

**TOWN OF PINETOP-LAKESIDE**

**RESOLUTION NO. 25-1794**

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, AUTHORIZING THE RECYCLING PARTNERSHIP GRANT AGREEMENT FOR THE RESIDENTIAL RECYCLING DROP-OFF PROGRAM; AND AUTHORIZE THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THIS AGREEMENT.**

**WHEREAS**, this Project is funded by The Recycling Partnership; and

**WHEREAS**, the Town of Pinetop-Lakeside submitted an application for The Recycling Partnership Grant Fund for the Residential Recycling Drop-off Program (“Project”); and

**WHEREAS**, the Town of Pinetop-Lakeside was awarded The Recycling Partnership Grant for the Residential Recycling Drop-off Program, in the amount of \$100,000.00; and

**WHEREAS**, Town Staff, after reviewing the Agreement for The Recycling Partnership Grant for the Residential Recycling Drop-off Program (Exhibit A), recommend entering into an Agreement with The Recycling Partnership for this Project; and

**WHEREAS**, the Town of Pinetop-Lakeside is in agreement with the terms and conditions set forth in the Contract Documents between The Recycling Partnership and the Town.

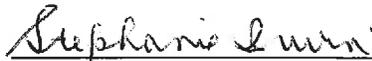
**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona that:

1. THAT the Recycling Partnership Grant for the Residential Recycling Drop-off Program with a total amount of \$100,000.00 is approved.
2. THAT the Mayor is authorized to execute all documents necessary to complete said Grant Agreement.

**PASSED AND ADOPTED** by a majority vote of the Mayor and Town Council of the Town of Pinetop-Lakeside in an open meeting on this 16<sup>th</sup> day of October 2025.



**TOWN OF PINETOP-LAKESIDE**

  
Stephanie Irwin  
Mayor

**ATTEST:**

  
  
Kristi Salskov, MMC, CPM,  
Town Clerk

**APPROVED AS TO FORM:**

  
William J. Sims, III  
Town Attorney

**EXHIBIT A**

The Recycling Partnership Grant for the Residential Recycling Drop-off Program

## **RECYCLING PARTNERSHIP GRANT AGREEMENT**

This Recycling Partnership Grant Agreement (“Grant Agreement”) is entered into on the last date of execution below (“Effective Date”), by and between THE RECYCLING PARTNERSHIP, INC., a non-stock corporation organized under the laws of the Commonwealth of Virginia, with its principal place of business located at 20 F Street NW, 7th Floor, Washington, DC 20001 (“Grantor”), and the TOWN OF PINETOP-LAKESIDE, a municipal government organized pursuant to the laws of the State of Arizona, with its principal place of business located at 325 W White Mountain Boulevard, Lakeside, AZ 85929 (the “Grantee”), which are referred to collectively herein as the “Parties” and each individually as a “Party.”

### **RECITALS**

WHEREAS, Grantor is a tax-exempt organization under Section 501(a) of the Internal Revenue Code of 1986, as amended (“Code”), as an organization described in Code Section 501(c)(3), and is classified as a public charity described in Code Section 170(b)(1)(A)(vi);

WHEREAS, Grantor’s purpose includes furthering charitable and educational purposes within the meaning of Code Section 501(c)(3) by engaging in activities related to increasing recycling;

WHEREAS, Grantee intends to improve the throughput of recyclable materials at the Grantee-managed drop-off site (the “Facility”) and broaden access to neighboring communities, as further described in Attachment A (hereinafter referred to as the “Work Plan” or the “Project”);

WHEREAS, Grantor has determined the Project will increase residential recycling and provide environmental benefits and thereby further its charitable purposes within the meaning of Code Section 501(c)(3); and

WHEREAS, Grantor desires to further its charitable purposes by providing Cash Grants (as defined below) and In-Kind Services (as defined below) to Grantee to support the Project.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Grant Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Grant Agreement Documents.** This Grant Agreement includes Attachment A, comprises the entire agreement between the Parties, and supersedes all previous and contemporaneous agreements and representations, whether oral or written.

2. **Term.** This Grant Agreement shall be effective during the Grant Period, which begins on the Effective Date and ends on December 31, 2026.

3. **Duties of Grantee.** In exchange for the Cash Grants and In-Kind Services from Grantor, Grantee shall complete the Project including, without limitation, all reporting requirements, in accordance with the Work Plan and all other terms and conditions set forth in this Grant Agreement.

