

Administration Of Your Grant Funds

FY 2018 GRANT TRAINING
West Virginia Solid Waste Management Board

Grant History

- The SWMB Grant program is mandated by W.Va. Code §22C-4-30.h.2.a.
- Governed by 54CSR5 - "Disbursements of Grants to Solid Waste Authorities"



Funding

- Funding is made possible entirely through the assessment fees paid on the tonnage of waste disposed of in West Virginia landfills.



SWMB Provided Support

- Financial: disperse assessment fees and grants
- Technical: assistance with planning and grant applications
- Consulting: program development and implementation
- Training: grant administration



SWA Responsibility

- Ensure proper administration for day to day operations of grant programs and allocation of grant funds in accordance with 54CSR5.



Proper Grant Administration

Award Date

- The official “award date” is August 1, 2017.
- WV-48, invoice and affirmation form should be signed as soon as possible after the “award date”.
- Officially begins on the “award date” and runs for one year.
- In special circumstances, the Board may approve an extension of up to 90 days. **MUST BE RECEIVED BY JULY 1ST**.



Grant Disbursements

FIRST DRAWDOWN

- WV Auditor’s Office must receive proper paperwork (WV-48 & Invoice) in order to process the check for the first drawdown.
- Whenever practicable, grant funds are disbursed in two allotments: 50% at the beginning and 50% at the end of six months. However, if necessary and found practicable, the Board may disburse funds on an altered schedule which will ensure continuity.



Grant Disbursements

SECOND DRAWDOWN

Only awarded when:

- Required semi-annual reports have been submitted
- Semi-annual reports have been approved
- ½ of the original awarded amount has been spent



Grant Disbursements

SECOND DRAWDOWN

If semi-annual reports are not approved:

- SWA will receive itemized letter of deficiencies
- Must respond to SWMB providing all requested information within 10 business days
- SWA WILL NOT RECEIVE THEIR 2nd DRAWDOWN UNTIL SEMI-ANNUAL REPORTS ARE COMPLETE AND APPROVED



Approved Expenditures

- Items on which grant funds may be spent.
- Items detailed in the approved budget.
- Items which receive Board approval in the Grant Revision Process.



Approved Expenditures

- Grant monies cannot be passed on to a third party.
- Equipment, buildings, and land purchased with grant funds may be leased to other solid waste authorities or other parties provided that such lease will directly assist in the implementation of Comprehensive Litter and Solid Waste Control Plan goals, objectives, and recommendations.
- Title to equipment, buildings, and land purchased with grant funds must remain with the solid waste authority unless otherwise approved by the Board.



Budget Revisions

- 54-5-12.4 - Grant recipients may request a revision to their grant budget only after approval by the Solid Waste Authority's Board and only if it does not materially alter the original grant proposal approved by the Board.
- Budget revisions under \$5,000.00 can be reviewed and approved by the Board's Executive Director.
- Review and approval in a formal meeting of the Solid Waste Management Board is required for revisions over \$5,000.00 – Must be received by July 1st to be considered at the July board meeting.



Administrative Controls

- Separate Checking Account
- Internal Controls
- Legal Compliance



Grant Checking Account

- Separate checking account **MUST** be established and maintained for the grant.
- Grant funds **MUST** be deposited directly into the dedicated account.
- **ALL** grant transactions, and **ONLY** grant related transactions and expenditures, **MUST** go through this account.



Internal Controls

- It is the responsibility of the SWA to establish and maintain adequate procedures and internal controls to properly monitor the management of the grant.
- Example: a checking account requiring two signatures.



Legal Compliance

- The grantee agrees to ensure that all conditions of 54-5.6, “Compliance with Federal and State Laws” are met.
- Must submit the name and license number of any contractor paid with grant funding in the final report (54CSR5.6.4.).



Bid Solicitations

- Verbal Bids
- Sealed Bids
- Equipment



Verbal Bids

- **MUST** be obtained for any purchase between \$2,500-\$5,000.
- Verbal bids must be documented and included with grant reporting.
- Purchasing guidelines recommends obtaining at least 3 bids.



Sealed Bids

- **MUST** be obtained for any purchase over \$5,000.
- Avoid any attempts to segregate projects in order to circumvent the bid process as it will result in termination of the grant.
- Bids should be solicited by a Class II legal ad, running two times within 14 days prior to bid submission, in the largest newspaper serving the area.
- When obtaining architectural or engineering services, you must comply with the requirements of W.Va. Code §5G-1-1.
- Purchasing guidelines recommends obtaining at least 3 bids.



Equipment

- Title – Any and all equipment or property purchased with grant funds must remain with the SWA – unless approved by the SWMB.
- There is no time limit on this requirement.
- 54CSR5-11 states:
 - 11.1 Disposition of equipment purchased with grant funds, in whole or in part, requires prior Board approval.
 - 11.2 The Board reserves the right to conduct on-site inspections of all equipment.



Reporting Requirements

Semi-Annual Report

- Must be submitted within 15 working days at the end of the 6th month period.
- Semi-annual report contains:
 - Expenditure summary – detailing all expenditures and their necessary documentation, i.e. invoices, cancelled checks, bank statements, bids, ads, etc.



Semi-Annual Report

- Recap sheet, including:
 - Balance remaining
 - Percentage of money spent
 - Percentage of total project completed
 - Current period expenditures
 - Progress report
 - Report of any problems encountered



Final Report

- Must be submitted to SWMB within 30 days of completion of the project or 30 days from the one year deadline from the “award date”.



Final Report

- Extensions:
 - Must be filed before report deadline
 - Will be considered by the Board
 - Request extensions in extenuating circumstances only



Final Report

- Final Reports contain:
 - Final project description
 - Goals & objectives
 - Description of project accomplishments and all other requirements of the semi-annual report for the second six month period



Final Report

- Any funds not expended by the end of the grant period must be returned to the Board within 60 days after the end of the grant period.



SWMB Grant Administration & Reporting Issues

Grant Administration Issues

- Not including program narrative with semi-annual and final reports. (54CSR-5.9.1.1 and 54CSR-5.9.3)
- Non-compliance with requirements for sealed bids. (54CSR-5.4.9 and 54CSR-5.4.9.1)
- Unauthorized expenditures. (54CSR-5.10.1)
- Spending budget revisions prior to Board approval. (54CSR-5.12.4)
- Insufficient documentation on semi-annual and final reports. (54CSR-5.9.1.1 and 54CSR-5.9.3)



Grant Administration Issues

- Failure to commence program activities within 90 days of receiving grant funds. (54CSR-5.8.3)
- Semi-annual and final reports turned in after deadlines. (54CSR-5.9)
- Not spending 20% of the first drawdown within the first 6 months of the grant period. (54CSR-5.8.3)
- Not establishing a separate checking account. (54CSR-5.10.1)
- Chairperson not signing forms and reports with **BLUE** ink!



SWMB Contact Information

Please remember that the Solid Waste Management Board
is here to serve your needs.

If you have **ANY** questions regarding your grant,
please call us at 304-926-0448
or toll free at 866-568-6649.

Scott Norman

Grants Administrator

