



State of New Jersey

Division of Solid of Hazardous Waste

Bureau of Recycling and Planning

P.O. Box 414

Trenton, NJ 08625-0414

Tel: (609) 984-3438

Fax: (609) 777-0769

Dear Solid Waste Coordinator/County Health Official:

Attached for your review and action is a final draft of the Scrap Tire Management Fund Procedural Guide and Spending Plan Form. As you know, a draft of the Guide was distributed on November 2, 2000 and discussed at meetings held in Somerset and Gloucester Counties on November 13 and 14, respectively.

There were only a few minor edits made to sections 5, 6 and 12 of the document. The final Guide has a revised date for the submission of spending plans, allows for equipment purchases and includes an expenditure report form.

Please submit your spending plan and enabling resolution(s) to the Division on or before March 13, 2001. Within thirty (30) days of receipt of a complete package, the Division will review and approve (or request modification/clarification to) the county entitlement submittal. Funds will be released to the counties within approximately ninety (90) after approval of the spending plan.

Should you need any assistance in preparing your spending plan, please contact the Bureau of Recycling and Planning at (609) 984-3438.

Sincerely,

John A. Castner, Director
Division of Solid and Hazardous Waste

Attachment

JC/en:ty

C: Frank Coolick
Guy Watson
Ray Worob
Ed Nielwocki

**New Jersey Department of Environmental Protection
Division Solid and Hazardous Waste
Bureau of Recycling and Planning**

Scrap Tire Management Fund Entitlement Program
Procedural Guide and Spending Plan Form

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1. Scope

The state has appropriated \$2,400,000 from the Sanitary Landfill Contingency Fund for scrap tire management. The following constitutes the guidelines of the New Jersey Department of Environmental Protection concerning its responsibilities in the administration of these Scrap Tire Management Funds.

2. Purposes

The guide was developed for the following purposes:

- A. To establish policies and procedures for the distribution of Scrap Tire Management Funds for the purpose of providing State aid to county governing bodies for scrap tire management including but not limited to collection and disposal costs.
- B. To protect the interest of the citizens of New Jersey by ensuring that Scrap Tire Management Funds are disbursed in a manner consistent with the purpose and intent of language contained in the State of New Jersey Appropriations Handbook, Fiscal Year 2000-2001.

3. Funding Criteria

- A. All counties are eligible for a Scrap Tire Management Fund entitlement.
- B. The amount of each entitlement awarded is based upon road mileage.
- C. Scrap Tire Management Funds must be used for the costs of scrap tire management activities incurred between July 1, 2000 and December 31, 2001.
- D. All counties must submit a spending plan in accordance with the guidelines set forth herein.

4. Entitlement Allocations

For the purpose of preparing spending plans for a scrap tire management entitlement, counties are advised to utilize the following amounts:

| <u>County</u> | <u>Mileage</u> | <u>Percentage of Total Milage</u> | <u>Fund Allocation</u> |
|---------------|----------------|-----------------------------------|------------------------|
| Atlantic | 365 | 5.43% | 130,337.75 |
| Bergen | 445 | 6.62% | 158,904.92 |
| Burlington | 501 | 7.45% | 178,901.95 |
| Camden | 378 | 5.62% | 134,979.91 |
| Cape May | 199 | 2.96% | 71,060.85 |
| Cumberland | 546 | 8.12% | 194,970.99 |
| Essex | 233 | 3.47% | 83,201.90 |
| Gloucester | 398 | 5.92% | 142,121.71 |
| Hudson | 124 | 1.84% | 44,279.13 |
| Hunterdon | 258 | 3.84% | 92,129.15 |
| Mercer | 181 | 2.69% | 64,633.24 |
| Middlesex | 310 | 4.61% | 110,697.81 |
| Monmouth | 356 | 5.30% | 127,123.94 |
| Morris | 303 | 4.51% | 108,198.18 |
| Ocean | 581 | 8.64% | 207,469.13 |
| Passaic | 236 | 3.51% | 84,273.17 |
| Salem | 346 | 5.15% | 123,553.04 |
| Somerset | 240 | 3.57% | 85,701.53 |
| Sussex | 306 | 4.55% | 109,269.45 |
| Union | 165 | 2.45% | 58,919.80 |
| Warren | <u>250</u> | <u>3.72%</u> | <u>89,272.43</u> |
| Total | 6,721 | 100.00% | \$2,400,000.00 |

Scrap Tire Management Funds do not have a local matching requirement, however counties are expected to obligate sufficient resources to meet their scrap tire management needs. In addition, expenditures for administering this entitlement must be limited to 2% of a county's allocation. Administrative costs above the amount must be provided by the county.

