GRANT GUIDE

Kansas SFY 2012 Waste Tire Grant Program

WHO CAN APPLY?

Only Kansas' local units of government and public & private schools may apply for these grants. This includes counties, municipalities, school districts, private schools (limited to K-12), townships, park districts, etc. Previous grantees may apply.

ELIGIBLE PROJECTS

- Only 'tire-derived products', which are listed on the KDHE approved vendor list (link) prior to grant announcement opening date of December 1, 2011, are eligible for grant funding. This includes playground cover, mats, athletic field surfacing, mulch products, and molded or extruded rubber products made from recycled waste tires.
- Waste tire derived products composed of multiple materials must be no less than 50% waste tire material by weight, unless composed of other recycled material.

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
- ✓ Products containing Kansas waste tires
- ✓ Applications demonstrating strong cash match
- ✓ An education and outreach component
- ✓ Completeness of application and submission by due date

APPLICATION DEADLINES and REQUIREMENTS

This SFY 2012 Waste Tire Grant application deadline is January 15, 2012. Applications must be received or postmarked by this date to be eligible. Award announcements are expected in April.

1. The applicant must be in good standing:
    - If the applicant owns or operates a solid waste disposal facility, all solid waste tonnage permit fees must be current and paid.
    - Grantee shall obtain all necessary and applicable permits, and comply with all applicable federal, state and local statutes and regulations regarding solid wastes, and the Consumer Product Safety Commission guidelines for Public Playground Safety.
    - A prior grant recipient must not have utilized grant funds for unauthorized purposes.
    - By accepting a grant, the grantee certifies that the project is ADA compliant, or that it is a part of an overall facilities system that provides ADA access and compliance pursuant to all local, state and federal requirements.
2. Prior grants must be closed, or a status report of that project must be submitted with the application.
3. Grant applicants, with the exception of table & bench applicants, must identify a quality officer with the grant application. (The quality officer must be a licensed engineer, certified playground safety inspector, representative of the manufacturer of the product or trained installer.) This person must be on-site during all installation activities and able to sign off on the KDHE Certificate of Installation form after installation.
4. Grantees must place a placard on the project site using a logo provided by KDHE and indicate the funding was provided by a KDHE grant program. Promotional materials must also contain this same information. Grantees must participate in KDHE public education campaigns.
5. The grantee is required to carry property insurance – (not to be confused with liability insurance), which would replace grant-funded items, destroyed by fire, weather, vandalism, etc.

FUNDING AND MATCH REQUIREMENTS

The grantee will receive an advance payment of 50% 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 50% of the total cost of completing the awarded project; the match requirement is a minimum of 50%. (Example: the grant award will pay $5,000.00 and the grantee will match $5,000.00, with the total project being $10,000.00).

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

- A final affidavit of expenditures
- A final report with "after" photos
- Proof of property insurance
- The KDHE certificate of installation from the quality officer for surfacing materials
- Any other required documentation requested by KDHE for grant fund disbursement

ELIGIBLE Items For Grant Funds (purchased within the fiscal reimbursement period)

- "Tire-derived products"
- Shipping expenses
- Supplies such as color, binder, coating

- Installation costs of pour-in-place and softiles playground surfacing only (not loose-fill)

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

- Salaries of employees working on the grant project
- Volunteer hours at the rate of $10.00 an hour
- Management/Design donated for assistance with project planning, design, finance, legal affairs, marketing, engineering, and environmental evaluations, during the grant fiscal reimbursement contract dates, will be considered volunteer labor. All volunteer labor and professional donated services is at the volunteer rate of $10.00.
- Base preparation, and drainage ONLY under the rubber playground surface
- Loose fill installation costs
- Use of equipment and labor for installation purposes only
- Shipping expense (cash match)
- Travel if grantee is picking up product

Some Items that <u>are not</u> Eligible for Match

- The costs of preparing the grant and permit applications
- Permit fees
- Travel costs – except for picking up product
- General operation and maintenance costs of an existing or proposed facility
- Federal, and State Grants or Donated funds from other sources
- Cost of removal of old playground equipment or installation of new playground equipment

Additional Key Information

- The fiscal reimbursement period for the SFY 2012 Waste Tire grant contracts is May 1, 2012 – April 30, 2013. No extensions will be granted. Please make sure that you plan accordingly to ensure that you complete the grant activities by April 30, 2013.
- Installations of uncoated, all-black playground surface material will be required to have signage to warn users of potential heat hazard.
- Rubber products exceeding $1,000.00 with a useful life of a year or more are defined as capital equipment.
- The grants committee <u>will not consider incomplete or late applications.</u> PLEASE make sure you read this application and grant guide thoroughly to ensure that you properly complete the application and all supporting documentation is included. If you have questions, please contact Megan MacPherson, contact information on page 2.
- 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.
- The level of funding for the SFY 2012 Waste Tire Grant Program is currently being determined and will be announced at a later date.
- Athletic field surfacing and other waste tire products are eligible. Due to the difficulty in evaluating larger or complex projects, please provide as much information as possible with the grant application, however the committee must be able to quickly evaluate the environmental or health benefits of such projects.
- The priority of this grant round is to provide financial assistance to local units of government to purchase tire-derived products made from recycled waste tires including playground cover, athletic field surfacing, mulching products, and molded or extruded rubber products made from recycled waste tires.

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 complete on the application?

Yes ☐ No ☐ Playground "before" pictures are submitted with the application?

Yes ☐ No ☐ The vendor is on the approved KDHE Approved Vendors List (link)?

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 and a diagram of the area is complete?

Yes ☐ No ☐ An installation quality officer has been identified (table/bench grants excluded)? This person must be on-site during all construction activities, and certify on a KDHE form that:

1. The materials received and installed match the waste-tire derived product that was listed by name on KDHE's approved products and vendor list for SFY 2011 grants.
2. The waste-tire derived product will be installed according to the manufacturer's specifications and installation guidelines.

Yes ☐ No ☐ Plans include signage (provided by KDHE, if necessary)?

Yes ☐ No ☐ If you have an active grant, have you included a status report?

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 applicant have no current violations?

Feasibility:

Yes ☐ No ☐ Have you identified the project challenges and hazards?

Yes ☐ No ☐ Have you reviewed installation information from the manufacturer?

Yes ☐ No ☐ If the project involves site preparation, have you completed the planning process?

Yes ☐ No ☐ Do you have an implementation plan and timetable?

Cost-Benefit Considerations:

Yes ☐ No ☐ If the project involves funding from several sources, have you identified 50% match, which does not come from other donations, federal or state grants?

Yes ☐ No ☐ Have you considered the sustainability of the project?

Yes ☐ No ☐ Is continued maintenance mandatory in your plan?

Yes ☐ No ☐ Have you researched the company warranties, guarantees, and installation guidelines?