

Department of Natural Resources

E-Cycle Wisconsin Electronics Collection Grant Program

Administration and 2023 Application Information

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Introduction

Wisconsin’s electronics recycling law established a statewide program to collect and recycle certain electronics. Under this product stewardship-based law, manufacturers of TVs, computers, monitors and desktop printers must register with the Department of Natural Resources the brands they sell to Wisconsin households and schools. Those manufacturers also must recycle a target weight of electronics each year based on their sales. Manufacturers contract with state-registered recyclers and collectors to meet their targets. This manufacturer-funded recycling program is called E-Cycle Wisconsin. The law also bans landfill and incinerator disposal of many electronics.

There has been at least one registered electronics collection site or event in every Wisconsin county since E-Cycle Wisconsin began in 2010. However, several counties have not consistently had permanent collection sites and have only held sporadic one-day collection events. As a result, there are parts of the state where residents must drive a significant distance to properly recycle electronics, increasing the likelihood of illegal dumping or disposal.

To provide more electronics recycling opportunities in underserved areas, the DNR worked with legislators to create a grant program to direct some of the funds the DNR receives from registered manufacturers toward collection efforts in counties or municipalities that have lacked consistent collection opportunities. This program was included in a bill passed unanimously in the state Senate and Assembly, which Gov. Evers signed into law as 2021 Wisconsin Act 79 in August 2021.

This guide explains the structure and requirements for the E-Cycle Wisconsin Electronics Collection Grant Program and provides instructions for applying for grant funding in 2023.

Part 1: Grant program details

Section 287.17 (10) (fm), Wis. Stats., authorizes the program and lays out several basic requirements.

Grant program contact information

If you have questions about this grant program, please contact the DNR's E-Cycle Wisconsin team at DNRWle-cycling@wisconsin.gov or 608-234-0533.

Program purpose

The purpose of this grant program is to expand electronics collection and recycling through E-Cycle Wisconsin in underserved areas of the state. It provides funding to establish permanent electronics collection sites or host one-day electronics collection events. The statute sets funding priorities based on the current availability of registered E-Cycle Wisconsin collection sites in a given area.

Program requirements

Basic program requirements include the following:

- Grants under this program must be used for hosting an electronics collection site or event, or series of collection sites or events.
- Any site or event that receives grant funding must be registered with E-Cycle Wisconsin once the site is open or event details are finalized. The collector registering the site or event must meet all E-Cycle Wisconsin program requirements under s. 287.17 (7), Wis. Stats.
- A grant recipient must provide matching funds equal to at least 20% of the cost of the project for which the grant is provided.

Funding for permanent electronics collection sites can only be awarded for sites not registered as permanent sites under E-Cycle Wisconsin as of December 2022. This could include:

- a new location (one not used previously to collect electronics or other solid waste);
- a permanent site established at a location where only collection events/temporary sites have been hosted in the past;
- a location at which other solid waste/recyclables are already collected, but that is not currently collecting electronics;
- a location that collected electronics in the past but has not done so during the previous year; or
- a location that has been collecting electronics, but was not registered with E-Cycle Wisconsin as of December 2022.

The only exception would be a collection site not currently open to all residents that will begin serving all county residents, if it is in a county with no other permanent collection site open to all county residents.

Grant funds must be used to support collection of eligible electronic devices from Wisconsin households and covered schools. Any site or event that receives grant funding must accept all eligible electronic devices listed under s. 287.17 (1) (gs), Wis. Stats.:

- TVs;
- computers (desktop, laptop, netbook and tablet computers);
- desktop printers (including those that scan, fax and/or copy and 3-D printers);
- computer monitors;
- other computer accessories (including keyboards, mice, speakers, external hard drives and flash drives);
- e-readers;
- DVD players, VCRs and other video players (i.e., DVRs); and
- fax machines.

All eligible electronics from a collection site or event that receives grant funding must be sent to a registered E-Cycle Wisconsin recycler during the period covered by the grant agreement.

Expenses eligible for grant funding

The following expenses related to hosting an electronics collection site or event are reimbursable under this grant program. The grant recipient may incur these expenses directly, or they may be included in services provided by a partner, vendor or contractor.

