



North Central Ohio
Solid Waste District

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Serving Allen, Champaign, Hardin, Madison, Shelby and Union Counties

Financial Assistance Program Guidance Manual

For the Following Financial Assistance and Grant Programs:

NCO Financial Assistance

**Community Clean-Ups
Yard Waste Management
Disaster Debris Management
Recycling Assistance-Start-Up/Improvement
Recycling Assistance - Access
Solid Waste/Recycling Outreach and Education Assistance
Scrap Tire Clean-Ups**

and

Ohio EPA Grants

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I. INTRODUCTION

The North Central Ohio Solid Waste District (NCO) recently updated its solid waste management plan. NCO consists of Allen, Champaign, Hardin, Madison, Shelby and Union Counties. The Plan outlines various strategies for compliance with Ohio solid waste laws contained in House Bill 592 and according to regulations adopted by Ohio Environmental Protection Agency. Major goals of the Plan are to properly manage solid waste activities within the six-county region and to substantially reduce reliance on landfills through recycling, reuse, composting and other waste minimization efforts.

As a part of the updated plan, several changes to the financial assistance programs have been made including additional accountability of financial assistance applicants, pre-approval of financial assistance requests and the requirement for additional information in the application for financial assistance funding. The following financial assistance guideline manual was created to assist potential financial assistance applicants with the process of acquiring financial assistances from NCO. Financial assistance programs offered by NCO include:

- Community Clean-Ups
- Yard Waste Management
- Disaster Debris Management
- Recycling Assistance
- Solid Waste/Recycling Outreach and Education Assistance
- Scrap Tire Clean-Ups

In addition, this manual also includes information on how to apply through NCO for Ohio EPA Grants.

II. NCO FINANCIAL ASSISTANCE PROGRAMS

The following section summarizes the financial assistances offered by NCO and the requirements for each program.

A. Community Clean-Up

NCO offers communities throughout the six-county area financial assistance for solid waste clean-up projects. The projects normally occur in the spring and allow residents to bring special items and bulk materials (such as mattresses and furniture) to a central collection area. Projects must include a recycling component such as source separated materials being recycled or reused.

Eligible Applicants

The following eligible applicants for community clean-up financial assistance are as follows:

- Any political subdivision located within Allen, Champaign, Hardin, Madison, Shelby and Union Counties

Application Requirements

Eligible applicants may submit a request for funding using the form included in this guidance manual at any time but not later than September 15 of each year. Applications will be reviewed by NCO prior to the Board of Directors meeting in October of each year for their approval or disapproval. Applications submitted do not guarantee a project will be funded. NCO reserves the right to fund all or a portion of the applications submitted and to fund 0-50% of any individual application submitted.

Funding Criteria

NCO will consider the following elements in the process of application review:

- All applications will be reviewed as to conformity to the District Plan and a fair and equitable distribution according to population and waste generation in the area to be affected.
- Assurances that the project will accomplish stated goals
- Consistency with the strategic goals of the solid waste management plan
- Financial need of the applicant will be taken into consideration
- Availability of financial assistance funding
- Submission of required forms and comprehensive responses to all applicable questions
- The inclusion of a recycling component to the clean-up project.

Maximum Funding

NCO has not historically set a specific maximum funding amount per proposed project under this financial assistance program. NCO does budget a maximum expenditure limit for this program on an annual basis as approved by the Board of Directors. NCO will not exceed the maximum annual budgeted amount.

NCO will only pay for up to 50% of the allowable expenses of the proposed project.

A maximum of 1 clean-up project per year will be funded per community.

Match Funds

Community clean-up projects require a financial contribution equal to 50% or greater of the proposed project from the eligible applicant.

Allowable Expenses

Requests for financial assistance could include the following:

- Solid waste hauling and disposal costs for the clean-up project
- Examples of allowable solid waste (mattresses, furniture, swing sets, bicycles, carpeting, etc.) Call NCO for questions on allowable items
- Solid waste recycling and hauling costs for the clean-up project

Un-Allowable Expenses

Requests for financial assistance can not include the following:

- Disposal of normal trash
- Recycling or disposal of business hazardous waste, construction and demolition debris or exempt waste (roof shingles, siding, cement, asphalt, etc.) Call NCO for questions on non-allowable items
- Household hazardous waste
- Salaries or benefits of employees
- On-going project operational costs
- Advertising expenses
- Scrap tire hauling, disposal or recycling
- Meals for workers
- Appliances, Freon Appliances
- Yard waste (grass, brush, wood waste, leaves)

