

City of Sacramento Neighborhood Clean-up Grant Program

The City of Sacramento's Recycling and Solid Waste Division provides grant funds for programs or events that collect and remove trash and debris as part of community clean-up efforts.

The purpose of the program is to provide financial assistance to interested groups to offset costs incurred in conducting clean-up events and foster neighborhood pride. Neighborhood associations, volunteer groups, and other nonprofit associations are encouraged to submit proposals.

The grants are for up to \$800 per grant per fiscal year.

Grantees are limited to three grants of \$800 - on a citywide basis - during each fiscal year. Example: one group could conduct three clean-ups in three different areas of the city and be eligible for \$2,400 in funding.

I) Project Requirements for Neighborhood Clean-up Grant Program

A. Eligible Applicants:

- Neighborhood associations
- Homeowner associations
- Community and Neighborhood Groups
- Not-for-profit groups
- Service clubs
- Church groups

Individuals and for-profit groups are not eligible

Applicants must be affiliated with a group that is formally organized and can submit required supporting documentation for their group.

Examples of supporting documentation to demonstrate eligibility include, but are not limited to:

- Articles of incorporation of the applying associations or club
- Most recent official minutes of the association or club
- Federal or state tax identification numbers
- 501(c) determination letter from the Internal Revenue Service
- Proof of a nonprofit's good standing with the California Attorney General's Office
- Registration of the organization with the California Secretary of State, etc.

The City has the right to make the final determination whether an applicant meets the eligibility requirements and may ask for any additional information reasonably required to assist with determining an applicant's eligibility.

Interested groups that are not formally organized are encouraged to partner with an entity that is, and apply together.

B. Projects Eligible for Funding

- Neighborhood clean-ups on the public right-of-way (public right-of-way includes along city streets, roads, sidewalks, and alleyways.)
- Weeding and green waste removal on the public right-of-way

C. Project Locations

- All projects must occur within the Sacramento city boundaries.

D. Project Timelines

- Projects must be completed within 120 days of grant approval.

E. Eligible Expenses

Eligible uses of grant monies include:

- Purchase of materials and supplies to collect and remove trash
- Equipment rental
- Gas to transport collected trash and debris
- Disposal cost related to approved waste removal
- Promotion of a volunteer event
- Volunteer recruitment
- Volunteer meals and refreshment

Ineligible expenses:

- Planning
- Research
- Wages or salaries for labor or organizing
- Travel
- Appliance disposal
- E-waste disposal
- Hazardous waste disposal

The City makes the final decision on which expenses are eligible for reimbursement.

No more than 20% of the final reimbursement request can be for food/refreshment.

F. Disposal Costs and Options:

Applicants have one of two options for final collection and disposal of waste gathered at the event. The chosen disposal option is covered in addition to the max reimbursement for eligible expenses. Only one of the two disposal options can be used. The City reserves the right to change the applicant's selected option upon review of the application. Disposal options are as follows:

1. City Dump Coupons

- a. City will provide up to 5 dump coupons for the clean-up effort. Event organizers will haul the material to the Sacramento Regional Transfer Station and disposal would be free with use of the 5 dump coupons. The cost for gas to and from the transfer station could be covered by the grant at the current IRS rate for mileage reimbursement.

2. Use one of the approved waste haulers identified by the City

- a. City will provide approved applicants with names of pre-approved haulers that have an agreement with the city to provide temporary receptacles to collect the waste from a clean-up event. In most cases, the haulers will drop a roll-off bin at an agreed upon location prior to the event and pickup it up with 24 hours of the end of the event. Event organizers would work with the hauler to identify an appropriate location for the receptacle and obtain any encroachment permits.

- Disposal does not include appliances, e-waste, or hazardous waste. Event organizers will need to make separate arrangements with private vendors for collection and disposal of appliances, e-waste, and hazardous waste if that is part of the neighborhood clean-up effort.

2) Application Process for Neighborhood Association or Community Groups

Applications are online and taken on a rolling basis during a fiscal year. Projects must be scheduled for at least 30 days after application is submitted and completed within 120 days of approval.

A. Fund Disbursement:

The Recycling and Solid Waste Division will reimburse grant recipients for eligible expenses. A form will be provided to the grant recipients to fill out for reimbursement. Payment will occur after receipt of the form and approval of appropriate documentation (receipts). The City will issue only one reimbursement check to the eligible organization within 45 days of the expense submissions.

- Reimbursements totaling more than \$599 will require the requestor to provide both a W9 and a CA Form 590 for in-state organizations, or a CA Form 587 for out-of-state organizations.

B. Additional Information:

1. If the project is approved, a responsible individual from the applicant, such as an officer (president, vice president, treasurer), will be required to sign a letter of agreement with the City. A copy is available for review online.
2. The projects funded by this grant are intended primarily for public-right-of-way clean-up. Approval of the grant does not constitute approval to act on private property. It is the responsibility of the applicants to obtain any permits and otherwise get necessary permission for any clean-up work which may occur on private property.
3. Projects cannot be part of or associated with any type of local, state, or federal political campaign event or activity. Examples: candidate rally or distribution of election literature.
4. This grant is not intended to be used for the clean-up or abatement of any active homeless encampments.

3) RSW Review after Submission

RSW Staff will review the submission and make contact within five business days and provide information on the next steps if the application is approved, request more information if the application is incomplete, or provide a reason if the application is denied.

Letter of Agreement - Sample

SUBJECT: Letter of Agreement – City of Sacramento Recycling and Solid Waste Division
Neighborhood Clean-up Grant Recipient

Dear _____:

This letter will serve as an agreement between the City of Sacramento Recycling and Solid Waste Division (The City) and _____ (“Grant Recipient”) as to the scope of the grant and grant funding disbursement.