1. **Rental costs for facility or event site.** This could include rental of buildings, event grounds or trailers.
2. **Materials necessary to host the collection site or collection event.** Examples include:

Permanent collection sites	One-day collection events
Packaging materials (pallets, shrink wrap, Gaylords or other containers)	Packaging materials (pallets, shrink wrap, Gaylords or other containers)
Personal protective equipment for site workers	Personal protective equipment for event workers
Forklifts, pallet jacks, lift trucks or similar equipment used to move pallets/containers and/or load them in a truck	Rental of forklift or similar equipment used to move pallets/containers and/or load them in a truck
Sheds, tarps or other material necessary to protect electronics from weather, breakage or vandalism	
Security equipment (cameras/security systems, locks, gates, signs)	

3. **Advertising costs for the site or event.** Examples include:
 - o Design and printing of handouts, posters, signs, etc.
 - o Creation of video or audio ads.
 - o Paid digital, print, TV or radio ad space/time.
4. **Staff expenses for the site or event,** including administrative costs. Examples include:
 - o Salaries, hourly wages and fringe benefits (not to exceed current state rate of 47.66%) for staff time to plan, promote or operate a collection site or event.
 - o Mailing/printing costs.
5. **Costs to transport collected devices to a registered recycler.**
6. **Construction of new or improvements to structures,** such as new buildings or building improvements; new site development to improve access; or improvements to encourage efficient handling of electronics, such as concrete slabs or paving and loading ramps.

Contact DNR E-Cycle Wisconsin staff with any questions about the eligibility of other expenses, or for instructions on completing an application for sites or events in multiple locations.

Expenses must be incurred during the period specified in the signed grant agreement. Any expenses incurred before or after the grant agreement period will not be reimbursed.

The following expenses are not eligible for reimbursement or to count toward the 20% match requirement:

1. The purchase of real property.
2. Costs for recycling (processing) eligible electronics after they have arrived at a registered recycler.
3. Direct costs for the collection, transportation or recycling of electronics not used by households or covered schools, or for electronics that do not meet the definition of eligible electronic devices listed under s. 287.17 (1) (gs), Wis. Stats. For example, costs to pick up electronics from a business or to ship a load that only contains electronics from a business to a registered recycler cannot be reimbursed under the grant.
4. In-kind costs, such as volunteer hours the use of space or equipment already owned by the grant recipient at the time the grant agreement is signed.

5. Staff wages, salaries or fringe benefits not directly related to planning, promoting or operating a collection site or event.
6. Purchase of office equipment, such as computers, phones or copy machines, that will be used for activities other than hosting the collection site or event.

A collection site or event may accept non-eligible electronics, or electronics that were not used by a household or covered school, but should pro-rate expenses accordingly. For example, if a load being shipped to a registered recycler contains approximately 20% (by weight) business material or non-eligible devices, only 80% of the cost for shipping that load would be eligible for reimbursement.

Who can apply

The following are all eligible to receive funding under this program:

- Businesses;
- local units of government;
- nonprofit entities, including religious nonprofit entities; and
- tribal governing bodies

Funding, maximum grant awards and total amount available for 2023

E-Cycle Wisconsin Electronics Collection grants offer up to an 80% cost share of total eligible project costs. Grant recipients must provide matching funds equal to or greater than 20% of the total project cost. Planned sources of match funding must be identified in the grant application. Matching funds must be in dollars; in-kind contributions may not count toward this requirement.

The DNR will award grants based on available funding from electronics manufacturer registration and shortfall fees under E-Cycle Wisconsin.

For the 2023 award cycle, the DNR plans to award up to \$50,000 in grants, with the following maximum award amounts.

- Maximum award per collection event: \$5,000
- Maximum award per permanent collection site: \$10,000

The minimum award for a project is \$1,000.

To receive the maximum grant amount and satisfy the 20% match requirement, a total project cost would be \$6,250 for an event (\$5,000 grant and \$1,250 match) and \$12,500 for a permanent collection site (\$10,000 grant and \$2,500 match). For more expensive projects, an applicant would be responsible for more than 20% of the total cost.

Grant recipients may receive up to 50% of the awarded funds after a grant agreement is signed by both parties, with the remainder paid once the DNR receives adequate documentation of eligible expenses that the grant recipient has paid. If the grant is for a collection event or events, the DNR will only issue final payment after the event(s).

Priority eligibility for grant funding

Section 287.17 (10) (fm) 1 through 4, Wis. Stats., provides specific instructions to the DNR for the priority in which it must award grants.

