



Convenience Center Grant Program

FY 2014-2015
Application Manual

Prepared by:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management

Solid Waste Assistance Program

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14th Floor

Nashville, TN 37243

http://tn.gov/environment/solid-waste/solid-waste_grants.shtml

Division of Solid Waste Management FY2014-2015

Overview

BACKGROUND:

The goal of the Solid Waste Management Act of 1991 is to reduce by twenty-five percent (25%) the amount of solid waste disposed of at Class I municipal solid waste disposal facilities. The Act further gives authority to create grants from the Solid Waste Management Fund for convenience centers, T.C.A. §68-211-824 and 851. The law further promotes this action under §68-211-824 and states that “From funds available in the solid waste management fund established by §68-211-821, the department shall offer matching grant assistance to counties for the purpose of establishing or upgrading convenience centers required by §68-211-851.”

Each county in Tennessee must provide the minimum level of collection assurance to their residents through either a network of convenience centers or higher levels of service, like household garbage pickup to fulfill the requirements of §68-211-851.

The purpose of this grant is to provide funding assistance to eligible counties that have been identified as not meeting collection assurance requirements or to eliminate unmanned county collection systems (“Green Boxes”). This grant supports the implementation of the 2015-2025 Solid Waste and Materials Management Plan Objectives 2 and 7.

Deadline to Submit

GRANT APPLICATION TIMING AND DELIVERY:

One application (with an original signature) and the technical narrative in Attachment 1 and supporting documents should be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management, on or before Wednesday, July 1, 2015, 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on Wednesday, July 1, 2015 will be returned to the applicant without review.

NOTE NEW MAILING ADDRESS:

Tennessee Department of Environment and Conservation
Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave, 14th Floor
Nashville, TN 37243

Electronic or facsimile applications will not be accepted.



Division of Solid Waste Management FY2014-2015

GRANT TIMELINE:

The anticipated timeline for this grant offering is as follows:

May 1, 2015:	Request for applications announced
May 4-8, 2015:	Conduct grant application workshops
July 1, 2015:	Deadline for application submittal
July 15, 2015:	Rate and recommend grant awards
August 1, 2015:	Announce awards and prepare grant contacts
October 1, 2015:	Send grant offer to successful applicants
December 1, 2015:	Mail fully executed grants



Eligibility

Tennessee counties, cities, solid waste authorities and organizations which have been determined to be tax exempt nonprofit recycling organizations by the Internal Revenue Service may apply for grants.

Tennessee counties or municipalities are eligible for this grant offering, if:

- Their only collection assurance are Green Box sites; **or**,
- They do not meet the minimum requirement for convenience centers; **and**,
- The Department has determined that the county does not have adequate collection assurance according to T.C.A. § 68-211-851.

The Department's determination of adequate collection assurance will be based on each Municipal Solid Waste Region's 2014 Annual Progress Report submission.

Applicants can use this grant to cover the cost to build convenience centers, but such funds may not be used for regular operation expenses of a recurring nature. Eligible expenses for building include, but are not limited to:

- Land, paving, fencing, shelters for attendants, containers and basic equipment including, but not limited to, balers, crushers, grinders and fencing.
- Developing and printing of operating manuals
- Public education materials that promote waste reduction including signage and "how-to recycle" pamphlets.

Applicants previously awarded grants from the Solid Waste Management Fund in the last two years that are under contract with open balances or who have failed to meet the obligations of those contracts are ineligible.

Funding

The Department has allocated \$1,000,000 for the Convenience Center Grant offering for Fiscal Year 2014-2015. Applicants may request up to \$100,000 to build a new convenience center facility. Matching costs will be on Attachment B.

No in-kind contributions will be considered for this grant.

Grant awards will be made based on the estimates included in the grant application and will not be increased. It is important that applicants research the equipment or facility they are seeking to purchase and obtain accurate price information prior to submitting their application. Only equipment or facility improvements identified in the application and awarded will be funded so proper planning and research should be done by applicant before submitting application.

