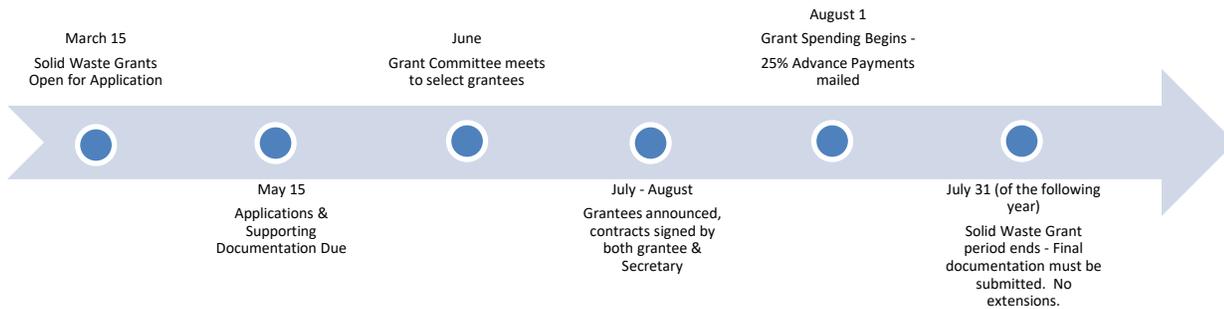




GRANT GUIDE

Kansas Solid Waste Grant Program



WHO CAN APPLY?

Only Kansas' counties, municipalities, solid waste management regions and private entities may apply for these grants. Private entities are eligible only if the local government responsible for planning identifies the private party as providing service needed to sustain the county solid waste management plan.

APPLICATION REQUIREMENTS

1. The chairman of the county's Solid Waste Management Planning Committee or the county commission must review the project. The form completed by the planning committee must be included with the application. If not submitted with the application, the Committee form must be submitted no later than June 1.
2. If submitting more than one application, assign a priority to each application on page 1. If no priority is assigned, it will be assumed the smallest grant request is your priority for funding.
3. If the applicant owns or operates a solid waste disposal facility, all solid waste tonnage permit fees must be current and paid. Requests for funds to expand existing facilities must include proof of current permits or variances and be in compliance with all KDHE requirements.
4. KDHE requires comprehensive insurance at all facilities receiving grants with documentation provided to KDHE before final reimbursement is made. A certificate of insurance is required to demonstrate coverage for all facilities utilized as part of the grantee's business and for any equipment purchased with the assistance of the grant.
5. KDHE will require non-governmental grantees to complete and sign a security agreement and file it with the Secretary of State's office for all individual items costing over \$2,000 that were purchased with grant funds. The fee associated with this filing may be reimbursed with grant funds by submitting the expense on an affidavit of expenditures form.
6. Request for funds for new facilities that require permits must commit to complete the permitting process. For additional information on permitting procedures contact the Permit Section of the Bureau of Waste Management at (785) 296-1600.
7. Grantees must use a KDHE "Keep It Clean Kansas" logo and indicate the funding source of the program at the project site and in its promotional materials and be willing to participate in the KDHE/BWM public education campaign. KDHE will provide the grantee with a small sign to be displayed.

APPLICATION DEADLINES

This Solid Waste Grant application deadline is May 15. Applications must be received or postmarked by this date to be eligible. Award announcements are expected in July.

GRANTS AVAILABLE

There are two grants available for application, Small Solid Waste Grants (up to \$7,500) or Large Solid Waste Grants (over \$7,500), application forms are available at <https://www.kdhe.ks.gov/710/Waste-Reduction-Grant-Guidelines-Forms>

FUNDING AND MATCH REQUIREMENTS

The grantee will receive an advance payment of 25% of the awarded KDHE grant funds, after the Secretary of KDHE and the grantee have signed the award contracts. If awarded, only approved expenses incurred after the start and before the end of the contract fiscal reimbursement period (12 month) will be allowed.

This advance may be held or delayed until all conditions of the grant program are met.

- This advance is the only grant funding that the grantee will receive up-front. All other funding will be on a reimbursement basis.
- A completed affidavit of expenditures with supporting documentation must be submitted for all reimbursements and match.
- If awarded, the grant will pay up to 75% of the eligible cost in the awarded project; the grantee will require a 25% match. It is acceptable and often preferred for the applicant to make a financial and/or in-kind commitment of greater than 25%. **The grantee must provide cash match for at least ½ of the required match.** (Example: the grant award will pay \$7,500.00 and the grantee will match \$2,500.00 with at least \$1,250.00 being cash, so the total project being \$10,000.00).

ELIGIBLE Items for Grant Funds may include, but not limited to:

- Waste reduction, reuse and recycling projects.
- Costs for equipment necessary for **operation of a recycling center**.
- Shipping and delivery expenses for equipment purchased with grant funds.
- **Composting equipment**; food waste and yard waste composting; tree and brush mulching and composting; city-wide or site-specific composting;
- **Innovative Technologies** that utilize Kansas's recyclable materials to produce a new product. Waste minimization packaging projects and projects to refurbish or resell marketable items are examples of acceptable projects.
- **Activities and educational programs** such as environmental fairs and festivals, special training sessions, seminars, teacher education training workshops, and educational presentations are also eligible.
- **Enhancements of active recycling projects** are eligible, and documentation must show need or expansion into new areas.
- **Educational Outreach/Public Awareness** projects including any training, educational outreach, or public relations programs disseminating information on the various integrated solid waste

management solutions. Examples include recycling, source reduction, purchasing recycled content materials, or waste minimization solutions.