5. Dates

Counties must submit their spending plans and resolutions on or before March 13, 2001. Within thirty (30) days of receipt of a complete package, the Department will review and approve (or request modification/clarification to) the county entitlement submittal. Funds will be released to the counties within approximately ninety (90) days after approval of the spending plan.

6. Project Eligibility

The Department realizes that each county will have different scrap tire management needs. Some counties have extensive programs in place and others are just beginning to implement programs. Listed below are examples of eligible activities and costs. Our priorities when reviewing county

spending plans will be 1) collection, transportation and disposal/recycling of scrap tires, 2) temporary storage of scrap tires, 3) enforcement activities, and 4) tire assessment and clean-up planning. In addition we prefer public lands clean-up to private property. All spending plans should be submitted for the full amount of funds available to each county. We realize the complexity in preparing a scope of work and budget for a scrap tire clean-up. It may be difficult to plan on doing additional tasks if the clean-up exhausts all available funds. Conversely, there may be more funds available than anticipated for additional activities after a clean-up. Therefore, we request that each county prioritize the tasks it plans to do in its spending plan in the event that scope of work changes are necessary.

Eligible costs include those associated with scrap tire management programs, including but not limited to:

- A. Pick-up of scrap tires from vacant lots, roadsides, open spaces, parks, etc;
- B. The enforcement of regulations governing the proper storage of scrap tires (see especially NJAC 7:26A-1.4 (a) 5;
- C. The placement of containers, and operation of temporary storage sites for scrap tires at locations as identified by the county in its program submittal;
- D. Clean-up of scrap tires on private property in those instances where the county, or municipality, can place a lien on the property or otherwise ensure cost recovery at some future date. In those instances where the clean-up of scrap tires on private property is not an extensive and costly project, the clean-up costs would be eligible without placing a lien on the property;
- E. Contracted and non-contracted cost for collection, transportation and/or recycling/disposal of scrap tires, as well as advertising and other public information related cost associated with promoting “scrap tire amnesty days”, “scrap tire round-ups” and the like at the municipal or county level.
- F. Equipment purchases for items such a tire slicer, tire chipper, tire rim remover or tarps.

Note: In general, the department will approve any program and associated budget that identifies reasonable costs and activities to collect, transport and recycle/dispose of abandoned scrap tires. However, it must be noted that

submittals that merely seek “reimbursement” for local scrap tire collection efforts that are already budgeted at the local level may not be approved, nor will budgets that identify other costs such as incidental legal, administrative or consultant expenses. In certain instances where a county has already implemented and operates a successful scrap tire program, these costs may be reimbursable. In addition, the Department will not approved any research/demonstration projects involving scrap tires. The Department’s goal is to maximize efforts statewide to remove and recycle/dispose of as many scrap tires as possible in order to reduce the number of potential mosquito breeding grounds. The intent of these funds is not to subsidize existing scrap tire management programs but to expand or enhance existing programs as well as implement new programs.

7. DEP Contact

For assistance in processing your entitlement, contact:

Edward A. Nieliwocki
Contract Administrator I
NJ Department of Environmental Protection
Division of Solid and Hazardous Waste
Bureau of Recycling and Planning
P.O. Box 414
Trenton, NJ 08625-0414
(609) 984-3438

8. Spending Plan Submission Procedures

The Entitlement Spending Plan for Scrap Tire Management Funds must include the following:

A. Board of Chosen Freeholders Enabling Resolution

A sample resolution appears as Attachment A to these guidelines. The resolution should be properly executed on the applicant’s legal stationery. The resolution authorizes the entitlement spending plan and indicates acceptance of the terms of the Act and the guidelines promulgated under it. The language established in the sample resolution is mandatory.

B. County Implementing Agency Enabling Resolution (where applicable)

Utilities Authorities and Improvement Authorities sanctioned to implement solid waste management plans MUST submit a certified copy of a freeholder board resolution which authorizes the subject agency to implement the spending plan, as well as the implementing agency

resolution which establishes the acceptance of the terms of the freeholder board, the dollar amount and the title of the individual authorized to sign.

