

**REQUEST FOR PROPOSALS FY 2018  
MADISON COUNTY RESOURCE MANAGEMENT PROGRAM  
\$15,000 ENVIRONMENTAL GRANT**

The Madison County Resource Management Program, under the guidance of the County Board's Planning and Development Committee, is announcing a request for proposals for environmental projects. This grant program is designed to assist units of local government with environmental objectives and projects including solid waste management, air quality initiatives, energy efficiencies, smart growth, and stormwater abatement. The goal of the program is to promote best management practices and case studies of positive environmental projects within Madison County.

**GRANT DEADLINE:**

All applications will be scored by Madison County Planning & Development staff and funded based upon a point system. Only municipalities, townships, and park districts are eligible for this grant. ***APPLICATIONS WILL NOT BE ACCEPTED AFTER FRIDAY, JANUARY 19, 2018 at 4:30 PM.***

**MAXIMUM GRANT AMOUNT:** Grant amount may not exceed \$15,000.

**ELIGIBLE EXPENDITURES:**

Eligibility of expenditures includes projects that address energy efficiency, solid waste management, air/water quality, and planning. See **Attachment A** for examples of projects. Please consider all best management practices when selecting expenditures and contact staff if you have a question regarding eligibility. Other projects that advance the county's resource management initiatives, but which are not listed in the attachment, will be reviewed on a case-by-case basis. Policy and planning expenditures require township/municipal resolutions before grant funding is reimbursed.

If the applicant previously used grant funds to purchase equipment, eligibility to receive funds to replace or duplicate this piece of equipment will be determined by the equipment usage and the applicant will be required to provide documentation of hours used. The members of the committee Planning & Development Committee will consider each request for replacement equipment on a case-by-case basis.

Applicants that propose to utilize grant funds to purchase equipment, a minimum of three (3) bids are required to be submitted with the grant application.

***Ineligible expenditures*** include recreational equipment, transportation, mileage, labor, education, disposal fees, tractors and/or wheeled vehicles, or generators powered by gas, diesel, or propane unless upgrading to more efficient models.

**MATCHING FUND REQUIREMENT:**

All grants require 20% matching funds. This match can also come from trade in of equipment or other grants (state, federal, or foundation). Projects with state, federal, or other partnership funding are preferred, not required. The match can be met with in-kind contributions such as: transportation, mileage, and labor.

**EVALUATION:**

**The Planning & Development Staff will score all eligible proposals based upon previous allocations, congruency with county objectives, and environmental efficiency and aptitude. Project point rank assignments will then be forwarded to the Planning & Development Committee for review and approval.**

**Madison County reserves the right to reject any and all proposals. Applicants with previous outstanding grants unpaid by Planning & Development will be deemed ineligible until previous fiscal year balances are paid or waived.**

**PURCHASING REQUIREMENTS:**

Purchases of equipment must follow your City or Township bid ordinances. Upon purchase, copies of invoices, receipts, and all documentation of purchase must be sent to the Madison County Planning and Development Department. Failure to produce said documentation would result in non-payment of grant funds.

**RESOLUTION REQUIREMENT:**

Grantee must provide at least one resolution from a park board, city council, or governing body approving/supporting the application. Other letters of support/referral from local officials are strongly preferred, but not required. **NOTE:** If resolutions cannot be obtained by the grant submission deadline, please submit a letter stating when the resolution is expected to be passed and submitted.

**PLAQUE/STICKER REQUIREMENT:**

A plaque or sticker must be placed on the funded equipment/site indicating the origin of the project, if required by Planning & Development staff.

**PAYMENT SCHEDULE:**

The Planning & Development Department will reimburse the applicant for 100% of the total grant award upon the following:

- Planning & Development staff conducting a site visit to view and document work completed as a result of the funding.
- Following the site visit the grantee must provide the following to request reimbursement:
  - Letter of request for payment on official letterhead
  - Proper invoices
  - Cancelled check copies or other proof of payment
  - Expense Summary Spreadsheet (provided upon notification of funding)
  - Pictures or other documentation of the project

All reimbursements for FY 2018 Environmental Grants must be requested by **October 26, 2018**. Should any extension be needed, written document must be provided to the Madison County Planning & Development Department.