4. **Duties of Grantor.** Subject to Grantee satisfying its obligations under this Grant Agreement, Grantor shall make cash grants to Grantee in an amount not to exceed ONE HUNDRED THOUSAND DOLLARS (\$100,000) to support the Project (“Cash Grants”). The details of the Cash Grants and the anticipated costs and expenditures associated with the Project are set forth on Attachment A. Notwithstanding anything contained in this Grant Agreement to the contrary, Grantor shall not be obligated to distribute any Cash Grants to Grantee or a Vendor (as defined below), even if the required documentation is submitted to Grantor, unless such Cash Grants are for an Allowable Expenditure (as defined below). In addition to the Cash Grants, during the Grant Period, Grantor shall also provide Grantee with access to In-Kind Services with an estimated value of up to ONE HUNDRED AND TWENTY-FIVE THOUSAND DOLLARS (\$125,000) (“In-Kind Services”). A description and the projected value of the In-Kind Services is set forth on Attachment A.

5. **Distribution of Cash Grants.** During the Grant Period, Grantor shall distribute Cash Grants to Grantee to reimburse Grantee for Allowable Expenditures. An Allowable Expenditure is an actual expenditure associated with work performed, or goods or services acquired, in accordance with the Work Plan and in support of the Project, as determined by Grantor in its sole and absolute discretion (collectively, “Allowable Expenditures” and individually, an “Allowable Expenditure”). Costs incurred prior to the Grant Period, or for expenses related to travel, shall not be deemed an Allowable Expenditure without the prior written approval of Grantor, except for the prior purchase of a roll-off truck which is hereby approved.

a. **Invoices.** Grantee shall submit reimbursement requests to Grantor in the form of an invoice, using a template provided by Grantor (each an “Invoice” and collectively, the “Invoices”). All Invoices submitted to Grantor shall be accompanied by (i) copies of invoices for each Allowable Expenditure for which Grantee is seeking reimbursement; and (ii) reasonable and appropriate documentation showing the actual amounts paid by Grantee for all Allowable Expenditures included in the Invoice. Acceptable documentation showing the actual amount(s) paid may include copies of canceled checks or finance reports. Cash Grants, other than those paid directly to Vendors and excluding the final payment of Cash Grants, shall be distributed to Grantee within thirty (30) days of Grantor’s receipt of an Invoice. Total Cash Grants from Grantor will not exceed ninety percent (90%) of Allowable

Expenditures until the submittal of a Final Report (as defined in the Work Plan).

b. **Final Invoice.** The final ten percent (10%) of Cash Grants shall be paid within thirty (30) days of (i) Grantee’s completion of the Project; (ii) Grantee’s submission of a Final Report; and (iii) Grantor’s acceptance of Grantee’s Final Report. Grantor may withhold Cash Grants if Grantee does not meet the aforementioned requirements or if Grantee fails to meet the reporting obligations set forth in the Work Plan. When distributing Cash Grants directly to Vendors in lieu of reimbursing Grantee, Grantor may, in its sole and absolute discretion, waive its right to withhold ten percent (10%). Cash Grants may be distributed to Grantee or to Vendors by check or direct deposit, as Grantee, Grantor and a Vendor, as the case may be, shall mutually agree upon prior to the distribution of a Cash Grant.

c. **Direct Payment to Vendors.** Grantor may, in its sole discretion and with the prior written consent of Grantee, hire, and distribute Cash Grants directly to Vendors for the purpose of providing goods or services in support of the Project. No Vendor may be an employee of Grantee or an entity controlled, as determined by Grantor in its sole and absolute discretion, by an employee of Grantee or members of the family (as defined in Internal Revenue Code Section 4958(f)(4)) of an employee of Grantee or Grantor. Furthermore, it is expressly understood and agreed that each Vendor hired in connection with this Grant Agreement shall be and operate as an independent contractor and not as an agent, representative, or employee of Grantee or Grantor. Any Vendor hired will have the exclusive right to control the details of its operations and activities and will be solely responsible for the acts and omissions of its officers, agents, servants, employees, and subcontractors. Grantor shall notify Grantee’s primary contact in writing of its intent to hire Vendors and shall include Grantee in the process to integrate the goods or services to be provided by such Vendors into the Work Plan. Vendors shall (i) provide evidence of commercially reasonable insurance for the goods and/or services provided, and (ii) indemnify and hold harmless Grantor and Grantee for third-party and other claims related to the services provided, each under such terms and conditions as determined by Grantor in its sole discretion. Grantor shall provide Grantee a copy of each contract with a Vendor. Each contract with a Vendor shall expressly state that the Grantee is a third-party beneficiary thereof. Grantor agrees not to amend any Vendor contract to delete the third-party beneficiary rights of Grantee.