1. Projects that will take place in a county that has no permanent collection site registered under E-Cycle Wisconsin and did not have a collection event registered under E-Cycle Wisconsin during the previous program year.
2. Projects that will take place in a county that has no permanent collection site registered under E-Cycle Wisconsin that is open to all residents.
3. Projects that will take place in a municipality with a population of 5,000 or more that does not have a permanent collection site registered under E-Cycle Wisconsin.

4. Projects that do not meet the requirements under 1. to 3., at the determination of the DNR.

Priority eligibility for 2023

S. 287.17 (10) (fm), Wis. Stats., provides specific instructions to the DNR for the priority in which it must award grants. Projects in counties listed under Priority 1 are eligible for 2023 based on registered E-Cycle Wisconsin collection sites as of December 2022 and sites/events registered during the July 2021-June 2022 program year.

Priority 1: Projects that will take place in a county that has no permanent collection site registered under E-Cycle Wisconsin and did not have a collection event registered during the previous program year.

- Florence
- Forest
- Iron
- Marquette

Projects in counties listed under Priority 2 are eligible for 2022 grants based on information collectors have provided the DNR regarding restrictions for their sites (e.g., whether a site is only open to residents of a specific municipality). An applicant may provide evidence to show that a county not included in the list does not have a registered collection site open to all residents, and could be eligible for a 2022 grant.

Priority 2: Projects that will take place in a county that has no permanent collection site registered under E-Cycle Wisconsin that is open to all residents.

- Crawford
- Green Lake
- Iowa
- Jackson
- Marinette
- Price
- Taylor

Process for evaluating and awarding grants

The DNR will award grants to any project that meets all requirements and is in the highest priority category [s. 287.17 (10) (fm) 1., Wis. Stats.], up to a maximum amount of \$50,000 for projects awarded grants in spring 2023.

If the DNR receives complete applications meeting all requirements and in the highest priority category for more than \$50,000, it will award grants to projects in the following order:

1. Projects for sites or events open to all residents of a county.
2. Projects that offer free recycling of all eligible electronics.
3. For any remaining qualifying projects, in order of the date the application was received.

If funds remain after grants are awarded in the highest priority category, the DNR will award grants to projects that meet all requirements and are in the second priority category [s. 287.17 (10) (fm) 2., Wis. Stats.]. If the DNR receives complete applications meeting all requirements in the second priority category for more than the remaining funds, it will award grants to projects in the following order:

1. Projects for sites or events open to all residents of a county.
2. Projects that offer free recycling of all eligible electronics.
3. For any remaining qualifying projects, in order of the date the application was received.

If funds remain after grants are awarded in the first two priority categories, the DNR will award grants to projects that meet all requirements and are in the third priority category [s. 287.17 (10) (fm) 3., Wis. Stats.]. If the DNR receives complete applications meeting all requirements in the second priority category for more than the remaining funds, it will award grants to projects in the following order:

1. Projects for sites or events in a county that has a permanent site open to all residents that does not accept all eligible electronics (for example, a site that does not accept TVs).
2. Projects for sites or events open to all residents of a county.
3. Projects that offer free recycling of all eligible electronics.
4. For any remaining qualifying projects, in order of the date the application was received.

Part 2: 2023 application deadline and instructions

2023 grant application deadline

Complete application materials for 2023 grant awards must be received by DNR E-Cycle Wisconsin staff on or before **5 p.m. CDT on Feb. 17, 2023**. Any applications received after the deadline will only be considered if sufficient funding is available.

Each application may include up to two events or permanent collection sites in the same county. A separate application must be completed for events or sites in more than one county. An applicant may receive up to \$5,000 for each event or up to \$10,000 for each permanent site included on an application.

DNR E-Cycle Wisconsin staff will review applications for completeness, screen them for eligibility and rank them according to the funding priorities specified in s. 287.17 (10) (fm) 1 through 4, Wis. Stats. Staff will notify applicants if their application is not being considered because it is incomplete or does not meet eligibility requirements.

Incomplete/partial or ineligible submittals and submittals received after the deadline will be pulled from the project selection process. If DNR E-Cycle Wisconsin staff receive an incomplete application before the deadline, they will work with the applicant to try to address what is missing.

Once the application is deemed complete, screened for eligibility requirements and ranked, DNR Waste and Materials Management Program staff will determine which projects will receive funding and the total award amount for each project using the criteria outlined in Part 1. DNR staff will notify all applicants in writing of whether their project was selected for funding.