Format and Checklist

Applicants must complete and submit the following documentation:

- Step 1.** Convenience Center Grant Application ([Form CN-0915](#)) signed and certified by a legally authorized representative for the applicant. Signees other than mayor must include a resolution from the local government's governing body giving authority to sign for the applicant. On this form check the box labeled "OTHER" and write in "Convenience Center". http://environment-online.state.tn.us/etdec/DownloadFile.aspx?row_id=CN-0915
- Step 2.** Complete Technical Narrative (Attachment 1) found in this document - Give complete, concise answers and follow the given narrative format answering items one (1) through six (6) in order. Include at the end of the narrative name of the preparer and preparer's organization for questions concerning the project.
- Step 3.** Provide specification sheets on equipment being requested. Be sure to acquire price quotes for equipment and facility improvements to assure that cost information is accurate. Grant award will be based on this quote information and will not be changed.
- Step 4.** Have the application certified and signed by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the designated authorized agent (county executive, mayor, executive director, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Forms relative to this grant offering may be found at the end of this grant manual.

NOTE: Applicants are responsible for all relevant, factual, and correct information contained in the application regardless of who prepares the application.

Selection Criteria

This grant is not a competitive grant, therefore scoring is not required. Potential applicants will be solicited from a priority listing maintained in the Division of Solid Waste Management of counties without adequate collection assurance.

Grants will be awarded on the basis of merit, according to a technical and administrative evaluation of project documentation submitted in the grant application and technical narrative, maps and technical reports and documentation funding available.

Funding Conditions

Applicants must be ready to proceed with the project as soon as a fully executed grant is received. Local funding for costs in excess of the grant awarded must be approved and available for the project upon receipt of a fully executed grant to avoid unnecessary delays in project completion.

It is important that applicants research the equipment they are seeking to purchase and obtain accurate quotes prior to submitting their application. Grant awards will be made based on the estimates included in the grant application, not to exceed \$100,000, and will not be increased.

The local share of the match shall be determined by the Department, using an economic index promulgated by the board based upon factors which include, but are not limited to, per capita income and property values of the county applicant. Counties falling within the lower one half (1/2) of the economic scale on the index shall be eligible for lower matching rates. The board shall promulgate regulations regarding the appropriate index and matching rates. Reimbursement may not exceed 50% of the approved total eligible project costs.

- Matching funds are required at the time of grant reimbursement.
- Grantees are required to contract with an engineering or construction consultant to have technical documents prepared and to provide oversight of project work.

Funding of projects will be limited to \$100,000 which is the amount of funds allocated for FY 2014-2015.

No in-kind contributions will be considered.

Contact

RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF

The persons named below shall be the sole points of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

General and Administrative Questions:

Grant Program Manager

Loretta Harrington

615-532-0086

Loretta.Harrington@tn.gov

Technical Questions:

Program Technical Assistance

Seth McCormick

615-532-0082

Seth.McCormick@tn.gov



Frequently Asked Questions

1. What method is used for grant project expense funding?

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for work actually completed, and then submit required invoice documentation to TDEC for reimbursement.

2. When can the grant project begin?

Projects may begin **after** the Grantee is notified by State that the grant has been fully executed. Also, vendors' bids for work activities and equipment purchases must be submitted and approved by the State prior to authorizing work to start. Any work performed prior to the execution date of the approved contract will not be reimbursed. Failure to submit bids for approval prior to committing funds may result in denial of costs.

3. Do I have to follow a bidding process?

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

4. When can I request reimbursement for expenses relative to the grant project?

Reimbursement invoices must be submitted, after grant activities and equipment have been purchased, installed, operational, and inspected by the State. The grantee completes a State Invoice for Reimbursement (form CN-1330) and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

5. How long will I have to complete the grant project?

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases and work activities. Grantees must be precise in the timelines submitted in the application to assure that sufficient time is allowed for purchases and work activities.

6. What are the grantee's responsibilities for the project after the grant is paid in full?

Grantees must maintain financial documents for audit purposes for five years after the grant is paid in full. Equipment purchased, if any, must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State. Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

7. Can applicants that have received funding in a prior year apply again this year?

Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding has been completed and the grantee paid in full.

Frequently Asked Questions

8. *Can we submit supplemental documents?*

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make good decisions concerning projects. Only **necessary** supplemental documents should be included.

