

City of College Park
 Department of Public Works
 Davis Hall 9217 51st Avenue
 College Park, MD 20740-1947



COMMERICAL AND MULTI-FAMILY RECYCLING GRANT

The Commercial and Multi-Family Recycling Grant is a City of College Park program that reimburses qualified entities for certain expenses to expand recycling and reduce their landfill costs due to recyclable materials sent to the landfill. Contact Janet McCaslin, the City’s Sustainability Coordinator, at 240-487-3593 if you have any questions.

Please complete the form electronically or print legibly and return it to the address above or by email to jmccaslin@collegetparkmd.gov. An electronic signature will be accepted as an original signature for purposes of this application.

1. APPLICANT INFORMATION (If joint application, the lead entity completes below, and the other partnering business owners will complete the Participating Entities Form)		
Business Name:		
<input type="checkbox"/> Corporation (d/b/a)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
Mailing Address:		
City:	State:	Zip Code:
Business Owner:		
Phone:	Email:	
Contact Person (if different):		
Phone:	Email:	
2. PROPERTY INFORMATION		
Property Address:		
Property Owner:		
Property Owner’s Address:		
City:	State:	Zip Code:
Contact Person:		
Phone:	Email:	

3. PROJECT INFORMATION

Describe the proposed project to increase recycling at your facility. What are the current barrier(s) to recycling? How does the project address these barriers? How will the program continue after the first year? What businesses or properties are involved? What volume and percentage of recyclable materials will the project facilitate? See the evaluation criteria for other information to include. Use additional pages if necessary.

Target materials to recycle:

How are these materials currently disposed of?

Estimated monthly increase in recycling (pounds):

Estimated total cost of improvements:

Applicant contribution:

Grant request:

Estimated time to completion after notice to proceed:

I/We hereby affirm that I/we have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my/our knowledge. I/We authorize the City to make all reasonable inspections, investigations, and take pictures of the subject property during the process period associated with the application. I/We authorize the use of any pictures taken by the City.

I/We have read and understand the Commercial and Multi-Family Recycling Grant guidelines and requirements. I/We understand that any improvements completed prior to the notice of grant award will not be eligible for reimbursement. I/We agree to maintain all improvements of the property in good condition and in accordance with all applicable building codes. In consideration for receiving this grant, I/We do hereby agree to release the City, its officials, agents, servants and employees, from any liability for, and shall indemnify and hold the City, its officials, agents, servants and employees, harmless from and against, any and all claims, demands, actions, causes of action, suits, and any proceedings by others, and all liability for damages, including attorneys fees, incurred by reason of or arising from participation in the Commercial and Multi-Family Recycling Grant Program. If funded, I/We agree to provide monthly reports to the City for one year after the installation of the improvements, with information regarding the volume of recycling materials collected and a summary of the effectiveness of the project.

Applicant Signature

Date

Additional Business Owner Signature

Date

Owner Signature, if Applicant is not owner of the property where the business is located and project involves permanent installations.

Signature of Owner of Property

Date

If this is a joint application with other businesses or properties, please complete the Partner Form.

Partner Form

COMPLETE ONLY IF PROPOSAL INVOLVES MORE THAN ONE COMMERCIAL PARTICIPANT

APPLICANT NAME:	
1. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-Family Recycling Grant application.	
Date:	
2. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-Family Recycling Grant application.	
Date:	
3. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-Family Recycling Grant application.	
Date:	
4. Participating Businesses Name:	
Mailing Address:	
Phone:	Email:
Name of Business Owner:	
Signature Confirming participation in the Commercial and Multi-Family Recycling Grant application.	
Date:	

SUBMITTAL REQUIREMENTS

1. Preliminary Submittal

- Completed and signed Application form.
- Completed and signed Participating Entities form (if applicable)
- Written consent of property owner if applicant does not own property and if project involves permanent installations.
- List of proposed project improvements with a cost estimate.
- Estimated construction schedule / implementation schedule.
- Copy of Prince George's County (the "County") Use and Occupancy Permit.
- Completion of City's Business Recycling Survey, if not previously completed

2. Secondary Submittal TO BE COMPLETED ONLY IF PROJECT IS ACCEPTED FOR GRANT FUNDING BY THE CITY and IF APPLICABLE

- Copies of any construction plans and drawings, if applicable.
- Copies of agreements with contractors, if applicable.
- Construction schedule.
- Completed W-9 form.

3. Closeout Submittal TO BE COMPLETED ONLY IF PROJECT IS ACCEPTED FOR GRANT FUNDING BY THE CITY

- Copy of any required inspections and approvals from the County and/or the City.
- Receipt, review and acceptance of all invoices or other evidence of payment for improvements and any other supporting records required by the City.

Note: Applying for a Commercial and Multi-Family Recycling Grant does not obligate the City to approve a grant for the specified project. Only after the review and approval of the application will the City award a grant. The project shall comply with the Program Guidelines and only upon approved final inspections by the City will the grant funds be distributed. Grant awards are subject to available funding.