


City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 31, 2007

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: SUBMISSION OF A NON-COMPETITIVE GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY, LITTER PREVENTION AND RECYCLING PROGRAM, FOR FUNDING FOR THE ADOPT-A-PARK LITTER CONTROL PROGRAM

ISSUE: City Council consideration of a non-competitive grant application to the Virginia Department of Environmental Quality, Litter Prevention and Recycling Program, for funding to support the Adopt-a-Park Litter Control program.

RECOMMENDATION: That City Council authorize the City Manager to:

- (1) Submit a non-competitive grant application to the Virginia Department of Environmental Quality, Litter Prevention and Recycling Program, for funding in the approximate amount of \$13,176 for the Adopt-a-Park Litter Control Program (the exact amount to be determined by the Virginia Department of Environmental Quality by July 15, 2007); and
- (2) Execute all necessary documents that may be required.

DISCUSSION: The City's Adopt-a-Park program began in 1978, with the first litter grant award. Through this program, local citizen groups enter into an agreement with the City to pick up litter (broken glass, bottles, cans and paper) in their assigned park areas (Attachment 1). This program has been very successful in increasing cleanliness in the parks, reducing City costs for litter control, and involving citizens in their neighborhood. This year, there are currently 31 park areas being maintained through this program.

Park Planning staff makes monthly inspections, rates the park areas for cleanliness, and awards points, up to a maximum of 96 points for a perfect effort sustained over an eight month period. Based on the number of points awarded annually to each of the participating citizen groups, a cash donation is awarded. The amount of the cash donation made to each citizen group is determined by taking the money available for the program and dividing it by the cumulative

number of points to determine the dollar value of each point with a cap of \$10.00 per point. The dollar value for each point is then multiplied by the number of points each participating group earned to determine that group's cash award.

In FY 2007, six parks received the maximum award of 96 points. A list of the participating groups and the amount of their awards for FY 2007 is provided (Attachment 2). In FY 2007, the maximum donation for an individual park will not exceed \$960 per park, based on a maximum accumulation of 96 points, with a cap of \$10.00 per point. Attachment 3 reflects the total potential cost for this program if all parks receive the maximum award and the additional City funding that would be required to meet this obligation. In the past three fiscal years the city obligation has averaged approximately \$4,400 depending on the amount of the grant and number of parks participating in the program.

GRANT PERIOD: July 1, 2007 - June 30, 2008, FY 2008

FISCAL IMPACT: There is a minimal fiscal impact on the City. Although there is no requirement for the City to provide a cash match or an in-kind match for these grant funds, the City's approved FY 2008 budget includes funds to supplement available grant monies as needed. In FY 2007, the City's obligation was \$2,932. The City obligation has been approximately \$4,400 dollars the past four years depending on the number of parks participating in the program and the grant amount received from the Virginia Department of Environmental Quality (VDEQ). In addition, the City is responsible for the administrative costs associated with this grant. These costs include monitoring the operation of the program and financial oversight. These costs are absorbed in staff time.

It is anticipated that the Virginia Department of Environmental Quality, Litter Prevention and Recycling Program, will provide a minimum grant funding of approximately \$13,176 in FY 2008 for this project. Although the City's contribution is not anticipated to exceed \$11,784 for a total FY 2008 program budget of \$24,960¹ (Attachment 3), it is unlikely that all parks will receive all available funding. In FY 2007, the City's budgeted contribution was \$11,784. As noted above only \$2,932 was required of City funds.

The grant monies will be utilized first. The supplemental monies from the budgeted account will make up the difference between the award amounts and the grant monies. It should be noted that there are no additional funds available in the City budget to continue these activities once the grant funds and supplemental funds are expended. The Virginia Department of Environmental Quality will determine the exact amount of this year's grant by July 15, 2007 (Attachment 4).

¹ Thirty four (34) parks are included in the budget of \$24,960. Sixteen (16) of the parks are less than one acre and are eligible for a maximum of 48 points, and \$480, and eighteen (18) parks are greater than one acre and are eligible to receive 96 points, and \$960.