C. Submission Form

The attached spending plan should be completed and signed by the applicant's authorized representative (as identified by title in the Governing Body Enabling Resolution). The form requires the identification of key personnel in the program's administration and financial management, specific certification and a work plan for the current year. The work plan shall identify specific program activities to be undertaken during the specified time frame.

9. Spending Plan Submittal and Review

The County shall submit an original and one copy of its Scrap Tire Management Fund entitlement spending plan to:

Guy J. Watson, Bureau Chief
Department of Environmental Protection
Division of Solid and Hazardous Waste
Bureau of Recycling and Planning
P.O. Box 414
Trenton, NJ 08625-0414

Upon receipt, the Department will review the proposed spending plan to determine if it is complete and consistent with the purpose and intent of the program. If a spending plan is found to be incomplete and/or inconsistent with the purpose and intent of the program, the department will notify the county and afford it the opportunity to bring the spending plan into conformance.

10. Program Payment Procedure

Counties will have two options for receiving Scrap Tire Management Funds. An advance payment can be made to a county designated authority or county department to perform the tasks in the spending plan, or a current contract between the Department and the County Environmental Health Act (CEHA) agency can be amended to include the additional funding and spending plan activities. Payment (s) under the contract amendment option will be made on a reimbursement basis.

Following review and approval of the spending plan, the Director of the Division of Solid and Hazardous Waste will notify the authorized individual in the county of the approval and either transmit to the Treasurer a State Payment Voucher PV

3/93 (Vendor Invoice) to initiate payment or prepare the contract amendment form.

11. Program/Budget Revision and Time Extensions

The county must obtain prior written approval from the Division of Solid and Hazardous Waste whenever:

- A. A revision in the work scope or the objective of the entitlement-supported program is required.
- B. A transfer between approved direct cost budget categories in amounts exceeding \$20,000.00 or 20% of the entitlement, whichever is less, is required.
- C. A time extension to the end date for more than six months is required. The request must explain what work has been preformed, why there is a need for the extension, what work still remains to be completed and a proposed schedule for the completion of the work to be done. Time extensions MUST be requested no less than 30 days prior to the actual ending date.

All revision requests must come from the Board of Chosen Freeholders or the Implementing Agency.

12. Program Administration

A. Progress Reports

The Division of Solid and Hazardous Waste shall be kept informed of the county's progress with program development and implementation. A written interim progress report shall be submitted to the Division of Solid and Hazardous Waste within three (3) months of the starting date of the entitlement and continue to be submitted on a quarterly basis. The reports must include:

- 1. A narrative describing the accomplishments achieved during the reporting period for each spending plan task (including the number of scrap tires collected and transported for recycling/disposal).
- 2. A statement of actual expenditures made for each task during the reporting period as compared to the approved budget. See Attachment C for an Expenditure Report Form. The statement must be signed by the Authority's/County's Chief Financial Officer.

B. Accounting Procedures

1. The county accounting system must identify the source and applications of funds for all specified entitlement program related activities. The system shall reflect information pertaining to the entitlement and authorization, obligations, unobligated balances, assets acquired, expenditures, and entitlement program related income, if any.
2. The accounting procedures and practices must provide for a comparison of actual versus budgeted costs and related financial data with performance activity.
3. All costs relating to the program must be reflected in the accounting system and related financial reports.
4. Records and work outputs of the county shall be open to inspection or audit by the Department as it deems necessary. Records must be maintained for at least three years after the entitlement period; however, in the event that an audit has not been performed or should the audit findings be determined to be unacceptable by the Department of Community Affairs the records shall be retained until the Department specifies their release.

13. Audit Responsibility

All units of local government are subject to the New Jersey State Single Audit Policy for the state entitlement that they receive. This policy is delineated by the Office of Management and Budget of the State Department of the Treasury in Circular Letter 87-11 (dated October 21, 1986). Therefore, Scrap Tire Management Funds will be subject to an audit in accordance with the above Circular Letter.

14. Entitlement Spending Plan

The Scrap Tire Management Fund Entitlement document submission is comprised of the County's Entitlement Spending Plan (Attachment 2) and the Governing Body Enabling Resolution (Attachment A) and/or Implementing Agency Enabling Resolution (Attachment B).

