQUIREMENTS AND SOURCE

TOTAL OF ITEMS REQUESTED	\$ 178,701
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**KDHE share of request if approved (22%)** **\$40,001**

**City of Lawrence CASH contribution – Solid Waste Division FUND (source)** **\$138,700** **78%** % Contribution

City CASH contribution (min. 40%) **78%**  
 KDHE CASH contribution **22%**

<b>TOTAL GRANT REQUEST</b>	<b>100%</b>
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C. DETAILED BUDGET BY PROGRAM ITEM

The completed HHW Grant Program State Fiscal Year 2015 Application Form is attached (see attachment D).

D. FINANCING FOR CONTINUED PROGRAM OPERATIONS

Operation of the City of Lawrence / Douglas County HHW Program is financed by the City's Solid Waste Division, which is an enterprise fund. The annual budget provides for the operation of collection, hazardous waste disposal, operation of the Product Reuse Program, and required staff training. The Division also provides funding for advertising and education / outreach. Financing for continued HHW program operations is at the discretion of the City Commission during the annual budget process.

The City of Lawrence Mayor and Commissioners have shown support of the HHW Program and continued funding by authorizing the City Manager to execute the purchase agreement for 2201 Kresge Road for the future location of the HHW facility and by authorizing the submittal of this HHW grant application for the development and implementation of a new permanent HHW facility for the City of Lawrence and Douglas County.

V. PROGRAM EVALUATION PROCEDURES

Program evaluation procedures will include a final report submitted with the final Affidavit of Expenditures to the Kansas Department of Health and Environment. The report will include a breakdown of all costs and a narrative description with a summary of all efforts and focus on the following elements:

- A. Environmental benefits,
- B. Operational benefits,
- C. Costs, and
- D. Timeliness of project completion.