ATTACHMENTS:

Attachment 1 - Adopt-A-Park Litter Control Procedures

Attachment 2 - Adopt-A-Park Litter Control Awards for FY 2007

Attachment 3 - Adopt-A-Park Litter Control Budget for FY 2008

Attachment 4 - Litter Prevention and Recycling Grant

STAFF:

Kirk Kincannon, Director, Department of Recreation, Parks & Cultural Activities

Bruce Johnson, Director, Office of Management and Budget

Aimee Vosper, Landscape Architect Supervisor, Department of Recreation, Parks & Cultural Activities

Judy Lo, Assistant Landscape Architect, Department of Recreation, Parks & Cultural Activities

ADOPT-A-PARK CASH AWARDS FOR FY 2007

<u>PARK AREA</u> <u>CASH AWARDED</u>	<u>GROUP</u>	<u>POINTS EARNED</u>	
Angel Park	Taylor Run Citizens' Association	92	\$920.00
Beach Park	Rosemont Citizens' Association	95	\$950.00
Beverly Park	North Ridge Citizens' Association	93	\$930.00
Charles Hill Park*	Del Ray Citizens' Association	95*	\$475.00
Chetworth Park*	Northeast Citizens/Chetworth Park	96*	\$480.00
Chinquapin Park	Taylor Run Civic Association	94	\$940.00
Colasanto Center	Del Ray Artisans	92	\$920.00
Commonwealth	Del Ray Citizens' Association	94	\$940.00
Four Mile Run Playground	Hume Spring Citizens' Association	65	\$650.00
Four Mile Edison Entrance*	Hume Spring Citizens' Association	70*	\$350.00
Founders Park	Founders Park Community Association	93	\$930.00
Goat Hill Park	Warwick Village Citizens' Association	94	\$940.00
Helen Miller*	Inner City Civic Association	83*	\$415.00
Hillside Park*	Warwick Village Citizens' Association	96*	\$480.00
Holmes Run/Brookvalley	Alexandria Day Reporting Program	65	\$650.00
Hooffs Run Park	Rosemont Citizens/Lower East Rosemont	90	\$900.00
Hume Spring Park*	Hume Spring Citizens' Association	73*	\$365.00
Interior Park*	Inner City Civic Association	96*	\$480.00
Landover Park*	Warwick Village Citizens' Association	96*	\$480.00
Leider Park	Troop 129 & 113 Boy Scouts of America	95	\$950.00
Lynhaven Park*	Lynhaven Civic Association	87*	\$435.00
Lynhaven Gateway *	Lynhaven Civic Association	95*	\$475.00
Mason Park*	Del Ray Citizens' Association	80*	\$400.00
Montgomery	Old Town North Community Association	90	\$900.00
Pendleton Park*	Inner City Civic Association	96*	\$480.00
Powhatan Park	Northeast Citizens' Association	95	\$950.00
Simpson Park Westside	Del Ray Citizens' Association	96	\$960.00
Stevenson Park	Alexandria Day Reporting Program	79	\$790.00

FY 2007 Total Cash Award = \$19,535

Park areas greater than one (1) acre have a potential of \$10.00 per point.

* These park areas are less than one (1) acre, and have been limited to \$5.00 per point.

PAYMENT SUMMARY: Litter grant funds:	\$16,603
Supplemental City funds:	<u>\$ 2,932</u>
Total program payments:	\$19,535 for FY 2007

