

Instructions for Public Notices on Grant Applications & Change Orders

This document is a quick reference guide for placing notices in newspapers for the Arkansas Recycling Grants Program grant applications and change orders.

Per A.C.A. 8-6-610(b)(2)(E)

(i) The applicant shall insert in a newspaper of general circulation in the area affected a notice describing the applicant's grant request and soliciting written comments from the public.

(ii) The comment period shall last for thirty (30) days after the date of publication and may be concurrent with an application submission to the department.

(iii) Copies of comments submitted under subdivision (b)(2)(E)(i) of this section shall be forwarded to the department.

In addition, Arkansas Pollution Control and Ecology Commission Regulation 11.410(E) requires proof of publication of the notice be submitted to the department. **Grants cannot be approved or**

funded until proof of publication and any comments submitted (or notice that no comments were submitted) are received by the department.

Once grants are approved and funded, projects must be carried out as detailed in the application unless a change order is submitted to and approved by both your Regional Solid Waste Management District (RSWMD) Board and the Arkansas Department of Environmental Quality (ADEQ). Change orders that alter the grant category or recipient or materially change the project must be public noticed using the same requirements as for grant applications.

Each RSWMD develops its own procedure for making sure applications and change orders are public noticed. The district may also handle public notices for change orders differently than applications. Therefore, work with your RSWMD to make sure your application or change order is submitted to the appropriate newspaper or newspapers.

See page 2 for additional comments and examples of public notices.

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1. All grants must be public noticed; some change orders must be public noticed (see above).
 2. Public notices must run in one or more newspapers as required to cover the whole area affected.
 3. All public notices must allow for a 30-day comment period from date of publication.
 4. Official proof(s) of publication (notarized statement from newspaper) must be submitted to ADEQ.
 5. Copies of comments received, or a notice that no comments were received, must be submitted to ADEQ.

Grant Applications/Change Orders cannot be approved or funded until proof(s) of publication and comments (or notice of no comments) are received by ADEQ.

Definitions

Area Affected: towns, cities, counties, etc. that could be impacted by the grant or change order project. **You may need to run the notice in more than one newspaper to cover the whole area affected.** For district grants/change orders, the area affected covers the whole district. For change orders where the grant recipient changes, the area affected covers both the original recipient's and new recipient's territory.

Newspaper of General Circulation: A newspaper that carries records of events occurring of general interest to the public in the affected area—for instance, national and local news, weather reports, obituaries, social event, sport events and recreational opportunities.

Sample Public Notices

Grant Applications—District Submitted

The _____ Regional Solid Waste Management District will submit grant applications to the Arkansas Department of Environmental Quality for Arkansas Recycling Grants Program funds totaling \$ _____. Specific projects are as follows: *Applicant, amount requested, project (be specific); applicant, amount requested, project (be specific); ... and applicant, amount requested, project (be specific).* Applications may be viewed at the District Office (*give physical address*). Written comments may be sent to (*give name*) at the same address. [*If your mailing address is different than the physical address give that instead of "the same address."*] Written comments will be accepted for thirty days from date of publication. Questions may be directed to (*give name*) at (*give phone number*).

Grant Applications—Applicant Submitted

Applicant is submitting a grant application for *amount requested* from the Arkansas Recycling Grants Program to *project (be specific)*. The application may be viewed at (*give location and physical address*). Written comments may be sent to (*give name*) at the same address. [*If your mailing address is different than the physical address give that instead of "the same address."*] Written comments will be accepted for thirty days from date of publication. Questions may be directed to (*give name*) at (*give phone number*). [If you are submitting more than one application follow the format for district submitted grant applications.

Change Orders

Applicant (or district) is submitting a change order to the Arkansas Department of Environmental Quality to modify a grant received under the Arkansas Recycling Grants Program. The original grant was for (*provide details of original grant including applicant if not named in first sentence, grant amount and specific project*). The modification is to (*provide details including applicant if not the same as original grant, dollar amount of change and specific changes to be made*). The change order may be viewed at (*give location and physical address*). Written comments may be sent to (*give name*) at the same address. [*If your mailing address is different than the physical address give that instead of "the same address."*] Written comments will be accepted for thirty days from date of publication. Questions may be directed to (*give name*) at (*give phone number*).

Additional Comments

You do not have to use the specific wording in the sample notices, but you must include all the information the samples provide.

Notices must include specific information about the project in the grant application or modifications in the change order. For instance, Benton County RSWMD, \$14,300, purchase bin tipper and hopper for sorting line and Bethel Heights, \$1,000, print and mail recycling newsletters. Just giving the grant category is not enough.

ADEQ suggests you use the example statement about acceptance of written comments instead of giving specific dates in case there is a delay in the notice's print date.