- Programs consistent with the KDHE statewide “Keep It Clean Kansas” educational campaign.

ELIGIBLE COSTS (not all inclusive)

- **Capital Equipment and Supplies.** Capital expenditures are individual items exceeding \$2,000.
- **Reallocation requests (must be pre-approved by KDHE).** Could include items that are purchased not contained within in the approved grant, please contact KDHE prior to purchasing these items.

ELIGIBLE Items that can be used as ‘In Kind Match’ (within the fiscal reimbursement period)

- Salaries of employees only while working specifically on the grant project.
- Volunteer hours at the rate of \$12.00 an hour.
- Professional Services (This includes services contracted for assistance with the grant project, must provide detailed invoice for these services.)
- Some travel expenses required for the grant project.

*Some Items that **are not** Eligible for Match*

- The costs of preparing the grant and permit applications.
- Permit fees
- Travel costs – except for those related to the project.
- General operation and maintenance costs of an existing or proposed facility.
- Federal, and State Grants or Donated funds from other sources.

*Final grant reimbursement will not be made **by KDHE until all required documentation is received and approved, including:***

- A final affidavit of expenditures.
- Invoices for all expenses claimed.
- A final report including photos.
- Proof of property insurance.
- Any other required documentation requested by KDHE for grant fund disbursement.

GRANT COMMITTEE EVALUATION CRITERIA

The following criteria may be used by the Governor’s Solid Waste Grants Advisory Committee to evaluate the grant applications:

- ✓ First time applicants
- ✓ Products made in Kansas
- ✓ Applications demonstrating strong cash match
- ✓ Quality of the education and outreach component
- ✓ Completeness of application and submission by due date

Additional Key Information

- The fiscal reimbursement period for the Solid Waste grant contracts is August 1 – July 31. No extensions will be granted. Please make sure that you plan accordingly to ensure that you complete the grant activities by July 31.
- Include a breakdown of the budget by category and provide a priority list of all items requested by importance.
- Budget Categories of Salaries (match only), Travel (match only), Supplies, Capital Equipment, Professional Services (match only) and Other will require detailed cost estimates for each component of the proposed project.
- Items costing a minimum of \$2,000.00 with a useful life of a year or more are defined as **Capital Equipment**.
- The grants committee will not consider incomplete or late applications. PLEASE make sure you read this grant guide thoroughly to ensure that you properly complete the application and all supporting documentation is included. If you have questions, please contact Candy Williamson, at candy.williamson@ks.gov or 785-296-1540.
- If you would like to include any additional information that is not specified in the grant application, please use a cover letter to explain this additional information.
- **Vehicles are usually not eligible grant items.**
- Describe the types and volume of municipal solid wastes being reduced by this project (estimates are accepted).
- Due to the difficulty in evaluating larger or complex projects, please provide as much information as possible with the grant application. The committee must be able to quickly evaluate the environmental or health benefits of such projects.

Each grant applicant is responsible to determine if the receipt of a grant award could result in any tax liability.

Application Check List and Key Tips to consider:

- Yes No Are all questions/fields answered? If they do not apply, mark the question/field N/A.
- Yes No Budget cost categories are broken down and justification is included in the application?
- Yes No Provided a complete narrative explaining the grant proposal.
- Yes No The application provides detailed information and quotes about how the expenditures will be used?
- Yes No The application includes where the project will be located?
- Yes No Does the application include a completed county solid waste management planning committee support form that verifies this project is generally identified within a KDHE approved county or regional solid waste management plan?
- Yes No Does the project include which communities will be affected by this project?
- Yes No If the project has local support, government, private sector or volunteer groups/civic support (attached letters and or resolutions)?

Permitting and Regulatory:

- Yes No If the applicant owns/operates a solid waste disposal facility, are the solid waste tonnage fees current?
- Yes No Does the project involve applying for or modifying a permit?
- Yes No Does the applicant have no current violations?

Feasibility:

- Yes No Have you identified the project challenges and hazards?
- Yes No If other people or organizations are participating in this type of activity in the impacted area?
- Yes No If the applicant has previous experience involving the proposed project, is the nature and extent of the experience described in the grant proposal?
- Yes No Does the project reduce waste quantities taken to the landfill?
- Yes No Does the project yield other measurable environmental benefits?

Cost-Benefit Considerations:

- Yes No If the project involves funding from several sources, are the sources and nature of the funding described in the grant proposal?
- Yes No Have you considered the sustainability of the project?
- Yes No Does the narrative describe how this project will enhance or complement existing programs?
- Yes No Have you researched the company warranties, guarantees, and installation guidelines?

For a step-by-step grant application tutorial guide please visit -

<https://www.kdhe.ks.gov/710/Waste-Reduction-Grant-Guidelines-Forms>