Application Guide
for
Household Hazardous Waste (HHW) Grant Program

State Fiscal Year 2015

July 1, 2014 - June 30, 2015

Kansas Department of Health and Environment
Bureau of Waste Management
Solid Waste Permits Section
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366
(785) 296-1600 (800) 282-9790 FAX (785) 296-8909
www.kdheks.gov/waste

HHW Grant Application Guide

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Household Hazardous Waste Grant Application

Kansas Department of Health and Environment
Solid Waste Management Grant Program Information
for State Fiscal Year 2015

Grant Program	Local Match Requirement (Minimum)	Deadline Date
1. Household Hazardous Waste Grant	40%	May 10th, 2014

For information, please write or call:

KDHE
Bureau of Waste Management
1000 SW Jackson, Suite 320
Topeka, Kansas 66612-1366
(800) 282-9790 or (785) 296-1600 or fax us at (785) 296-8909
Information is also available at the KDHE website www.kdheks.gov/waste

General Grant Guidelines

Summary of how to apply for a grant

1. Request the application forms and any related guidance documents from KDHE program staff. Please call (800) 282-9790 or (785) 296-1600 or visit our website at www.kdheks.gov/waste.
2. Determine if you meet the eligibility requirements.
3. Complete the application form.
4. Attach a written grant proposal and cover letter. (See the Grant Narrative Checklist)
5. Submit application and proposal by application deadline date.
   The application must be postmarked by the deadline date.

List of some grant program eligible costs

- **Travel Expenses**. In-state travel and out-of-state travel are eligible; however they must be part of the approved grant proposal. Final plans for out-of-state travel must receive **prior** approval by the department. Meal charges are not eligible for reimbursement.
- **Capital Equipment and Supplies**. Capital expenditures are items exceeding $500 with a useful life of at least a year. ***Call the appropriate KDHE program manager prior to purchasing any capital equipment that is not included in your approved grant application.***
- **Professional Services**. Services contracted for assistance with project planning, finance, legal affairs, marketing, engineering, and environmental evaluations may be eligible for grant funding when performed in conjunction with the operation of a program, or waste management system, other than routine solid waste disposal are eligible.

List of some ineligible costs

- **Salaries**. Personnel costs are to be in the match category for most grant programs. Dependence upon state grants to fund ongoing personnel should be avoided. In some grant programs, personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas may be allowed.
- The costs of preparing grant applications.
- The costs of preparing permit applications.
- Costs related to ongoing solid waste disposal operations.
- Costs incurred prior to the beginning of the grant contract.
- Costs incurred after the ending of the grant contract.
- Permit fees.

Cancellation or termination of grant contracts by KDHE

Any grant may be canceled if the grantee does not accept the grant award within 45 days of being issued. Grants may be terminated if it is determined that there has been no substantial performance, or there is substantial evidence of fraud, gross abuse or corrupt practices. Unavailability of funding or significant changes to the original KDHE approved grant proposal, particularly in the later months of the fiscal year, may also force the early closure of a grant contract and return of funds.

Financial accounting and reporting requirements

Grant recipients will be required to present at least one interim and one final report accounting for the funds and describing the grant program progress. Funds will be disbursed with a retainage linked to these reporting requirements. All applicants must certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which the grant is intended; that the grant project will be documented for both accounting and program progress purposes; and, that the documentation will be maintained and submitted when requested.

Grant Application Process

The grant application process is a multi-step procedure that can take anywhere from six weeks to several months to complete. Following is a breakdown of the various steps of the process.

1) Announcement of grants. The application forms and guidance documents are provided by KDHE.

2) Applicants request and complete grant application and file forms and all necessary attachments with KDHE by the appropriate deadline.

3) KDHE sends the applicant a letter acknowledging receipt of the application. Grant program staff carries out an initial review of the application and determines whether information submitted is adequate and meets general grant eligibility criteria and application requirements. If application is inadequate or fails eligibility or application requirements, applicant is notified by staff and modifications are made to correct any deficiencies.

4) If application is reviewed and approved, the grant administrator prepares two grant contracts to go through the bureau concurrence process. This process can take several weeks.

5) Once the grant contracts have gone through the bureau concurrence process, a KDHE grant announcement letter goes out with the grant contracts for the grantee to sign and return to KDHE.

6) Upon receiving the signed contracts back from the applicant, they are sent through the agency concurrence process and finally to the KDHE Secretary for signature and execution. One original contract is sent to the grantee for their files. The other contract is sent to the KDHE Business Office and an advance payment of the grant funds is sent to the grantee. The amount of advance payment varies with each program and is the only grant funding that the grantee will receive without receipts or proof of expenditures. All reimbursements after this advance must be submitted with a completed affidavit of expenditures and required supporting documentation. Prior to the release of any grant funding, the county or regional solid waste management plan must be up to date. Requirements outlined in the grant contract may delay the advanced payment. Please contact the appropriate KDHE program manager for further information.

7) The grantee must file required affidavit of expenditure forms, including receipts and explanation of all expenditures, reports and any further documentation as required by each grant program for the initial disbursement and remaining contract balances.

8) Upon project completion, final reports, affidavits of expenditures, and any other required documentation are submitted to KDHE for approval and final grant disbursement. A retainage of 10% of the grant amount will be held until all final required documentation is received and approved.