ADOPT-A-PARK CASH BUDGET FOR FY 2008

<u>PARK AREA</u>	<u>GROUP</u>	<u>MAXIMUM POINTS</u>	<u>- MAXIMUM CASH</u>
Angel Park	Taylor Run Civic Association	96	\$960.00
Beach Park	Rosemont Citizens' Association	96	\$960.00
Beverley Park	North Ridge Citizens' Association	96	\$960.00
Charles Hill Park*	Del Ray Citizens' Association	96*	\$480.00
Chetworth Park*	Northeast Citizens/Chetworth Park	96*	\$480.00
Chinquapin Park	Taylor Run Civic Association	96	\$960.00
Colasanto Center	Del Ray Artisans	96	\$960.00
Commonwealth Medians	Del Ray Citizens' Association	96	\$960.00
Four Mile Run Playground	Hume Spring Citizens' Association	96	\$960.00
Four Mile Edison Entrance*	Hume Spring Citizens' Association	96*	\$480.00
Founders Park	Founders Park Community Association	96	\$960.00
Goat Hill Park	Warwick Village Citizens' Association	96	\$960.00
Helen Miller	Inner City Civic Association	96*	\$480.00
Hillside Park*	Warwick Village Citizens' Association	96*	\$480.00
Holmes Run/Brookvalley	Alexandria Day Reporting Program	96	\$960.00
Hooffs Run Park	Rosemont Citizens/Lower East Rosemont	96	\$960.00
Hume Spring Park*	Hume Spring Citizens' Association	96*	\$480.00
Interior Park	Inner City Civic Association	96*	\$480.00
Landover Park*	Warwick Village Citizens' Association	96*	\$480.00
Leider Park	Troop 129 & 113 Boy Scouts of America	96	\$960.00
Lynhaven Park*	Lynhaven Civic Association	96*	\$480.00
Lynhaven Gateway *	Lynhaven Civic Association	96*	\$480.00
Mason Park*	Del Ray Citizens' Association	96*	\$480.00
Montgomery	Old Town North Community Association	96	\$960.00
Mt. Jefferson Greenway	Mt. Jefferson Civic Association	96*	\$480.00
Mt. Jefferson Dog Run	Mt. Jefferson Civic Association	96*	\$480.00
Mt. Jefferson Park	Mt. Jefferson Civic Association	96*	\$480.00
Pendleton Park	Inner City Civic Association	96*	\$480.00
Powhatan Park	Northeast Citizens' Association	96	\$960.00
Simpson Park Westside	Del Ray Citizens' Association	96	\$960.00
Stevenson Park	Alexandria Day Reporting Program	96	\$960.00
Unassigned	unassigned	96	\$960.00
Unassigned	unassigned	96	\$960.00
Unassigned*	unassigned	96*	\$480.00

FY 2008 Total Potential Cash Award = \$24,960

Park areas greater than one (1) acre have a potential of \$10.00 per point.

* These park areas are less than one (1) acre, and have been limited to \$5.00 per point.

PAYMENT SUMMARY: Litter grant funds:	\$13,176**
Anticipated Supplemental City funds:	\$11,784
Total potential program payments:	\$24,960

**This figure is an estimate. The Department of Environmental Quality has not yet released the exact amount of the Litter Grant. This information will be released after July 15, 2007.

**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
LITTER PREVENTION AND RECYCLING GRANTS**

SINGLE LOCALITY PROGRAMS

**Application and Contract for a Virginia Litter Prevention and Recycling Grant Between
The Locality of CITY OF ALEXANDRIA**

and

The Virginia Department of Environmental Quality (DEQ)

Grant Period: July 1, 2007, through June 30, 2008

-- Due to DEQ by June 30, 2007 --

The Locality agrees to use these grant funds to perform the litter prevention and recycling activities listed below: (Note: for a locality to qualify, a minimum of two items must be marked.)

Yes	No	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Planning & Organization		"Adopt-A" Programs (List)
	<input checked="" type="checkbox"/> Recycling		<u>ADOPT A PARK</u>
	<input checked="" type="checkbox"/> Youth Education		_____
<input checked="" type="checkbox"/>	Cleanups		Other (List) _____
	<input checked="" type="checkbox"/> Law Enforcement		_____
	<input checked="" type="checkbox"/> Public Communication		_____

I certify that the above information is correct and agree to the terms and conditions contained herein and in the Guidelines (DEQ-LPR-2) for this grant program.