In the event this arrangement is not practical, exceptions may be made. All payments will be made in full; partial payments will not be issued.

**Please submit all application and/or questions to:**

**Kim Petzing, Resource Management Coordinator  
Madison County Planning & Development  
157 N. Main St., Suite 254  
Edwardsville, IL 62025  
Phone: 618-296-4319  
Fax: 618-692-8982  
kspetzing@co.madison.il.us**

## INSTRUCTIONS FOR SUBMITTAL OF ENVIRONMENTAL GRANT PROPOSALS

Please submit **one** original hard copy of the proposal **or submit via email to: [kspetzing@co.madison.il.us](mailto:kspetzing@co.madison.il.us)**. All proposals should be typed and double-spaced. Please **do not** submit grant applications in binders, folders, or other presentation methods. Simply staple the application in the upper left corner, with the pages in the order described below. Maps, diagrams, or other supplemental information shall be **NO** larger than legal size paper.

A. Proposal Format - Please include each of the required items, in this order:

1. Application
2. Background/Project Plan
3. Grant Agreement
4. Attachments

B. Specific Instructions for each required component of the grant application:

1. **Application** - Use forms provided to fill out portions A (Applicant Information) and B (Proposal Budget).

2. **Background/Project Plan**- This section should include information on the population served by the proposed project or program, the administrative structure of the unit of local government, and the potential environmental impact of the proposed project or program. All details should be specifically discussed. Measurement of quantitative data such as materials diverted from landfill, kilowatts saved, or water conserved by the project should be addressed in this section, as well. Projects that easily measure data and payback are preferred. Matching funds must also be described to indicate origin of matching funds (i.e., general revenue, state/federal/foundation grant). Type, use, and location of equipment must be described. If forecasting information is available, it is strongly recommended to be included, as well. Education activities in support of this project should also be discussed in reasonable detail. If this grant is for the purchase of replacement or duplicate equipment, the applicant must discuss the disposition of the piece of equipment, and the existing program where the equipment was used, providing usage quantities when available. If the existing equipment will be used as a trade in, this must be explicitly stated.

3. **Grant Agreement** - Sign the *Grant Agreement* form (provided) after reviewing and understanding the terms of the grant.

4. **Attachments**-

- a. At least one resolution from a park board, city council, or governing body approving/supporting grantee application is required. Other letters of support/referral from local officials are strongly preferred, but not required. **NOTE:** If resolutions cannot be obtained by the grant submission deadline, please submit a letter stating when the resolution is expected to be passed and submitted.
- b. Copies of information pertaining to all equipment/contracts to be purchased with grant funds, including but not limited to photos, proposals, equipment specifications, and dimensions.
- c. Three bids for all equipment.
- d. Any calculations from product specifics or bid estimates that divert waste/volume of commodities, energy saved (kilowatts, etc.), or other quantitative analysis of payback on proposed project. (Optional)

**APPLICATION FOR MADISON COUNTY RESOURCE MANAGEMENT PROGRAM  
\$15,000 ENVIRONMENTAL GRANT – FY 2018**

**A. APPLICANT INFORMATION**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Government

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

Please certify with your signature that the information contained in this application is accurate to the best of your knowledge and that you are authorized to execute this application.

\_\_\_\_\_  
Signature

Please enter totals from attached proposal budget

A. Total Costs: \$ \_\_\_\_\_

B. County Funding Requested: \$ \_\_\_\_\_

C. Matching Funds Provided By Applicant: \$ \_\_\_\_\_

D. % of Match Provided by Applicant: \_\_\_\_\_ %

**B. PROPOSAL BUDGET**

**TOTAL COSTS**

**COUNTY  
FUNDING REQUESTED**

1. Equipment/Project \$ \_\_\_\_\_

\$ \_\_\_\_\_

List equipment:

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2. Matching fund amount: \$ \_\_\_\_\_

Other grant fund amount (optional): \$ \_\_\_\_\_

List source of fund\*:

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\*Matching fund source includes any other grant monies or direct contribution utilized for this project. Examples include IEPA, Illinois Clean Energy, ILDCEO, Madison County PEP grant, CDBG, etc. If no other grants are specified, just list local jurisdiction as the sole funder.