## **ATTACHMENTS**

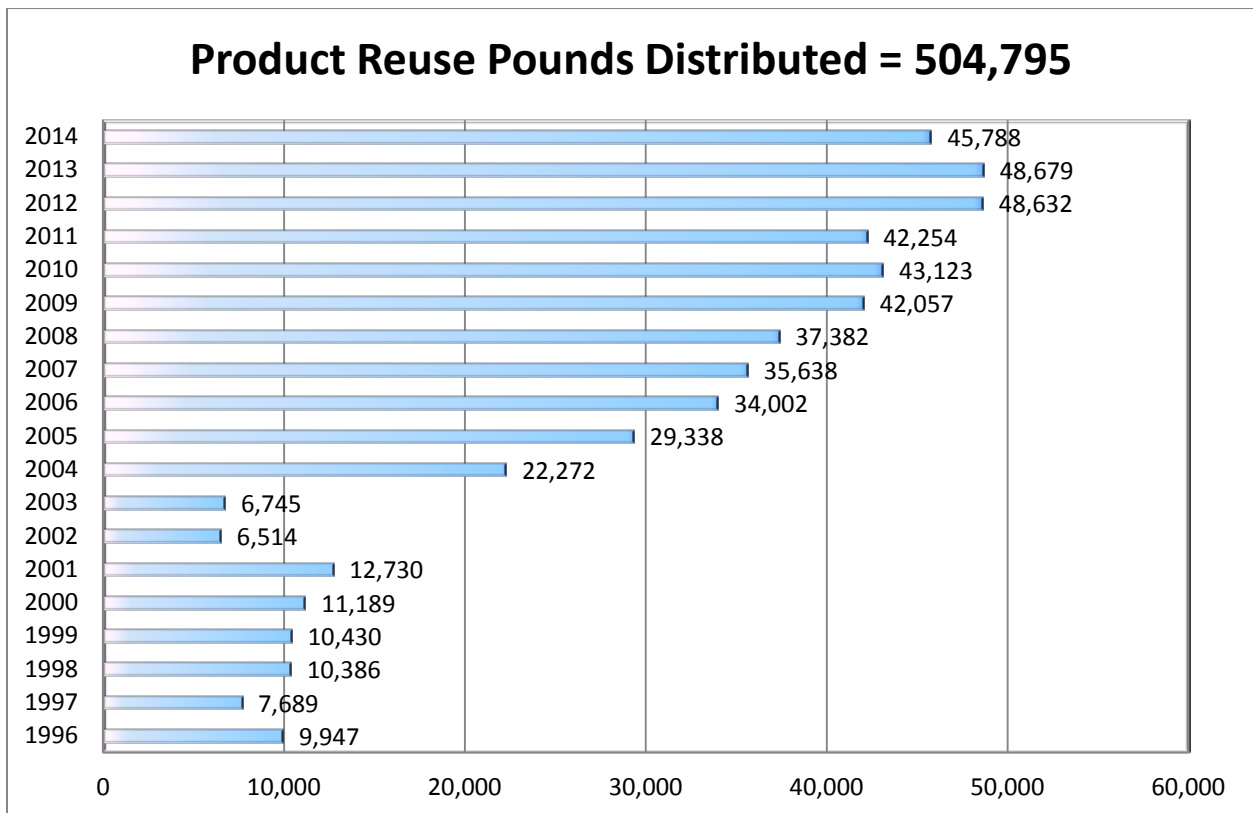
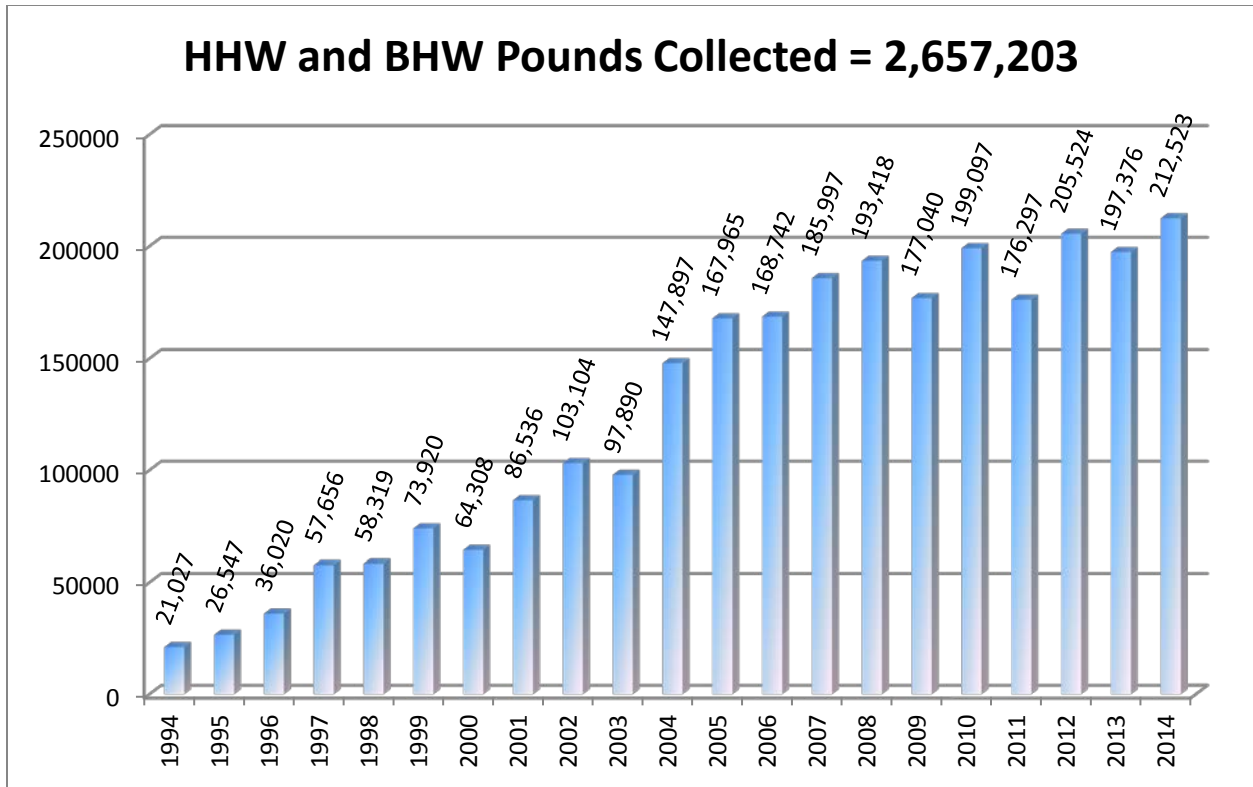
*Attachment A.* City of Lawrence / Douglas County HHW Program information (HHW & Business HW pounds collected and product reuse pounds distributed).