Attachments:

(Attachment 1) Sample of Completed County Entitlement
Spending Plan and Attachment A Enabling
Resolution

(Attachment 2) County Entitlement Spending Plan

(Attachment A) Governing Body Enabling Resolution

(Attachment B) Implementing Agency Enable Resolution

(Attachment C) Expenditure Report Form

FOR DSHW USE ONLY (2000)

County: _____

Date Recd: _____

Date Appd: _____

SCRAP TIRE MANAGEMENT FUND ENTITLEMENT SPENDING PLAN

A. Basic Data

1. Name of Grantee: _____ Example County _____
(County or Implementation Agency)

2. Federal Employee Identification Number (FEID):

2 2 2 7 7 7 0 2 0 0

3. Grantee's Address: 227 Any Street
Example, NJ 08626

4. Project Director (Authorized Representative)

Name: Robert Goodyear Title: Director

Address: 227 Any Street

Example, NJ 08625

Telephone Number: (609) 555-1235

5. Contact Person (Person directly responsible for solid waste planning or budget activities)

Name: Joe Goodrich Title: Tire Management Coordinator

Address: 227 Any Street

Example, NJ 08625

Telephone Number: (609) 555-1235

6. Chief Financial Officer of District

Name: John Bridgestone Title: County Treasurer

Address: City Court House

Example, NJ 08625

Telephone Number: (609) 555-1000

ENTITLEMENT SPENDING PLAN

B. Scope of Services (Work Period & Work Plan)

1. List below the timeframe for activities to be undertaken with this Entitlement.
 Begin: January 1, 2001 End: December 31, 2001 Duration: 12 months
2. Briefly describe each work project to be funded by the entitlement, including deliverables (prioritize tasks).

The Scrap Tire Management Entitlement Funds will be used for the following 3 tasks:

Task #1 ABANDONED SCRAP TIRE SITE CLEANUP

Between January 1, 2000 and June 30, 2001, Example County will remove and dispose of abandoned scrap tires from sites identified and targeted for cleanup in the county solid waste management plan. County Department of Public Works employees will remove and prepare scrap tires for disposal. A contractor for disposal will be publicly bid.

BUDGET BY TASK:

| | |
|------------------------|------------------|
| PERSONAL | |
| Salaries | \$8,000.00 |
| Fringes Benefit | 2,000.00 |
| CONTRACTUAL/CONSULTANT | |
| Disposal Contractor | <u>60,000.00</u> |
| Total \$70,000.00 | |

Task #1 SUMMARY

Example County will use entitlement funds for DPW salaries and fringe benefits and tire disposal fees. Example County shall submit to the Department copies of timesheets, invoices and progress reports, on or about March 30 and June 30.

Task#2 SCRAP TIRE RECYCLING PROGRAM

Example County will use up to \$16,000, provided funds are available after completion of Task 1 to subsidized its scrap tire recycling program at the County's owned and operated recycling facility. Example County residents (proof of residency required) will be allowed to drop off tires at the Recycling Center on the 1st Saturday of each month. Residents may bring a maximum of eight (8) tires at one time. Tires will accepted from residents ONLY (no businesses). Automotive and light trucks will be accepted (no oversized tires).

SCRAP TIRE COLLECTION PROGRAM

Where: Example County Recycling Center
 40 Any Lane
 Example, NJ

When: 1st Saturday of the month
 8AM-12 noon

BUDGET BY TASK:

| | |
|---------------------------------|------------------|
| <u>MISCELLANEOUS BY TASK</u> | |
| Advertising (newspaper & radio) | \$4,000.00 |
| <u>CONTRACTUAL/CONSULTANT</u> | |
| Tire Disposal | <u>12,000.00</u> |
| Total | \$16,000.00 |

Task #2 SUMMARY

Should funds be available for this task, Example County will use entitlement funds for the advertising and disposal fees. Example County shall submit to the Department copies of invoices, charges and progress reports on or about September 30 and December 30.

Task #3 SCRAP TIRE ENFORCEMENT PROGRAM

Example County will use up to \$8,000 provided funds are available after completion of Tasks 1 and 2, for its scrap tire enforcement program. Available funds will be used for items such as but not limited to the installation of road barriers, lights and signs at sites cleaned in Task 1.