**ADDITIONAL MATCHING COSTS PAID BY APPLICANT (optional, not included above):** Please include all additional costs that are not requested in this grant, but will be spent as part of the project:

EQUIPMENT:\$ \_\_\_\_\_

EDUCATION:\$ \_\_\_\_\_

LABOR:\$ \_\_\_\_\_ per yr

DISPOSAL/RECYCLING:\$ \_\_\_\_\_ per yr

TRANSPORTATION:\$ \_\_\_\_\_ per yr OTHER:\$ \_\_\_\_\_ per yr

**TOTAL ADDITIONAL COSTS:** \$ \_\_\_\_\_

**PLEASE NAME THE (3) COMPANIES UTILIZED FOR BIDS ON THIS PROJECT:**

(Post chosen bid/estimate on #1)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**MADISON COUNTY RESOURCE MANAGEMENT PROGRAM  
\$15,000 ENVIRONMENTAL GRANT AGREEMENT – FY 2018**

1. The grant amount cannot exceed a total of \$15,000 awarded by the County, and applicants are required to provide 20% matching funds. If the total cost of the equipment is less than \$15,000, that amount will be the total of the grant issued.
2. Upon acceptance of the application by the Planning & Development Committee of the Madison County Board, the Grants Committee, and the entire County Board, the grantee agrees to submit a final invoice for the project to this office along with a request for the appropriate funds.
3. The grantee agrees to include the source of funding in any press releases, articles, or public dedication ceremonies regarding the equipment or programs utilizing the equipment.
4. Grantee agrees to have full approval of application from local governing entity with documented resolution/recognition. Policy and planning projects will require further governing body resolution.
5. The grantee agrees to utilize the equipment for the program outlined in this application for a minimum of four (4) years from the date of this agreement.
6. The grantee agrees and is required to report quantitative data collected in connection to this project to the County on a biannual (June and October) basis if applicable.
7. Changes or modification in the application by the grantee after a signed resolution negates the entire application unless written modification is reviewed and approved by the Resource Management Coordinator and/or the Planning and Development Committee.
8. The grantee agrees to provide such funded equipment in cases of any Madison County emergency management or disaster relief upon request of Madison County Board Chairman.
9. Purchases and all contracts must be made in accordance with Grantee's local bid ordinances, bid policies, or statutes. Grantee agrees to provide (3) competitive bids that follow local government's bid policy/ordinance for payment of grant funds.
10. The grantee further agrees to display a sticker on funded equipment, provided by grantor, promoting the source of funding if applicable.

**As project manager identified on page one, I have read the above stipulations and agree to honor them as written. Failure to honor any portion may result in forfeiture of equipment or reimbursement of grant funds.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**MADISON COUNTY RESOURCE MANAGEMENT PROGRAM**  
**\$15,000 ENVIRONMENTAL GRANT - FY 2018**  
**GENERAL CRITERIA AND POINT SYSTEM**

For all projects that are determined to be eligible for Environmental Grants, points will be assigned based on the system below. Ineligible or incomplete applications will be returned to the applicant and will not be considered. Planning & Development staff will review eligible projects and award points based on the point schedule, below. Project point rank assignments will be forwarded to the Planning & Development Committee for review and approval. It will then be the Planning & Development Committee's responsibility to review the applications, assigned points and ranking, and recommend modifications where appropriate.

- Applications will be scored and funded based upon the pointing system identified.
- Applications will only be accepted from municipalities, townships, or park districts.
- The point system allows for a maximum of **10** points. The point system is described below including the rationale behind the assignment of specific values.
- The environmental impact for each project will be determined by comparing all project applications submitted during the FY 2018 funding cycle to assess the level of impact and need. Matching funds from federal, state, and foundation grants are preferred, but not required.
- Applications must be delivered to Madison County Planning & Development office no later than **4:30 p.m. on FRIDAY, JANUARY 19, 2018.**
- All reimbursement requests must be requested by **October 26, 2018.** Should any extension be needed, written document must be provided to Madison County Planning & Development.