The City agrees to disburse no more than \$800 to Grant Recipient. Grant Recipient agrees that any funding distribution will be done on a reimbursement basis. The City is not responsible for any costs incurred by Grant Recipient above the amount of the grant award.

All events where reimbursement will be provided under this agreement must take place between July 1, 20__ and May 30, 20__.

Grant Recipient shall be responsible for providing proof of eligible expenses to the City within 30 days of the completion of a clean-up event. The City may review all submitted expenses to determine if they are eligible. The City may ask for additional information to substantiate or support any expenses submitted for reimbursement.

The details of the project are:

It is understood and agreed that nothing in this agreement should be deemed or construed to create between the City and Grant Recipient a joint venture, partnership, or any relationship of employer-employee between the City and the Grant Recipient for any purpose whatsoever. Grant Recipient and its personnel shall have no authority, express or implied, to act on behalf of the City in any capacity whatsoever as an agent. Grant Recipient and its personnel shall have no authority, express or implied, to bind the City to any obligations whatsoever.

The Grant Recipient understands and agrees that to the extent any permits are required to engage in the program or event while on public property or Grant Recipient needs to obtain the permission to enter or access private property, Grant Recipient is solely responsible for obtaining any required permits or proper approval from a private property owner to enter, access, or be upon the private property.

Neither the City, nor any officer, employee, or agent thereof, shall be responsible to the Grant Recipient for any damage or liability occurring by reason of anything done by any party under this agreement, except that the City shall be responsible for the reimbursement of the Grant Recipient's costs as provided herein.

It is the responsibility of the Grant Recipient to obtain any insurance deemed necessary by the Grant Recipient to carry out the neighborhood clean-up programs or events. The City shall not provide any liability insurance or other type of insurance to the Grant Recipient, and City shall not provide any compensation

for the Grant Recipient's insurance premiums.

The Grant Recipient shall defend, indemnify and hold harmless the City, its officers, employees, and agents and each and every one of them from and against all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, attorney's fees, costs and expenses of every type and description to which any or all of them may be subjected, by reason of, or resulting from directly or indirectly, any act or failure to act by Grant Recipient or by any of Grant Recipient's employees, agents, volunteers, or contractors.

The City has the right to terminate this agreement at any time, with or without cause, by providing written notice to the Grant Recipient.

This agreement constitutes the entire agreement between the parties and any amendments to this agreement must be in writing and executed by the Grant Recipient and the City.

If _____ agrees to the terms set forth above, please sign this agreement and keep a copy for your records. This agreement may be signed electronically and returned to the City or a signed original copy of the agreement may be returned to the City by mailing to the address below:

City of Sacramento Recycling and Solid Waste Division

2812 Meadowview Road, Building 1

Sacramento, CA 95832

Attn: Commercial Waste Compliance

Grant Recipient Signature

Name

Organization

Date

D. Application

1. Organization Information	
a. Primary Organization Information (Required) – Complete all fields:	
Project Name:	Primary Organization Name:
Primary Organization Address (Street Address, City, State, Zip):	
Contact Name:	Contact Title:
Contact Phone:	Contact Email:
b. Secondary Organization Information (If partnering with another organization, complete all fields):	
Secondary Organization Name (If applicable):	Secondary Organization Full Address (If applicable):
Secondary Organization Contact Name (If applicable):	Secondary Organization Contact Title (If applicable):
2. Proof of Formal Organization	
a. Select <u>one</u> of the options below and attach the required documentation (if applicable). Applications without the required documentation attached may be delayed or denied if not corrected.	
a. Proof of formal organization may be provided for either the primary or secondary organization. <i>Please only provide proof of formal organization for one organization.</i>	
Are you providing proof of formal organization for the primary or secondary organization (select one)?	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Option (select one):	Required Field or Attachment (Only complete requirement for chosen option):
State or Federal Tax ID Number	Enter State or Federal Tax ID Number:
Articles of Incorporation	Attach Copy of Articles of Incorporation
501(c) determination letter	Attach copy of 501(c) determination letter
Registry of Charitable Trust Number (CA Department of Justice)	Enter Registry of Charitable Trust Number:
California Business Registration Number (CA Secretary of State)	Enter CA Business Registration Number:
Other	Attach "Other" documents for review
3. Project Description	
a. Project Description – Complete all fields:	
Area Clean-up Event Will Occur (include boundary streets for all four directions):	
b. Type of Materials to be Collected (select all that apply):	
Garbage	Mixed Recyclables (ie: glass, metal, CRV plastics, dry paper/cardboard)
Green Waste	Other (if selected, please explain)

c. Proposed Date of Event (must be a minimum of 30 days after application date):			
Date (mm/dd/yyyy):			
d. Disposal Option (select one):			
Waste Hauler		Dump Coupon(s)	
4. Certification			
I hereby certify that I have read and understand all information, eligibility requirements, and terms of the City of Sacramento Neighborhood Community Clean-up Grant Program.			
I hereby certify that all information contained within this form is true and accurate to the best of my knowledge.			
I certify the organization will retain all documentation supporting this request. This includes, if applicable, all eligible expense receipts.			
Signature of Applicant (Primary Organization):	Signer's Printed Name:	Signer's Title:	Date:
Signature of Applicant (Secondary Organization*):	Signer's Printed Name:	Signer's Title:	Date:

*Signature for secondary applicant is required if a secondary organization is listed on application.