*Attachment B.* Letters of support from the Mayor-appointed City of Lawrence Sustainability Advisory Board and the University of Kansas Environmental, Health and Safety Department.

*Attachment C.* Detailed equipment and supply list for purchase.

*Attachment D.* HHW Grant Program State Fiscal Year 2016 application form.

Attachment A. City of Lawrence / Douglas County HHW Program information (HHW & Business HW pounds collected and product reuse pounds distributed).





Attachment B. Letters of support from the Mayor-appointed City of Lawrence Sustainability Advisory Board and the University of Kansas Environmental, Health and Safety Department.



# City of Lawrence

## SUSTAINABILITY ADVISORY BOARD

May 13, 2015

Kansas Department of Health and Environment  
Bureau of Waste Management  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366

Dear Grant Review Committee,

The City of Lawrence Sustainability Advisory Board would like to provide this letter of support for the City's grant application requesting financial assistance for equipment and supplies for the new City of Lawrence / Douglas County Household Hazardous Waste Facility at 2201 Kresge Road, Lawrence, Kansas.

The city's hazardous waste program has grown steadily in pounds of materials diverted from the landfill and in the number of citizens and businesses served. This program continues to improve public and environmental health in Douglas County through responsible disposal of hazardous waste. The Sustainability Advisory Board is very proud of this program and we are thankful for the help you have provided the City of Lawrence in previous grant awards – we hope you will consider funding this grant request as well.

Thank you for your consideration,

Dale Nimz, Chair  
Sustainability Advisory Board



May 14, 2015

Kansas Department of Health and Environment  
Bureau of Waste Management  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366

Dear Grant Review Committee:

The University of Kansas Department of Environment, Health, and Safety (KU-EHS) would like to provide this letter of support for the City of Lawrence grant application requesting financial assistance for the construction and equipping of a new City of Lawrence / Douglas County Household Hazardous Waste Facility.

Providing appropriate facilities and venues for the disposal of household hazardous waste helps protect our local/regional landfills, groundwater and environments. The City of Lawrence / Douglas County Household Hazardous Waste Facility provides an invaluable service to the citizens of Douglas County. KU-EHS has partnered and assisted them for 20+ years on the issue. The KU-EHS commends the Kansas Department of Health and Environment on the financial support given to household hazardous waste disposal facilities in Kansas.

Thank you for your consideration,

A handwritten signature in black ink that reads 'Michael J. Russell'.

Michael J. Russell  
Director

Attachment C. Detailed equipment and supply list for purchase.