Other Financial Assistance Requirements

NCO will require the following regarding any funding approved under this program:

- All disposed materials must be sent to an Ohio approved solid waste transfer station or landfill.
- A final closure report when the project is completed that summarizes the following:
 - ✓ Summary of project
 - ✓ All expenses incurred including hauling, disposal and recycling
 - ✓ Weigh scale ticket/receipt from an Ohio approved solid waste transfer station, landfill or construction and demolition debris landfill.
 - ✓ Weigh scale ticket/receipt from any recycling facility used on the project
 - ✓ Match monies contributed
 - ✓ Estimated tonnage of materials recycled and disposed by commodity
 - ✓ Copies of invoices/bills and cancelled checks for reimbursed expenses

B. Yard Waste Financial Assistance

NCO offers communities, throughout the six-county region, financial assistance for managing yard waste (leaves, brush and wood). The projects normally occur in the spring and fall. Typical projects in the past have involved grinding of yard waste for mulch.

Eligible Applicants

The following eligible applicants for yard waste management financial assistance are as follows:

- Any political subdivision located within Allen, Champaign, Hardin, Madison, Shelby and Union Counties

Application Requirements

Eligible applicants may submit a request for funding using the form included in this guidance manual at any time. Applications will be reviewed by NCO within 1 month of receipt of the request and brought to the Board of Directors for approval or disapproval at the next available meeting date. The Board of Directors meets 4 times per year, generally in January, April, July and October.

Applications submitted do not guarantee a project will be funded. NCO reserves the right to fund all or a portion of the applications submitted and to fund 0-50% of any individual application submitted.

Funding Criteria

NCO will consider the following elements in the process of application review:

- All applications will be reviewed as to conformity to the District Plan and a fair and equitable distribution according to population and waste generation in the area to be affected.
- Assurances that the project will accomplish stated goals
- Consistency with the strategic goals of the solid waste management plan
- Financial need of the applicant will be taken into consideration
- Availability of financial assistance funding
- Submission of required forms and comprehensive responses to all applicable questions

Maximum Funding

NCO has not historically set a specific maximum funding amount per proposed project under this financial assistance program. NCO does budget a maximum expenditure limit for this program on an annual basis as approved by the Board of Directors. NCO will not exceed the maximum annual budgeted amount.

NCO will only pay for up to 50% of the allowable expenses of the proposed project.

Match Funds

Yard waste projects require a financial contribution equal to 50% or greater of the proposed project from the eligible applicant.

Allowable Expenses

Requests for financial assistance could include the following:

- Grinding of yard waste

Un-Allowable Expenses

Requests for financial assistance can not include the following:

- Disposal of normal trash
- Recycling of normal recyclables (glass, plastic, glass, metals)
- Recycling or disposal of business hazardous waste, construction and demolition debris or exempt waste (roof shingles, siding, cement, asphalt, etc.) Call NCO for questions on non-allowable items.
- Household hazardous waste
- Salaries or benefits of employees
- On-going project operational costs
- Advertising expenses
- Scrap tire hauling, disposal or recycling
- Meals for workers

- Appliances, Freon Appliances

Other Financial Assistance Requirements

NCO will require the following regarding any funding approved under this program:

- A final closure report when the project is completed that summarizes the following
 - ✓ Summary of project
 - ✓ All expenses incurred
 - ✓ Match monies contributed
 - ✓ Estimated tonnage of materials recycled and disposed by commodity
 - ✓ Copies of invoices/bills and cancelled checks for reimbursed expenses

C. Disaster Debris Management

NCO annually budgets funds to provide financial assistance with unplanned solid waste management costs which are a direct result of disaster situations. In addition to the financial assistance, in the event of a natural disaster, NCO offers the following technical assistance services to any County Emergency Management Agency (EMA) and/or local law enforcement in its jurisdiction:

- 1) Make NCO staff available 24 hours a day to respond to any solid waste disaster;
- 2) At the EMA's or local law enforcement request, the NCO Director will evaluate the situation to determine the process of clean-up and financial needs; and
- 3) NCO will coordinate with the local EMA, Ohio EPA district office and/or the local health department to establish disposal procedures and monitor debris sites to mitigate any impact on public health.

Eligible Applicants

The following eligible applicants for disaster debris management financial assistance are as follows:

- Any political subdivision located within Allen, Champaign, Hardin, Madison, Shelby and Union Counties

Application Requirements

Eligible applicants may submit a request for funding using the form included in this guidance manual at any time. Applications will be reviewed by NCO within 1 month of receipt of the request and brought to the Board of Directors for approval or disapproval

at the next available meeting date. The Board of Directors meets 4 times per year, generally in January, April, July and October.