6. **Notice.** Except as otherwise provided, all notices required by this Grant Agreement must be delivered by email to each Party’s primary and secondary (if any) contact, as set forth below.

<b>Grantor Primary Contact:</b>	<b>Grantor Secondary Contact</b>	<b>Grantee Contact:</b>
Samantha Longshore Community Program Manager (P): (414) 439-3950 (E):	Charlotte Pitt VP, Community Development (P): (303) 931-4045 (E):	Malaina Spillman Interim Director, Public Works (P): (928) 368-8885 (E):

slongshore@recyclingpartnership.org	cpitt@recyclingpartnership.org	mspillman@pinetoplakesideaz.gov
-------------------------------------	--------------------------------	---------------------------------

7. **Termination.** Either Party may terminate this Grant Agreement with thirty (30) days’ written notice, with a read receipt requested, to the other Party. If Grantee fails to substantially fulfill its obligations under this Grant Agreement in a timely and proper manner, Grantor may provide written notice to Grantee of its intent to terminate this Grant Agreement. Such notice shall specify the reasons for termination and allow Grantee thirty (30) days to mitigate any specified reasons. If Grantee fails to cure such breach within the thirty (30) day period, as determined by Grantor in its sole discretion, Grantor may terminate this Grant Agreement by giving written notice to Grantee of such termination and the effective date of such termination (the “Termination Date”). Notwithstanding receipt of such notice of termination, Grantee may still receive Cash Grants for any Invoices which were submitted prior to the Termination Date and approved by Grantor in accordance with this Grant Agreement.

8. **Amendments and Extensions.** This Grant Agreement may only be amended in a writing signed by both Parties. Grantee shall substantially adhere to the timeline and objectives detailed in the Work Plan. Notwithstanding the foregoing, Grantor may grant extensions of time via email for Grantee to perform its obligations hereunder, but such extensions are not guaranteed. If Grantee desires an extension, Grantee shall submit a written request to Grantor at least sixty (60) days prior to the due date of an obligation which Grantor shall review and either approve or deny in its reasonable discretion.

9. **Prohibited Lobbying and Political Activity.** Grantee shall not use or appropriate any Cash Grant to (i) carry on propaganda or otherwise attempt to influence legislation, or (ii) engage in political activity, including participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

10. **Publicity and Press Events.** Grantee may make information regarding this Grant Agreement and the Project available to the public at any time after the Effective Date and in a manner which the Parties deem appropriate. This requirement is not intended to limit or otherwise restrict Grantee’s public information obligations or requirements, if any, and is instead intended to allow the Parties to coordinate public announcements about the Project. Grantee agrees to reasonably cooperate with Grantor during the Grant Period to publicize the Project, including, but not limited to, designating a suitable representative to appear on behalf of Grantee at publicity events, providing relevant and pertinent information to include in press releases and distributions, and responding, as appropriate, to relevant and pertinent press inquiries. Each Party agrees to provide the other with reasonable advanced notice of any efforts to publicize the Project for the purpose of allowing the Parties to coordinate any public announcements.

11. **Compliance with Patent, Trademark and Copyright Laws.** The Parties agree that all work

performed under this Grant Agreement shall comply with all applicable patent, trademark and copyright laws, rules, regulations, and codes. The Parties further agree that neither will use any protected patent, trademark, or copyright in the performance of their respective work unless a Party has obtained proper permission and all releases and other necessary documents. The Parties agree to release, indemnify and save one another harmless from any and all claims, damages, suits, costs, expenses, liabilities, actions, or proceedings of any kind or nature whatsoever, of or by anyone whomsoever, in any way resulting from, or arising out of, directly or indirectly, the performance or work by the Parties under this Grant Agreement which infringes upon any patent, trademark, or copyright protected by law.

12. **Electronic Signatures and Electronic Records.** This Grant Agreement, and any other documents requiring a signature that are related to this Grant Agreement, may be signed electronically in the manner specified by the Parties. The Parties agree not to object to the admissibility, legal effect, or enforceability of this Grant Agreement or any document related thereto in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not an original.

13. **Assignment, Successors and Assigns:** Neither Party may transfer, delegate or assign this Grant Agreement, or its rights or obligations hereunder, without the prior written consent of the other Party. If this Grant Agreement is properly assigned, then it will bind and benefit the successors and assigns of the Parties. Any assignment in violation of this Paragraph will be void.