9. *Where can I find grant documents?*

The grant manual application and associated forms, and Frequently Asked Questions are posted at the Department's website: http://tn.gov/environment/solid-waste/solid-waste_grants.shtml

**Attachment 1
Technical Narrative
Convenience Center**

1. Project History and Overview

Provide a narrative background for the county that requires additional collection assurance and financial assistance. Describe the past conditions that have led the applicant to consider applying for this grant (i.e.: Green boxes, insufficient centers, accessibility of existing sites, regulatory problems, etc.). Include necessary supporting documents with the narrative including any letters from TDEC concerning collection assurance issues, details of complaints from citizens, and county's own Annual Progress Report showing lack of collection assurance.

2. Technical Assessment and Maps

Indicate the property boundaries of the applicant's proposed convenience center site(s), property parcel number (if applicable), and a separate map showing locations of existing convenience center site(s) (if applicable). Include a map showing expected service area for the proposed convenience center site(s). If replacing Green box sites, please provide a map of existing Green Box locations.

3. Project Plan (This should be done separately for each new location)

In a narrative please indicate if proposed project site is currently county owned, will be rented, or if property will be purchased. Provide engineering plans or construction plans as applicable, identifying all work that will be conducted at the site(s). Plans must be designed and certified by an independent professional engineer (PE) registered to practice in the State of Tennessee. Please indicate which type of solid waste, recycling and waste reduction collection equipment will be at this site. What recyclable commodities will be collected at the site and please include any plans for collecting problem waste such as: batteries, used oil, paint, antifreeze or electronics (BOPAE).

4. Budget/Funding Requested

Provide the total amount of funds requested for the proposed purchase or lease of the operation site of the convenience center construction and needed equipment to make the site operational. Include breakdown of costs for the funding request on attached budget sheet. All items should be consistent with the project plan in Item 4 above.

5. Timeline

Provide a detailed project timeline for the completion of the purchase or lease, permitting, and construction identifying key milestones.

Narrative Prepared by:

Name of Preparer's Organization:

Telephone: _____

_____ E-Mail Address (required if available)

GRANT BUDGET

Convenience Centers				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period:		BEGIN:	END:	
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
TOTAL	
CAPITAL PURCHASE	AMOUNT
Specific, Descriptive, Detail (Repeat Row As Necessary)	
TOTAL	

County	Match % Rate Required	County	Match % Rate Required
Anderson	50%	Lauderdale	10%
Bedford	30%	Lawrence	20%
Benton	10%	Lewis	10%
Bledsoe	10%	Lincoln	40%
Blount	50%	Loudon	50%
Bradley	40%	Macon	10%
Campbell	20%	Madison	50%
Cannon	10%	Marion	40%
Carroll	20%	Marshall	30%
Carter	20%	Maury	50%
Cheatham	40%	McMinn	40%
Chester	10%	McNairy	20%
Claiborne	20%	Meigs	10%
Clay	10%	Monroe	30%
Cocke	20%	Montgomery	50%
Coffee	40%	Moore	30%
Crockett	20%	Morgan	10%
Cumberland	40%	Obion	30%
Davidson	50%	Overton	20%
Decatur	30%	Perry	10%
Dekalb	20%	Pickett	10%
Dickson	40%	Polk	20%
Dyer	30%	Putnam	30%
Fayette	50%	Rhea	20%
Fentress	10%	Roane	50%
Franklin	40%	Robertson	40%
Gibson	30%	Rutherford	50%
Giles	30%	Scott	10%
Grainger	10%	Sequatchie	20%
Green	30%	Sevier	50%
Grundy	10%	Shelby	50%
Hamblen	40%	Smith	30%
Hamilton	50%	Stewart	20%
Hancock	10%	Sullivan	50%
Hardeman	10%	Sumner	50%
Hardin	20%	Tipton	40%
Hawkins	40%	Trousdale	20%
Haywood	20%	Unicoi	20%
Henderson	30%	Union	10%
Henry	30%	Van buren	10%
Hickman	20%	Warren	30%
Houston	10%	Washington	50%
Humphreys	30%	Wayne	10%
Jackson	10%	Weakley	20%
Jefferson	40%	White	20%
Johnson	10%	Williamson	50%
Knox	50%	Wilson	50%
Lake	10%		



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