

# GRANTS MANAGEMENT FOR SWAs

# SWMB Grant Code and Rule

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- The Solid Waste Management (SWMB) Board Grant program established by WV Code §22C-4-30.h.2.a
- SWMB Grant Rule - 54 Code of State Rules 5 (54CSR5)
- Each fiscal year, the SWMB will determine both total amount of funds available for grants and maximum grant amount per applicant.

# SWMB Grant Proposals

- The Board will give preference to grant projects for:
  - Source Reduction
  - Reuse of materials
  - Recycling, composting, processing, marketing of recovered materials
  - Mandatory disposal, open dump cleanup and litter control
  - Transfer stations
  - Landfills/Solid Waste Facilities
  - Administration Costs for any of the above
  - Projects for development, purchase, or delivery of educational materials, programs, seminars.



# SWMB Grant Proposals



- Physical resources, such as equipment or facilities, may receive preference over funding of operations or salaries of employees.
- The grant may not be used to replace existing personnel currently being provided by the local government.
- Applicants with a current grant may not be eligible for the next cycle of grants.



# SWMB Grant Eligibility

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- Approved Comprehensive Litter and Solid Waste Control Plan & Commercial Solid Waste Facility Siting Plan
  - Updated every 5 years and approved by SWMB
- Audit, Review, or Small Government Monitoring report completed within the last three fiscal years
- Compliant with WV Code §12-4-14 Grant Reporting Requirements
- Solid Waste Facility laws & rules
- Compliant with final reports from previous grants
- Incomplete applications will not be considered

# SWMB Grant Considerations

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- The grant program is competitive.
- Historical performance of each applicant is considered.
  - Severe and repeat audit findings are considered for new grant recommendations.
- We will be assessing efficient use of grant funds awarded.
  - Was a large amount of funds returned? Why?
  - Budget Revisions and Grant Extensions are allowable.

# wvOasis Vendor Self-Service

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## • Update SWA Account Information

- Account is set up with proper Tax ID (FEIN Number) for SWA
- Address, Contact Name, Phone Number, and Email
- Verify current SWA Officers and authorized users
- Perform regular maintenance and updates to account
- Oasis Helpdesk available Mon-Fri 7am - 5pm [helpdesk@wvoasis.gov](mailto:helpdesk@wvoasis.gov) or (855)-666-8823
  - <https://www.wvoasis.gov/>

**Please notify the SWMB of address changes in VSS**

## myApps

myApps is a one stop shop for the agency end user community; providing access to wvOASIS Budget, Financial, HRM, Payroll and Kronos applications. It's also the access point to Employee Self Service (ESS), as well as training and meeting materials and the system maintenance calendar.

### State Employees: How Do I Find My Paycheck Stub?

 [How to Find My Paycheck Stub.pdf](#)

[myApps](#)

## The West Virginia Vendor Self Service (VSS) portal

Click on the VSS Training link at the top of this page for the latest VSS resources.

If you are registering for the **West Virginia CARES Act Small Business Grant Program**, you **DO NOT NEED TO PAY THE \$125 REGISTRATION FEE**. Simply click the Pay Later button to skip.

If you are a **current vendor** or you plan on **doing business with the State** within the next year, you will also need to [Register for Electronic Funds Transfer \(EFT\)](#). Otherwise, this is not required.

[VSS Portal](#)

## myOASIS HelpDesk

Toll Free (855) 666-8823

Mon-Fri (7am to 5pm)

Excluding State Holidays

[helpdesk@wvOASIS.gov](mailto:helpdesk@wvOASIS.gov)



User ID:  Password:  [Sign In](#) [Sign Up](#) [Forgot Password?](#) [Need an Account?](#)

# Welcome to State of West Virginia Vendor and Sub Recipient Self Service

[Helpdesk Info](#)

What would you like to do ?

- [View Latest Announcements](#)
- [Create Your Vendor Account](#)
- [Download Vendor Forms](#)
- [View Published Solicitations](#)
- [View Grant Opportunities](#)

## Latest Announcements

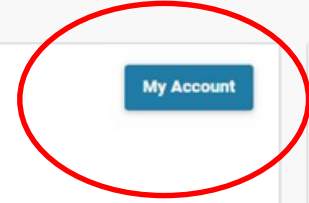
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Date	Message
12/19/2023	For security reasons, wvoasis does not endorse the sharing of Vendor Self Service (VSS) user accounts. All VSS users should have their own account with User ID, name, email address, phone number and security settings. We will only assist the account administrator listed with accessing the VSS account.
11/16/2020	If you are using Vendor Self Service for the first time, please click on the 'SIGN UP' button to create your user account.
11/07/2020	Supported browsers: Mozilla Firefox, Microsoft Edge, Google Chrome, and Safari. Chrome and Edge users must update to the latest version.



