

# West Virginia Solid Waste Management Board FY 2026 GRANT TRAINING

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## Administration of Your Grant Funds



# Grant History

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- The SWMB Grant program is mandated by W.Va. Code §22C-4-30.h.2.a.
- Governed by 54CSR5 - “Disbursements of Grants to Solid Waste Authorities”

# Funding

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- Funding is made possible entirely through the assessment fees paid on the tonnage of waste disposed of in West Virginia landfills.

# SWMB Provided Support

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- Financial: disperse assessment fees and grants
- Technical: assistance with planning and grant applications
- Consulting: program development and implementation
- Training: grant administration

# SWA Responsibility

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- Ensure proper administration for day-to-day operations of grant programs and allocation of grant funds in accordance with 54CSR5.

# Proper Grant Administration

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# Award Date & Grant Cycle

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- The official “award date” is August 1, 2025.
- “Grant cycle” officially begins on the “award date” and runs for one year – ending July 31, 2026.
- In special circumstances, the Board may approve an extension of up to 90 days. **REQUEST MUST BE RECEIVED BY JULY 1<sup>ST</sup>.**
- Agreement form and invoice should be signed, sworn statement confirmation form should be signed and notarized, and online training quiz completed as soon as possible after the “award date”.

# Grant Disbursements

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## The Two Drawdown Methods

### 1. **Single Drawdown - FY 2026 Grant Drawdown Method**

- a. Occurs once in the grant period: 100% of grant funds are dispersed at the beginning of the grant period.
- b. This method can be effective for the immediate use of grant funds and be conducive to spending grant funds in full sooner.

### 2. **Two Drawdowns - Alternate Method**

- a. Occurs twice in the grant period: 50% is dispersed at the beginning and 50% is dispersed after semi-annual report submission.
- b. This method can ensure that grant money is being spent and reported in a timely manner. Not all funds are available in the first 6 months for large purchases such as equipment.

# Approved Expenditures

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- Items on which grant funds may be spent.
- Items detailed in the approved budget.
- Items which receive Board approval in the Grant Revision Process.
- Purchases made and services rendered after the grant award date on August 1<sup>st</sup>.

# Approved Expenditures

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- Grant monies cannot be passed on to a third party.
- Equipment, buildings, and land purchased with grant funds may be leased to other solid waste authorities or other parties provided that such lease will directly assist in the implementation of Comprehensive Litter and Solid Waste Control Plan goals, objectives, and recommendations.
- Title to equipment, buildings, and land purchased with grant funds must remain with the solid waste authority unless otherwise approved by the Board.

# Budget Revisions

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- Grant recipients may request a revision to their grant budget only after approval by the Solid Waste Authority's Board and only if it does not materially alter the original grant proposal approved by the Board(54CSR5.12.4.).
- Budget revisions under \$5,000.00 can be reviewed and approved by the SWMB's Executive Director.
- Review and approval in a formal meeting of the Solid Waste Management Board is required for revisions over \$5,000.00 – Must be received by July 1, 2026 to be considered at the July board meeting.

# Administrative Controls

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- Separate Checking Account
- Internal Controls
- Legal Compliance

# Grant Checking Account

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- Separate checking account **MUST** be established and maintained for the grant.
- Grant funds **MUST** be deposited directly into the dedicated account.
- **ALL** grant transactions, and **ONLY** grant related transactions and expenditures, **MUST** go through this account.

# Internal Controls

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- It is the responsibility of the SWA to establish and maintain adequate procedures and internal controls to properly monitor the management of the grant.
- Example: a checking account requiring two signatures.

# Legal Compliance

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- The grantee agrees to ensure that all conditions of 54CSR5.6, “Compliance with Federal and State Laws” are met.
- Must submit the name and license number of any contractor paid with grant funding in the final report (54CSR5.6.4.).

# Bid Solicitations

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- **Verbal Bids - \$5,000.00 - \$20,000.00**
- **Sealed Bids - Over \$20,000.00**

# Verbal Bids

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- **MUST** be obtained for any purchase between **\$5,000-\$20,000**.
- Verbal bids must be documented and included with grant reporting. (*Verbal Bid Quotation Summary form will be included in email to Grant Administrator.*)
- Purchasing guidelines recommends obtaining a minimum of 3 verbal bids.