Funding Criteria and Match Funds

The distribution of dollars from NCO's Emergency Disaster Fund will be conducted, at the discretion of the Board of Directors, and if appropriated funds are available, as follows:

- For declared natural disaster emergencies where the Federal Emergency Management Agency (FEMA) and/or the State of Ohio is providing financial assistance, the District may provide up to 10% of the project cost for solid waste disposal and hauling services if NCO appropriated disaster debris emergency funds are available.
- For non-declared natural disaster emergencies, the District may provide up to 50% of the project cost for solid waste disposal and hauling services if District appropriated disaster debris emergency funds are available.

Maximum Funding

NCO has not historically set a specific maximum funding amount per proposed project under this financial assistance program. NCO does maintain an emergency disaster debris fund and reserves the right to fund or reject any project. All funding decisions are made by the Board of Directors.

Match Funds

Disaster debris clean-up projects require a financial contribution equal to 50-90% of the proposed project from the eligible applicant based on the funding criteria requirements listed above.

Allowable Expenses

Requests for financial assistance could include the following:

- Solid waste hauling, recycling and/or disposal costs

Un-Allowable Expenses

Requests for financial assistance can not include the following:

- Recycling or disposal of business hazardous waste, construction and demolition debris or exempt waste (roof shingles, siding, cement, asphalt, etc.) Call NCO for questions on non-allowable items
- Salaries or benefits of employees

- On-going project operational costs
- Scrap tire hauling, disposal or recycling
- Meals for workers
- Mileage reimbursements

Other Financial Assistance Requirements

NCO will require the following regarding any funding approved under this program:

- A signed memorandum of understanding between NCO and the eligible applicant
- A final closure report when the project is completed that summarizes the following:
 - ✓ Summary of project
 - ✓ All expenses incurred
 - ✓ Match monies contributed
 - ✓ Estimated tonnage of materials recycled and disposed by commodity
 - ✓ Copies of invoices/bills and cancelled checks for reimbursed expenses
- Solid waste (yard waste, appliances, glass, plastic, paper, metals, household hazardous waste etc) should be recycled versus landfilled whenever possible.

D. Recycling Assistance – Start-Up/Improvement

NCO offers recycling assistance funds for one-time expenses related to the start-up or improvement of curbside and drop-off recycling programs. Other recycling program start-ups may also be considered.

Eligible Applicants

The following eligible applicants for recycling assistance financial assistance are as follows:

- Any political subdivision located within Allen, Champaign, Hardin, Madison, Shelby and Union Counties

Application Requirements

Eligible applicants may submit a request for funding using the form included in this guidance manual at any time.

For funding requests that include rolling stock, applications will be reviewed by NCO within 1 month of receipt of the request and brought to the Board of Directors for approval or disapproval at the next available meeting date. The Board of Directors meets 4 times per year, generally in January, April, July and October.

For funding requests that do not include rolling stock, applications will be reviewed by NCO within 1 month of receipt of the request and either approved or disapproved.

Funding Criteria

NCO will consider the following elements in the process of application review:

- All applications will be reviewed as to conformity to the District Plan and a fair and equitable distribution according to population and waste generation in the area to be affected
- Assurances that the project will accomplish stated goals
- Consistency with the strategic goals of the solid waste management plan
- Financial need of the applicant will be taken into consideration
- Availability of financial assistance funding
- Submission of required forms and comprehensive responses to all applicable questions

Maximum Funding

NCO has not historically set a specific maximum funding amount per proposed project under this financial assistance program. NCO does budget a maximum expenditure limit for this program on an annual basis as approved by the Board of Directors. NCO will not exceed the maximum annual budgeted amount.

Match Funds

Recycling Assistance projects do not require a financial contribution from the eligible applicant but are recommended to show commitment to the project.