HHW FACILITY - EQUIPMENT AND SUPPLIES				
ITEM	Number	Cost	Total cost	Link
LPS Forklift	1	\$20,000.00	\$20,000.00	estimated vendor quote for LPS forklift: 3000 - 3500 lb capacity
Utility Cart	14	\$185.00	\$2,590.00	<a href="http://www.uline.com/Product/Detail/H-1066BL/Carts/Rubbermaid-Flat-Handle-Cart-46-x-26-x-33-Black?model=H-1066BL&amp;RootChecked=yes">http://www.uline.com/Product/Detail/H-1066BL/Carts/Rubbermaid-Flat-Handle-Cart-46-x-26-x-33-Black?model=H-1066BL&amp;RootChecked=yes</a>
Tool Cart	1	\$680.00	\$680.00	<a href="http://www.uline.com/Product/Detail/H-4790/Carts/Rubbermaid-Trademaster-Cart-41-x-19-x-39?model=H-4790">http://www.uline.com/Product/Detail/H-4790/Carts/Rubbermaid-Trademaster-Cart-41-x-19-x-39?model=H-4790</a>
Spill Pallets	14	\$189.95	\$2,659.30	<a href="http://www.globalindustrial.com/p/material-handling/drum-barrel/spill-containment/4-drum-spill-containment-pallet-low-profile">http://www.globalindustrial.com/p/material-handling/drum-barrel/spill-containment/4-drum-spill-containment-pallet-low-profile</a>
Spill Pallet Ramps	2	\$166.95	\$333.90	<a href="http://www.globalindustrial.com/p/material-handling/drum-barrel/spill-containment/spill-containment-ramp-1">http://www.globalindustrial.com/p/material-handling/drum-barrel/spill-containment/spill-containment-ramp-1</a>
Pallet Rack Upright	3	\$140.95	\$422.85	<a href="http://www.globalindustrial.com/p/storage/pallet-rack/structural/pallet-rack-slotted-upright-frame-4-channel-36x96">http://www.globalindustrial.com/p/storage/pallet-rack/structural/pallet-rack-slotted-upright-frame-4-channel-36x96</a>
Pallet Rack Beam pair	4	\$133.95	\$535.80	<a href="http://www.globalindustrial.com/p/storage/pallet-rack/structural/pallet-rack-slotted-beam-pair-4-channel-96x36">http://www.globalindustrial.com/p/storage/pallet-rack/structural/pallet-rack-slotted-beam-pair-4-channel-96x36</a>
Shelving	10	\$107.00	\$1,070.00	<a href="http://www.uline.com/Product/Detail/H-2188/Industrial-Shelving/Wide-Span-Storage-Rack-Particle-Board-36-x-18-x-60">http://www.uline.com/Product/Detail/H-2188/Industrial-Shelving/Wide-Span-Storage-Rack-Particle-Board-36-x-18-x-60</a>
Tilt Truck	1	\$1,071.00	\$1,071.00	<a href="http://www.uline.com/Product/Detail/H-1380BL/Tilt-Trucks/Rubbermaid-Heavy-Duty-Tilt-Truck-1-Cubic-Yard-Black">http://www.uline.com/Product/Detail/H-1380BL/Tilt-Trucks/Rubbermaid-Heavy-Duty-Tilt-Truck-1-Cubic-Yard-Black</a>
Lift Table	1	\$489.00	\$489.00	<a href="http://www.globalindustrial.com/p/material-handling/lift-tables/mobile-scissor/mobile-scissor-li-table-1100-lb-capacity-3">http://www.globalindustrial.com/p/material-handling/lift-tables/mobile-scissor/mobile-scissor-li-table-1100-lb-capacity-3</a>
Straddle Stacker	1	\$2,995.00	\$2,995.00	<a href="http://www.uline.com/Product/Detail/H-2652/Positioners-and-Stackers/Straddle-Stacker-137-Lift">http://www.uline.com/Product/Detail/H-2652/Positioners-and-Stackers/Straddle-Stacker-137-Lift</a>
Sorting Containers	20	\$24.00	\$480.00	<a href="http://www.uline.com/Product/Detail/S-10717GR/Totes-Plastic-Storage-Boxes/Stack-and-Nest-Container-Gray-19-x-17-x-12?model=S-10717GR&amp;RootChecked=yes">http://www.uline.com/Product/Detail/S-10717GR/Totes-Plastic-Storage-Boxes/Stack-and-Nest-Container-Gray-19-x-17-x-12?model=S-10717GR&amp;RootChecked=yes</a>
Drum containment shed	2	\$1,355.00	\$2,710.00	<a href="http://www.globalindustrial.com/p/material-handling/drum-barrel/spill-containment/4-drum-drumshed">http://www.globalindustrial.com/p/material-handling/drum-barrel/spill-containment/4-drum-drumshed</a>
IBC for Antifreeze	1	\$499.00	\$499.00	<a href="http://www.uline.com/Product/Detail/H-3886/Tanks/IBC-Tank-275-Gallon">http://www.uline.com/Product/Detail/H-3886/Tanks/IBC-Tank-275-Gallon</a>
Drum Funnels	6	\$30.95	\$185.70	<a href="http://www.globalindustrial.com/p/material-handling/drum-barrel/drum-funnels/funnel-oversized-non-flammable-liquid">http://www.globalindustrial.com/p/material-handling/drum-barrel/drum-funnels/funnel-oversized-non-flammable-liquid</a>

