



Department of
**Environment &
Conservation**

Grant Applicant Report

UST-SWDCB Meeting
December 6, 2018

Seth McCormick, Environmental Consultant

Grants Management System Process

- Submitted Grant Applications:
 - Curbside Recycling – 4 submitted
 - Convenience Center – 20 submitted
 - Education & Outreach – 12 submitted
 - Recycling Equipment – 32 submitted
 - Recycling Rebate – 14 submitted
 - Used Oil – 18 submitted
 - TOTAL – 100 submitted grant applications
- Administrative Review Phase:
 - Grants Team reviewed each application for documentation completeness
 - Title VI Pre-Audit Survey Info, Certification, Budget Organization
 - Plus/Minus 3 applications may be incomplete (ex: Trousdale)

Grants Management System Process

- Technical Review Phase:
 - Assign lead technical contacts
 - Lead contact and management decide Raters
 - Raters score each assigned application and provide notes
 - Scoring report generated for each grant program
 - Scoring report goes to management for final assessment
 - Awarded applications undergo organization to be prepared to merge into contracts
- Grants Management System Functions for Review:
 - Batch update to assign Raters to assigned programs
 - Each Rater will create a review activity (only can be viewed by internal staff)
 - All scores, score averages, and Raters note put into final report

Assigning Technical Roles

- GMS System Admins (Grants Team) will assign roles for all Raters/reviewers

The screenshot shows a web browser window with the URL <https://tdec.smartsimple.com/iface/index.jsp?lang=1#>. The browser's address bar and tabs are visible at the top. The main content area displays a modal window titled "Roles and Access" with a close button (X) in the top right corner. The modal window has a lock icon and a refresh icon on the left, and an "Advanced Options" toggle switch on the right. Below the icons is a table of roles with checkboxes and descriptions. At the bottom of the modal, there is a "Last Updated" timestamp, an "Updated By" name, and three buttons: "Save", "Set Password", and "Send Password".

Role	Description
<input type="checkbox"/> Request Manager	This role will be assigned to users who will have local admin access to the request manager.
<input type="checkbox"/> Internal UTA Administrator - Submission Manager	This role will be assigned to users who will have local admin access to the Submission Manager.
<input type="checkbox"/> Organization Contact	This role will be assigned to applicants.
<input type="checkbox"/> Read Only	Provides Read Only access to users in this role.
<input checked="" type="checkbox"/> Reviewer	This role will be assigned to reviewer so they can view the review forms from their portal
<input type="checkbox"/> SmartSimple	
<input checked="" type="checkbox"/> Staff	This role will be assigned to all internal staff members of TDEC, users of this role will not have the ability to make system changes but can view grantee data.
<input type="checkbox"/> System Administrator	This role will be assigned to the global system administrators of SmartSimple. Users of this role are able to make configuration changes to the entire system.

Last Updated: October 02 2018 11:45AM Updated By: Ryan Ray

Buttons: Save, Set Password, Send Password

Assigning Technical Rates to Programs

- After assigning roles GSM System Admins (Grants Team) will assign Raters/reviewers to correlating programs

SmartSimple - Tennessee Departi x +

https://tdec.smartsimple.com/iface/index.jsp?lang=1#

Apps SmartSimple | Tennes Materials Managemen Grants Administration Email Marketing Plat TN Environment & Cons LexisNexis® Custom Central Procurement

Privacy & Security Lynn Tutor

Batch Update

- Application Status
- Archiving
- Application completed by
- Organization
- Assigned Contacts
- Version
- Field Values

Please select the option(s) you want to update

Update Assigned Contacts

Add Update Remove

Reviewer

Update

18	2018-4165	2018-19	White County	Used Oil Grant	Application Ready for Review	Lisa Luck	10/16/2018 09:18AM	Loretta Harrington	White
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Rater/Reviewer Duties