Name of Organization: CITY OF ALEXANDRIA

Name of Authorized Official: JAMES K. HARTMANN _____
(Please print) Email Address

Title: (City Manager)

Signature: _____ Date _____

Address: 301 KING STREET FIN# 54-6000-11039

ALEXANDRIA, VA 22313 FIPS# 510

INFORMATION BELOW IS FOR DEPARTMENT OF ENVIRONMENTAL QUALITY USE ONLY

Signature of DEQ Official: _____ Date: _____

DEQ USE ONLY	TRANS	AGENCY	FUND FUND DET	FFY	PROGRAM PROG SUB ELE	OBJECT	AMOUNT	COST CODE
	325	440	0925	2008	515 09 00	1451		204
	INVOICE NUMBER		PROJECT CODE		DESCRIPTION			
			90024		LITTER PREVENTION AND RECYCLING			
GRANTS								

**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
LITTER PREVENTION AND RECYCLING GRANTS**

COOPERATIVE PROGRAMS

Application and Contract for a Virginia Litter Prevention and Recycling Grant Between

The Localities of CITY OF ALEXANDRIA
and

The Coordinating Agency _____
and

The Virginia Department of Environmental Quality (DEQ)

Grant Period: July 1, 2007, through June 30, 2008

-- Due to DEQ by June 30, 2007 --

The Coordinating Agency is applying for grant funding allocated for each of the localities identified above, and agrees to use these grant funds to perform the litter prevention and recycling activities listed below: (Note: for an agency to qualify, a minimum of two items must be marked.)

Yes	No	Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Planning & Organization		Adopt-A Programs (List)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		ADOPT A PARK
	Recycling		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	Youth Education		Other (List)
<input checked="" type="checkbox"/>	Cleanups		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	Law Enforcement		
<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	Public Communication		

I certify that the above information is correct and agree to the terms and conditions contained herein and in the Guidelines (DEQ-LPR-2) for this grant program. I further certify that a written agreement between the Coordinating Agency and each participating locality is on file.

Name of Organization: CITY OF ALEXANDRIA

Name of Authorized Official: JAMES K. HARTMANN
(Please print) Email Address _____

Title: (County Administrator, City Manager, Town Manager, or Coordinating Agency's Executive Director)

Signature: _____ Date _____

Address: 301 KING STREET FIN# 54-6000-11039

ALEXANDRIA, VA 22313 FIPS# 510

INFORMATION BELOW IS FOR DEPARTMENT OF ENVIRONMENTAL QUALITY USE ONLY

Signature of DEQ Official: _____ Date: _____

DEQ USE ONLY	TRANS	AGENCY	FUND FUND DET	FFY	PROGRAM PROG SUB ELE	OBJECT	AMOUNT	COST CODE	
	325	440	0925	2008	515 09 00	1451		204	
	INVOICE NUMBER			PROJECT CODE		DESCRIPTION			
				90024		LITTER PREVENTION AND RECYCLING			
GRANTS									

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

GUIDELINES FOR LITTER PREVENTION AND RECYCLING GRANTS

I. INTRODUCTION

Allocated funds are available to Virginia localities as non-competitive grants based on population and road miles, if the locality has an eligible program as identified in Section II.B and C below. Grant applications (Form DEQ-LPR-1A or DEQ-LPR-1B) must be submitted (postmarked) to DEQ by **June 30, 2007**.

The Performance and Accounting Report (Form DEQ-LPR-3) must be submitted (postmarked) to DEQ by **August 31, 2007**, in order for the locality to receive a grant.

These grants are provided by funds generated by taxes enacted under Section 58.1-1700 to 58.1-1710 of the Code of Virginia and through authority granted to the Department of Environmental Quality (DEQ) under Section 10.1-1422 of the Code of Virginia. These guidelines supersede all previous regulations and guidelines relating to these grant funds.

II. Eligibility

A. All cities, counties, and incorporated towns in Virginia are eligible if they have an eligible litter prevention and/or recycling program.

B. An eligible program must include at least two elements of a comprehensive program. The elements of a comprehensive program are: 1) Planning and Organization, 2) Recycling, 3) Youth Education, 4) Cleanups, 5) Law Enforcement, 6) Public Communication, and 7) "Adopt-A" Programs sponsored by the locality.

C. An eligible program may also include any of the non-disposal elements of waste management (Source reduction, reuse, and recycling) in the locality's approved Solid Waste Management Plan. Procurement of recycled goods may also be included.

D. All completed forms (see specific submittal deadlines in Section I) must be received (postmarked) by indicated dates by DEQ for grants to be paid.