### Account Summary

- Primary Account Administrator
- Account Status
- EFT Information
- Prevent New Spending
- Prevent New Orders
- Registration Fee Details  
[Click here to renew vendor registration fees](#)
- Vendor Compliance Holds
- Payment Withholding



My Account

### Announcements

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# Edit My Account

[← Back](#)



Email: | Phone Number: | Vendor Status:

- Account Information
- Addresses & Contacts**
- Users
- Commodities
- Service Areas
- Business Types
- Disclosures

**Addresses** | Contacts

Create Address

CV10001  
601 57TH ST SE  
CHARLESTON, WV 253040000

-  Edit
-  Delete

Show more

# WVSAO E-Pay Registration

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- **EFT Deposits for disbursements**
  - WVSAO limits paper check distribution
  - EFT Disbursement more secure
  - Financial institution verification and updates required
  - Verify correct banking information - grant-specific account
  - Wet signature required!
  - WVSAO E-Pay Division      800-500-4079

Document Search!



  
Meetings

  
myApps

  
VISTA

  
Transparency

  
Legal Notices

  
wvOASIS

  
VFD

  
Grant Oversight


  
Contact Us


  
Accounting

  
Auditing

  
Chief Inspector

  
Land / County  
Collections

  
E-Payments





  
Central Payroll

## ← Electronic Payments

### Payroll Forms / Calendars



### Vendor Forms

-  [eVendor Agreement \(Change\)](#)
-  [eVendor Agreement \(Setup\)](#)
-  [Letter to State Vendors](#)
-  [State Auditor Urges Vendors to File for Electronic Funds Transfer Payments](#)

Electronic Payments

Payroll Administrators/Employee Forms

Vendor Forms

Retirees

Workers' Compensation

WV Medicaid - WVCHIP Providers

PATH & FACTS Providers

Birth to Three

WV Works

VFD Surcharges

Political Subdivisions

West Virginia Pay Card



# Locate Grant Funding Opportunity (GFO)

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## UPDATED EMAIL ADDRESS AND CONTACT INFORMATION IS KEY!

- wvOASIS Vendor Account
- Solid Waste Management Board
- WVDEP-REAP

## GFO ANNOUNCEMENTS: published by early March or sooner

- All counties with updated emails should get a notice from wvOASIS
- SWMB also emails all Solid Waste Authorities when the GFO is live.

## SWMB GRANT APPLICATION DEADLINE: Closes **April 30<sup>th</sup>** at 11:59pm

- Prescribed application forms available on GFO Attachment page.
- Upload completed application and attachments in Vendor Self Service (VSS).

## PLAN AHEAD

- UPDATE wvOASIS Vendor Account ASAP
- Your Board needs to approve grant proposal no later than an April board meeting. Signatures needed by deadline.



### West Virginia Vendor Self Service (VSS)

- [A Glance at VSS 4.0 Homepage](#)
- [A Glance at VSS 4.0 as a User](#)
- [VSS 4.0 Pay Registration Fee Video Tutorial](#)

VSS Portal

### Grants

- [Locating a Grant Funding Opportunity in VSS](#)
- [Creating a Grant Funding Application in VSS](#)



### myOASIS HelpDesk

Toll Free (855) 666-8823  
Mon-Fri (7am to 5pm)  
Excluding State Holidays

[helpdesk@wvOASIS.gov](mailto:helpdesk@wvOASIS.gov)



- Grant Opportunities Landing Page
- Grant Opportunities**
- Grant
- My Watchlist
- Award History
- > Grant Application

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tion fees

[My Account](#)

### Announcements

Date	Message
12/19/2023	For security reasons, wvOASIS does not endorse the sharing of Vendor Self Service (VSS) user accounts. All VSS users should have their own account with User ID, name, email address, phone number and security settings. We will only assist the account administrator listed with accessing the VSS account.
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# Grant Opportunities