- Once every Rater has had appropriate roles selected and corresponding program to review assigned, they will then have access to begin rating on their GMS dashboard
- All submitted applications for Rater's assigned program will be in their dashboard
- Each review activity will be in "Draft" mode until the Rater is ready to submit it, upon which, it will move to "Submitted" mode

How to begin ratings on GMS

- After signing into GMS, Rater should have a dashboard view

Assigned Reviews +						
Activity Type	Organization	Region	Completed by	Status	Last Modified	Application ID
Review Form - MMG Recycling Equipment				Draft	10/17/2018 07:41AM	Open 2018-4232

Completed Reviews +						
Activity Type	Organization	Region	Completed by	Status	Last Modified	Application ID
Review Form - MMG Convenience Center	Claiborne County			Submitted	11/13/2018 02:00PM	Open 2017-2565
Review Form - MMG Convenience Center	Williamson County			Submitted	11/13/2018 02:01PM	Open 2017-2416
Review Form - MMG Convenience Center	Williamson County			Submitted	11/13/2018 02:01PM	Open 2017-2541
Review Form - MMG Convenience Center	Rutherford County			Submitted	11/13/2018 02:01PM	Open 2017-2414

Application Rating Activity

- When Rater opens assigned review activity they will see the following screen. Immediately click save.

The screenshot shows a web application interface for reviewing an application. At the top left, there is an 'Options' dropdown menu. In the top right corner, it displays '1 of 1' with left and right navigation arrows. A dark sidebar on the left contains 'Main' and 'Notes' sections. The main content area features the application ID '2018-4232' and a 'Grant' tab with an active 'Activity' sub-tab. Below this, there are three tabs: 'GENERAL' (selected), 'APPLICATION REVIEW', and 'RESULT'. The 'GENERAL' tab contains the following information: 'Activity Type: Review Form - MMG Recycling Equipment', 'Status: Draft', and 'Organization:'. At the bottom right of the main area, there is a 'NEXT >' link. A light gray bar at the bottom of the form contains three buttons: 'Save Draft', 'Submit' (with a checkmark icon), and 'Delete'.

Application Rating Activity

Options ▾

2018-4232

Application Status:
Application Ready for Review

Grant Cycle:
00000

Application Type:
Recycling Equipment Grant

Application ID:
2018-4232

Application completed by:
[Lynn Tutor](#)

PURPOSE AND OVERVIEW | TIMELINE, ELIGIBILITY & FUNDING | SELECTION CRITERIA | RESOURCES AND CONTACT | TITLE VI SURVEY | GENERAL INFORMATION >

Recycling Equipment Grant Overview:

The Solid Waste Management Act of 1991 (Tennessee Code Annotated § 68-211-825) established the Solid Waste Management Fund to be used in part to establish a matching grant program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders. The goal of the Act is to reduce the amount of solid waste disposed of at Class I disposal facilities by twenty-five percent (25%). The Department of Environment and Conservation acknowledges that not all local jurisdictions are the same and they may wish to take different approaches toward achieving the state's solid waste reduction and diversion goals. Regions with smaller populations may focus efforts toward achieving qualitative goals rather than quantitative goals of the more populous regions and the state. Qualitative goals may be expanding the types of materials collected, providing a service to an underserved area, improving efficiencies, and improving quality of material recovered. Quantitative goals may be increased recovery rates, capture rates, participation rates, set out rates, or decreasing costs per households served. The Recycling Equipment Grant takes this into consideration by providing two competitive funding allocations for applicants based upon the Four Tiers of an Integrated Solid Waste Management System, found in Table VI-1 of the [2015-2025 Solid Waste and Materials Management Plan](#) (pages 144-149).

- Rural counties with populations less than or equal to 50,000 and the cities, solid waste authorities, or non-profit organizations within those counties. Total grant offering is \$200,000. Funding maximum per applicant is \$50,000. Tiers 1 and 2 will compete with each other.
- Suburban and urban counties with populations of 50,001 or greater and the cities, solid waste authorities, or non-profit organizations within those counties. Total grant offering is \$300,000. Funding maximum per applicant is \$50,000. Tiers 3 and 4 will compete with each other.