Please keep in mind that expenses are not eligible for grant reimbursement until after a grant agreement is signed by both the DNR and recipient, which will likely be several weeks after the grant deadline. Make sure any projects/events included on your application are not scheduled before late April 2023.

2023 grant application instructions

Applicants must submit one electronic copy of all application documents to DNRWle-cycling@wisconsin.gov by the application deadline (5 p.m. CDT on Feb. 17).

A complete application must include:

- E-Cycle Wisconsin Electronics Collection Grant Program Application (Form 4400-329), which includes an itemized draft budget for the project, detailing expected costs of any eligible expenses and identifying all sources of the applicant's 20% funding match.
- Copies of any price quotes or estimates the applicant has received for eligible expenses (e.g., pricing from a registered recycler, printing/advertising quotes, equipment pricing, rental agreements)
- If the applicant is not a municipality or other local government, a current copy of its W-9 form

Access the fillable PDF application form on the [E-Cycle Wisconsin Information for Collectors page](#).

Part 3: Grant awards, reimbursement process and timeline

Project grant award agreement and initial funding

If your project is selected, you will receive a signed agreement from the DNR outlining the approved project scope, deadlines, eligible project costs and budget. The grant expires on the expiration date listed in the grant agreement. For most projects, the expiration date will be June 30, 2024, unless a grant applicant specifically requests and justifies a longer timeframe and the DNR agrees.

Read the agreement carefully. It contains important conditions that govern your project. Make sure everyone involved with your project understands the project scope and conditions described in the grant agreement.

Return the signed grant agreement with all authorized representative signatures to DNR E-Cycle Wisconsin Coordinator Sarah Murray (contact information provided on the agreement). **The grant award funds will not be officially secured until the DNR receives the signed grant agreement.**

CAUTION: Cost incurred before both the applicant and the DNR have signed a grant agreement will NOT be eligible for reimbursement.

Once the DNR receives the signed grant agreement, it may issue a check to the recipient to cover up to 50% of the total grant award, if requested.

Changes to the grant agreement

The DNR may terminate any grant awarded for violation of any term or condition of the grant agreement and may seek reimbursement of the grant funds previously distributed to the grant recipient.

The grant recipient may request, for good cause, a grant agreement amendment for changes to the project scope or an extension of the grant period prior to the end of the grant period. The DNR may amend the grant agreement or extend the grant period based on a grant recipient's request.

All amendments to the grant agreement must be submitted to the DNR E-Cycle Wisconsin program coordinator (DNRWle-cycling@wisconsin.gov) in writing and indicate the specific changes requested to the grant agreement. Amendments to the grant award are not legally binding until the amended agreement is signed and received by the DNR Waste and Materials Management Program Director.

Documentation required for reimbursement

The grant recipient must submit claims for payment of actual and eligible expenses on the forms provided by the DNR. All costs claimed for payment must be documented and consistent with the eligibility provisions of s. 287.17 (10) (fm), Wis. Stats., and with the grant agreement. See Part 1 for information about eligible costs for reimbursement. All costs must be incurred within the grant period specified in the grant agreement.

The grant recipient must submit the final claim for payment **within 60 days** of the end of the grant period specified in the grant agreement. The grant recipient can request an extension in writing of the final claim period, but must do so within 60 days after the grant ending date, showing good cause for the extension.

If the grant recipient fails to submit the final claim within 60 days of the end of the grant period and does not receive DNR approval to extend the final claim period, the DNR may deny the final claim payment.

A final claim for payment must include all of the following:

- An itemized final summary of expenses for the project, detailing actual costs of any eligible expenses and noting which of the expenses have been used to meet the 20% match requirement.
 - Use Grant Payment Request and Worksheet (Form 8700-001), [available through E-Cycle Wisconsin webpage](#).
- Copies of invoices or other proof of purchase for all eligible expenses.

- Copies of receipts, cancelled checks or other proof of payment for eligible expenses.
- If the recipient is requesting reimbursement for staff expenses, documentation (e.g., from a time reporting system) showing staff hours/expenses directly related to the planning, promotion and operation of the site or event.
- A list of fees, if any, the site or event charged for accepting eligible electronics during the grant period and the estimated revenue those fees generated during the period for which the applicant is asking for reimbursement.



Bureau of Waste and Materials Management
Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707-7921
DNRWle-cycling@wisconsin.gov
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