



## Capital Area Council of Governments

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### FY 2020 – 2021 Regional Solid Waste Grants Program

#### Questions and Answers

#### THE FOLLOWING Q&A SUMMARY, Q1 – Q14, IS FROM THE FY 2018-2019 BIENNIUM

**These may prove useful in development of an application. This document will be updated weekly beginning the week of November 11, 2019**

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- Q1: How is “regional coordinated” defined in respect to achieving points for multi-jurisdictional projects?
- A1: Regionally coordinated is interpreted to mean support and involvement by more than one government entity, e.g., a municipality signs a letter of support with intent to participate in a County sponsored event.
- Q2: How is “public – private” partnerships defined?
- A2: When a local government solicits support and participation from private industry in the form of in-kind or matching contributions.
- Q3: Omitted to preclude any confusion.
- Q4: How many bids are required?
- A4: At least three bids are required. Effort should be made to contact and solicit bids from Historically Under-utilized Businesses and/or Minority Business Enterprises. Buy-boards are allowable if the local government is a member, as long as three bids at a minimum are received. RFB’s that do not realize at least three responses will require the applicant to identify and solicit additional bids, up to three.
- Q5: We have obtained two quotes working on getting a third, but when I put an amount in for the budget should I budget for the highest quote? I know we will need to obtain approval from CAPCOG before we purchase. Any feedback is welcome!
- A5: Ideally, you would utilize the bid that you want to go with. Low bid, meets specs, HUB/MBE, or some other acceptable justification for the choice. If it is the highest bid, ensure you have a justification statement for the choice.
- Q6: Is there a minimum or maximum amount for these grants?
- A6: No, there is not a minimum nor maximum allowable for these grants.
- Q7: Are these rolling grants?

- A7: No, these grants are targeted for seed money for solid waste programs, infrastructure to promote solid waste diversion, planning, reduce/reuse/recycling efforts. We do realize applicants applying each FY for collection events or similar, but we break the grants up into fiscal years and allocate up to 50% of the biennium's money available per FY. All grants must be closed out by the end of the FY 20/21 biennium. The State fiscal year is September 1 through August 31.
- Q8: Are there funding priorities for this program?
- A8: Yes, and these are identified in the RFA. These are:
1. Permanent HHW facilities and/or reuse centers (including equipment used specifically for the collection and transportation of HHW materials)
  2. HHW collection events and/or programs that deal with scrap tires
  3. Litter and illegal dumping cleanup and community collection events
  4. Illegal dumping and local enforcement programs
  5. Recycling services, programs, and market development
- Q9: Is there grant writing assistance available through CAPCOG?
- A9: There are free Solid Waste grant writing workshops scheduled for November 19, 2019, and December 3, 2019, with one workshop in am and one workshop in the pm. This is not a mandatory workshop, but participation is highly encouraged for any thinking of submitting an application. One can register online from the CAPCOG website.
- Q10: When does the RFA close?
- A10: The RFA closes on the Close of Business (5 p.m.), Thursday, January 2, 2020.
- Q11: Should the Resolution be notarized?
- A11: Yes. If not utilizing an official Notary, the City Clerk, County Secretary, or other staff attesting to the signatures should seal the document and sign attesting to those signatures.
- Q12: Is providing a presentation before the SWAC a requirement to be eligible?
- A12: No. All applicants will be scheduled an opportunity to present on their application before the SWAC scores and ranks the application. While this presentation is not mandatory, it is highly recommended each applicant take full advantage of this opportunity to provide a brief overview (3 - 5 minutes or less) on their proposed project.
- Q13: Can last biennium's application documents be used for this biennium?
- A13: No. All applicants must utilize the FY 2020-2021 forms, as there have substantive changes to the scoring process. Please ensure to download both documents, Forms 1 – 6 in MS Word and Form 7 in Excel.
- Q14: We have noted some formatting issues while working on the document and will need to reformat some of the document to be able to fully complete it. Is this okay?

A14: Yes, the document was created in MS Word and MS Excel 2016 and there may be some need to reformat if editing in an older version of MS. Please attempt to maintain the spacing and format as much as you can, and do not change any of the wording in the documents.