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

There are three priorities for this grant:

- Applicants that received or were eligible to receive the Recycling Rebate between the Fiscal Years 2011 and 2015
- Applicants that develop public/private or public/public partnerships
- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (11)

Purpose of the Grant

The Recycling Equipment Grant supports the implementation of [2015-2025 Solid Waste and Materials Management Plan](#) objectives. It is the Department's intent with this grant to support efforts of local governments toward achieving their waste reduction and recycling goals. Successful proposals will demonstrate how the requested equipment will improve operating efficiencies or:

- Increase material tonnages (Objective 1)
- Increase recycling access and/or participation (Objective 2)
- Promote material processing and end use in Tennessee (Objective 3)
- Support new waste reduction and recycling technologies (Objective 5)

The Department is concurrently offering \$500,000 in funding for the 2018 Measurement Grants. Applicants needing equipment for the primary purpose of measuring or aiding in the

2018-4232

Grant Activity

GENERAL APPLICATION REVIEW RESULT

Total Score

48

* Is Proposal Funded?

Please Select ▾

Fully Funded at

Partially Funded at

* Rater Comments

< BACK

Save Draft

Submit

Delete

TN

Department of
**Environment &
Conservation**

Application Rating Activity

- Click on the Application Review tab to see scoring rubric

2018-4232

Grant **Activity**

GENERAL **APPLICATION REVIEW** RESULT

View applicant's grant application

Application Summary

Project Description (40 points)

Project Description Scoring Rubric

25-40 Points

- Clearly defines project and the need is relevant.
- Clearly identifies the project goals and measures.
- Preventative Maintenance Plan and/or schedule is clearly established and utilized.
- Clearly describes how the program will be promoted.

11-24 Points

- Slightly defines project and the need is somewhat relevant.
- Slightly identifies the project goals and measures.
- Preventative Maintenance Plan and/or schedule is included but not clearly established and utilized.
- Somewhat describes how the program will be promoted.

0-10 Points

- Project definition and need is vague, missing, or irrelevant.
- Project goals and measures are missing or are only stated as the state goal.
- Preventative Maintenance Plan and/or schedule is not included and request is to replace equipment.
- Vague or missing description of how the program will be promoted.

* Score

Please Select ▼

Program Benefits (30 points)

Program Benefits Scoring Rubric

20-30 Points

- Project clearly aligns with the goal and design and will likely achieve success.
- Project clearly supports the 2025 Plan Objectives.
- Benefits are clearly defined and calculated.

10-19 Points

- Project aligns to some degree with the goal and design and may achieve success.
- Project supports the 2025 Plan Objectives to some limited degree.
- Benefits are slightly defined and calculated.

0-9 Points

- Application does not make it clear how the project aligns with program goal and design and will unlikely achieve success.
- Project does not support the 2025 Plan Objectives.
- Benefits are vaguely defined or missing and not calculated.

* Score

Please Select ▼

Sustainability and Funding (20 points)

Sustainability and Funding Scoring Rubric

14-20 Points

- Project is clearly an efficient use of funds and resources.
- Organization has a clear plan likely to sustain the project beyond completion.
- Revenues are reinvested in the recycling program.
- Local funds are committed in the budget and supporting documentation is provided.
- Funding request appears reasonable to meet project objectives.

7-13 Points

- Project is an efficient use of funds and resources to so some degree.
- Organization has a plan that may sustain the project beyond completion.
- Revenues appear to be used as an incentive in the programs (i.e. schools) that generate the recycling.
- Local funds have been approved in a resolution for budget expansion and supporting documentation is provided.
- Funding request appears somewhat reasonable to meet project objectives.