**MADISON COUNTY RESOURCE MANAGEMENT FY 2018  
\$15,000 ENVIRONMENTAL GRANT EVALUATION FORM**

**Government Name:** \_\_\_\_\_

**Product/Project:** \_\_\_\_\_

**Funding Requested/Total Project Cost:** \_\_\_\_\_

**Eligibility/Application Checklist:**

**Application/Budget** \_\_\_ **Background/Project Plan** \_\_\_ **Resolution** \_\_\_ **Grant Agreement** \_\_\_

**DO NOT FILL THIS PORTION OUT. TO BE FILLED OUT BY P/D ADMINISTRATIVE REVIEW.**

**POINT CATEGORY ONE: PRIOR YEARS ALLOCATIONS**

The past 7 years funding will be examined (FY 2011-2017). Points will be assigned according to the following allocation ranges during this time period. A maximum of 7 points will be assigned to this category. Solid surface grants will not be tallied into this range. NOTE: Preference will be given to applicants who were not awarded Environmental Grant funding in the prior fiscal year.

**A. Was applicant awarded funding through the Madison Co Environmental Grants Program in FY 2017?**  
**YES** \_\_\_ (0 points)                      **NO** \_\_\_ (3 points)

<b>B. Total Allocations given in past 5 years:</b>	<b>Points assigned:</b>
\$0-\$28,000	5
\$28,001-\$58,000	4
\$58,001-\$84,000	3
\$84,001 and up	0

**Total Points Assigned for Category One:** \_\_\_\_\_

**POINT CATEGORY TWO: ENVIRONMENTAL IMPACT**

All projects' environmental impact will also be scored in comparison to all applications received in FY 2018. A maximum of 3 points will be assigned to this category. One point will be awarded for each topic/impact area targeted by the proposed project. Environmental impact will be assigned to the following:

**Type of Project: (mark all that apply)**

\_\_\_ Stormwater Management & Water Quality

\_\_\_ Recycling & Waste Management

\_\_\_ Energy Efficiency

\_\_\_ Air Quality

\_\_\_ Planning & Program Development

**Total Points Assigned for Category Two:** \_\_\_\_\_

**Total Points Assigned:** \_\_\_\_\_



## ATTACHMENT A: EXAMPLES OF PROJECTS

### **Stormwater Management &**

#### **Water Quality**

Rainbarrels  
Riparian Buffer restoration  
Pervious Pavement  
Pervious Pavers  
Rain garden  
Retention basin  
Bioswales  
Adaptive/Native landscaping  
Removal of invasives  
Cistern/Water reclamation  
Green Roofs  
Green Infrastructure  
Wetland mitigation projects  
Oil/Water separator  
Salt shed containment projects  
Streambank restoration

#### **Energy Efficiency**

HVAC retrofits  
Electric ADA vehicles  
Lighting retrofits  
Variable frequency drives  
Solar photovoltaic projects  
Low flush/usage plumbing fixtures  
Wattstoppers  
Energy star equipment  
Ceiling tiles  
Ductwork/Insulation  
Programmable thermostats  
Smart Grid Technology  
White Roofs  
Passive solar  
Energy Star windows  
Solar aeration systems  
Off-grid safety signage  
Geothermal systems

### **Recycling & Waste Management**

Residential Recycling containers  
Venue Recycling Containers  
Composting equipment  
Brushchippers  
Leaf Vacuums  
Grappler attachments  
Recycled Solid Surface  
Tub grinder  
Big Belly receptacles  
Stump grinders  
Rubber mulch  
Community recycling containers

#### **Air Quality**

Air Egg monitors  
Air flag program  
No idling equipment/signage  
IAQ monitors  
Radon detection monitors  
Green Cleaning materials  
Anti-idling diesel retrofits/heaters  
Electric car charging stations  
Greenhouse gas inventory software

### **Planning & Program Development**

Sustainability Plan Funding  
Community Garden Funding  
APA Compliance Funding  
Rideshare Programs  
Brownfield Remediation

**This is a list of allowable expenditures. It is not intended to be exclusive and also does not guarantee any award of funding. Please contact staff for review of any project not listed above. Creative projects are highly encouraged.**