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
Assigning Technical Rates to Programs

- After assigning roles GMS System Admins (Grants Team) will assign Raters/reviewers to correlating programs
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
When Rater opens assigned review activity they will see the following screen. Immediately click save.
Application Rating Activity

2018-4232

Application Status: Applicant in Review

Grant Cycle:
00000

Application Type:
Recycling Equipment Grant

Application ID:
2018-4232

Application completed by:

PURPOSE AND OVERVIEW

Recycling Equipment Grant Overview:
The Solid Waste Management Act of 1991 (Tennessee Code Annotated § 69-21-421) 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 non-profit recycling collection site. Such equipment may include, but not limited to, conveyors, 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 it 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, net out rates, or decreasing costs per tonne handled.
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 V-11 of the 2015-2018 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 nonprofit organizations within those counties. Total grant offering is $300,000. Funding maximum per applicant is $50,000. Tiers 1 and 2 will compete with each other.
- Suburban and urban counties with populations over 50,001 or greater and the cities, solid waste authorities, or nonprofit organizations within those counties. Total grant offering is $300,000. Funding maximum per applicant is $50,000. Tier 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. §55-7-101 (11)

Purpose of the Grant:
The Recycling Equipment Grant supports the implementation of 2015-2018 Solid Waste and Materials Management Plan objectives. It is the Department's intent with this grant to support efforts of local governments toward achieving state 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 evaluation and recycling technologies (Objective 4)
- Support new waste evaluation and recycling technologies (Objective 5)

The Department is currently offering $200,000 in funding for the 2018 Equipment Grant. Applicants must prepare for the primary purpose of integration or action in the...
Application Rating Activity

- Click on the Application Review tab to see scoring rubric

### Project Description (40 points)

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-30 Points</td>
<td>Clearly defines project and the need is relevant.</td>
</tr>
<tr>
<td>11-24 Points</td>
<td>Slightly defines project and the need is somewhat relevant.</td>
</tr>
<tr>
<td>0-10 Points</td>
<td>Project definition is vague, missing, or irrelevant.</td>
</tr>
</tbody>
</table>

* Please Select

### Program Benefits (30 points)

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-30 Points</td>
<td>Project clearly aligns with the goal and design and will likely achieve success.</td>
</tr>
<tr>
<td>10-19 Points</td>
<td>Project supports the 2025 Plan Objectives to some limited degree.</td>
</tr>
<tr>
<td>9-9 Points</td>
<td>Project does not support the 2025 Plan Objectives.</td>
</tr>
</tbody>
</table>

* Please Select

### Sustainability and Funding (20 points)

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-20 Points</td>
<td>Project is clearly an efficient use of funds and resources.</td>
</tr>
<tr>
<td>7-13 Points</td>
<td>Project is an efficient use of funds and resources to some degree.</td>
</tr>
<tr>
<td>6-6 Points</td>
<td>Project is not an efficient use of funds and resources.</td>
</tr>
</tbody>
</table>

* Please Select
Application Rating Activity

- Rater will score the application per each section of the rubric
Rater can then click the Results tab and see the numerical score (remember to click “save draft”)

2018-4232

Grant Activity

GENERAL APPLICATION REVIEW RESULT

Total Score
41

*% Proposal Funded?
Please Select

Fully Funded at

Partially Funded at

* Rater Comments

< BACK

Save Draft Submit Delete

Department of Environment & Conservation
Application Rating Activity

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>4 out of 9 DDs</td>
<td>The other 5 probably assisted on technical assistance. This is the preferred result.</td>
</tr>
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</table>

## # of DD Applications

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>54%</td>
<td>2 Funded</td>
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## # of County Applications

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>43%</td>
<td>11 Funded</td>
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</table>

## # of Nonprofit Applications

<p>| | |</p>
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<tr>
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<tbody>
<tr>
<td>3%</td>
<td>1 Funded</td>
</tr>
</tbody>
</table>
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