# Sealed Bids

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- **MUST** be obtained for any purchase over **\$20,000**.
- Avoid any attempts to segregate projects in order to circumvent the bid process as it will result in termination of the grant.
- Bids should be solicited by a Class II legal ad, running two times within 14 days **prior** to bid submission, in the largest newspaper serving the area.
- When obtaining architectural or engineering services, you must comply with the requirements of WV Code §5G-1-1.
- Purchasing guidelines recommends obtaining a minimum of 3 written bids.

# Equipment

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- Title – Any and all equipment or property purchased with grant funds must remain with the SWA – unless approved by the SWMB.
- There is no time limit on this requirement.
- 54CSR5.11 states:
  - 11.1 Disposition of equipment purchased with grant funds, in whole or in part, requires prior Board approval.
  - 11.2 The Board reserves the right to conduct on-site inspections of all equipment.

# Reporting Requirements

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# Semi-Annual Report

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- Must be submitted within 15 working days at the end of the 6 month period.
- Semi-annual report contains:
  - Expenditure summary – detailing all expenditures and their necessary documentation, i.e. invoices, cancelled checks, bank statements, bids, ads, etc.

# Semi-Annual Report

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- Recap sheet, including:
  - Balance remaining
  - Percentage of money spent
  - Percentage of total project completed
  - Current period expenditures
  - Progress report
  - Report of any problems encountered

# Final Report

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- Must be submitted to SWMB within 30 days of completion of the project or 30 days from the one-year deadline from the “award date”.
- Must include Final Report Narrative, which contains:
  - Final project description
  - Goals & objectives
  - Description of project accomplishments and all other requirements of the semi-annual report for the second six-month period

# Final Report

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- Extensions:

- Must be filed by July 1<sup>st</sup>
- Will be considered by the Board
- Request extensions in extenuating circumstances only

# Grant Refunds

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- **Any funds not expended by the end of the grant period must be returned within 60 days.**
  - Take advantage of budget revisions and extensions to avoid returning grant funds.
  - Returned grant funds will be reviewed as part of the historical grant performance of recipients and considered when determining future award recommendations.
  - Contact SWMB staff to discuss revisions as early as possible during the grant cycle.
  - Make refund checks payable to the WV Solid Waste Management Board.

# Grant Reporting Requirements

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- **WV Code §12-4-14**

- Authorities that receive **less than \$50,000** in total State grant funding must file, sign, and notarize a sworn statement provided by the State grantor agency within two years after the end of the fiscal year the funds were received.
- Authorities that receive **over \$50,000** in total State grant funding in a fiscal year must submit a report of grant disbursements that includes a Schedule of State Grant Receipts and Expenditures, with an in-relation opinion, as part of their audit or an agreed upon procedures report within two years after the end of the fiscal year the funds were received.

# SWMB Grant Administration & Reporting Issues

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# Grant Administration Issues

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- Not including program narrative with semi-annual and final reports. (54CSR-5.9.1.1 and 54CSR-5.9.3)
- Non-compliance with requirements for sealed bids. (54CSR-5.4.9 and 54CSR-5.4.9.1)
- Unauthorized expenditures. (54CSR-5.10.1)
- Spending budget revisions prior to Board approval. (54CSR-5.12.4)
- Insufficient documentation on semi-annual and final reports. (54CSR-5.9.1.1 and 54CSR-5.9.3)

# Grant Administration Issues

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- Failure to commence program activities within 90 days of receiving grant funds. (54CSR-5.8.2)
- Semi-annual and final reports turned in AFTER deadlines. (54CSR-5.9)
- Not spending 20% of the first drawdown within the first 6 months of the grant period. (54CSR-5.8.3)
- Not establishing a separate checking account. (54CSR-5.10.1)

# SWMB Contact Information

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Please remember that the Solid Waste Management Board is here to serve your needs.

If you have **ANY** questions regarding your grant,  
please call us at **304-926-0448**  
or toll free at **866-568-6649**.

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**Niki Davis  
& Kyla Morris**

SWMB Grant Team

