

FY 2020



WEST VIRGINIA
SOLID WASTE
MANAGEMENT
BOARD

GRANT PACKAGE GUIDELINES AND FORMS

Providing Assistance to County Solid Waste Authorities

www.state.wv.us/swmb

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ELIGIBILITY FOR GRANT FUNDS

Solid Waste Management Board (SWMB) grant funds are available to any county solid waste authority that is in compliance with the requirements of W.Va. Code § 22C-4-8, 22C-4-24, and the rules promulgated thereunder. Simply stated, authorities are eligible if their Comprehensive Litter and Solid Waste Control Plan and Commercial Solid Waste Facility Siting Plan are current and have been approved by the SWMB.

IMPORTANT ITEMS TO NOTE

Grant funds may not be used to reimburse an authority for any purchases or expenses made prior to the start of grant cycle.

Grant funds being requested for costs associated with a solid waste facility.

The authority must ensure that the facility is in compliance with all applicable federal and state laws and rules. This includes any compliance orders issued by state agencies and/or departments.

Grant funds being requested for costs associated with school projects.

Any proposal that includes working with local school systems must have written approval by the local Board of Education responsible for the facilities involved.

Requests can be made from one or more county solid waste authorities.

Grant funds being requested for costs associated with purchasing equipment, vehicles or property.

Titles must remain with the solid waste authority. If another entity is actually using the property, a lease agreement **must be** utilized.

Funds may be requested for, but not limited to:

- Purchase of equipment, vehicles, bins/containers and maintenance expenses
- Assistance with salaries & wages*
- Contracted services
- Consulting fees
- Authority financial examination expenses**
- Utilities
- Supplies
- Public education & awareness
- Property improvements & additions
- Operational expenses

***Grant funds being requested for costs associated with Personnel.**

Personnel costs will be limited to a maximum combined amount of no more than 20% of the total amount available to each applicant. This percentage amount includes administrative salaries, hourly wages, benefits, withholdings and any other additional personnel expense.

Total amount available for personnel costs will be \$5,000 (20% of \$25,000). Any cost exceeding the maximum amount must be covered by other SWA funds.

****Grant funds being requested for costs associated Financial Examination.**

Grant funds will **NOT** be awarded for the most current year (FY 2019).

The grant cover page (pg. 2) requests “most current completed financial examination” and requires the applicant to differentiate between an “audit” or “review”.

As defined in W.Va. Code § 6-9-1a.(a), “Audit” means a systematic examination and collection of sufficient, competent evidential matter needed for an auditor to attest to the fairness of management’s assertions in the financial statements and to evaluate whether management has sufficiently and effectively carried out its responsibilities and complied with applicable laws and regulations. An audit shall be conducted in accordance with generally accepted auditing standards, standards issued by the chief inspector, and, as applicable, the single audit requirement of OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations as amended or revised from time to time, or any successor circular.

W.Va. Code § 6-9.1a.(j), a “Review” means an inquiry or analytical procedures that provide the auditor with a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the financial statements in order for them to be in conformity with generally accepted accounting principles or, if applicable, with another comprehensive basis of accounting.

The difference between an audit and a review (both of which are considered financial examinations) is their scope. An audit is a more in-depth look into the financial records and includes a sampling of documents. While a review may bring a problem to the auditor’s attention, an audit provides assurance that the auditor will become aware of problems. This is why WV Code § 22C-4-9a (j) only allows reviews for two years and requires an audit every third year.

In order to qualify for a review, a SWA must: (1) not be subject to a single audit requirement under federal regulations [you would probably know if you were], (2) not be required by law to only have audits and (3) have expenditures from all sources that are less than \$300,000. This is according to WV Code § 6-9-7-(h).

Grant funds being requested for costs associated with Educational Conference expenses.

Authorities should only ask for funds for the members/employees that actually intend to attend the conference. Requesting funds for members who “may” attend ties up grant funds that could be allocated to other authorities for other purposes. Going forward the SWMB we will be looking at limiting funding for those that don’t expend the funds for the purpose of the conference.

GRANT APPLICATION INFORMATION

The application is available in electronic format on the SWMB website under FY 2020 Grant Application: www.state.wv.us/swmb

The FY 2020 Grant Application is available in an editable PDF format. When completing this version in *Adobe Reader*, you will be able to complete and save it to your computer.

If you do not have internet access, a printed copy can be mailed at your request.

In order for the application to be considered “complete,” all forms **MUST** be completed and included with the application. Authorities applying for Solid Waste Management Board grant funds must use the official forms provided in this grant packet.

Original signatures (in blue ink) are required on the grant stipulations form, resolution, drug free workplace requirements and the board appointment form.

The application must comply with West Virginia Solid Waste Management Board, Title 54, Series 5 Rules, (pgs. VII-XV). **PLEASE READ THEM.**

The Grant Stipulations listed in the application must be adhered to. Grant funds **cannot** be passed through to a third party.

COPIES of ALL applications must be forwarded to the appropriate Regional Planning & Development Council for an inter-governmental review. A copy of your cover letter must be included with the SWMB application (sample letter on pg. 19). ORIGINAL APPLICATION MUST BE SENT TO THE SOLID WASTE MANAGEMENT BOARD.

Grant requests which support regional or cooperative programs will receive more preference during application review. Programs which can be implemented as soon as practicable after receiving funds will also receive preference during application review.

Items being requested on the budget form must be justified in the narrative.

GRANT APPLICATION SUBMISSION INFORMATION

Application Deadline: Must be **POSTMARKED NO LATER** than April 30, 2019, to be considered at the July Board meeting.

Mailing Address: WV Solid Waste Management Board
601 57th St., SE
Charleston, WV 25304

REQUIREMENTS OF GRANT RECIPIENTS

Applicants who are awarded grant funds must adhere to the guidelines as stated in 54CSR5.

Authorities receiving grant funds must participate in a mandatory grant management training program in order to receive these funds.

Grant expenditures must be recorded, tracked and submitted on time using the “official” semi-annual and annual report forms.

Additional requirements are stated in the Grant Stipulations Form included in this packet (pg. 11).

