

# ENVIRO-DEPOT™ Infrastructure Funding Program Guidelines

## Purpose

To provide financial assistance through the RRFB Special Projects Funding Program that will be used specifically for improvements to an ENVIRO-DEPOT™ facility and/or its operation.

## Eligible Applicants

Eligible applicants shall be limited to Nova Scotia ENVIRO-DEPOT™ owners and landlords.

## Assessment/Approval of Applications

The **Special Projects and Research and Development Committee** shall assess all applications. The Committee is comprised of one person from each of the following agencies/groups:

- RRFB Nova Scotia (management personnel)
- Department of Environment Representative
- Regional Waste-Resource Management Representative

The Committee normally meets quarterly to review applications. Assessments and funding recommendations of the Committee shall be subject to approval by the Board of Directors.

## Eligible Costs

Eligible costs shall include:

- ✓ New and/or upgraded equipment/software used in activities that support RRFB mandates
- ✓ Studies undertaken to improve efficiencies of an ENVIRO-DEPOT™
- ✓ Pilot projects undertaken to determine the effectiveness of new procedures or equipment to be used by an ENVIRO-DEPOT™
- ✓ Buildings, including improvements to existing structures, additions, or separate storage – either permanent structure or trailer(s), provided the results of such projects are for the sole benefit of RRFB supported activities
- ✓ Occupational health and safety training
- ✓ In-kind contributions that, in the opinion of the Committee, are essential to the project, are incremental, are in all respects fair and without fraudulence, and represent fair market value

**Note:** preference will be given to projects intended to help ENVIRO-DEPOT™ locations achieve compliance with the NOVA SCOTIA ENVIRO-DEPOT™ GUIDELINES.

## Ineligible Costs

Ineligible costs shall normally include:

- Land
- Depreciation
- General-purpose vehicles
- Signage
- Any other costs that, in the opinion of the Committee, are not essential to the project

## Level of Assistance

Eligible funding assistance shall normally be limited to a maximum 80% of eligible costs, as determined by the Committee. Eligible applicants shall normally have a minimum 20% equity in the project.

At the discretion of the Committee, and subject to approval by the Board of Directors, costs for studies/pilot projects that are likely to benefit all ENVIRO-DEPOT™ locations may be paid in part or in whole by RRFB Nova Scotia.

Where a project has commenced, or does not have the required equity, or for which the applicant has made written financial commitments prior to the date the application was received by RRFB Nova Scotia, funding assistance may only be provided under special circumstances and at the discretion of the Committee, subject to approval by the Board of Directors.

Notwithstanding the above, projects started prior to June 23, 2005, shall not be eligible for assistance under any circumstances.

## Form of Assistance

Approved funding assistance shall normally be provided in the form of an interest-free loan.

## Assistance Repayment

The term of the loan shall normally not exceed the estimated useful life of the project, as determined by the Committee.

Repayment shall be made through the ROCAPS 2000™ system based on a formula that calculates a repayment per 1,000 used beverage containers (UBCs) processed by a depot and which shall be withheld by RRFB once every four weeks. Below is the formula in an example.

<b>EXAMPLE</b>		
	<b>Loan Amount*</b>	<b>\$5,000.00</b>
<i>divided by</i>	Loan Term (in years)	5
<i>equals</i>	Loan Amount repayable each year	\$1,000.00
<i>divided by</i>	UBCs processed in previous 12 month period	2,500,000
<i>equals</i>	Loan Amount repayable per UBC	\$0.0004
<i>multiplied by</i>	1,000	1,000
<i>equals</i>	<b>Amount to be withheld per 1,000 UBCs**</b>	<b>\$0.40</b>
<i>multiplied by</i>	UBCs processed in current 4 week period (in thousands)	208.33
<i>equals</i>	<b>First repayment (total amount withheld)</b>	<b>\$83.33</b>

\* Loans of \$5,000 or more shall require security by way of assets, personal guarantees, or other acceptable forms as determined by the Committee

\*\* Repayments shall not normally be permitted to exceed \$1.75 per 1,000 UBCs unless approved by the Board of Directors

## Condition of Assistance

It is a condition of assistance that any improvements to an ENVIRO-DEPOT™ operation, developed as a result of this Infrastructure Funding Program shall be shared with all Nova Scotia ENVIRO-DEPOT™ locations.

## **Application Procedure**

The Special Projects Approved Program Funding Application (four-part form) can be obtained from RRFB Nova Scotia by calling toll-free at 1-877-313-RRFB (7732) or online at <http://www.rafb.com/pages/forms.html>.

Applicants are expected to adhere to the principle of full disclosure and provide all information requested by the form. Completed forms and relevant documentation should be mailed to:

ENVIRO-DEPOT™ Infrastructure Funding Program  
RRFB Nova Scotia  
14 Court Street, Suite 305  
Truro, NS B2N 3H7

The Committee shall treat all information received as confidential, adhering to all applicable privacy legislation and RRFB policy.

All applicants shall be informed of the Board of Directors decision in writing. The letter to successful applicants shall include the terms and conditions of the offer, details regarding disbursement of funds, invoicing, records, reviews, audits and repayment schedules.

Applications may be submitted at any time.