Allowable Expenses

Requests for financial assistance could include the following:

- Collection trucks and trailers
- Collection bins
- Residential recycling bins
- Equipment for the transfer or processing of the materials that are collected
- Promotional expenses
- Other expenses as determined by the District

Un-Allowable Expenses

Requests for financial assistance can not include the following:

- Recycling or disposal of business hazardous waste, construction and demolition debris or exempt waste (roof shingles, siding, cement, asphalt, etc.) Call NCO for questions on non-allowable items
- Household hazardous waste
- Land acquisition
- Salaries or benefits of employees
- On-going project operational costs

Other Financial Assistance Requirements

NCO will require the following regarding any funding approved under this program:

- A signed memorandum of understanding between NCO and the eligible applicant
- A final closure report when the project is completed that summarizes the following:
 - ✓ Summary of project
 - ✓ All expenses incurred
 - ✓ Match monies contributed
 - ✓ Description of equipment/supplies purchased including quantities
 - ✓ Estimated tonnage of materials recycled by commodity
- Annual reporting of the performance of the recycling program that was initiated or improved including the tons of materials recycled by commodity. This recycling report is required to be annually submitted to NCO by April 1st for the previous calendar year performance.

F. Recycling Assistance – Access

NCO offers recycling assistance funds for one-time expenses related to the recycling access operational costs for drop-off recycling programs.

Eligible Applicants

The following eligible applicants for recycling assistance financial assistance are as follows:

- Any political subdivision located within Allen, Champaign, Hardin, Madison, Shelby and Union Counties

Application Requirements

Eligible applicants may submit a request for funding using the form included in this guidance manual at any time.

For funding requests that include operational expenses for recycling access drop-off programs will be reviewed by NCO within 1 month of receipt of the request and brought to the Board of Directors for approval or disapproval at the next available meeting date. The Board of Directors meets 4 times per year, generally in January, April, July and October.

Funding Criteria

NCO will consider the following elements in the process of application review:

- All applications will be reviewed as to conformity to the District Plan and a fair and equitable distribution according to population and waste generation in the area to be affected
- Assurances that the project will accomplish stated goals
- Consistency with the strategic goals of the solid waste management plan
- Financial need of the applicant will be taken into consideration
- Availability of financial assistance funding
- Submission of required forms and comprehensive responses to all applicable questions

Maximum Funding

NCO has not historically set a specific maximum funding amount per proposed project under this financial assistance program. NCO does budget a maximum expenditure limit for this program on an annual basis as approved by the Board of Directors. NCO will not exceed the maximum annual budgeted amount.

Match Funds

Recycling Assistance projects do not require a financial contribution from the eligible applicant but are recommended to show commitment to the project.

Allowable Expenses

Requests for financial assistance could include the following:

- Recycling access operational expenses such as trucking and processing costs
- Other expenses as determined by the District

Un-Allowable Expenses

Requests for financial assistance cannot include the following:

- Recycling or disposal of business hazardous waste, construction and demolition debris or exempt waste (roof shingles, siding, cement, asphalt, etc.) Call NCO for questions on non-allowable items

- Household hazardous waste
- Land acquisition
- Salaries or benefits of employees
- On-going project operational costs

Other Financial Assistance Requirements

NCO will require the following regarding any funding approved under this program:

- A signed memorandum of understanding between NCO and the eligible applicant
- A final closure report when the project is completed that summarizes the following:
 - ✓ Summary of project
 - ✓ All expenses incurred
 - ✓ Match monies contributed
 - ✓ Description of equipment/supplies purchased including quantities
 - ✓ Estimated tonnage of materials recycled by commodity
- Annual reporting of the performance of the recycling program that was initiated or improved including the tons of materials recycled by commodity. This recycling report is required to be annually submitted to NCO by April 1st for the previous calendar year performance.

G. Solid Waste/Recycling Outreach and Education Assistance

NCO offers outreach and education assistance funds for one-time expenses related to the education of District residents and students for recycling and solid waste topics or curriculum.

Eligible Applicants

The following eligible applicants located in the District for outreach and education assistance financial assistance for solid waste and recycling are as follows:

- Any educational institution including primary and secondary schools, community colleges, colleges and universities.
- Any governmental agency
- Non-profit organizations

Application Requirements

Eligible applicants may submit a request for funding using the form included in this guidance manual at any time.

For funding requests will be reviewed by NCO within 1 month of receipt of the request and brought to the Executive Director for approval or disapproval.

Funding Criteria

NCO will consider the following elements in the process of application review:

- All applications will be reviewed as to conformity to the District Plan and a fair and equitable distribution according to population and waste generation in the area to be affected
- Assurances that the project will accomplish stated goals
- Consistency with the strategic goals of the solid waste management plan
- Financial need of the applicant will be taken into consideration
- Availability of financial assistance funding
- Submission of required forms and comprehensive responses to all applicable questions

Maximum Funding

A maximum funding amount per application will be \$1,000.00. NCO does budget a maximum expenditure limit for this program on an annual basis as approved by the Board of Directors. NCO will not exceed the maximum annual budgeted amount.