WEST VIRGINIA REGIONAL PLANNING & DEVELOPMENT COUNCIL DISTRICTS

Region 1 – McDowell, Mercer, Monroe, Raleigh, Summers, Wyoming

Jason Roberts, Executive Director
1439 E. Main Street, Suite 5, Princeton, WV 24740
Phone: 304-431-7225

Region 2 – Cabell, Lincoln, Logan, Mason, Mingo, Wayne

Chris Chiles, Executive Director
Physical: 400 Third Avenue, Huntington, WV 25701
Mailing: PO Box 939, Huntington, WV 25712
Phone: 304-529-3357

Region 3 – Boone, Clay, Kanawha, Putnam

Colt Sandoro, Executive Director
315 D Street, South Charleston, WV 25303
Phone: 304-744-4258

Region 4 – Fayette, Greenbrier, Nicholas, Pocahontas, Webster

John Tuggle, Executive Director
885 Broad Street, Suite 100, Summersville, WV 26651
Phone: 304-872-4970

Region 5 – Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood

Carol Jackson, Executive Director
PO Box 247, Parkersburg, WV 26102
Phone: 304-422-4993

Region 6 – Doddridge, Harrison, Marion, Monongalia, Preston, Taylor

Sheena Hunt, Executive Director
34 Mountain Park Drive, White Hall, WV 26554
Phone: 304-366-5693

Region 7 – Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker, Upshur

Shane Whitehair, Executive Director
99 Edmiston Way, Suite 225, Buckhannon, WV 26201
Phone: 304-472-6564

Region 8 – Grant, Hampshire, Hardy, Mineral, Pendleton

Terry Lively, Executive Director
131 Providence Lane, Petersburg, WV 26847
Phone: 304-257-2448 or 304-257-1221

Region 9 – Berkeley, Jefferson, Morgan

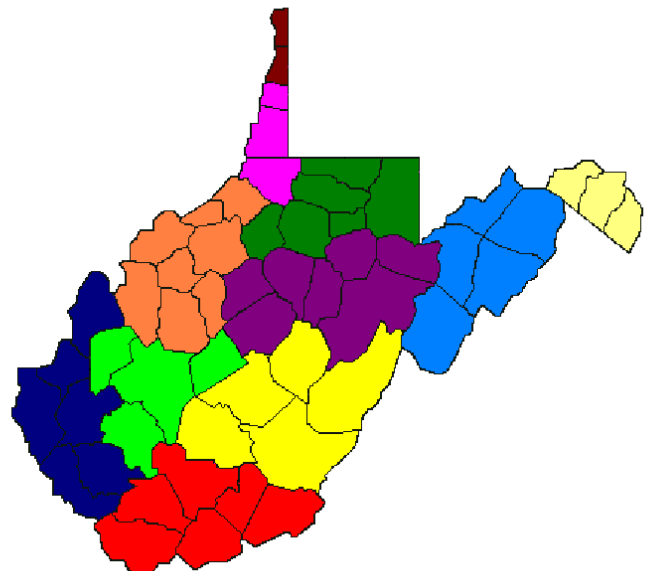
Bill Clark, Executive Director
400 W. Stephen St., Suite 301, Martinsburg, WV 25401
Phone: 304-263-1743

Region 10 – Marshall, Ohio, Wetzel

Scott Hicks, Executive Director
PO Box 2086, Wheeling, WV 26003
Phone: 304-242-1800

Region 11 – Brooke, Hancock

Mike Paprocki, Executive Director
124 North Fourth Street, Second Floor, Steubenville, OH 43952
Phone: 304-797-9666 or 740-282-3685



**TITLE 54
LEGISLATIVE RULE
SOLID WASTE MANAGEMENT BOARD**

**SERIES 5
DISBURSEMENT OF GRANTS TO SOLID WASTE AUTHORITIES SERIES**

§54-5-1. General.

1.1. Scope. -- The purpose of this rule is to provide interpretation and guidance concerning the awarding of grants to county and regional solid waste authorities for use in carrying out the purposes of W. Va. Code §22C-4-1 et seq.

1.2. Authority. -- W. Va. Code §§22C-3-6 and 22C-4-30.

1.3. Filing Date. -- April 10, 2002.

1.4. Effective Date. -- April 15, 2002.

§54-5-2. Definitions.

The following words and terms, when used in this rule, shall have the following meaning, unless the context clearly indicates otherwise:

2.1. "Applicant" – means a solid waste authority which applies for a grant pursuant to this rule.

2.2. "Approved solid waste facility" – means a commercial solid waste facility or practice which has a valid permit or compliance order under W. Va. Code §22-15-1 et seq.

2.3. "Authority" – means any solid waste authority of any county or region in West Virginia, established by W. Va. Code §§22C-4-3 and 22C-4-4; or the county commission of any county which elected not to establish an authority, as allowed by W. Va. Code §22C-4-6.

2.4. "Board" – means the West Virginia Solid Waste Management Board, as established by W. Va. Code §22C-3-4, or its authorized representatives.

2.5. "Buy-back center" – means any recycling facility which has an attendant present while open, at which source-separated recyclables are purchased from the general public, or accepted for a nominal fee. Limited processing of materials is required or conducted.

2.6. "Commercial solid waste facility" – means any solid waste facility which accepts solid waste generated by sources other than the owner or operator of the facility, and does not include an approved solid waste facility owned and operated by a person for the sole purpose of disposing of solid waste created by that person or, that person and another person on a cost-sharing or nonprofit basis, and does not include land upon which reused or recycled materials are legitimately applied for structural fill, road base, mine reclamation, and similar applications.

2.7. "Construction" – includes reconstruction, enlargement, improvement, and providing furnishings or equipment for a solid waste disposal project.