14. **Signature Warranty.** Each of the undersigned represents and warrants that they are authorized to execute this Grant Agreement.

15. **Appropriations Limitation:** All expenditures by Grantee under this Grant Agreement are subject to appropriations by the Grantee's Town Council. Consequently, this Grant Agreement shall bind Grantee only to the extent that it appropriates sufficient funds to perform its obligations hereunder.

16. **Statutory Required Provisions and Requirements.** This Grant Agreement is subject to termination pursuant to A.R.S. § 38-511, as may be amended.

**[The balance of this page is intentionally left blank. Signature page to follow.]**

The Parties have executed this Grant Agreement as of the Effective Date.

**GRANTOR:**

THE RECYCLING PARTNERSHIP, INC.

By: \_\_\_\_\_  
Name: Charlotte Pitt  
Title: VP, Community Development  
Date: \_\_\_\_\_

**GRANTEE:**

TOWN OF PINETOP-LAKESIDE

By: Stephanie Irwin  
Name: Stephanie Irwin  
Title: Mayor  
Date: Oct. 16<sup>th</sup>, 2025

By: William J. Sims  
Name: William Sims  
Title: Town of Pinetop-Lakeside Attorney  
Date: 10/9/2025

## Attachment A: Work Plan

- a. **Background.** Grantee currently operates the Facility, which provides drop-off recycling access to the residents of the Town of Pinetop-Lakeside, AZ as well as paid access to residents of the surrounding communities, including but not limited to: Navajo County, the White Mountain Apache Tribe, and the Towns of Springerville, Eager, St. John, Taylor, Snowflake, and Whiteriver. The Facility is open seven days per week and collects source-separated residential recyclables, including aluminum and steel containers, cardboard, mixed paper, plastics #1, 2, and 5, and glass, which are condensed at the Facility using a backhoe before being sent to market in the Phoenix, AZ metro-area. The Facility also accepts a variety of “non-traditional” recyclable materials from residents, including e-waste, tires, green waste, and scrap metal. Grantee staff estimate current Facility throughput of residential recyclables at 500 tons annually.
- b. **Project Description.** With the support of Cash Grants and In-Kind Services from Grantor, Grantee shall (1) purchase the needed Facility collection infrastructure (including a mix of approximately four (4) to six (6) lidded 20 and 40 cubic yard roll-off containers) (collectively, the “Equipment”) for recyclables, (2) purchase or retrofit a new or existing recycling truck to haul collected recyclable materials to market, (3) purchase and install appropriate signage at the Facility to inform Facility visitors which materials belong in each container, and (4) distribute education and outreach resources to Grantee residents and neighboring communities to increase visitations and material throughput of the Facility.
- c. **Measurement.** Grantee will implement a system for tracking monthly tonnage data for municipal solid waste and the different categories of recyclables collected at the Facility, which shall itemize the tonnage of recyclables at the Facility. Additionally, the Grantee will implement a system for tracking the number of visitors to the Facility and which communities those visitors are from. Required reports transmitting the number of Grantee households with access to recycling services, the number of monthly visitors to the Facility, monthly tonnage data for the Facility, and other project elements will be provided to Grantor on templates provided by Grantor.
- d. **Collection and Management of Recyclable Materials.** Grantee shall provide Grantor with a list of materials currently accepted for recycling by Grantee’s program. Grantor (and/or a contractor hired at Grantor’s expense) shall review the list of materials currently accepted for recycling by Grantee and shall work with Grantee to evaluate the potential for the inclusion of other recyclable materials as appropriate. The Parties agree that recyclable materials collected for recycling in connection with the Project, and meeting reasonable contamination standards established by Grantee, will be delivered to end markets for recycling and recovery. Grantee shall work in good faith with Grantor to address any issues related to the recycling and/or recovery of such materials with the goal that properly prepared recyclable materials collected by Grantee’s program will be managed responsibly.

e. **Project Budget.** The amounts set forth in the table below represent Grantor’s intended distribution of Cash Grants pursuant to this Grant Agreement:

<b>Grant Element Description</b>	<b>Grant Amount</b>
Cash Grants to support purchase of Equipment, a recycling truck, and other needed infrastructure to grow material throughput at the Facility	\$90,000
Cash Grants to support recycling education and outreach	\$10,000
Total not to exceed	\$100,000