BUDGET BY TASK

Miscellaneous \$8,000.00

Task #3 SUMMARY

Should funds be available for this task, Example County will use entitlement funds to purchase miscellaneous items for its scrap tire enforcement program. Example County shall submit to the Department copies of invoices and a progress report on or about December 30, 2001

ENTITLEMENT SPENDING PLAN

C. Financial Needs/Sources

1. Briefly describe the source of financing for each tire management activity work project funded by this entitlement for the prescribed work period. (Attach additional pages if necessary.)

Task 1 will be entirely funded by \$70,000.00 in Scrap Tire Management Funds.

Task 2 will be entirely funded by \$16,000.00 in Scrap Tire Management Funds.

Task 3 will be entirely funded by \$8,000.00 in Scrap Tire Management Funds

2. Personnel (name and title) expected to participate in work project and their responsibilities.

| <u>Name/Title</u> | <u>Responsibilities</u> |
|--|--|
| Robert Goodyear/Director | Management |
| Joe Goodrich/Tire Management Coordinator | Tire Collection and Cleanup Activities |
| Jim Finem | Enforcement Activities |

3. Consultants (name and title) listed by Work Project.

| <u>Name</u> | <u>Responsibilities</u> |
|----------------|-------------------------|
| To be selected | Tire Disposal |

ENTITLEMENT SPENDING PLAN

D. BUDGET

| Project Cost Element | SOURCE OF FUNDS | | |
|----------------------|-----------------|----------------|---------------|
| | State Share | District Share | Project Total |

A. PERSONNEL:

1. SALARIES

| <u>Task No.</u> | <u>Position</u> | Average Anticipated Annual Wage | % of Time on Project |
|-----------------|-----------------|---------------------------------|----------------------|
| 1 | DPW Salaries | 8,000 | 8,000 |

| | | | |
|-----------------|-------|---|-------|
| SUBTOTAL SALARY | 8,000 | 0 | 8,000 |
|-----------------|-------|---|-------|

2. FRINGE BENEFITS: _____%
(SPECIFY RATE AND ACTUAL AMOUNT AFTER EACH CORRESPONDING TASK NUMBER)

| <u>Task No.</u> | <u>Position</u> | Average Anticipated Annual Fringe | % of Time on Project |
|-----------------|-----------------|-----------------------------------|----------------------|
| 1 | DPW Fringes | 2,000 | 2,000 |

| | | | |
|-----------------|-------|---|-------|
| SUBTOTAL FRINGE | 2,000 | 0 | 2,000 |
|-----------------|-------|---|-------|

ENTITLEMENT SPENDING PLAN

D. BUDGET- (Continued)

| Project Cost Element | SOURCE OF FUNDS | | |
|---|-----------------------------|-----------------|-----------------|
| | State Share | District Share | Project Share |
| B. <u>CONTRACTUAL/CONSULANT BY TASK:</u> (LIST BY NAME OF FIRM AND SPECIFY TASKS IF AVAILABLE) | | | |
| | <u>Task No.</u> | | |
| | 1. Tire Disposal Contractor | 60,000 | 60,000 |
| | 2. Tire Disposal Contractor | 12,000 | 12,000 |
| | SUBTOTAL CONTRACTUAL | \$72,000 | 0 |
| | | | \$72,000 |

C. OTHER

- TRAVEL BY TASK:
(ITEMIZE)

Task No.

| | | | |
|------------------------|----------|----------|----------|
| | | | |
| SUBTOTAL TRAVEL | 0 | 0 | 0 |

ENTITLEMENT SPENDING PLAN

D. BUDGET - (Continued)

| Project Cost Element | SOURCE OF FUNDS | | |
|----------------------|-----------------|----------------|---------------|
| | State Share | District Share | Project Total |

2. CONSUMABLE SUPPLIES BY TASK
(POSTAGE, PRINTING, ETC., ITEMIZE)

Task No.

| | | | |
|------------------------------|---|---|---|
| SUBTOTAL CONSUMABLE SUPPLIES | 0 | 0 | 0 |
|------------------------------|---|---|---|

3. EQUIPMENT BY TASK:
(OFFICE SPACE, UTILITIES,
EQUIPMENT, ETC. ITEMIZE)

Task No.