2.8. "Cost" – means, as applied to solid waste disposal projects, the cost of their acquisition and construction; the cost of acquisition of all land, rights-of-way, property rights, easements, franchise rights, and

interests required by the Board for such acquisition and construction; the cost of demolishing or removing any buildings or structures on land so acquired, including the cost of acquiring any land to which such buildings or structures may be moved; the cost of diverting highways, interchange of highways, and access roads to private property, including the cost of land or easements therefore; the cost of all machinery, furnishings, and equipment; all financing charges and interest prior to and during construction and for no more than eighteen (18) months after completion of construction; the cost of all engineering services and all expenses of research and development with respect to solid waste facilities; the cost of all legal services and expenses; the cost of all plans, specifications, surveys, and estimates of cost and revenues; all working capital and other expenses necessary or incident to determining the feasibility or practicability of acquiring or constructing any such project; all administrative expenses and such other expenses as may be necessary or incident to the acquisition or construction of the project; the financing of such acquisition or construction, including the amount authorized in the resolution of the Board providing for the issuance of solid waste disposal revenue bonds to be paid into any special funds from the proceeds of such bonds; and the financing of the placing of any such project in operation. Any obligation or expenses incurred after the effective date of this rule by any governmental agency, with the approval of the Board, for surveys, borings, preparation of plans and specifications, and other engineering services in connection with the acquisition or construction of a project shall be regarded as a part of the cost of such project and shall be reimbursed out of the proceeds of loans or solid waste disposal revenue bonds as authorized by the provisions of W. Va. Code §22C-3-10 et seq.

2.9. “Grant” – means a grant made by the Board to an applicant pursuant to this rule.

2.10. “Government agency” – means the state government or any agency, department, division, or unit thereof; counties; municipalities; watershed improvement districts; soil conservation districts; sanitary districts; public service districts; drainage districts; regional governmental authorities and any other governmental agency, entity, political subdivision, public corporation, or agency having the authority to acquire, construct, or operate solid waste facilities; the United States government or any agency, department, division, or unit thereof; and any agency, commission, or authority established pursuant to an interstate compact or agreement.

2.11. “Landfill” – means any solid waste facility for the disposal of solid waste on or in the land for the purpose of permanent disposal. Such facility is situated, for the purpose of this rule, in the county where the majority of the spatial area of such facility is located.

2.12. “Materials recovery facility” – means any solid waste facility at which source-separated materials or materials recovered through a mixed waste processing facility are manually or mechanically shredded or separated for purposes of reuse and recycling, but does not include a composting facility.

2.13. “Owner” – includes all persons, partnerships, or governmental agencies having any title or interest in any property rights, easements, and interests authorized to be acquired by this rule.

2.14. “Recycle” or “Recycling” – means the process by which recovered products are transformed into new products, and includes the collection, separation, recovery, and sale or reuse of metals, glass, paper, tires, lead-acid batteries, and other materials.

2.15. “Recycling facility” – means any solid waste facility for the purpose of recycling at which neither land disposal nor biological, chemical, or thermal transformation of solid waste occurs: Provided, That mixed waste recovery facilities, sludge processing facilities, and composting facilities are not considered recycling facilities nor considered to be reusing or recycling solid waste within the meaning of W. Va. Code §§20-11-1 et seq., 22-15-1 et seq., or 22C-4-1 et seq.

2.16. “Solid waste” – means any garbage, paper, litter, refuse, cans, bottles, waste processed for the express purpose of incineration, sludge from a waste treatment plant, water supply treatment plant, or air

pollution control facility; other discarded material, including offensive or unsightly matter, solid, liquid, semisolid, or contained liquid or gaseous material resulting from industrial, commercial, mining, or community activities, but does not include solid or dissolved material in sewage, or solid or dissolved material in irrigation return flows or industrial discharges which are point sources and have permits under W. Va. Code §22-11-5 et seq., or source, special nuclear or byproduct material as defined by the Atomic Energy Act of 1954, as amended, including any nuclear or byproduct material considered by federal standards to be below regulatory concern, or a hazardous waste either identified or listed under W. Va. Code §22-18-1 et seq., or refuse, slurry, overburden, or other waste or material resulting from coal-fired electric power generation, or steam generation, the exploration, development, production, storage, and recovery of coal, oil and gas, and other mineral resources placed or disposed of at a facility which is regulated under W. Va. Code §§22-2-1 et seq., 22-3-1 et seq., 22-4-1 et seq., 22-6-1 et seq., 22-7-1 et seq., 22-8-1 et seq., 22-9-1 et seq., 22-10-1 et seq., or 22A-1-1 et seq., so long as such placement or disposal is in conformance with a permit issued pursuant to said chapters.

2.17. “Solid waste disposal” – means the practice of disposing of solid waste, including placing, depositing, dumping, or throwing, or causing any solid waste to be placed, deposited, dumped, or thrown.

2.18. “Solid waste disposal project” or “Project” – means any solid waste facility, the development of Comprehensive Litter and Solid Waste Control Plans and Commercial Solid Waste Facility Siting Plans, administrative costs, open dump cleanup, and other purposes for expenditure of grant monies approved by the Board at its discretion.

2.19. “Solid waste facility” – means any system, facility, land, contiguous land, improvements on the land, structures, or other appurtenances or methods used for processing, recycling, or disposing of solid waste, including landfills, transfer stations, materials recovery facilities, mixed waste processing facilities, sewage sludge processing facilities, commercial composting facilities and other such facilities not herein specified, but not including land upon which sewage sludge is applied in accordance with W. Va. Code §22-15-20 (b). Such facilities shall be deemed to be situated, for the purposes of this rule, in the county where the majority of the spatial area of such facility is located; Provided, That a salvage yard licensed and regulated pursuant to the terms of W. Va. Code §17-23, is not a solid waste facility.

§54-5-3. Application for Grants.

3.1. Any eligible solid waste authority which desires to participate in the program shall make an application to the Board on prescribed forms as published in the grant application package. One form may be used to apply for separate projects.

3.2. Applications must include a description of the proposed project, a detailed project budget, properly executed and signed resolution authorizing the application, and all other documentation as prescribed in the grant application package. All required documentation must be signed by the chairperson(s) of the authority or authorities where indicated.

3.3. Grant applications must be received by the Board no later than April 30 to be considered at its July meeting. The Board may consider grant applications or revisions for emergency or extraordinary purposes at any time at its sole discretion.

3.4. Incomplete applications will not be considered; they will be marked “incomplete” and returned to the applicant. Applications that fulfill all requirements may be resubmitted within the original filing deadline.