0-6 Points

- Project is not an efficient use of funds and resources.
- Organization does not have a plan to sustain the project beyond completion.
- Revenues appear to be used to support programs other than recycling.
- Local funds do not appear to be committed in the budget or through resolution. Supporting documentation is not provided.
- Funding request appears unreasonable for meeting project objectives.

* Score

Please Select ▼

Application Rating Activity

- Rater will score the application per each section of the rubric

SmartSimple - Tennessee Depart

https://tdec.smartsimple.com/iface/index.jsp?lang=1

Department of Environment & Conservation

2018-4232

Grant Activity

GENERAL APPLICATION REVIEW RESULT

View applicant's grant application

Application Summary

Project Description (40 points)

Project Description Scoring Rubric

25-40 Points

- Clearly defines project and the need is relevant.
- Clearly identifies the project goals and measures.
- Preventative Maintenance Plan and/or schedule is clearly established and utilized.
- Clearly describes how the program will be promoted.

11-24 Points

- Slightly defines project and the need is somewhat relevant.
- Slightly identifies the project goals and measures.
- Preventative Maintenance Plan and/or schedule is included but not clearly established and utilized.
- Somewhat describes how the program will be promoted.

0-10 Points

- Project definition and need is vague, missing, or irrelevant.
- Project goals and measures are missing or are only stated as the state goal.
- Preventative Maintenance Plan and/or schedule is not included and request is to replace equipment.
- Vague or missing description of how the program will be promoted.

* Score

Please Select

0

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

* Score

Please Select

Save Draft Submit Delete

Application Rating Activity

- Rater can then click the Results tab and see the numerical score (remember to click “save draft”)

Options ▾ 1 of 1 < >

Main 2018-4232

Notes

Grant Activity

GENERAL APPLICATION REVIEW **RESULT**

Total Score

48

* Is Proposal Funded?

Please Select ▾

Fully Funded at

Partially Funded at

* Rater Comments

< BACK

Save Draft Submit Delete

Application Rating Activity

- After submission, Rater can go to dashboard and see that activity has been submitted.

The screenshot displays the Department of Environment & Conservation dashboard. The top navigation bar includes the TN logo, the text 'Department of Environment & Conservation', and links for 'Privacy & Security' and 'Home'. The main content area is divided into two panels: 'Assigned Reviews' and 'Completed Reviews'.

Assigned Reviews

#	Activity Type	Organization	Region	Completed by	Status	Last Modified	Application ID
No Results Found							

Completed Reviews

#	Activity Type	Organization	Region	Completed by	Status	Last Modified	Application ID
1	Review Form - MMG Recycling Equipment				Submitted	10/17/2018 07:47AM	2018-4232
2	Review Form - MMG Convenience Center	Claiborne County			Submitted	11/13/2017 02:00PM	2017-2565
3	Review Form - MMG Convenience Center	Williamson County			Submitted	11/13/2017 02:01PM	2017-2416
4	Review Form - MMG Convenience Center	Williamson County			Submitted	11/13/2017 02:01PM	2017-2541
5	Review Form - MMG Convenience Center	Rutherford County			Submitted	11/13/2017 02:01PM	2017-2414
6	Review Form - MMG Convenience Center	Hancock County			Submitted	11/13/2017 02:01PM	2017-2346
7	Review Form - MMG Convenience Center	Unicoi County			Submitted	11/21/2017 03:37PM	2017-2318
8	Review Form - MMG Convenience Center	Wayne County			Submitted	11/13/2017 02:01PM	2017-2321
9	Review Form - MMG Convenience Center	Montgomery County			Submitted	11/13/2017 02:01PM	2017-2531
10	Review Form - MMG Convenience Center	Perry County			Submitted	11/13/2017 02:02PM	2017-2432
11	Review Form - MMG Convenience Center	Grainger County			Submitted	11/13/2017 02:02PM	2017-2367

