




City of Cleveland  
Justin M. Bibb, Mayor

## Memorandum

FILE NO. 383-2023

### Department of Public Works

**TO:** Patricia Britt, Clerk of Council  
Cleveland City Council

**FROM:** Frank D. Williams, Director   
Department of Public Works

**DATE:** March 24, 2023

**RE:** Notification of Grant Acceptance- Cuyahoga County Solid Waste District

The Department of Public Works, Division of Waste Collection & Disposal has been awarded a grant in the amount of \$6,000.00 from the Cuyahoga County Solid Waste District, for the purpose of funding one year of an electronic newsletter to all residents enrolled in the recycling program, via Mailchimp, or a similar application, using contact information residents provided at signup.

Per attached copy of the Administrative Code, Chapter 121, section 121.06 "The Director of any department is hereby authorized to accept grants and donations from various entities, both public and private to conduct the operation of the director's department, provided that the proceeds of such grant shall not exceed ten thousand dollars (\$10,000.00)".

The grant will be used by the Division of Waste Collection to provide residents with correspondence meant to give them confidence that the recycling program is working, to motivate them to participate, to inform them how to recycle seasonal items, and to help identify and correct contamination issues we see at the transfer station or at the vendor's facility.

Therefore, the Director of Public Works accepts the grant in the amount of \$6,000.00, from the Cuyahoga County Solid Waste District.

Please feel free to contact Orensel Brumfield with any questions you may have regarding this grant award at (216) 664-3935.

FDW/mam

cc: Bradford J. Davey, Chief of Staff  
Ryan Puente, Deputy Chief of Staff & Chief Government Affairs Officer  
Bonita G. Teeuwen, Chief Operating Officer  
Terrell Pruitt, Commissioner of Waste Collection  
Greg Cordek, OBM – Dept. of Finance  
Orensel Brumfield, Recycling Coordinator, Dept. of Public Works  
Christopher Niesig, Budget Management  
John Laird, Asst. Director of Public Works  
M. Yanna Maxwell, Dept. of Public Works

## **§ 121.06 Application and Acceptance of Grants**

The director of any department is hereby authorized to apply for and accept grants from various entities, both public and private, to conduct the operation of the director's department, provided that the proceeds of each grant shall not exceed ten thousand dollars (\$10,000.00) and provided further that the City is not obligated to provide in cash matching funds as a condition of receiving the grant. The director of any department is further authorized to file all papers and execute all documents necessary to receive the funds under said grants and, upon acceptance of said grants by a director pursuant to this section, the grant funds shall be appropriated for the purposes set forth in the grant agreement. The director shall notify the Clerk of Council of the making of any grant application or the acceptance of any grant pursuant to this section.

(Ord. No. 341-91. Passed 4-29-91, eff. 5-2-91)

## 2023 Community Recycling Awareness Grant

Cristie Snyder <[csnyder@cuyahogacounty.us](mailto:csnyder@cuyahogacounty.us)>

Mon 3/6/2023 13:06

To: Brumfield, Orensel <[OBrumfield@clevelandohio.gov](mailto:OBrumfield@clevelandohio.gov)>

Cc: Laird, John <[JLaird@clevelandohio.gov](mailto:JLaird@clevelandohio.gov)>; Mayor Bibb <[MayorBibb@clevelandohio.gov](mailto:MayorBibb@clevelandohio.gov)>; Elizabeth Biggins-Ramer <[ebiggins-ramer@cuyahogacounty.us](mailto:ebiggins-ramer@cuyahogacounty.us)>

 1 attachments (268 KB)

Cleveland Grant Award and Acknowledgement Form.pdf;

**CAUTION:** This email originated from outside of the City of Cleveland. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to [phishing@clevelandohio.gov](mailto:phishing@clevelandohio.gov).

Dear Ren:

Congratulations! Your community's application for a 2023 Community Recycling Awareness Grant was selected for funding.

Please READ and PRINT the attached **Grant Award and Acknowledgement Form** which includes the approved grant amount and grant conditions. You must SIGN and RETURN page 2 of the Grant Acknowledgement Form to [csnyder@cuyahogacounty.us](mailto:csnyder@cuyahogacounty.us) or fax (216) 478-0014 by March 24, 2023.

- Do not wait to start your grant project -- plan for enough time to get project approval before production.
- New items and icons have been added to the [ToolKit](#); details for logging in to the ToolKit are included in your acknowledgement letter.
- See PDFs of items purchased or produced with grant funds in 2022 at [www.cuyahogarecycles.org/district\\_grants/](http://www.cuyahogarecycles.org/district_grants/)

For project reimbursement: The **Grant Reimbursement Report** is available for download at [www.cuyahogarecycles.org/district\\_grants/](http://www.cuyahogarecycles.org/district_grants/) You can complete your project and submit a final report at any time during the year. The deadline for submitting a Grant Reimbursement Report, in hard copy with supporting documentation, is November 1, 2023.

I look forward to working with you on this recycling awareness grant. Contact me if you have any questions, for project approval, or would like assistance with your project.

Regards,  
Cristie Snyder

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**Cristie Snyder**, Communications Specialist

[csnyder@cuyahogacounty.us](mailto:csnyder@cuyahogacounty.us)

Direct: (216) 443-3707

Mobile: (216) 701-0149

CUYAHOGA COUNTY SOLID WASTE DISTRICT  
4750 East 131 Street, Garfield Heights, OH 44105



## 2023 COMMUNITY RECYCLING AWARENESS GRANT

### **GRANT AWARD & ACKNOWLEDGEMENT FORM**

Sign and return this form to [csnyder@cuyahogacounty.us](mailto:csnyder@cuyahogacounty.us) on or before March 24, 2023.