3.5. Grants will be awarded to solid waste authorities for the purchase of equipment, materials, services, land, and buildings used on behalf of the authority. 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. Grants will not be given for construction or improvements to facilities on property which is not owned by the authority.

3.6. The applicant will be notified in writing within a reasonable period of time of approval or disapproval of the grant. Approval or disapproval of the grant will be determined by the Board after consideration of the factors listed under §54-5-7 of this rule.

§54-5-4. Eligibility for Participation.

The following criteria will determine the eligibility of a proposed project to receive funding under this program:

4.1. The applicant must be a county or regional solid waste authority, or group of such authorities acting collectively for the purpose of the grant project.

4.2. Grants will be awarded for a maximum period of one year, provided that the Board may extend this period for up to ninety (90) days. Continued financing for long-term projects will be provided at the sole discretion of the Board. All projects shall be consistent with the goals, objectives, and recommendations of the Comprehensive Litter and Solid Waste Control Plan.

4.3. Each fiscal year, the Board will determine both the total amount of funds available for grants and the maximum grant amount for a single applicant. The total amount will be subject to the availability of funds and appropriation by the Legislature and may, at the sole discretion of the Board, be increased/decreased at subsequent meetings of the Board as necessary. The grant amount may be increased when the applicant consists of two (2) or more counties acting collectively for the purposes of a grant.

4.4. Solid waste authorities which have not received the Board's approval of their Comprehensive Litter and Solid Waste Control Plan, Commercial Solid Waste Facility Siting Plan, or updates of such plans in accordance with the requirements of W. Va. Code §§22C-4-8, 22C-4-24, and the rules promulgated thereunder shall not be eligible for grants other than those awarded for purposes of completing such plans. Eligibility for projects other than completion of the Comprehensive Litter and Solid Waste Control Plan and the Commercial Solid Waste Facility Siting Plan will be reinstated upon the approval of such plans or their updates.

4.5. If the purpose of the grant is to fund costs associated with a solid waste facility, the facility must be in compliance with all applicable federal and West Virginia laws and rules, including any compliance orders issued by state agencies and/or departments.

4.6. The applicant shall be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided under this grant award. The applicant shall establish a separate checking account through which all grant project related financial transactions shall take place. The applicant shall not use grant monies for any purpose other than those approved by the Board in the grant application. The applicant shall ensure that the programmatic intent and purpose for which the grant funds are expended is implemented, utilized and maintained in an appropriate manner.

4.7. The applicant shall cause an audit of this program, including a physical inventory of all property and equipment purchased with grant funds, to be included in its annual audit performed by the Office of the State Auditor, Chief Inspector Division or its designated representative pursuant to W. Va. Code §6-9-7. A copy of the audit report and inventory shall be forwarded to the Board by the applicant.

4.8. At any time during normal business hours, and as often as the Board may deem necessary, the applicant shall make available to the Board all of its records pertaining to this grant and permit the Board to examine and make excerpts, transcripts, or copies from such records, and audit all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to all matters covered by this grant during the period beginning with the project approval and ending three years after the final disbursement of grant funds or until audited, whichever is later.

4.9. The applicant shall solicit sealed bids for all construction-related contracts or purchases in accordance with the governing purchasing procedures and guidelines. Any attempts by the applicant to circumvent this requirement by segregating the project into sections each having an estimated value of less than the amount requiring sealed bids may be cause for termination of the agreement.

4.9.1. The bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of W. Va. Code §59-3-2. This notice shall be published by the applicant in the newspaper with the largest circulation serving the general area twice within fourteen (14) days preceding the final date for submitting bids. The applicant shall also, where feasible, solicit sealed bids by mailing requests to prospective suppliers or contractors. The applicant shall have available upon request for review by the Board bid documents and other evidence of compliance with these procedures.

4.9.2. The applicant shall comply with the requirements of W. Va. Code §5G-1-1 et seq., regarding obtaining architectural or engineering services, if such services are needed.

4.10. Whenever practicable, grant funds will be disbursed according to the following schedule: fifty percent (50%) at the time of the grant award, and fifty percent (50%) after the applicant has (1) demonstrated to the Board that approximately fifty percent (50%) of the total project funds have been expended, and (2) prepared and received approval of a semi-annual report as described in §54-5-9.1.1. Provided, however, that upon a finding that disbursement by this schedule will adversely affect the continuity of the project, the Board may disburse funds on a schedule which will ensure continuity.

4.11. Applicants with a current grant may not be eligible for the next cycle of grants.

4.12. A delinquent final report may cause ineligibility for future grants.

§54-5-5. Personnel Qualifications.

5.1. The applicant must document within the application that it has, or will secure, personnel with the necessary qualifications and experience required to perform the services under this grant award. Such personnel shall not be employees of or have any contractual relationship with the Solid Waste Management Board.

5.2. The grant may not be used to replace existing personnel currently being provided by the local government.

§54-5-6. Compliance with Federal and State Laws.

The applicant agrees to ensure that the following conditions are met and shall submit a signed affirmation of compliance with all applicable Federal and State laws in the final report:

6.1. That it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, national origin, or physical handicap.

6.2. That it shall take affirmative action to ensure that all contractors employed during this project treat all their employees without regard to race, color, age, religion, sex, national origin, or physical handicap; and that such affirmative action shall include, but not be limited to, the following: employment, upgrading, demotions, transfers, recruitment, compensation, selection for training (including apprenticeship), and participation in recreational and educational activities. All solicitations or advertisements for employees placed by or on behalf of the applicant shall state that all qualified applicants for employment will be considered without regard to race, color, age, religion, sex, national origin, or physical handicap. The applicant shall cause the provisions of this nondiscrimination clause to be inserted in all subcontracts for any work covered by the grant award so that such provisions will be binding upon each subcontractor; and shall keep such records and submit such information concerning the racial and ethnic origin of employees and applicants for employment as the Board may require.

6.3. The applicant shall require any contractors and/or subcontractors it engages on this project to comply with Titles VI and VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 e-2(a); et seq.); Presidential Executive Order 11246, as amended by EEOC Guidelines, 29 C.F.R. 1604.11(a)(1)(2)(3); Presidential Executive Order 11375; and the Unlawful Discriminatory Practices of the West Virginia Human Rights Act, as contained in W. Va. Code §5-11-9.