HHW Grant Program

BACKGROUND

The *Household Hazardous Waste Grant Program* was established in 1989. The program is designed to protect Kansas groundwater by reducing, recycling, properly disposing of household hazardous waste products, and encouraging the use of less-toxic alternatives. The grant program is considered "seed money" to assist local governments with the startup costs of developing and implementing a HHW program. The grant program does not subsidize ongoing operational expenditures. Public education is only funded as part of initial startup. This, along with a local match requirement, is to ensure that the community and local governments are committed to continue managing and financing the future operations of their program.

FUNDING AND MATCH REQUIREMENT

Funding for these programs is from the Solid Waste Management Fee Fund and the Hazardous Waste Collection Fund. The local match requirement is a minimum of 40% of the total proposed project cost for HHW grants. proposed project This match may be comprised of either financial and/or in-kind commitments such as salaries or administrative overhead.

PERMITTING REQUIREMENT

If the project funded by the grant requires a new HHW permit application or a modification to a current permit, no grant payments will be made until the required application or modification is submitted to KDHE. The required permit applications shall consist of a complete application (including all required attachments) on a form supplied by the department. **It is strongly encouraged that contact be made with the permit staff prior to submitting the grant application in order to determine if the proposed grant project requires a new permit or a modification to an existing permit**. The latest version of the permit application can be found on the Bureau of Waste Management's web page (www.kdheks.gov/waste). The grants can be approved and awarded; however, payments will not be made until all required permit submissions are made.

EVALUATION CRITERIA

- Quality of proposal and proposed project
- Mechanisms to finance future operational and disposal costs.
- Local government and community need and support.
- Hazardous waste collection estimates.
- Public education and waste minimization programs proposed.
- Relationship to Solid Waste Management Plan.

ELIGIBLE PROJECTS

- Development and implementation of a new permanent HHW collection facility/program.
- Development or expansion of a regional or satellite HHW collection program.
- Enhancements of existing HHW permanent facility, satellite or regional program.

ELIGIBLE EXPENDITURES

- Education and waste minimization program costs, including contracting for professional services, materials, printing costs, etc. Public education will only be funded to educate and promote an expansion of services. Ongoing educational expenses are ineligible.
- Capital expenditures for the construction, purchase, or expansion of a permanent HHW storage facility, mobile trailer and/or related equipment.
- Costs associated with the disposal of the collected waste with a licensed hazardous waste management company for new programs (one time only).
- Equipment and supplies necessary to manage the collected wastes.
- Related training expenditures.

INELIGIBLE PROJECTS AND EXPENDITURES

- Personnel costs are to be in the match category for most grant programs. There is the general policy to avoid dependence upon limited state grant funding for ongoing personnel activities at the local level. Personnel costs that serve regions and maximize the effectiveness of limited funds in serving many people or large areas may be allowed as one-time grant expenditure if long term support of the program can be assured.
- Indirect costs such as rent or administrative overhead.
- Other state or federal grant funds cannot be used as any part of the local match.
- Landscaping and related aesthetic expenditures *(may be used as local match, with prior approval)*.
- State, regional, or national environmental conferences *(may be used as local match, with prior approval).*

General Grant Proposal Format

Included with the grant application form, there **must be a narrative** that explains the proposed grant program activities, budgets and time lines. The following is a suggested format designed to help the applicant prepare a grant program application that can be evaluated quickly and easily. Depending on the proposed project, this narrative can take a few pages or be a full sized feasibility document. Failure to address all relevant items may reduce the chance of receiving funding or result in disqualification.

BACKGROUND

** Describe proposed program service area; include a list of all communities served by this proposed project and their population.
** Discuss local and community support for proposed program. Letters of interest, support, and/or commitment from the communities strengthen an application.
** Address relevancy to existing County/Regional Solid Waste Management Plan.
** Describe any existing programs, related facilities and particular needs and purpose for applying for grant funds.

PROPOSED PROGRAM DETAILS

** Provide summary or abstract of the proposed project.
** Provide list of goals to be accomplished.
** Discuss how the proposed program will or will not affect existing public and private services.
** Provide implementation plan and timetable *(include permit process where appropriate)*.
** Describe public education plan where applicable.

Household Hazardous Waste Specific:

** Provide detailed description of collection site, including drawings and specifications, traffic patterns, storage capacity, etc.
** Describe how the facility/program will be managed; include standard operating procedures, inspection forms, days/hours of operations, contingency plans, etc.
** Describe the waste collection, segregation and disposal methods and estimate the amount of hazardous wastes to be collected.
** Describe waste diversion plans, i.e. markets for car batteries, used oil or latex paints.
** Identify the hazardous waste management firm(s) or transporter(s) you are considering.
** Describe the public education and waste minimization program to be implemented.

RESPONSIBLE PERSONS

** List persons or groups responsible for implementation.
** Estimate number of hours and staff necessary to complete each component of the proposed project.
** Define how the project will be coordinated between the parties responsible for implementation and other official agencies and organizations with overlapping jurisdiction.

PROGRAM BUDGET

** **Provide detailed cost estimates** for each component of the proposed program including expected staff hours and costs, lists of supplies and equipment needed with itemized costs, etc.
** Include a list of funding sources and resources for the proposed program.
** Describe the method(s)/source(s) of meeting grant match requirement.
** Discuss proposed method of financing for continued program operations.

PROGRAM EVALUATION PROCEDURES

** Detail procedures for program review, reporting and modifications.
** Provide an outline for the final report to be completed upon grant completion.