



## **GUIDELINES FOR THE VIRGINIA LITTER PREVENTION AND RECYCLING COMPETITIVE GRANTS**

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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 competitive grant funds.

### **I. ELIGIBILITY**

- A. All cities, counties, and incorporated towns in Virginia are eligible if they receive the DEQ litter prevention and recycling non-competitive grant.
- B. An eligible program must use the funds to develop and implement statewide and regional litter prevention and recycling educational programs and pilot projects.
- C. The grant applications will be reviewed by the Board and its recommendation will be submitted to the Director of DEQ for final approval.

### **II. FUNDING PROCESS**

- A. The amount of the funds available for this grant program is expected to be 5% of the net resources allocated for the Litter Control and Recycling Fund (Fund).
- B. Grants will be awarded annually following the distribution of the tax money to the Fund.
- C. Each recipient will receive 100% of the awarded amount from DEQ, following the announcement of the grant being awarded.

### **III. APPLICATION REQUIREMENTS AND DEADLINE**

- A. Use only the DEQ grant application form.
- B. All applications must be postmarked by **October 18, 2017**.
- C. The tentative date for the announcement of the applications approved for funding is November 15, 2017.

### **IV. UNAUTHORIZED USES OF GRANT FUNDS**

Grant funds shall not be used for the following:

- a. Purchase of mass media time or space over \$500.
- b. Leasing or building any real estate.
- c. Salary and wages.

**V. PERFORMANCE AND ACCOUNTING REPORTS**

- A. The Applicant shall keep performance and accounting records for the grant funds used.
- B. At the end of the project, the Final Performance and Accounting Reports shall be submitted to DEQ no later than **July 15, 2018**.
- C. The Performance Report and Accounting Report must both 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 Report and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.
- D. All remaining unspent funds from FY2018 will be deducted from future non-competitive grants.

**VI. SUBMISSION**

**Mail completed forms to:**

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

**For Certified Mail, send completed forms to:**

Virginia Department of Environmental Quality  
Litter Prevention and Recycling Grants Program  
629 East Main Street  
Richmond, VA 23219

For more information, contact **Prina Chudasama** at **(804)698-4159** or via email at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov).

Please contact before the deadline if you have questions.

**Revision Date:** October 2017