6.4. The applicant shall ensure that the contractor /or subcontractors has complied with the regulations issued by the Contractors Licensing Board pursuant to W. Va. Code §21-11-1 et seq., regarding operating a contracting business in the state of West Virginia. The contractor and license number will be included in the final report.

6.5. The applicant shall require compliance of this with the standards documented within Title III of the Americans With Disabilities Act of 1991, and its applicable regulations.

6.6. Certification is required by the Drug-Free Workplace Act of 1988 and is implemented through additions to the Debarment and Suspension regulations published in the Federal Register on January 31, 1989. The certification form must be completed and accompany the grant application.

6.7. The applicant shall insure that all personnel and contractors employed during this project work in an environment which is free from harassment in any form including, but not limited to, sexual, racial, age, or disability.

§54-5-7. Authorized Use of Grant Funds and Factors Considered in Evaluating Applications.

Applicants may request grant money to be used for any of the purposes under W. Va. Code §22C-4-1 et seq. The project should be consistent with the local authority's Comprehensive Litter and Solid Waste Control Plan and the state Solid Waste Management Plan.

7.1. The Board will consider all projects which are consistent with the Authority's statutory responsibilities for the purpose of W. Va. Code §22C-4-1 et seq. Consideration will also be given to a balance in funding for programs and personnel to support the programs. The Board will give preference to grant projects and the computer hardware and software needed to achieve or enhance program or project objectives such as:

7.1.1. Source reduction in toxicity or volume.

7.1.2. Reuse of materials with little or no processing.

7.1.3. Recycling, composting, processing, and marketing of recovered materials.

7.1.4. Mandatory disposal, open dump cleanup and litter control.

7.1.5. Transfer stations.

7.1.6. Landfills and other solid waste facilities.

7.1.7. Administrative costs (i.e. salary, operations and maintenance, administrative equipment) for any of the above items or other projects.

7.1.8. Projects for the development, purchase, or delivery of educational materials, programs, or seminars. Applicants are encouraged to use existing educational information, programs, and seminars available from other sources.

7.2. Potential of project to further the efficient and effective collection, processing, recycling, and disposal of solid waste within the area and to assist in the protection of the environment.

7.3. Cost-effectiveness of the project.

7.4. Degree of public involvement in the project.

7.5. The applicant's ability to obtain a grant or loan from monies available under the provisions of W. Va. Code §22C-3-1 et seq., or any other state-funded source.

7.6. The applicant's ability to implement the project as soon as practicable after receipt of the first installment of grant funds.

7.7. No grants will be approved for operation or equipment for buy-back centers which are in direct competition with private enterprise operations existing within the same county, unless such buy-back centers agree in writing not to pay more for commodities than the price paid for such commodities by the private enterprise.

7.8. No grants will be approved for the conduct of brokering operations of recycled material or to be used to subsidize personnel who carry out such operations.

7.9. Applications for physical resources, such as equipment or facilities, may receive preference over funding of operations or salaries of employees.

7.10. No grants will be approved that violate the primacy of private solid waste collection services currently operating with a certificate of necessity from the motor carrier division of the West Virginia Public Service Commission.

§54-5-8. Grant Withdrawal and Penalty.

8.1. The Board reserves the right to withdraw a grant upon determination of unsatisfactory compliance with these rules, the specifications in the grant document, or the grant application.

8.2. Failure to commence program activities within ninety (90) days after receiving funding from the Board may result in cancellation of the grant.

8.3. Failure to expend twenty percent (20%) of the grant funds within the first semi-annual period of the grant may result in cancellation of the grant and a recall of all funds plus any accrued interest.

8.4. The applicant shall not use grant monies to fund lobbying activities. Use of grant funds for this purpose will result in cancellation of the grant and a recall of all funds plus any accrued interest.

8.5. The Board reserves the right to conduct an on-site inspection of the applicant's facilities related to the grant, and to conduct an audit of an applicant's program records during or after the grant period. The applicant shall retain all financial records, statistical records, and all other documents relating to the grant for a period of three (3) years from the end of the grant period or until audited, whichever is later.

§54-5-9. Reporting Requirements.

9.1. Semi-annual reports. – Semi-annual reports shall be submitted to the Board on a semi-annual basis within fifteen (15) working days of the end of the six-month period and shall contain the following information:

9.1.1. A detailed listing of all funds expended or received during the semi-annual period with copies of: invoices, purchase orders, cancelled checks, and bank statements; titles evidencing ownership for all equipment and materials purchased; contracts, employment and bid advertisements, all bids received and service agreements; time sheets, payrolls, tax payments and reports; and, any other information deemed pertinent to the grant by the Board.

9.1.2. The balance of the grant monies remaining.

9.1.3. The percentage of the project completed to date. Specify the progress that has been made and any problems which have been encountered.

9.2. For purposes of this section the first semi-annual period ends six months after the grant award date, and the second semi-annual period ends one year after the grant award date.

9.3. Final Report. – A final report, including the same documentation for this period as required in the semi-annual report, shall be submitted to the Board within thirty (30) days of completion of the project. 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. The report should also address any questions posed by the Board.

9.3.1. If an extension regarding the project is authorized pursuant to Section 4.2, the filing deadline will be extended accordingly.

9.3.2. An applicant must submit a final report at the time all grant funds have been expended.

9.4. All reports required under this section shall be filed with the Board on prescribed forms as published in the grant award package.

§54-5-10. Management of Grant.

10.1. The applicant shall establish a separate interest bearing checking account through which all grant project-related financial transactions, and only those transactions, shall take place. Grant monies shall be deposited into this dedicated account immediately upon receipt.

10.2. The applicant shall return to the Board all unexpended funds remaining at the end of the grant period, unless the Board finds good cause to waive this requirement. Such unexpended funds, including all accrued interest, must be returned to the Board within sixty (60) days following the end of the grant period.

§54-5-11. Disposition of Equipment.

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 purchased with grant funds.

§54-5-12. General Conditions and Requirements.