Match Funds

Outreach and Education Assistance projects do not require a financial contribution from the eligible applicant but are recommended to show commitment to the project.

Allowable Expenses

Requests for one-time financial assistance could include the following:

- Educational and promotional materials and supplies
- Busing and travel expenses
- Speaker costs
- Other expenses as determined by the District as allowable

Un-Allowable Expenses

Requests for financial assistance cannot include the following:

- Salaries or benefits of employees
- On-going project operational costs
- Non-solid waste/recycling education and outreach

Other Financial Assistance Requirements

NCO will require the following regarding any funding approved under this program:

- A signed memorandum of understanding between NCO and the eligible applicant
- A final closure report within 60 days of completion of the project that summarizes the following:
 - ✓ Summary of project
 - ✓ All expenses incurred
 - ✓ Description of materials/supplies purchased including quantities
 - ✓ Number of individuals affected by outreach and education

H. Scrap Tire Clean-Ups

NCO offers assistance to county engineers, municipalities and townships with the costs of tire disposal and recycling associated with the clean-up of littered and illegally dumped tires. Under this program, the political subdivision is responsible for collecting the tires and then coordinating with NCO for the proper disposal/recycling and hauling of the tires. NCO will coordinate with a tire recycler/hauler to pick up the tires at a convenient time. NCO can pay for the hauling and disposal fee. The contractor that NCO is currently using shreds the tires for recycling applications.

Eligible Applicants

The following eligible applicants for scrap tire financial assistance are as follows:

- Any political subdivision located within Allen, Champaign, Hardin, Madison, Shelby and Union Counties
- County Engineers, County Sheriff and other forms of County Government

Application Requirements

Eligible applicants may submit a request for funding using the form included in this guidance manual at any time. Applications will be reviewed by the Executive Director and if all conditions are met and funding is available, the tires will be removed upon scheduling with NCO's tire hauler.

Funding Criteria

NCO will consider the following elements in the process of application review:

- All applications will be reviewed to ensure that the tires are only from illegally dumped areas within the six county region. Photographic documentation will be required

- Assurances that the tires were not obtained from businesses and from any special collection events
- Availability of financial assistance funding
- Submission of required forms and comprehensive responses to all applicable questions

Maximum Funding

NCO has not historically set a specific maximum funding amount per proposed project under this financial assistance program. NCO does budget a maximum expenditure limit for this program on an annual basis as approved by the Board of Directors. NCO will not exceed the maximum annual budgeted amount.

Match Funds

Scrap tire clean-up projects do not require a financial contribution from the eligible applicant but are recommended to show commitment to the project.

Allowable Expenses

Requests for financial assistance could include the following:

- Scrap tire hauling, recycling and/or disposal costs from illegally dumped tires along roadways in the six-county area only

Un-Allowable Expenses

Requests for financial assistance can not include the following:

- Tires obtained through special collection events from residents or businesses
- Tires obtained from the operation of local government
- Tires from businesses or tire dealers
- Tires from outside the six-county region of NCO
- Salaries or benefits of employees
- On-going project operational costs

Other Financial Assistance Requirements

NCO will require the following regarding any funding approved under this program:

- Provide photographic documentation of illegally dumped tires at the discovered location
- Copies of law enforcement open dump reports if issued

III. OHIO EPA GRANTS

NCO can assist communities and businesses within Allen, Champaign, Hardin, Madison, Shelby and Union Counties in applying for Ohio EPA Grants. Assistance includes grant application review, preparation assistance, coordination with Ohio EPA and general technical assistance. The following section summarizes the grant program offered by Ohio EPA. The grant program offered by Ohio EPA is subject to change without notice.

Ohio EPA's competitive grant funding is targeted at Ohio's local governments, colleges and universities, solid waste management districts/authorities, health districts, soil and water conservation districts, and private sector businesses for a variety of recycling, litter cleanup and scrap tire management projects.

