



## SOLID WASTE MANAGEMENT BOARD

### HELPFUL GUIDE FOR UNDERSTANDING GRANT RULES

1. Grants awarded by the Solid Waste Management Board (SWMB) are governed by and must comply with 54CSR5, Disbursement of Grants to Solid Waste Authorities.
2. Grants are awarded for a maximum period of one year. The official start of the grant period is the grant award date. The SWMB may extend this period for up to an additional ninety (90) days upon proper request from the Solid Waste Authority (SWA), before the end of the grant period (54CSR5-4.2).
3. The SWA is responsible for establishing and maintaining adequate internal controls to properly manage the grant. A separate checking account shall be established through which all grant project financial transactions shall take place (54CSR5-4.6), and this account shall be an interest bearing account (54CSR5-10.1). Also, the SWA shall ensure that the grant funds are expended for the project items detailed in the SWMB's approved budget (54CSR5-4.6).
4. Fifty percent (50%) of the grant award will be distributed at the time of the award. The balance will be issued after the SWA has expended approximately fifty percent (50%) of the total project funds and has submitted a semi-annual report on forms provided, attached the proper documentation (as described in 54CSR5-9.1.1), and the report is approved by the SWMB (54CSR5-4.10). Upon proper application, a different disbursement schedule may be arranged if the 50/50 schedule adversely affects the continuity of the project.
5. The SWA must comply with all applicable state and federal laws, especially as they relate to discrimination, civil rights, disabilities, drug-free work place, and licensing (54CSR5-6). Also, rules pertaining to soliciting of bids must be strictly adhered to (54CSR5-4.9).
6. Title to equipment, buildings and land purchased with grant funds must remain with the SWA unless otherwise approved by the SWMB. Grant monies cannot be passed on to a third party. However, the SWA may lease its equipment, buildings or land to third parties, provided such lease will directly assist in the implementation of the SWA's Comprehensive Litter and Solid Waste Control Plan (54CSR5-3.5).
7. Grants may be withdrawn and the award recalled if the SWA fails to start the program activities within 90 days after receiving funding (54CSR5-5-8.2); fails to expend 20% of the grant funds within the first semi-annual period (54CSR5-5-8.3); the SWA uses grant monies to fund any type of lobbying activities (54CSR5-5-8.4); or, the SWMB determines that the SWA is not in compliance with the rules, specifications in the grant documents, or the grant application (54CSR5-5-8.1).

8. A semi-annual report must be submitted to the SWMB within 15 working days of the end of the six month period (54CSR5-9.1). The report must be submitted on approved SWMB forms and include a detailed listing of all funds expended or received during the period, copies of invoices, purchase orders, cancelled checks and bank statements, titles evidencing ownership for all equipment and material purchased, contracts, employment and bid advertisements, all bids received, service agreements, time sheets, payrolls, tax payments and reports, and any other information deemed pertinent to the grant by the SWMB 54CSR5-9.1.1).
9. A final report, on SWMB approved forms, shall be submitted within 30 days of completion of the project. Copies of items as required for the semi-annual report must be submitted – but not copies that were submitted with the semi-annual report. The report must include a narrative summary of the project’s accomplishments as compared with its original goals, and an explanation of any unachieved objectives 54CSR5-9.3). In addition, the final report will include an analysis of the project including any or all of the following when it applies: total volume (tons) of waste diverted from the solid waste stream, the estimated cost per ton to recycle that volume, the estimated revenue per ton of recycled material, and the estimated savings from recycling in lieu of landfilling (54CSR5-12.5).
10. If an extension is approved for the project, per 54CSR5-4.2, the filing deadline will be extended accordingly. See Highlight #2 (54CSR5-9.3.1).
11. West Virginia Code §6-9-7 requires all SWAs to have an annual audit of their financial transactions to be performed by the Chief Inspector Division of the WV State Auditor’s Office. This audit will include a physical inventory of all property and equipment purchased with grant funds. A final copy of the audit report and inventory shall be submitted to the SWMB by the SWA (54CSR5-4.7).
12. The SWA shall make available to the SWMB, at any time during normal business hours, all records pertaining to the grant, and permit the SWMB to examine and make excerpts, transcripts, or copies of records; and to audit all contracts, invoices and other records that related to the grant project, during the period beginning with the project approval and ending three years after the final distribution of grant funds or until audited, whichever is later (54CSR5-4.8).
13. The SWA shall return to the SWMB all unexpended funds, including accrued interest, within 60 days following the end of the grant period (54CSR5-10.2).
14. The SWA shall obtain the SWMB’s approval to dispose of equipment purchase with grant funds (54CSR5-11.1).
15. The SWA may request a revision to their approved grant budget. The SWA must submit a resolution from the SWA Board requesting such a revision. Furthermore, the request may not materially change

the original approved grant proposal (54CSR5-12.4). Any request for a budget revision must be received by the SWMB no later than two weeks prior to the SWMB meeting.

16. The SWMB reserves the right to conduct on-site inspections of all equipment purchased with grant funds (54CSR5-11.2).