12.1. The proposed project shall be designed to affect a significant and measurable reduction in the solid waste stream.

12.2. If applicable, all grant proposals shall include an analysis and projection of materials that will be diverted from the solid waste currently being landfilled and the costs and/or savings that will directly result from the proposed project.

12.3. If applicable, project proposals shall include a plan to identify markets able to handle the projected volumes of materials to be collected and demonstrate the cost effectiveness and self-sufficiency of the proposed project.

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.

12.5. Grant recipients will include in their final report 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.



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
SOLID WASTE AUTHORITY GRANT APPLICATION
FY 2020 APPLICATION CHECKLIST**

TO BE COMPLETED BEFORE MAILING

A FY 2020 SWMB Grant Application MUST include:

- Application Cover Sheet**
- Grant Program Narrative (pages 3-6 - may include additional pages if necessary)**
- Budget Form**
 - Include one quote for each budget item that is equal to, or exceeds \$2,500
- Budget Itemization Supplemental Form (if necessary)**
 - Required for “grouped” items and where the request is more than \$1,000
- Timeline Graph**
- Grant Stipulation Form**
 - Includes original signature of Chairperson (**blue ink**)
- SWA Resolution Authorizing the Application**
 - Includes original signature of Chairperson and certification from Secretary (**blue ink**)
- Drug Free Workplace Form**
 - Includes original signature of Chairperson (**blue ink**)
- Board Appointment Form**
 - Includes original signature of Chairperson (**blue ink**)
- Program Survey**
 - To be completed by every SWA.
- Cover letter requesting application review from your Regional Planning & Development Council District**
 - Mailing addresses for your district has been included on pg. VI of the packet
 - A sample letter has been included on pg. 19

In accordance with 54CSR5.3.4, “incomplete” applications will not be considered. Applications must contain the required forms and information in order to be considered “complete”.



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
SOLID WASTE AUTHORITY GRANT APPLICATION
FY 2020 COVER SHEET**

Solid Waste Authority _____

Amount Requested: \$ _____ Application Date: _____

Mailing Address: _____ FEIN: _____

Grant Administrator: _____

Contact Phone Number: _____ Contact Email: _____

Comprehensive and Siting Plans

§54-5-4.4. Solid waste authorities which have not received the Board’s approval of their Comprehensive Litter and Solid Waste Control Plan, Commercial Solid Waste Facility Siting Plan, or updates of such plans in accordance with the requirements of W. Va. Code §22C-4-8, 22C-4-24, and the rules promulgated thereunder **shall not be eligible** for grants other than those awarded for purposes of completing such plans. Eligibility for projects other than completion of the Comprehensive Litter and Solid Waste Control Plan and the Commercial Solid Waste Facility Plan will be reinstated upon the approval of such plans or their updates.

Date of approval for the most recent Comprehensive Litter and Solid Waste Control Plan: _____

Date of approval for the most recent Commercial Solid Waste Facility Siting Plan: _____

Is the scope of this application in agreement with the current Comprehensive and Siting Plans? YES NO

Financial Examinations

To maintain eligibility for SWMB grants, each authority **must have had a financial examination or audit completed within three years preceding the filing of the application**. An Authority that has not had a financial examination or audit within this three-year period is only eligible for grant funding for financial examinations and audits.

Most current completed financial examination was for: FY _____ Audit Review

Compliance

If funds requested are associated with a solid waste facility, is the facility **in compliance with** all applicable Federal and State of West Virginia laws and rules including any compliance orders issued by state agencies and/or departments? (§54-5-4.5) YES NO

If NO, please explain:

Disbursements

In accordance with §54-5-4.10., when practicable, grants funds will be disbursed in two allotments. 50% of the grant award will be released at the beginning of the grant cycle and 50% after the recipient has expended the first allotment and filed an approved semi-annual report. If the funds being requested would prove cause to deviate from this schedule, please explain:



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 GRANT PROGRAM NARRATIVE**

GRANT PROGRAM NARRATIVE

Please address the following questions and provide an explanation for each of the following items. Please use the space provided and make attachments, if necessary, following the section identification format.

A. Purpose and Objectives

State the purpose and objectives your authority hopes to address with these grant funds. Include any issues your program is currently facing/experiencing. What services will be provided? Any proposal that includes working with local school systems must have written approval by the local Board of Education responsible for the facilities involved.



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 GRANT PROGRAM NARRATIVE - Continued**

B. Budget Requests

Describe the items your Authority is requesting funding for. Explain in detail the purpose, how the funds will be used (in whole or in part) and why funding is needed. **This includes each item listed on the Budget Form.**

If funds are for site improvements, who owns the property?



C. Grant Administrator

	YES	NO
Does this person have the necessary qualifications and experience required to perform the services under this grant award?	<input type="checkbox"/>	<input type="checkbox"/>
Will the grant administrator's wages be paid by these grant funds?	<input type="checkbox"/>	<input type="checkbox"/>
If YES , is this individual currently employed by the SWA?	<input type="checkbox"/>	<input type="checkbox"/>
If YES , is their current salary being funded by the SWA or another governmental source?	<input type="checkbox"/>	<input type="checkbox"/>
Will the grant administrator also be preparing the grant reports?	<input type="checkbox"/>	<input type="checkbox"/>

D. Personnel

Provide a job description or list of duties for each employee whose wages will be partially or fully covered by grant funds (attach a separate sheet if necessary). If someone else is providing part of the current/proposed employee's wages, specify who and how much in dollar amounts. If all or part of the employees' wages are currently being paid from another source (DEP-REAP grant), give the date when those funds will expire.

If funds are being used to hire NEW employees, discuss purpose or need for additional personnel. Indicate full/part-time, temporary/permanent or contract labor. Detail the anticipated weekly hours, rate of pay and a description of job duties.



E. Additional Grant Funding

Is your authority currently receiving grant funds through any other entity? YES NO

Is there any duplication or overlap of items/services being requested from this application? YES NO

If YES, please explain:

F. In-Kind Services

Describe any in-kind services your authority will provide – if you receive grant funds, what services will your authority provide, over and above the grant funding to complete the project or assist with program continuation?



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 GRANT BUDGET FORM**

Solid Waste Authority: _____ **Amount Requested: \$** _____

NOTE: Each item listed below needs to be justified in the narrative.