← Back

Grid Actions

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Description	Department / Coordinator	Grant Opportunity Number / Type / Category	Closing Date and Time/Status	
▶ FY 2025 SOLID WASTE MANAGEMENT BOARD (SWMB) GRANT PROGRAM	SOLID WASTE MANAGEMENT BOARD SOLID WASTE MANAGEMENT BOARD	GFO-0312-2400000000318-1 Grant Funding Opportunity (GFO)	04/30/2024 11:59 PM EDT 49 Days, 10:11:49 Open	<a href="#">Respond</a>
▶ FY 2025 Child Advocacy Center (CAC) Grant Program	DIVISION OF ADMINISTRATIVE SERVICES JUSTICE AND COMMUNITY SERVICES	GFO-0623-2400000000334-1 Grant Funding Opportunity (GFO)	05/01/2024 05:00 PM EDT 50 Days, 03:12:49 Open	<a href="#">Respond</a>
▶ Litter Control Grant Program Guidelines_Application FY2025	DEPARTMENT OF ENVIRONMENTAL PROTECTION DEPARTMENT OF ENVIRONMENTAL PROTECTION	GFO-0313-2400000000354-1 Grant Funding Opportunity (GFO)	05/31/2024 11:59 PM EDT 80 Days, 10:11:49 Open	<a href="#">Respond</a>
▶ 604(b) Water Quality Management Planning Projects (WQMP)	DEPARTMENT OF ENVIRONMENTAL PROTECTION DEPARTMENT OF ENVIRONMENTAL PROTECTION	GFO-0313-2400000000344-1 Grant Funding Opportunity (GFO)	06/17/2024 05:00 PM EDT 97 Days, 03:12:49 Open	<a href="#">Respond</a>
▶ BBH - FY24 - CMH - Early Diversion	DIVISION OF HEALTH BBH-CMH- Early Diversion	GFO-0506-2400000000350-1 Grant Funding Opportunity (GFO)	06/30/2024 05:00 PM EDT 110 Days, 03:12:49 Open	<a href="#">Respond</a>



# Grant Opportunity View Page (GFO)

Respond Online Back

Document ID: GFO-0312-2400000000318-1 | Time Left : 49 Days, 10:10:05

General Information	Components	<b>Attachments</b>	Grant Opportunity Instructions	Evaluation Criteria	Grant Terms & Conditions	Events
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File Name	Date	Attachment Type	Description
FY 2025 Grant App.pdf	02/01/2024	Standard	
FY 2025 Grant Booklet.pdf	02/01/2024	Standard	
Final_GFO_0312_2400000000318_1_WV_ARFP_FORM.PDF	02/01/2024	Assembled Form	Assembled pdf file for document [GFO,0312,2400000000318,1] - Agency Request For Proposal Form (PDF Format)





# Grant Funding Application (GFA)

[Previous](#) [Continue](#) [Save & Close](#) [Exit](#)

GFA-0312-ESR03012400000004197

- 1 Select Lines
- 2 Respond To Lines
- 3 Application Details**
- 4 Review & Submit

**i** Maximum file size for attachments is 50MB.

Contact Information

**Documentation Requirements**

## REQUIRED DOCUMENTS

Please review the grant instructions attached to the Funding Opportunity to obtain Required Attachments (Click on GFO number on Grant Opportunities Page) Use the below upload buttons to upload all required documentation for this opportunity.

Attachment 1 \*

Upload Documents

Attachment 2

Upload Documents

Attachment 3

Upload Documents

Attachment 4

Upload Documents

Attachment 5

Upload Documents



# Grant Funding Application (GFA)

[Previous](#) [Submit Application](#) [Save & Close](#) [Exit](#)

GFA-0312-ESR0301240000004197

- 1 Select Lines
- 2 Respond To Lines
- 3 Application Details
- 4 Review & Submit**

**ATTENTION:** Attachments uploaded to the grant application form will NOT show on this page. Please review the Application Detail section to review attachments prior to submitting the Grant Funding Application (GFA).

## Application Summary

<b>Application ID</b> ESR0301240000004197	<b>Legal Name</b> SOLID WASTE MANAGEMENT BOARD	
<b>Grantee Code</b> VC0000111271	<b>Application Status</b> Draft	<b>Application Date</b> 03/12/2024
<b>Application Time</b> 01:52 PM	<b>Applied By User ID</b> SWMB GRANT	
<b>First Name</b> Kelly	<b>Last Name</b> Vickers	
<b>Email</b> kelly.k.Vickers@wv.gov	<b>Phone</b> 304-414-1120	
<b>Total Requested Amount</b> \$0.00		

## Line Response

Group	Default	Line
1		1

# Grant Applications

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## *SWMB Grant Applications must include:*

- Application Cover Sheet: Contact and general information
  - Program Overview: Questions to get to know your operations, staff, educational programs.
  - Grant Program Narrative: Describe your purpose and objectives
  - Budget Form: Include one quote for each budget item that is equal to, or exceeds \$5,000
  - Budget Itemization Supplemental Form (If necessary)
  - Grant Stipulation Form
  - Signed SWA Resolution Authorizing the Application
  - Signed Drug Free Workplace Form
- 
- Look for two submission confirmations! You should get one confirmation from wvOASIS. SWMB will also email you once we find your submission in our caseload.
  - Feel free to also send SWMB staff an email confirming your application submission.