| | | | |
|--------------------|---|---|---|
| SUBTOTAL EQUIPMENT | 0 | 0 | 0 |
|--------------------|---|---|---|

ENTITLEMENT SPENDING PLAN

D. BUDGET – (Continued)

| <u>SOURCE OF FUNDS</u> | | | |
|---|--------------------|-----------------------|----------------------|
| <u>Project Cost Element</u> | <u>State Share</u> | <u>District Share</u> | <u>Project Total</u> |
| 4. VEHICLES BY TASK: (ITEMIZE) | | | |
| <u>Task No.</u> | | | |
| | | | |
| | | | |
| SUBTOTAL VEHICLES | <u>0</u> | <u>0</u> | <u>0</u> |
| 5. MISCELLANEOUS BY TASK: (ITEMIZE) | | | |
| <u>Task No.</u> | | | |
| 2. Tire Recycling Program Advertising (i.e. newspapers, radio) | 4,000 | 0 | 4,000 |
| 3. Enforcement Program (ie barriers, lights, signs) | 8,000 | | 8,000 |
| SUBTOTAL- MISCELLANEOUS | <u>\$ 12,000</u> | <u>0</u> | <u>\$12,000</u> |
| TOTAL OTHER COSTS | <u>\$ 12,000</u> | <u>0</u> | <u>12,000</u> |
| GRAND TOTAL | <u>\$94,000</u> | <u>0</u> | <u>\$94,000</u> |

ENTITLEMENT SPENDING PLAN

E. Certification

To the best of my knowledge and belief, data and information in this Entitlement Spending Plan are true and correct, the Entitlement Spending Plan has been duly authorized by the appropriate governing body and said governing body will comply with the terms of the Entitlement if the spending plan is approved by the Department of Environmental Protection.

Signature:

Name: Harry Firestone
(Please type)

Title: FREEHOLDER DIRECTOR

Date: December 30, 2001

ENTITLEMENT SPENDING PLAN ATTACHMENT A
EXAMPLE COUNTY BOARD OF CHOSEN FREEHOLDERS
ENABLING RESOLUTION

Enabling Resolution Authorizing the filing of a Spending Plan for a Scrap Tire Management Fund Entitlement.

WHEREAS, the State of New Jersey Appropriations Handbook fiscal year 2000-2001 provides for the awarding of Scrap Tire Management Entitlements by the Department of Environmental Protection to counties to assist them in the implementation of scrap tire management activities; and.

WHEREAS, The Example County desires such financial assistance to undertake Scrap Tire Management Activities.

NOW THEREFORE, BE IT RESOLVED by the EXAMPLE COUNTY BOARD OF CHOSEN FREEHOLDERS.

1. That a spending plan be submitted to the Division of Solid and Hazardous Waste for a Scrap Tire Management Entitlement in the amount of \$94,000.00
2. That the Freeholder Director of Example County is hereby authorized and directed to execute and file such Entitlement Spending Plan with the Director Division of Solid and Hazardous Waste, to provide additional information and furnish such documents as may be required; to execute such entitlement as are required, and to act as the authorized correspondent of Example County.
3. That the Example County Department of Solid Waste is designated by Example County Chosen Freeholders as the implementing agency to perform the tasks contained in the Scrap Tire Management Tax Entitlement Spending Plan.
4. That Example County does hereby hold the State of New Jersey, and its departments and agencies harmless from any damages, losses and claims which may arise directly or indirectly from the execution of the entitlement.
5. That Example County hereby accepts the terms and conditions set forth in the Act and the guidelines promulgated under it.

RAISED SEAL

Signatures and Attestation as Normally Required

FOR DSHW USE ONLY (2000)

District: _____

Date Recd: _____

Date Appd: _____

SCRAP TIRE MANAGEMENT FUND ENTILEMENT SPENDING PLAN

A. Basic Data

1. Name of District: _____
(County or Implementation Agency)

2. Federal Employee Identification Number (FEID):

3. District's Address: _____

4. Project Director (Authorized Representative)

Name: _____ Title: _____

Address: _____

Telephone Number: () _____

5. Contact Person (Person directly responsible for solid waste planing or budget activities)

Name: _____ Title: _____

Address: _____

Telephone Number: () _____

6. Chief Financial Office of District

Name: _____ Title: _____

Address: _____

Telephone Number: () _____

B. Scope of Services (Work Period & Work Plan)

1. List below the timeframe for activities to be undertaken with this Entitlement.
Begin: _____ End: _____ Duration: _____

2. Briefly describe each work project to be funded by the Entitlement, including deliverables (Prioritize tasks).

B. Scope of services (cont.)

ENTITLEMENT SPENDING PLAN

C. Financial Needs/Sources

1. Briefly describe the source of financing for each scrap tire management activity work project funded by this entitlement during the prescribed work period. (Attach additional pages if necessary).

