

REQUEST FOR PROPOSALS FY 2024
MADISON COUNTY RESOURCE MANAGEMENT PROGRAM
\$15,000 ENVIRONMENTAL GRANT

The Madison County Resource Management Program, under the guidance of the County Board's Building & Zoning 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 PROPOSAL DEADLINE:

All applications will be scored by Madison County Building & Zoning 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 26, 2024 at 4:30 PM.***

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

ELIGIBLE EXPENDITURES:

Eligible expenditures include projects that address energy efficiency, solid waste management, air or water quality, and planning. See **Attachment A** for project examples. 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 Building & Zoning Committee will consider each request for replacement equipment on a case-by-case basis.

Applicants proposing to utilize grant funds to purchase equipment must provide a minimum of three (3) bids 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, additional purchases, and labor and/or volunteer time.

ESTIMATED SAVINGS:

If the proposed project will save money upon implementation, please provide an estimated savings.

EVALUATION:

Building & Zoning staff will score all eligible proposals based primarily upon previous allocations (including whether previous grant awards were utilized), congruency with county objectives, and environmental efficiency and aptitude. Project point rank assignments will then be forwarded to the Building & Zoning Committee for review and approval. Madison County reserves the right to reject any and all proposals. Applicants with previous outstanding grants unpaid by Building & Zoning will be deemed ineligible until previous fiscal year balances are paid or waived.

PURCHASING REQUIREMENTS:

Equipment purchases must follow applicable bid ordinances. Upon purchase, copies of invoices, receipts, and all documentation of purchase must be sent to the Madison County Building & Zoning Department. Failure to produce said documentation will result in non-reimbursement 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 encouraged, 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 Building & Zoning staff.

PAYMENT SCHEDULE:

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

- Building & Zoning staff view and document work completed with the grant funds.
- Following the site visit, the grantee must provide the following items for 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 reimbursement requests for FY 2024 Environmental Grants must be requested by **Friday, November 1, 2024**. No extensions will be permitted. ***All payments will be made in full; partial payments will not be issued.***

Please submit all application and/or questions to:

Brandon Banks, Resource Management Coordinator
Madison County Building & Zoning
157 N. Main St., Suite 254
Edwardsville, IL 62025
Office: 618-296-5237
blbanks@madisoncountyil.gov

ENVIRONMENTAL GRANT APPLICATION INSTRUCTIONS

Please submit **one (1)** original hard copy of the proposal **or submit via email to: blbanks@madisoncountytill.gov**. Proposals should be typed and double-spaced. Please **do not** submit grant applications in binders, folders, or with 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 should be provided on paper **no larger** than legal size.

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

1. Application
2. Background/Project Plan (no more than 2 pages)
3. Grant Agreement
4. Attachments

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

1. **Application** - Use forms provided to fill out Portion A (Applicant Information) and Portion B (Budget Information).
2. **Background/Project Plan**- This section should include information regarding:
 - a. The population served by the proposed project or program,
 - b. The administrative structure of the unit of local government, and
 - c. The potential environmental impact of the proposed project or program. *(All available details should be specifically discussed. Quantitative measurements such as materials diverted from landfill, kilowatts saved, or water conserved by the project, and estimated savings should be addressed in this section. Projects that easily measure data and payback are preferred.)*
 - d. Matching funds must also be described to indicate source *(i.e., general revenue, state/federal/foundation grant)*.
 - e. Type, use, and location of equipment must be described. 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 program for which 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.
 - f. Education activities in support of this project should also be discussed in reasonable detail, when applicable.
3. **Grant Agreement** – Sign the *Grant Agreement* form (provided) after reviewing and understanding the terms of the grant.
4. **Attachments** – The following attachments should be included:
 - a. At least one resolution from a park board, city council, or applicable governing body approving/supporting the grant application is required. Other letters of support/referral from local officials are strongly encouraged, but not required. **NOTE:** If resolutions cannot be obtained by the application 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 being purchased as part of the program.
- 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.

**APPLICATION FOR MADISON COUNTY RESOURCE MANAGEMENT FY2024
\$15,000 ENVIRONMENTAL GRANT**

A. APPLICANT INFORMATION

_____ **Date**

_____ **Name of Government**

_____ **Address**

_____ **City**

_____ **Zip**

_____ **Project Manager**

_____ **Title**

_____ **Phone Number**

Email: _____

Project Title: _____

Project Summary (provide a 3-5 sentence summary of what your project will entail):

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**

Budget Summary: All grants require 20% applicant match of amount requested plus the match.

A. Grant Funding Requested: \$ _____
Maximum \$15,000

B. Matching Funds Provided By Applicant: \$ _____

C. Total Project Budget*: \$ _____
*Grand Total = County Funding Requested (A) + Matching Funds Provided (B)

D. % of Match Provided by Applicant*: _____ %
* % Match = (Matching Funds Provided by Applicant (B) ÷ Grand Total of Project Costs (C)) x 100
Note: match must be at least 20%

E. Estimated Return on Investment (if applicable) \$ _____

If the project will save the grantee money in through rebates or utility savings, visit the following link to calculate ROI: <https://www.energy.gov/eere/femp/energy-and-cost-savings-calculators-energy-efficient-products>

*To receive the full award of \$15,000, the Total Project Budget (C) must be greater than or equal to \$18,750. 20% Matching Funds by Applicant (B) must be equal to or greater than \$3,750.