Drum Pump	2	\$111.95	\$223.90	<a href="http://www.globalindustrial.com/p/material-handling/drum-barrel/drum-pumps/ryton-rotary-drum-pump-8-gpm">http://www.globalindustrial.com/p/material-handling/drum-barrel/drum-pumps/ryton-rotary-drum-pump-8-gpm</a>
Impact Wrench	1	\$154.95	\$154.95	<a href="http://www.globalindustrial.com/p/pneumatics/air-compressors-tools/impact-wrenches/12-impact-wrench-twin-hammer-extended-anvil-cl255600av-38-npt">http://www.globalindustrial.com/p/pneumatics/air-compressors-tools/impact-wrenches/12-impact-wrench-twin-hammer-extended-anvil-cl255600av-38-npt</a>
Drum Wrench	2	\$30.00	\$60.00	<a href="http://www.uline.com/Product/Detail/H-1552/Drums/Drum-Plug-Opener">http://www.uline.com/Product/Detail/H-1552/Drums/Drum-Plug-Opener</a>
Exhaust fans	3	\$191.95	\$575.85	<a href="http://www.globalindustrial.com/p/hvac/fans/blower/portable-ventilation-fan-12-inch-with-32-feet-flexible-ducting">http://www.globalindustrial.com/p/hvac/fans/blower/portable-ventilation-fan-12-inch-with-32-feet-flexible-ducting</a>
compressor	1	\$999.00	\$999.00	<a href="http://www.globalindustrial.com/p/pneumatics/air-compressors-tools/compressors-tools/5-hp-60-gallon-230v-ingersoll-rand-air-compressor">http://www.globalindustrial.com/p/pneumatics/air-compressors-tools/compressors-tools/5-hp-60-gallon-230v-ingersoll-rand-air-compressor</a>
Air Hose	1	\$66.00	\$66.00	<a href="http://www.uline.com/Product/Detail/S-19359/Air-Compressors-and-Hoses/Air-Hose-Rubber-50-ft">http://www.uline.com/Product/Detail/S-19359/Air-Compressors-and-Hoses/Air-Hose-Rubber-50-ft</a>
Aerosol Can Puncturer	1	\$1,069.00	\$1,069.00	<a href="http://www.aerosolcandisposal.com/aerovent-3-aerosol-can-disposal-system">http://www.aerosolcandisposal.com/aerovent-3-aerosol-can-disposal-system</a>
Stop Sign & Post	1	\$130.75	\$130.75	vendor quote
<b>Total</b>			<b>\$40,001.00</b>	

Attachment D. HHW Grant Program State Fiscal Year 2016 application form.





## BUDGET WORKSHEET

Please complete the following budget breakdown. Check and complete the category(s) that apply to your proposal. Following is a brief definition of each category.

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
<b><input checked="" type="checkbox"/> 1. Construction of a new HHW facility:</b>			
SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ <u>40,001</u>	\$ _____	\$ <u>40,001</u>
CAPITAL EQUIPMENT	\$ _____	\$ <u>138,700</u>	\$ <u>138,700</u>
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ <u>40,001</u>	\$ <u>138,700</u>	\$ <u>178,701</u>

**2. Expansion or improvement of an existing HHW facility or program:**

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

**3. Public education and advertising:**

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

	<u>Requested Funding</u>	<u>Match</u>	<u>Project Total</u>
<b>□ 4. Training:</b>			
SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____