In addition to Cash Grants, Grantor shall provide In-Kind Services for the purpose of supporting the Project through the provision of technical support for strategic planning, program assessment, program implementation, measurement activities, and recycling education and outreach including graphic design customization. The anticipated In-Kind Services, and the projected value of such services, are as follows:

<b>Description of In-Kind Services</b>	<b>Projected Value</b>
Access to Grantor’s educational campaign materials	Up to \$100,000
Dedicated technical assistance and outreach campaign design support from Grantor’s staff	Up to \$25,000
Total	Up to \$125,000

All costs associated with Project implementation beyond the Cash Grants from Grantor will be the responsibility of the Grantee. It is understood by the Parties that the Grantee may combine Cash Grants with local funding as well as grant funding from other sources to fund the Project. It is also understood by the Parties that actual expenses may vary depending on a variety of factors, including the actual expenses associated with the Grantee’s education and outreach effort. Upon the mutual written agreement of the Parties, the final allocation of Cash Grants may be adjusted between expense categories. The actual amount of Cash Grants will be based on actual Allowable Expenditures, as outlined in Paragraph 5 of the Grant Agreement, and the total amount of Cash Grants shall not exceed the amount specified in Paragraph 4 of this Grant Agreement. The Grantee shall only invoice and receive reimbursement for actual Allowable Expenditures incurred.

f. **Grantee Engagement.** Grantee will commit sufficient staff time and resources for the planning, implementation and management of the Project, including but not limited to: (a) reviewing and approving **Grantor**-designed educational materials; (b) developing and implementing an education program that includes the use of the Grantee’s website, digital content, and supported events; (c) producing and distributing educational materials; (d) conducting recycling program operations; (e) supporting research

and program analysis through the reporting and measurement data; (f) assistance with Grantor funded measurement activities; and (g) providing additional support as the Project requires.

g. **Public Education and Outreach Campaign.** Grantee will work closely with Grantor to develop and implement an effective education and outreach campaign in support of Grantee's drop-off recycling program, utilizing the approach outlined herein. This educational effort will focus on informing residents about the Facility, which materials may be recycled at the Facility, increasing participation in the drop-off recycling program, and improving the quality of the recyclable materials collected. Grantee will work with Grantor to localize educational materials from Grantor's current library of templated recycling outreach materials. The educational campaign will target residential households in Grantor's current jurisdiction as well as those of surrounding communities and will, at a minimum, utilize the following tools:

- i. Appropriate signage at the Facility informing visitors how to prepare and where to place their collected recyclables;
- ii. A packet of information about recycling to be available to Facility visitors;
- iii. The implementation of anti-contamination training among Facility staff and other strategies, as needed, to reinforce correct recycling behavior among Facility visitors; and
- iv. The Grantee's website shall communicate the basics of the new drop-off recycling program including, at a minimum, the location of and contact details for the Facility, a list of acceptable materials and guidance for how to prepare those materials for drop-off at the Facility, and how to get additional information about the recycling program.

In addition, and as agreed by the Parties, outreach efforts may be expanded to include one or more of the following:

- i. Public activation event to drive citizen engagement in recycling;
- ii. Social media boosting;
- iii. Paid advertisements; and/or
- iv. Other strategies determined by the Parties.

f. **Graphic Design Edits.** Grantor will work with Grantee to customize educational materials to fit the needs of Grantee's campaign for the Project in accordance with the timeline established by the Parties. Grantor will provide two (2) rounds of edits to the graphic design of campaign materials. Additional rounds of editing on graphic design materials may be provided upon the mutual agreement of the Parties. Grantee must provide at least five (5) days' written notice to Grantor's primary contact for any edits or changes to educational materials that are to be reviewed by Grantor. If Grantee uses a third-party for the design of education and outreach materials, Grantor will cooperate with such third-party by providing access to Grantor's tools, artwork, and images for use by such third-party in accordance with this Grant Agreement. Grantor will not, however, provide customized design services to such third-party. Print

buying and approvals are the sole responsibility of Grantee unless otherwise agreed upon by the Parties. Grantee shall have all publications produced as a result of this Grant Agreement printed double-sided on recycled-content paper with a minimum of thirty percent (30%) post-consumer recycled content.