- A supplemental budget form has been included to itemize requests for line items that are equal or greater than \$1,000.
- Quotes must be attached for items requested which exceeds \$2,500.

Type of Expense	Description	Amount
Equipment/Vehicles/Containers		
Equipment	_____	_____
Vehicles	_____	_____
Maintenance/Repairs	_____	_____
Bins/Containers	_____	_____
Other Equipment Expenses	_____	_____
Personnel (Refer to page II for stipulations on personnel requests)		
Administrative Salaries	_____	_____
Hourly Wages	_____	_____
Other Personnel Expenses	_____	_____
Operating Expenses		
Utilities	_____	_____
Fuel	_____	_____
Insurance	_____	_____
Office Supplies/Equipment	_____	_____
Operating Supplies	_____	_____
Other Operating Expenses	_____	_____

(Form is continued to next page)



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 GRANT BUDGET FORM - Continued**

Type of Expense	Description	Amount
Property		
Property Improvements		
Property Purchases		
Rent or Lease Payments		
Other Property Requests		
Public Education/Awareness		
Promotional Materials		
Events		
Advertising		
Travel Costs		
Educational Conference Expenses		
Other Educational Expenses		
Contractual Services/Fees		
Contracted Services		
Hauling Service Fees		
Consulting Fees		
Financial Examination Expenses		
Other Contractual Expenses		
Additional Requests		
TOTAL GRANT REQUESTS		



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 GRANT STIPULATIONS**

Authority: _____

The applicant understands and agrees to the stipulations listed on this page and will implement them to fulfill all obligations under this grant agreement:

- a.) The applicant(s) has, or will secure personnel with the necessary qualifications and experience required to perform the services under this Grant Award. (54CSR5-5.1)
- b.) The applicant(s) will indicate whether grant funds will be used to hire employees. Additionally, the SWMB will review each grant budget to determine if employees will be hired with grant funds, and require copies of solicitations or advertisements for employees to be submitted with the grant application, if applicable indicate if the employees will be permanent, temporary, full-time, part-time or contract.
- c.) The applicant(s) will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, national origin, or physical handicap. (54CSR5-6.1)
- d.) If contractors will be employed, the applicant(s) will obtain a statement from the contractor that the contractor will treat employees without regard to race, color, age, religion, sex, national origin, or physical handicap. Such a statement will be forwarded to the SWMB. In addition, the applicant(s) will obtain a statement from the contractor that the contractor has complied with the regulations issued by the Contractors' Licensing Board pursuant to W.Va. Code § 21-11-1 et seq. in regards to operating a contracting business in the State of West Virginia.
- e.) The applicant must supply the SWMB with a project summary at the end of the grant period detailing the extent to which the project achieved the goals and objectives set out at the beginning of the grant period. (54CSR5-9)
- f.) The applicant(s) must agree to retain all financial records, statistical records and all other documents relating to the grant for a period of three years from the end of the grant period. (54CSR5-8.5)
- g.) The applicant(s) shall not use grant monies to fund lobbying activities. (54CSR5-8.4)
- h.) Provide proof of insurance on all vehicles and equipment funded in part, or in full, by the Solid Waste Management Board grant funds.
- i.) For the purposes of this application, all requests that are equal to or exceed \$2,500 must be accompanied by at least one quote and purchases equal to or exceeding \$10,000 must be bid. Once grants are awarded, grantees must adhere to state purchasing guidelines. WV Purchasing Division's Procedures Handbook may be viewed at <http://www.state.wv.us/admin/purchase/handbook/2015R7/default.html>.

The applicant understands and agrees that the money issued and received upon approval of this application will be used to carry out the purposes of this grant and the duties under W.Va. Code § 22C-4, and in accordance with the rules and regulations of the Solid Waste Management Board, and that the applicant can be held liable for the total sum due the SWMB for grant sums not properly used or accounted for. The undersigned hereby acknowledges that, to the best of his/her knowledge, the information documented in the above paragraphs is a true and accurate statement of the facts.

Chairperson Signature _____ Date _____



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
RESOLUTION AUTHORIZING AN APPLICATION FOR A SOLID WASTE AUTHORITY GRANT**

RESOLUTION

Whereas the _____ Solid Waste Authority recognizes the need for improved solid waste collection, recycling, hauling and disposal within the boundaries of this authority, and

Whereas the West Virginia Code Chapter 22C, Article 4, Section 30 provides for grants to solid waste authorities through the Solid Waste Management Board for the purposes of Chapter 22C, Article 4, and

Whereas having reviewed and considered the rules concerning such grants established by the Solid Waste Management Board,

Be it resolved that the _____ Solid Waste Authority endorses and supports such a program as is described in the attached application and the State and Authority's Solid Waste Plans.

Adopted on this _____ day of _____, 2019.

Signature of SWA Chairperson _____ Date _____

CERTIFICATION

I, the undersigned Secretary of the _____ Solid Waste Authority, hereby certify that the forgoing is a true, correct and complete copy of the text of a resolution adopted by the _____ Solid Waste Authority, at a meeting held on this _____ day of _____, 2019, after the giving of the required public notice and at which a quorum was present and acting throughout, and which resolution has not been amended, modified, rescinded, repealed, superseded, annulled, revoked or otherwise altered as of the date hereof.

Dated this _____ day of _____, 2019.

Signature of the SWA Secretary _____ Date _____



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
CERTIFICATION REGARDING DRUG FREE WORKPLACE REQUIREMENTS**

This certification is required by the Drug Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to Debarment and Suspension regulations, published in the Federal Register on January 31, 1989.

An organizational applicant certifies that it will provide a drug free workplace by:

- (a.) Publishing a statement notifying employees of the actions that will be taken against employees for violation of such prohibition;
- (b.) Establishing a drug free awareness program to inform employees about:
 - (1.) the dangers of drug abuse in the workplace;
 - (2.) the grantee's policy of maintaining a drug free workplace;
 - (3.) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4.) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c.) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d.) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1.) abide by the terms on the statement; and
 - (2.) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction;
- (e.) Notifying the agency within ten (10) days after receiving notice under subparagraph (d.)(2), from an employee or otherwise receiving actual notice of such conviction;
- (f.) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d.)(2), with respect to any employee who is so convicted:
 - (1.) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2.) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g.) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a.), (b.), (c.), (d.), (e.) and (f.).