#### **APPROVED GRANT AWARD: CLEVELAND**

The Cuyahoga County Solid Waste District has approved a grant in the amount of **\$6,000 for the City of Cleveland** for the purpose of implementing the activities noted below and described in your 2023 grant application.

- **MailChimp email marketing services (12 months @ \$550/month) to opt-in recycling households.**

#### **NOT ALLOWABLE Items not approved in grant request**

There were no unallowable items requested in the grant application.

#### **CONDITIONS OF APPROVAL**

There are no conditions of approval for this grant award.

#### **RECOMMENDATIONS & NOTES**

The following items are recommended for your grant project:

- Update any weblinks you have for the Solid Waste District. Your community's URL on our website is [www.cuyahogarecycles.org/recycle-in/cleveland](http://www.cuyahogarecycles.org/recycle-in/cleveland)
- If you have recycling information posted on your community's website, make sure it is current and correct.
- Find additional ways to expand or increase reach about recycling right throughout the year including mayor newsletters, community magazines, education displays, and social media.
- Use the toolkit. The brand guidelines, logos, new icons, and customizable pieces can be accessed at
  - <http://toolkit.cuyahogarecycles.org/>
  - Login: CCSWDToolKit ("K" must be capitalized)
  - Password: WelOverecycling! ("O" is a zero, not a letter)
  - Hard click on your community's name to highlight it in blue, then submit. The login will take you to your customizable products.

The effective date of this grant is March 2, 2023. Expenses incurred before this date will not be reimbursed.

**This notice of grant award does not mean your education component has received final approval** from the Solid Waste District for print or publication. A sample or draft must be submitted to the District for approval.

See PDFs of items purchased or produced with grant funds in 2022 at [www.cuyahogarecycles.org/district\\_grants/](http://www.cuyahogarecycles.org/district_grants/)

Grant activities should be completed according to the timeline in your grant application but no later than October 31, 2023.

The Solid Waste District will disburse the grant funds following the completion of the grant activities and the satisfactory performance of Grantee obligations as described herein. See the included grant acknowledgement form on page 2. To request the funds, the Grantee must complete and submit a *Grant Reimbursement Report* and all required documentation. See [www.cuyahogarecycles.org/district\\_grants/](http://www.cuyahogarecycles.org/district_grants/)

**District Contact:** All grant related questions, changes, approvals, and paperwork should be directed to the District Contact: Cristie Snyder, Communications Specialist, (216) 443-3707, [csnyder@cuyahogacounty.us](mailto:csnyder@cuyahogacounty.us)



# 2023 COMMUNITY RECYCLING AWARENESS GRANT

## CITY OF CLEVELAND

**GRANT ACKNOWLEDGEMENT FORM** *Review, sign, and return. Keep a copy for your records.*

BY **CHECKING THE BOXES** and **SIGNING BELOW**, THE CITY/VILLAGE/TOWNSHIP ACKNOWLEDGES THAT IT UNDERSTANDS AND AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

- DEADLINES:** The Grantee will complete all grant activities in accordance with its grant application, or with any changes approved by the Solid Waste District and submit a hard copy (by mail or hand delivery) of its complete grant report no later than 4:00 PM on November 1, 2023.
- PURCHASING REQUIREMENTS:** The Grantee will abide by its local purchasing requirements when spending grant funds and will keep records of all grant expenses including purchase orders, invoices, receipts, and proof of payment to account for all grant funds.
- APPROVAL OF EDUCATION PIECES:** Prior to production or printing, the Grantee will obtain approval from the District Contact for all awareness materials produced with grant funds. This includes, but is not limited to, banners, brochures, calendars, cart tags, fliers, info cards, mailers, newsletters, postcards, recycling signs, refrigerator magnets and videos. Failure to obtain approval may result in a reimbursement request being denied.
- GRAPHICS AND DESIGN:** The Grantee will incorporate the graphics and recycling terminology contained in the Cuyahoga Recycles toolkit for any grant funded awareness material to ensure consistent communication about recycling across Cuyahoga County. The login instructions for the toolkit are available in the grant application packet, on page 1 of this agreement, or from the District Contact.
- FUNDING CREDIT:** The Grantee will include a funding credit line and District logo on awareness materials produced with grant funds. A digital copy of the logo is available from the District Contact or can be downloaded from the online toolkit. The credit line should appear as follows:

Grant funding provided by:



- PROOF OF PAYMENT:** The Grantee acknowledges that proof of payment must be received at the Solid Waste District by the deadline in order for grant-associated invoices to be reimbursed out of the District's 2023 budget. Any requests for reimbursement received after the deadline may be applied against the District's next annual budget. If this occurs, grant monies available to you in 2024 will be less this reimbursement amount.
- MERIT-BASED AWARDS:** The Grantee recognizes that grant applications are evaluated annually on the merit of the application, as well as past management of the grant and adherence to grant guidelines.

Authorized Grantee Signature

  
Signature

3-22-2023  
Date

ODENSE BRUMFIELD, RECYCLING COOP.  
Printed Name & Title

CITY OF CLEVELAND  
Community