Application Rating Activity

- System Admins (Grants Team) can then see the completed activity

The screenshot displays the SmartSimple web application interface. The browser address bar shows the URL <https://tdec.smartsimple.com/iface/index.jsp?lang=1#>. The page header includes the Tennessee Department of Environment & Conservation logo and navigation links for Submission Manager, Submitted Applications, Program Manager, and Request Manager. The main content area shows details for application ID 2018-4232, with tabs for Submission Manager and Grant. A table lists application details:

Application ID	Activity Type	Organization	Application Type	Last Modified	Modified By	Status
2018-4232	Review Form - MMG Recycling Equipment		Recycling Equipment Grant	10/17/2018 07:47AM		Submitted

Application Rating Activity

- System Admins (Grants Team) can access activity if necessary

The screenshot displays a web browser window with the URL <https://tdec.smartsimple.com/iface/index.jsp?lang=1#>. The page header includes the Tennessee Department of Environment & Conservation logo and navigation links for Submission Manager, Submitted Applications, Program Manager, and Request Manager. The user is identified as Lynn Tutor. The main content area shows application details for ID 2018-4232, with tabs for Submission Manager, Grant, and Activity. The Activity tab is active, showing a form with the following fields:

- Activity Type:** Review Form - MMG Recycling Equipment
- Status:** Submitted
- Form completed by:** [Redacted]
- Modified By:** [Redacted]
- Created By:** Lynn Tutor
- Last Modified:** 10/17/2018 7:47 am
- Created Date:** 10/17/2018 7:41 am

At the bottom of the form, there are five buttons: Save Draft, Complete, Request Revisions, Decline, and Delete.

https://tdec.smartsimple.com/Apps/app_index.jsp?appid=104344

Evaluation

- The Rater Document Well Written Notes On Point Deductions
 - Professional overview of the proposed project
 - Make useful notes to the Grantee
 - We give an opportunity to visit those that were not awarded
 - Raters names are assigned numbers as the applicant will be able to see all the comments.

Selection Criteria

- Once Raters Have Submitted Their Scores:
 - 1. Lead Technical Staff and Management review the scores
 - The score average and comments are reviewed
 - If a rater(s) do not have adequate documentation or their score falls outside the others then a discussion will be had.
 - 2. All Technical Staff are brought together to discuss each individual application.
 - Discuss their reasons for the score or little things they want brought up to Management.
 - 3. Lead Technical Staff documents these meetings and builds a datasheet with various metrics.
 - How many distressed, rural, urban, or non-profit funded?
 - What types of equipment or facility were requested:
 - How much capacity?
 - Replacement?
 - New Expansions
 - 4. Presented to Upper Management with detailed overview of the projects to make final selection.

Not Funded Reasons

- Incomplete Applications
 - Missing Documentation
 - Not fully submitted
- Ineligible Items
- Not descriptive or fully answering the questions
- Past grant execution
- Have open grant contracts
- No matching dollars
- Cookie Cutter grant projects

Application Spread

DD Authored

4 out of 9 DDs	The other 5 probably assisted on technical assistance. This is the preferred result.
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of DD Applications

54%	2 Funded
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of County Applications

43%	11 Funded
-----	-----------

of Nonprofit Applications

3%	1 Funded
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Contacts

- For Functionality Issues:
 - Jeni Lind Brinkman or Ryan Ray
 - TDEC.Grants@tn.gov
 - 615-532-6810
- For General Questions on GMS:
 - Lynn Tutor
 - Lynn.tutor@tn.gov
 - 615-532-4967

Contacts

- For Grant Application Administrative Questions:
 - Lynn Tutor or Loretta Harrington
 - Lynn.tutor@tn.gov
 - Loretta.harrington@tn.gov
 - Lynn: 615-532-4967
 - Loretta: 615-532-0086

- For Grant Application Technical Questions:
 - Seth McCormick
 - Seth.McCormick@tn.gov
 - 615-532-0082

Questions