E. Localities may apply singly or as a participant in a Cooperative Program. A Cooperative Program consists of two or more localities joining together and combining grant funds to implement one program. One application form (DEQ-LPR-1B) is submitted for the Cooperative Program by a Coordinating Agency, which may be one of the participating

localities or a non-governmental agency. The Coordinating Agency submits an executed original of DEQ-LPR-1B that lists each participating locality. Also, the Coordinating Agency will be responsible for submitting the required Performance and Accounting Report on behalf of the participating localities.

F. For Cooperative Programs among units of local governments only, the Coordinating Agency shall affirm that a written Agreement with each participating locality is on file. Such Agreement shall expressly authorize the Coordinating Agency to apply on behalf of each participating locality.

G. For Cooperative Programs implemented by a non-governmental agency, the Coordinating Agency shall include, in addition to the Application, written evidence that the Coordinating Agency is acting for and accepting funds on behalf of each participating locality. This evidence shall include one of the following:

- i. copies of the Agreements that originally established the Coordinating Agency by the participating local governments;
- ii. signature by each locality's manager on the Application form itself; or,
- iii. any other applicable documentation which indicates the localities' desire for the non-governmental agency to accept funding and provide services on their behalf.

H. Applications shall be signed by individual authorized to request such funding and who is responsible for documenting its use in support of the litter prevention and recycling program efforts. For individual locality applications, this is the County Administrator, City Manager, or Town Manager. For Coordinating Agencies that are non-governmental, the application shall be signed by the Coordinating Agency's Executive Director, and include documentation specified in II.G above.

I. Application forms must include the correct Federal Identification Number (FIN) and Federal Information Processing Standards (FIPS) numbers for the locality designated to receive the grant amount. Application forms for Cooperative Programs must include only the FIN and FIPS numbers of the Coordinating Agency. Missing or incorrect FIN and FIPS numbers on an application form may result in a delay in awarding the grant amount.

III. Funding Process

A. The grant amount will be sent directly to each locality. For localities participating in a Cooperative Program, the total grant amount will be sent directly to the Coordinating Agency designated on the application form (DEQ-LPR-1B).

B. This grant program year runs from July 1, 2007, through June 30, 2008.

C. Any unexpended funds at the end of the FY 2007 grant program year may be carried forward to the FY 2008 grant program year, so long as this amount carried forward does not exceed 25% of the FY 2007 grant award. Unspent grant funds in excess of 25% of the FY 2007 grant award will be deducted (netted) from the FY 2008 grant.

D. Funds will not be released until a completed Performance and Accounting Report Form (DEQ-LPR-3) for the previous grant program year is submitted with an original signature by the proper authority.

IV. Authorized Uses of Funds

A. The grant shall be used for litter prevention and recycling program implementation, continuation, and/or expansion. Authorized uses of the grant funds include:

1. Salaries, wages, or other personnel costs
2. Office supplies, postage, telephone
3. Printing and program materials
4. Travel expenses
5. Locally conducted meetings, workshops, and awards
6. Audiovisual material on litter or recycling
7. Equipment such as: educational, litter receptacles, recycling, source reduction, and reuse equipment, audiovisual, safety, and the renting of such equipment
8. Award materials
9. Cleanup supplies
10. Annual dues for solid waste related associations
11. Litter collection and/or recycling collection contracts

V. Unauthorized Uses of Grant Funds

Grant funds shall not be used for the following:

- A. Meals associated with award events. Applicants are encouraged to use other sources of funds for such purposes.
- B. Purchase of mass media time or space.
- C. For any project or item not directly related to litter prevention or recycling, including (but not limited to):
 1. Beautification projects, landscaping, purchase of trees or shrubs, or lawn services.
 2. Purchase of equipment for lawn maintenance or for collection, transportation, and disposal of solid waste.

VI. General Accountability: Performance and Accounting Report

The Applicant shall keep accounting records for the grant funds. A Performance and Accounting Report Form (DEQ-LPR-3) for the previous grant program year shall be

submitted (postmarked) to DEQ no later than August 31, 2007. Subsequent grants shall not be approved until the Performance and Accounting Report Form for the previous grant program year is received by DEQ. The Performance and Accounting Report must be signed by the County Administrator, City Manager, Town Manager or the locality's or Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.