2. Personnel (name and title) expected to participate in work project and their responsibilities.

| <u>Name/Title</u> | <u>Responsibilities</u> |
|-------------------|-------------------------|
|-------------------|-------------------------|

3. Consultants (name and title) listed by Work Project.

| <u>Name</u> | <u>Responsibilities</u> |
|-------------|-------------------------|
|-------------|-------------------------|

ENTITLEMENT SPENDING PLAN

D. BUDGET

| Project Cost Element | SOURCE OF FUNDS | | |
|----------------------|-----------------|----------------|---------------|
| | State Share | District Share | Project Total |

A. PERSONNEL:

1. SALARIES

| <u>Task No.</u> | <u>Position</u> | Average Anticipated Annual Wage | % of Time on Project |
|-----------------|-----------------|---------------------------------|----------------------|
|-----------------|-----------------|---------------------------------|----------------------|

SUBTOTAL SALARY

2. FRINGE BENEFITS: _____%
(SPECIFY RATE AND ACTUAL AMOUNT AFTER EACH CORRESPONDING TASK NUMBER)

| <u>Task No.</u> | <u>Position</u> | Average Anticipated Annual Fringe | % of Time on Project |
|-----------------|-----------------|-----------------------------------|----------------------|
|-----------------|-----------------|-----------------------------------|----------------------|

SUBTOTAL FRINGE

ENTITLEMENT SPENDING PLAN

D. BUDGET- (Continued)

| Project Cost Element | SOURCE OF FUNDS | | |
|----------------------|-----------------|----------------|---------------|
| | State Share | District Share | Project Total |

B. CONTRACTUAL/CONSULTANT BY TASK:
(LIST BY NAME OF FIRM AND SPECIFY
TASK IF AVAILABLE)

Task No.

SUBTOTAL CONTRACTUAL _____

C. OTHER

1. TRAVEL BY TASK:
(ITEMIZE)

Task No.

SUBTOTAL TRAVEL _____

ENTITLEMENT SPENDING PLAN

D. BUDGET- (Continued)

| Project Cost Element | SOURCE OF FUNDS | | |
|----------------------|-----------------|----------------|---------------|
| | State Share | District Share | Project Total |

2. CONSUMABLE SUPPLIES BY TASK:
(POSTAGE, PRINTING, ETC., ITEMIZE)

Task No.

SUBTOTAL CONSUMABLE SUPPLIES _____

3. EQUIPMENT BY TASK:
(OFFICE SPACE, UTILITIES,
EQUIPMENT, ETC., ITEMIZE)

Task No.

SUBTOTAL EQUIPMENT _____

ENTITLEMENT SPENDING PLAN

D. BUDGET- (Continued)

| Project Cost Element | SOURCE OF FUNDS | | |
|--|-----------------|----------------|---------------|
| | State Share | District Share | Project Total |
| 4. VEHICLES BY TASK: (ITEMIZE) | | | |
| <u>Task No.</u> | | | |
| SUBTOTAL VEHICLES | | | |
| 5. MISCELLANEOUS BY TASK: (ITEMIZE) | | | |
| <u>Task No.</u> | | | |
| SUBTOTAL MISCELLANEOUS | | | |
| TOTAL OTHER COSTS | | | |
| GRAND TOTAL | | | |

ENTITLEMENT SPENDING PLAN

Certification

To the best of my knowledge and belief, data and information in this Entitlement Spending Plan are true and correct, the Entitlement Spending Plan has been duly authorized by the appropriate governing body and said governing body will comply with the terms of the entitlement if the spending plan is approved by the Department of Environmental Protection.

Signature: _____

Name: _____
(Please Type)

Title: _____

Date: _____

ATTACHMENT A

_____NAME_____ COUNTY BOARD OF CHOSEN FREEHOLDERS
ENABLING RESOLUTION

Enabling Resolution Authorizing the filing of a Spending Plan for a Scrap Tire Management Fund Entitlement.

WHEREAS, the State of New Jersey Appropriations Handbook Fiscal Year 2000-2001 provides for the awarding of Scrap Tire Management Entitlements by the Department of Environmental Protection to counties to assist them in the implementation of scrap tire management activities; and

WHEREAS, the Name of County : desires such financial assistance to undertake Scrap Tire Management Activities .