**□ 5. Other: \_\_\_\_\_ (specify)**

SALARIES	\$ N/A	\$ _____	\$ _____
SUPPLIES	\$ _____	\$ _____	\$ _____
CAPITAL EQUIPMENT	\$ _____	\$ _____	\$ _____
PROFESSIONAL SERVICES	\$ _____	\$ _____	\$ _____
OTHER _____	\$ _____	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ <u>          </u>	\$ <u>          </u>	\$ <u>          </u>

## **BRIEF DESCRIPTION OF EACH CATEGORY:**

### **1. Construction of a new HHW facility:**

This category includes all expenditures expected to be incurred with the construction and equipment/supplies required for a new permitted HHW facility. Construction may be performed by either an independent contractor or city/county employees. Salaries paid to city/county employees are accounted as the in-kind match. Examples of eligible grant expenditures include: contractor's expenses, building equipment/supplies, safety equipment/supplies, hazardous waste reference manual, computer, drums, etc. Items to be included on the Capital Expenditures line would be any expenditures(s) with a useful life of one year or greater and a cost of \$500 or greater.

### **2. Expansion of an existing HHW facility or program:**

This category includes all expenditures expected to incur with the expansion of an existing HHW facility or program. Examples of such activities/expenditures include: purchasing a mobile trailer or storage cabinets, building expansions, updating/improving safety equipment, computer, reference materials, etc. Ongoing operational expenditures are not eligible. Capital expenditures are any expenditure(s) with a useful life of one year or greater and a cost of \$500 or greater.

### **3. Public education and advertising:**

This category includes all expenditures related to new program development and distribution of public education materials and advertising. Examples of such activities/expenditures include: printing costs of brochures, postage for mailing educational materials, fees paid for the development of educational brochures or advertisements, newspaper, radio or other media advertising, etc. Please note: Ongoing public education expenses are ineligible. Public education will only be funded to educate and promote an expansion of services. Typical in-kind expenditures in this section may include: salaries paid to employees creating or presenting program educational materials, travel for employees presenting educational materials within grant area, etc. Capital expenditures in this section may include presentation booths or other presentation equipment.

### **4. Training:**

This category includes expenditures related to training of HHW staff members, training aids for in-house training programs, etc. Examples of such expenditures include: training costs, television, DVD player, camcorder, projector, course manuals, etc. Typical in-kind expenditures in this section may include: salaries, mileage, etc. paid to employees attending training sessions and/or salaries paid to employees for developing in-house training programs. KDHE reserves the right to contract directly with a qualified trainer to conduct 24 hour HHW specific training. If such a contract is in place, training related grant expenditures may be adjusted accordingly.

### **5. Other:**

This category includes expenditures related to any "other" activity not listed in any of the above categories. Examples of potentially eligible projects/expenditures include: HHW program surveys/assessments for program development/improvement, etc. This category is ranked as lowest in priority for funding eligibility.

**ADDITIONAL INSTRUCTIONS/INFORMATION:**

- A. A narrative is required for any type of HHW grant application. See the narrative checklist.
- B. All proposed projects should be completed within the State Fiscal Year 2016 (July 1, 2015 to June 30, 2016). List the proposed project START DATE: Aug. 2015 and the COMPLETION DATE: Oct. 2015
- C. The local match requirement is intended to show local commitment, which can be met through in-kind and/or financial obligations. Although securing additional funding sources for program development is encouraged, it is prohibited to match state dollars with state dollars.
- D. If this proposal requires a permit application to be filed no grant funds will be disbursed by KDHE until such paperwork is submitted.

**CERTIFICATION:**

The undersigned is an official authorized to represent the applicant. The applicant certifies that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which it is intended; that records will be maintained and submitted when requested, and KDHE is hereby granted access to inspect project sites and/or records.

Kathy Richardson  
Authorized Representative (please print)

City of Lawrence  
Solid Waste Division Manager  
Title

Kathy Richardson  
Signature of Authorized Representative

6/15/2015  
Date