g. **Logo Usage.** During the Grant Period, Grantee shall use Grantor's logo with the phrase "Funded in part by" on all materials associated with the Project, unless otherwise agreed by the Parties or prohibited by applicable law. Grantee hereby agrees that if the Project is funded by one or more funders in addition to Grantor, then, in addition to Grantor's logo, such funders may also require acknowledgment by Grantee in communications, educational and/or outreach materials, including the "Funded in part by" language, and the use of such funder's logo(s). Prior to use, Grantor requires proof review and approval of any campaign materials developed by Grantee or a third-party that uses campaign images, graphics, or logos of Grantor and any of its funders. Upon receipt of materials for review, Grantor agrees to review proofs and provide feedback within ten (10) business days, or it shall forfeit the right to require the use of its logo, and the logos of any of its funders and associated use of the "Funded in part by" phrasing. Grantor understands that under no circumstances may Grantee appear to be endorsing or advertising on behalf of a private business.

h. **Anticipated Timeline.** The Parties agree to develop and maintain a detailed project timeline, setting periodic milestones for the implementation of the Project. The anticipated key dates in the Project are as follows:

- i. October 2025 – Grantee begins collaboration with Grantor to develop education and outreach plan and begin developing collateral.
- ii. Fall 2025 – Grantee purchases needed Equipment and other Facility infrastructure.
- iii. Fall 2025/Spring 2026 – Grantee begins outreach to grow material throughput at the Facility.
- iv. December 31, 2026 – Deadline for Project completion.

The Parties acknowledge the difficulty of predicting the exact dates for implementation of the various elements of the Project. Accordingly, the above dates are intended as milestones, with the understanding that if unanticipated changes or delays in the schedule occur, the Parties may revisit the timeline and adjust the schedule as necessary for the successful implementation of the Project, including an extension of the Grant Period as needed.

i. **Reporting and Additional Post-Award Requirements.** Grantor's provision of the Cash Grants and In-Kind Services contemplated herein is expressly conditioned upon Grantee's satisfaction of the following reporting requirements:

- i. **W-9.** Within fifteen (15) days of the Effective Date, Grantee shall provide Grantor with an Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and

- Certification, signed and dated in the current year.
- ii. **Baseline Data.** In order to establish a baseline for measurement of Project success, Grantee shall provide Grantor with monthly solid waste and recycling tonnage data (if any) for at least the twelve (12) month period immediately preceding Project commencement (the “Baseline Period”). If such data is not available, Grantee agrees to work with Grantor to develop estimates of solid waste and recycling tonnage data for the Baseline Period.
  - iii. **Quarterly Reports.** Until the end of the Grant Period, or the one (1) year anniversary of Project implementation, whichever is later, Grantee shall deliver quarterly reports containing monthly solid waste and recycling data. Such quarterly reports shall be submitted electronically via a reporting system and format established by Grantor.
  - iv. **Solutions Hub.** Grantee shall establish a profile in Grantor’s Recycling Program Solutions Hub (the “Solutions Hub”) and a representative of Grantee shall become a verified representative for Grantee’s jurisdiction within the Solutions Hub. Access to and use of the Solutions Hub is provided at no cost to Grantee. Upon execution of this Grant Agreement, Grantee shall complete the general information section of Grantee’s community profile, update information in the Solutions Hub for Grantee’s current recycling efforts (if any), and submit recycling data for the Baseline Period into the Solutions Hub. Finally, to aid in the tracking of the long-term impacts of the Project, for a period of five (5) years following the end of the Grant Period, Grantee shall update its profile and report annually regarding its recycling efforts in the Solutions Hub. Grantor may, in its sole discretion, eliminate Grantee’s cost-free access to the Solutions Hub at any time. In the event of such access termination, Grantor shall provide Grantee with an alternative reporting mechanism that is no more burdensome than the Solutions Hub, and Grantee’s reporting obligations shall continue.
  - v. **Final Report.** No less than thirty (30) days prior to the end of the Grant Period, Grantee shall submit a draft final report (the “Final Report”) to Grantor for review. Grantor will provide Grantee with the required format for the Final Report. Within fourteen (14) days of receipt of the draft Final Report, Grantor shall provide feedback to Grantee, including necessary changes and points of clarification. Grantee shall then incorporate any such revisions and submit a fully reviewed and approved Final Report within sixty (60) days of the end of the Grant Period.
  - vi. **Third-Party Reports.** Grantee shall share with Grantor any data or reports it may receive from the MRF or MRFs processing Grantee’s recyclable materials that are collected for recycling in connection with the Project which could help the Parties gain a deeper understanding of the impact of the Project on the performance of Grantee’s public recycling program, which may include, but is not limited to, tonnage reports, reports on the composition of Grantee’s recyclable materials, and/or reports on the quality/contamination levels of Grantee’s recyclables.