NOW THEREFORE, BE IT RESOLVED BY THE (NAME OF COUNTY BOARD OF CHOSEN FREEHOLDER):

1. That a Spending Plan be submitted to the Division of Solid and Hazardous Waste for a Scrap Tire Management Entitlement in the amount of \$ (Amount).
2. That the (Freeholder Director) of (Name of County) is hereby authorized and directed to execute and file such spending plan with the Director of the Division of Solid and Hazardous Waste, to provide additional information and furnish such documents as may be required; to execute such documents as are required; and to act as the authorized correspondent of (Name County).
3. That (Name of Implementing Agency) is designated by (Name County Chosen Freeholders) as the implementing agency to perform the tasks contained in the Scrap Tire Management Entitlement Spending Plan.
4. That (Name County) does hereby hold the State of New Jersey, and its departments and agencies harmless from any damages, losses and claims which may arise directly or indirectly from the execution of the entitlement.
5. That (Name County) hereby accepts the terms and conditions set forth in the Act and the guidelines promulgated under it.

RAISED SEAL

Signature and Attestation as Normally Required

ATTACHMENT B

(IMPLEMENTING AGENCY)
ENABLING RESOLUTION

Enabling Resolution Authorizing the filing of Spending Plan for a Scrap Tire Management Entitlement.

WHEREAS, the State of New Jersey Appropriations Handbook, Fiscal Year 2000-2001 provides for the awarding of Scrap Tire Management Entitlement by the Department of Environmental Protection to counties to assist them in the implementation of scrap tire management activities ; and.

WHEREAS, THE (Name of Implementing Agency) desires such financial assistance to undertake scrap tire management activities.

NOW THEREFORE, BE IT RESOLVED by the (Name of Implementing Agency):

1. That the spending plan be made to the Director of the Division of Solid and Hazardous Waste for a Scrap Tire Management Entitlement in the amount of \$ (Amount)
2. That the (Title of Agency Official) of (Name of Implementing Agency) is hereby authorized and directed to execute and file such application with the Director of the Division of Solid and Hazardous Waste, to provide additional information and furnish such documents as may be required; to execute such contracts as are required; and to act as the authorized correspondent of the (Name Implementing Agency).
3. That (Name of Implementing Agency) was designated by (Name County Chosen Freeholders) as the implementing agency to perform the tasks contained in the Scrap Tire Management Entitlement Plan).
4. That the (Name of Implementing Agency) does hereby hold the State of New Jersey, and its Departments and agencies harmless from any damages, losses and claims which may arise directly or indirectly from the execution of the entitlement.
5. That the (Name of Implementing Agency) hereby accepts the terms and conditions set forth in the Act and the guidelines promulgated under it.

RAISED SEAL

Signatures and Attestation as Normally Required

ATTACHMENT C

Scrap Tire Management Fund

(Name of Implementing Agency) _____

EXPENDITURE REPORT: For the period beginning _____ and ending _____

| ACCOUNT DESCRIPTION | APPROVED PROJECT BUDGET | PREVIOUSLY REPORTED CUMULATIVE EXPENDITURES | ACTUAL EXPENDITURES AS OF _____ (date) | CUMULATIVE EXPENDITURES | UNEXPENDED BALANCE |
|---|-------------------------|---|---|-------------------------|--------------------|
| A. Personnel Costs | | | | | |
| Salaries | | | | | |
| Fringe Benefits | | | | | |
| B. Consultants and Subcontractors | | | | | |
| C. Other Costs Specify: _____ _____ _____ _____ _____ | | | | | |
| D. Audit | | | | | |
| Subtotal Direct Costs | | | | | |
| Less Program Income | | | | | |
| Total Direct Costs | | | | | |
| Indirect Costs | | | | | |
| TOTAL PROJECT AMOUNT | | | | | |

CERTIFICATION BY CHIEF FINANCIAL OFFICER

I certify that the above expenditures for the period are accurate as stated, that all procurements for which payment is required have been made in accordance with the standards contained in the Scrap Tire Management Fund Guide and Spending Plan, and that each obligation for which an expenditure is listed arose during the work period.

Date: _____

Signature: _____
(Signature)

(print name)

Title: _____