VII. Return of Grant Funds

Funds not used or accounted for in compliance with these Guidelines and the Application shall be returned by the Applicant to DEQ. A locality participating in a Cooperative Program shall be liable for its pro rata share of the total liability.

VIII. Mail completed forms to: **(New Address!)**

Virginia Department of Environmental Quality
Litter Prevention and Recycling Grants Program
P.O. Box 1105
Richmond, Virginia 23218

For information, contact:

Sheila Barnett (804) 698-4055 email: smbarnett@deq.virginia.gov

Steve Coe (804) 698-4029 email: gscoe@deq.virginia.gov

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
NON-COMPETITIVE GRANT PERFORMANCE AND ACCOUNTING REPORT
FY2006 (JULY 1, 2006 - JUNE 30, 2007)

Due to DEQ by August 31, 2007

SECTION 1. PLANNING, ORGANIZATION, AND FUNDING

(NOTE: Quantifications in this report should apply only to activities supported by Grant Funds.)

A. Organization

1. Name of entity, which received grant funds and performed work:

CITY OF ALEXANDRIA

Participating jurisdictions: _____

2. Program Manager

Name: JUDY LO
 Title: ASSISTANT LANDSCAPE ARCHITECT
 Address: 1108 JEFFERSON ST. ALEXANDRIA, VA 22314
 Telephone: 703-838-5041 X438 Fax: 703-838-6344
 E-mail: judy.lo@alexandriava.gov

B. Paid Staff and Volunteers

1. Number of Paid Staff

Full Time # 1.5

Part Time # _____

2. Annual hours worked by paid staff # 350

3. Total number of volunteers' hours (for all functions). # 1,088 (34 parks x 4 cleanings per month x 8 months)

C. Total Program Support

	<u>CASH</u>	<u>IN-KIND SERVICES</u>
1. DEQ Grant (FY2007)	\$ <u>16,603</u>	
2. Carry Forward Funds (FY2006)	\$ <u>756</u>	
3. Locality	\$ _____	\$ <u>11,025</u>
4. Private Sector	\$ _____	\$ _____
5. Value of volunteer work		
# of hours _____ (item B3) x \$17.97 =	→	\$ <u>19,535</u>
6. Other (specify _____)	\$ _____	\$ _____
7. Sub Totals	\$ <u>17,359</u>	\$ <u>30,560</u>
8. Grand Total	\$ <u>47,919</u>	

SECTION II. PUBLIC COMMUNICATIONS

A. Informational materials distributed (i.e. brochures, newsletters, coloring books, etc.)

1. Total pieces of materials distributed # 450

B. Other materials distributed (i.e. litterbags, pencils, stickers, etc.)

1. Total pieces of other materials distributed # 500

C. Media activity (i.e. press releases, event notices, PSAs, interviews, etc.) (For example, if you mailed the same press release to 3 newspapers and 2 radio stations, it counts as 1 item)

1. Total number of media items # 0

D. Public presentations (not including Youth Education-see Section III)

1. Number of group presentations / workshops # 1 (annual meeting)

2. Total attendance at presentations / workshops # 15

3. Number of staffed displays or events (i.e. county fairs, community events, etc.)
1 (Earth Day)

4. Total attendance at displays or events # 400

5. Number of unstaffed events and displays (i.e. bulletin board displays at a mall, a school or municipal building etc.) # 0

6. Total attendance at staffed events (item D2 plus D4) # 415

E. Electronic Communications (# of unique hits to the litter or recycling web page)

1. Number of website "hits" # N/A

2. Number of e-mail distributions (i.e. newsletters, announcements, nonroutine correspondence) (for example, a newsletter sent to 80 people by email counts as 1 distribution, not 80).
100

SECTION III. YOUTH EDUCATION

A. Presentations/Workshops

1. Number of youth presentations/ workshops # N/A

2. Total attendance at youth presentations / workshops # N/A

3. Number of Youth Leader training sessions (i.e. teachers, 4H or Scout leaders, etc.)
N/A

4. Total attendance at Youth Leader training sessions # N/A

B. Environmental Clubs

1. Number of Youth Environmental (Ecology) Clubs # N/A

2. Number of club members # N/A

C. Other Youth Events

1. Number of other youth events (i.e. field trips, camps, games, etc.) # N/A

2. Total attendees at other events # N/A

SECTION IV. LITTER CLEANUPS AND RECYCLING

A. Litter Program, Clean up Events: (Includes neighborhood and community cleanups, waterway and open dump cleanups and all "adopt" cleanups. DO NOT include any VDOT "adopt-a-highway" cleanup data unless you organized or staffed the event.)