Reference: <https://eec.ky.gov/Environmental-Protection/brownfields/Grant%20Writing%20Resources/CalculatingGrantMatch.pdf>

Example to Calculate % Match:

Requested Funding: **\$15,000**
Matching Funds: **\$3,750**
Total Project Budget: **\$18,750**

Calculate % Match: $3,750/18,750 \times (100)$
 $.2(100) = 20\% \text{ Match}$

Example to Calculate % Match:

Requested Funding: **\$15,000**
Matching Funds: **\$48,500**
Total Project Budget: **\$63,500**

Calculate % Match: $48,500/60,000 \times (100)$
 $.81(100) = 81\% \text{ Match}$

Example to Calculate % Match:

Requested Funding: **\$8,000**
Matching Funds: **\$7,000**
Total Project Budget: **\$15,000**

Calculate % Match: $7000/15000 \times (100)$
 $.47(100) = 47\% \text{ Match}$

***Example to Calculate % Match*:**

Requested Funding: **\$15,000**
Matching Funds: **\$2,250**
Total Project Budget: **\$17,250**

Calculate % Match: $2,250/17,250 \times (100)$
 $.13(100) = 13\% \text{ Match}$

* Does not meet grant requirements*

B. BUDGET INFORMATION

TOTAL COST:

COUNTY FUNDING REQUESTED:

1. Equipment/Project \$ _____
(Circle one)

\$ _____

List equipment:

2. Matching fund amount: \$ _____

Other grant fund amount (optional): \$ _____

List source of fund*:

*Matching fund source includes any other grant monies or direct contribution utilized for this project. Examples include IEPA grant, Illinois Clean Energy grant, ILDCEO, Madison County PEP grant, CDBG, etc. If no additional grant funds are used, please 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:\$ _____

DISPOSAL/RECYCLING:\$ _____

TRANSPORTATION:\$ _____

OTHER:\$ _____

TOTAL ADDITIONAL COSTS: \$ _____

PLEASE LIST THREE (3) COMPANIES PROVIDING BIDS ON THIS PROJECT:

(Post chosen bid/estimate on line #1)

1. _____

2. _____

3. _____

**MADISON COUNTY RESOURCE MANAGEMENT PROGRAM FY2024
\$15,000 ENVIRONMENTAL GRANT AGREEMENT**

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 issued.
2. Upon acceptance of the application by the Building & Zoning Committee, the Grants Committee, and the 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 Building & Zoning 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 contracts must be made in accordance with Grantee's local bid ordinances, bid policies, or statutes. Grantee agrees to provide three (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 FY2024
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GENERAL CRITERIA AND POINT SYSTEM

For all projects that are determined to be eligible for the Environmental Grant program, points will be assigned based on the system below. Ineligible or incomplete applications will be returned to the applicant and will not be considered. Building & Zoning staff will review eligible projects and award points based on the point schedule below. Project point rank assignments will be forwarded to the Building & Zoning Committee for review and approval. It will then be the Building & Zoning 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 point system identified.
- Applications will only be accepted from municipalities, townships, or park districts.
- The point system allows for a maximum of **16** 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 2024 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 Building & Zoning staff no later than **4:30 p.m. on FRIDAY, January 26, 2024.**
- All reimbursement requests must be requested by **FRIDAY November 1, 2024.** No extensions will be permitted. ***All payments will be made in full; partial payments will not be issued.***

**MADISON COUNTY RESOURCE MANAGEMENT FY 2024
\$15,000 ENVIRONMENTAL GRANT EVALUATION FORM**

Government Name: _____

Project Title: _____

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 B&Z ADMINISTRATIVE REVIEW.

POINT CATEGORY ONE: PRIOR YEARS ALLOCATIONS

The past 5 years funding will be examined (FY 2018-2023). Points will be assigned according to the following allocation ranges during this time period. A maximum of 13 points will be assigned to this category. NOTE: Preference will be given to applicants who *applied for and 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 2022?**
YES (0 points) NO (2 points)
- B. Did applicant apply for funding through the Madison Co Environmental Grants Program in FY 2022?**
YES (1 points) NO (0 points)
- C. Was applicant awarded funding through the Madison Co Environmental Grants Program in FY 2023?**
YES (0 points) NO (3 points)
- D. Did applicant apply for funding through the Madison Co Environmental Grants Program in FY 2023?**
YES (2 points) NO (0 points)

E. Total Allocations given in past 5 years:	Points assigned:
\$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 2024. 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)

- | | |
|--|---|
| <input type="checkbox"/> Stormwater Management & Water Quality | <input type="checkbox"/> Recycling & Waste Management |
| <input type="checkbox"/> Energy Efficiency | <input type="checkbox"/> Air Quality |
| <input type="checkbox"/> Planning & Program Development | |

Total Points Assigned for Category Two: _____

Total Points Assigned: _____

ATTACHMENT A: EXAMPLES OF PROJECTS

Stormwater Management &

Water Quality

- Rain barrels
- Riparian Buffer restoration
- Pervious Pavement
- Pervious Pavers
- Rain garden
- Retention basin
- Bio-swales
- 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
- Watt stoppers
- 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
- Brush chippers
- 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
- ADA Compliance Funding
- Rideshare Programs
- Brownfield Remediation

This is a list of allowable expenditures. It is not intended to be exhaustive nor does it guarantee an award of funding. Please contact staff for review of any project not listed above. Creative projects are highly encouraged.