To obtain the most current information about this grant and the requirements for submitting an application for this grant; please refer to the following web site:

<https://epa.ohio.gov/divisions-and-offices/environmental-financial-assistance/recycling/grants/recycling-grants>

FINANCIAL ASSISTANCE APPLICATION

Applicant Name _____

Address _____ City _____ Zip _____

County _____ Phone () _____

Email _____

Contact Person _____

Signature of Person Authorized to Sign Agreement _____

Certification Statement (Scrap Tire Financial Assistance Only)

_____ certifies that the scrap tires being applied for were generated from an illegal dump site(s).

Type of Applicant:

Village Township City County Health District

County Engineer Sheriff Other Government Agency

Non-Profit Organization Education Institution

Type of Financial Assistance:

Community Clean-Up Yard Waste Management

Disaster Debris Management Recycling Assistance-Start-up/Improvement

Recycling Assistance-Access

Solid Waste/Recycling Outreach and Education Assistance

Scrap Tire Clean-Up

Total Amount of District Funds Being Requested: \$ _____

Application Review Comments:

Application Approved: _____ **Date:** _____

If Approved. Funding Amount: \$ _____

Application Denied: _____ **Date:** _____

NCO FINANCIAL ASSISTANCE MEMORANDUM OF UNDERSTANDING

This agreement made _____, 20__ and effective the same date, is executed in multiple copies, each copy to constitute an original, by and between the NCO Solid Waste District, hereinafter referred to as NCO, and the _____ hereinafter referred to as the Financial Assistance Recipient.

WITNESSETH THAT:

WHEREAS, House Bill 592 was enacted in 1988 requiring the State of Ohio to establish solid waste management districts consisting of single or multiple counties, and whereby these districts would become responsible for managing and reducing their solid waste.

WHEREAS, the NCO Solid Waste Management District was formed in accordance with Ohio law on March 20, 1989 in the form of Resolution No. G-148 passed by the Board of Directors.

WHEREAS, the State of Ohio Solid Waste Management Plan has established an access goal to make recycling programs available to 90% of the district.

WHEREAS, in accordance with Section 3734.57(B) of the Ohio Revised Code, the NCO Solid Waste Management District ratified fees upon the disposal of solid waste from NCO at \$5.00 per ton for waste generated within the District.

WHEREAS, the Ohio Revised Code in Section 3734.57(E) provides for such fees to be expended for the development and implementation of solid waste recycling or reduction programs, and such fees shall be expended for such purposes in the manner prescribed by the NCO Solid Waste Management Plan.

WHEREAS, all programs funded by the District have been approved by resolution of the Board of Directors.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements contained herein, and other good and valuable consideration, the receipt and adequacy of which is acknowledged herein, the parties hereby agree as follows:

1. AGREEMENT. The NCO Solid Waste Management District agrees to provide Financial Assistance Recipient the amount of \$_____ for the purpose of _____. These funds are listed according to the following itemized budget:

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

2. TERM. The term of this agreement shall commence on _____, 2020 and terminate on _____, 2020.
3. PAYMENTS. A ninety percent (90%) payment of the financial assistance funds will be provided to the Financial Assistance Recipient upon initiation of this agreement. A final payment of ten percent (10%) of the financial assistance amount will be provided by NCO at the conclusion of the financial assistance period, and after receipt of the final report, all moneys left unspent by the Financial Assistance Recipient must be returned to NCO with the Final Report.
4. FINANCIAL ASSISTANCE RECIPIENT FINANCIAL MANAGEMENT. Financial Assistance Recipient shall establish a separate account for the financial assistance funds received under this agreement.
 - Financial Assistance Recipient shall establish fiscal control and accounting practices to ensure proper disbursement of and accounting for all financial assistance funds. This responsibility applies to all third-party agreements, sub financial assistances and contracts.
 - Financial Assistance Recipient shall provide an official accounting of all funds, indicating the specific use of each expenditure as well as any unused funds.
 - Accounting procedures shall provide for an accurate and timely recording of receipt of funds by source and expenditures made from such funds and unexpended balances. Controls shall be established to ensure that expenditures charged to financial assistance activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate, including receipts for all purchases and charges. Financial Assistance Recipient shall maintain all records in a manner which will provide an audit trail to all expenditures.
 - NCO reserves the right to perform an audit of the Financial Assistance Recipient's approved project. Financial Assistance Recipient shall make available, at any time deemed reasonable by NCO, all records and accounts for review or audit by Allen County, State of Ohio or NCO officials. Failure of the Financial Assistance Recipient to produce such records and accounts for review or audit shall be cause for immediate termination of the financial assistance award and agreement and the cessation of payment of all future funds. In such event, Financial Assistance Recipient shall also be liable to NCO for the return of all funds made under the financial assistance award.
 - All unused funds must be: a.) Returned to NCO; OR b.) Used for another appropriate recycling or waste reduction activity. Proposals for alternate