Place of Performance: The applicant shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

_____ street address, city, county, state, zip code

An applicant who is an individual certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in connection any activity with the grant.

This assurance is given in connection with any and all financial assistance from the West Virginia Solid Waste Management Board after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representatives and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears below.

Organization Name _____

Chairperson _____ Title _____

Chairperson Signature _____ Date _____



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
SOLID WASTE AUTHORITY BOARD APPOINTMENT FORM 2020**

Solid Waste Authority _____ **Date** _____

County Commission Appointee		Expiring: 6/30/22	
Name	_____	Work Phone	_____
Board Title	_____	Home Phone	_____
Address	_____	Cell Phone	_____
City, State, Zip	_____	E-mail	_____

County Commission Appointee		Expiring: 6/30/20	
Name	_____	Work Phone	_____
Board Title	_____	Home Phone	_____
Address	_____	Cell Phone	_____
City, State, Zip	_____	E-mail	_____

Department of Environmental Protection Appointee		Expiring: 6/30/21	
Name	_____	Work Phone	_____
Board Title	_____	Home Phone	_____
Address	_____	Cell Phone	_____
City, State, Zip	_____	E-mail	_____

Public Service Commission Appointee		Expiring: 6/30/19	
Name	_____	Work Phone	_____
Board Title	_____	Home Phone	_____
Address	_____	Cell Phone	_____
City, State, Zip	_____	E-mail	_____

Conservation District Appointee		Expiring: 6/30/20	
Name	_____	Work Phone	_____
Board Title	_____	Home Phone	_____
Address	_____	Cell Phone	_____
City, State, Zip	_____	E-mail	_____

Contact Person (will receive SWA correspondence)		Financial Recipient (checks, financial information)	
Name	_____	Name	_____
Title	_____	Title	_____
Address	_____	Address	_____
City, State, Zip	_____	City, State, Zip	_____
Daytime Phone	_____	Daytime Phone	_____
Fax Number	_____	Fax Number	_____
E-mail	_____	E-mail	_____

I hereby certify that the above information is true and correct.

SWA Chairperson Signature _____ Date _____



**WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 PROGRAM SURVEY**

Solid Waste Authority _____

PERSONNEL & ADMINISTRATION

1. If your authority employs any individuals, please list the following information:

Title	Full Time	Part Time	Permanent Temporary (Circle One)		Contract Labor	Hourly Wage	Salary	Hours Wk.
			P	T				
			P	T				
			P	T				
			P	T				
			P	T				
			P	T				
			P	T				
			P	T				
			P	T				

Attach a separate sheet if necessary.

2. Does your authority offer benefits? YES NO

3. Are employees' wages subsidized by funding other than SWA funds? YES NO

4. If YES, please explain who subsidizes wages and how much.

5. Does your authority have an Employee Handbook or written workplace policies? YES NO

6. Does your authority have written bylaws? YES NO

7. If YES, please indicate date of approval or last review. _____

8. Does your authority have written fiscal policies and/or procedures? YES NO



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 PROGRAM SURVEY - Continued

Solid Waste Authority _____

RECYCLING PROGRAM

- Does your authority own/operate a recycling program within your county? YES NO
- Does the authority partner with any other organization in operating a recycling program? YES NO
- If YES, with whom you partner and describe the relationship/program.

- If your authority owns/operates a recycling program, list the materials collected, tons per year, annual revenue from sale of materials and where you market the materials – Information from CY 2018.

MATERIAL ACCEPTED	TONS/CY2018	REVENUE	MARKET

- Who processes (bales, crushes, shreds, etc.) the materials you collect? _____
- List all recycling drop-off locations (known) within your geographic area of responsibility – public & private.

LOCATION	OPERATOR	MATERIALS ACCEPTED



WEST VIRGINIA SOLID WASTE MANAGEMENT BOARD
FY 2020 PROGRAM SURVEY - Continued

7. List all curbside recycling collection locations within your geographic area of responsibility.

LOCATION	OPERATOR	MATERIALS ACCEPTED

Includes programs that may be operated by a municipality within your county.

8. Please provide a list of equipment used in your recycling program and average annual maintenance cost for each – Include collection & processing equipment.

EQUIPMENT (baler, vehicle, etc.)	SERIAL #	PURCHASE DATE	ANNUAL MAINTENANCE COST

Attach a separate sheet if necessary.

9. Do you have a maintenance schedule/log for your equipment? YES NO

10. Do you have a safety program or set of safety procedures for your employees? YES NO

11. Do you provide your employees with the proper safety equipment/supplies to do their job? YES NO

12. Does your facility or equipment have insurance coverage? YES NO

13. If YES, please describe.



EDUCATIONAL PROGRAM

1. Describe your authority's public education and outreach program.

2. Does your authority maintain a website or Facebook page? YES NO

3. If YES, what is the address: _____

ADDITIONAL REVENUE SOURCES

1. Does your authority receive any additional revenue aside from the assessment fees or sale of recycling materials? YES NO

2. If YES, please list from whom, amount and purpose.

CONTRIBUTOR	AMOUNT	FREQUENCY	PURPOSE



General County Solid Waste Authority

PO Box 123, Hometown, WV 12345

March 1, 2019

West Virginia Regional Planning & Development Council
John Smith, Executive Director
Region 23
4567 Main Street
Anytown, WV 98765

Director Smith:

Enclosed is a copy of the General County Solid Waste Authority's grant application that is being submitted to the West Virginia Solid Waste Management Board (WVSWMB). The Authority is requesting \$20,000 to assist with the county's current recycling program.

An Intergovernmental Review of the project is requested, as required by the WVSWMB's grant procedures.

Upon completing your review, we request that any comments be sent to the WV Solid Waste Management Board at 601 57th St. SE, Charleston, WV 25304, as well as the General County Solid Waste Authority at our address listed above.

Please feel free to contact me at (123)456-7890 if you have any questions.

Sincerely,

Jane Doe
Director

Enclosure