# SWMB Grant Cycle Timeline

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- Grant Award Date - August 1<sup>st</sup>
- Semi-annual Period Closes - February 1<sup>st</sup>
- Semi-annual Report Due - 15 Business Days after February 1<sup>st</sup>
- Grant Period Ends - July 31<sup>st</sup>
- Final Report Due - within 30 Days of completion of the project and at the time all grant funds have been expended. Not to exceed August 30<sup>th</sup> unless extension was approved by SWMB.
- NOTE: The Board may consider EMERGENCY grant applications at any time at its sole discretion

# Grant Award Documentation

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- Grant Agreement (Signed by Chair)
- Grant Invoice (Signed by Chair)
- Sworn Statement of Confirmation (Signed by Chair and Notarized)
- Online Grant Training Quiz Instructions
- Grant Budget (Approved by SWMB)
- Bank Form (must verify SWA will be managing funds via separate bank account)
- Verbal Bid Quotation Summary (if applicable)

**MUST BE COMPLETED BEFORE GRANT FUNDS CAN BE RELEASED**

# Budget Revisions & Extensions

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- Budget Revisions and Extensions require SWA Board approval and submission of the following:
  - Cover Letter
  - Resolution signed by Chair
  - Draft copy of board minutes
- Authority can request an extension of the grant period of up to 90 days
- Reallocation of unused funds is encouraged!!

**ALL BUDGET REVISIONS AND EXTENSIONS**

**MUST BE RECEIVED BY JULY 1<sup>ST</sup>**

# Verbal and Sealed Bids

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- Documented verbal bids on purchases between \$10,000-\$19,999
- Sealed written bids on purchases over \$20,000
- Sealed Bids should be solicited by: (54CSR-5.4.9)
  - Class II legal ad
  - Appears twice within 14 days prior to bid submission
  - Largest newspaper serving your area

# Semi-Annual and Final Report

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- Semi-annual and Final reports should contain:  
(54CSR-5.9.1.1)(54CSR-5.9.3)
  1. SWMB Grant Checklist
  2. SWMB Grant Detailed Expenditure - Check Register
  3. SWMB Award Recap
  4. SWMB Expenditure Schedule
  5. Program Narrative
  6. Grant Bank Statements
  7. Grant Invoices
  8. Grant Check Copies
  9. Grant Bids and Advertisement (if applicable)

# SWMB Inspection & Audit of Records

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(54CSR-5-8.5)

The Board reserves the right to:

- Conduct on-site inspection of facilities related to the grant.
- Conduct an audit of program records during or after the grant period.

**RECORD RETENTION:** The applicant shall retain all financial records, statistical records, and all other documents relating to the grant for a period of 3 years from the end of the grant period or until audited, whichever is later.

# Grant Reporting 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)
- Unauthorized expenditures (54CSR-5.10.1)
- Insufficient documentation on semi-annual and final reports (54CSR-5.9.1.1 and 54CSR-5.9.3)
- Reimbursements to and from SWA account and grant account
- Do not include Social Security Numbers or other PII with reports

# WV Code §12-4-14 Grant Reporting Requirements

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- Total FY State grant funding under \$50,000 - Sworn Statement of Expenditure
  - File, sign, and notarize a sworn statement of expenditure (SSOE) provided by SWMB
- Total FY State grant funding over \$50,000 - Audit/Agreed Upon Procedure (AUP)
  - Schedule of State Grant Receipts and Expenditures with an in-relation opinion
  - Submitted within two years after the end of the fiscal year the funds were received

Reports and statements need to be filed with grantors and Auditor's office.

# Grant Related Compliance/Audit Issues

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- ▶ **Timely submission or failure to comply with §12-4-14.**
- ▶ **Most Common Audit Finding: Failure to establish a separate checking account through which all grant project related financial transactions shall take place.**

## AUDIT IMPROVEMENT:

Recognize that OASIS allows for EFT into 1 Vendor Account (general).

Transfer GRANT funds immediately into separate grant account (Should be the only transfer occurring between SWA accounts).

Ability to keep a grant account open with a small balance?

# SWMB Contact Information

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Solid Waste Management Board is here to assist you

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

Or email the SWMB Grant staff:

**[SWMBgrants@wv.gov](mailto:SWMBgrants@wv.gov)**

[Isaiah.S.McCoy@wv.gov](mailto:Isaiah.S.McCoy@wv.gov) - 304-414-1121

[Niki.N.Davis@wv.gov](mailto:Niki.N.Davis@wv.gov) - 304-414-1124