- 1. Total number of program cleanup events 1,088 (34 parks X 4 cleanups X 8 months)___
- 2. Total number of volunteers for all cleanup events # 1,088_____
- 3. Total cubic yards of litter collected from all activities # 363 cy (1,088 x 2 bags ea/6)___

Conversion Formula: Six 30 gallon garbage bags = one cubic yard of liter
 600 pounds = one cubic yard of litter
 1 Ton = 3.3 cubic yard of litter

B. Litter Program, Assign-a-Highway Results: (if none, check here X)

- 1. Number of probationer's assigned _____
- 2. Number of road miles cleaned _____
- 3. Total cubic yards of litter collected from the Assigna-Highway program _____

C. Recycling Program: (please help us update our information on locality recycling programs)

- 1. Curbside Collections ___ No X Yes (# of homes served _____)
 - 2. Drop-Off Sites ___ No X Yes (# of Sites _____)
 - 2a. Are sites manned? X No ___ Yes
 - 3. Electronics Recycling X No ___ Yes
 - 3a. # of Collection Events in 2006/2007 _____, OR # of ongoing collection sites _____
 - 4. Special Recycling Events (Please List) Earth Day, Recycling Expo_____
- _____
- _____

SECTION V. PROGRAM FUNDING ALLOCATION

Please estimate the % of your grant funds used for the litter prevention program activities, and for the recycling program activities for FY 2007:

Litter Prevention Program 100 %
Recycling Program _____ %

ACCOUNTING REPORT

REPORT ONLY: Grant expenses for the July 1, 2006 to July 1, 2007 grant year.

A. STARTING GRANT FUNDS

GRANT FUNDS

- | | |
|--------------------------------|------------------|
| 1. Total Grant Award (FY 2007) | \$ <u>16,603</u> |
| 2. Carry Forward (FY 2006) | \$ <u>756</u> |
| 3. Total grant funds | \$ <u>17,359</u> |

B. GRANT FUND EXPENSES

AMOUNT SPENT

- | | |
|-----------------------------------------------------------------------------------|------------------|
| 1. Salary, wages, and other personnel costs | \$ _____ |
| 2. Administrative expenses (office supplies, postage, telephone, contracts, etc.) | \$ _____ |
| 3. Program materials | \$ _____ |
| 4. Travel | \$ _____ |
| 5. Equipment (specify) _____ | \$ _____ |
| 6. Other (specify) <u>Adopt a Park Cleanup Contract</u> _____ | \$ <u>17,359</u> |
| 7. Total grant fund expenses
(This total cannot exceed item A3 above) | \$ <u>17,359</u> |

C. UNSPENT GRANT FUNDS

- | | |
|--------------------------------------------------------------|--------------------|
| 1. Total Grant Funds (item A3) | \$ <u>17,359</u> |
| 2. Minus - Total Grant Fund Expenses (item B7) | - \$ <u>17,359</u> |
| 3. Equals - Unspent Grant Funds as carry forward | = \$ <u>0</u> |
| 4. Calculate 25% of FY 2007 Grant (item A1) | = \$ <u>0</u> |
| 5. Enter Allowable Carry Forward (smaller of C3 or C4 above) | \$ <u>0</u> |

D. CERTIFICATION: I certify that the information provided in the Performance and Accounting report is accurate.

Signature of the County Administrator, City Manager, Town Manager, locality Chief Financial Officer; or the Coordinating Agency's Executive Officer or Chief Financial Officer

Title

Date

DEQ-LPR-3

Revised 4/2007