

# **FY24 H-GAC Solid Waste Implementation Grants Program Administration Workshop**

March 2024

# Zoom User Tools



Microphones will be muted throughout the presentation.



Please disable your video unless you are speaking.



Multiple people participating in one room? Type everyone's name in the chat.



Please insert questions in chat or raise hand if you are on the phone (\*9).



This meeting is being recorded.

A light blue map of the Houston-Galveston Area Council region, showing county boundaries. The map is centered on the Gulf of Mexico coast, with Houston to the west and Galveston to the east. The word "Introductions" is overlaid in the center in a large, bold, dark blue font.

# Introductions

# Introductions

- Wendy Almanzan, Lead Program Coordinator
- Erin Livingston, Principal Planner
- Cheryl Mergo, Senior Manager

# Grant Contracts

# Contract Documents

- General Provisions
- Special Provisions
- Scope of Work (Attachment A)
- Budget (Attachment B)
- Supplemental Funding Standards (Attachment C)
- Authorized Representatives (Attachment D)
- Grant Application (Attachment E)

# General Provisions

- Article 6 – Performance Period
  - March 2024 through June 2025
- Article 8 – Reporting Requirements
  - May withhold payments
- Article 12 – Audit
  - H-GAC or other

# General Provisions

- Article 13 – Examination of Records
  - H-GAC has right to examine, copy and audit any records for 7 years
  - Contractor must maintain complete and accurate records
- Article 14 – Retention of Records
  - Must maintain for 7 years



# General Provisions

- Article 16 – Termination Procedures
  - Convenience
  - Default
- Article 20 – Ownership of Materials
  - Becomes property of H-GAC upon completion

# General Provisions

- Article 21 – Political Activity; Lobbying
- Article 22 – Sectarian Involvement Prohibited

# Special Provisions

- Article 1 – Governing Law, Standards, and Regulations

## Texas Grant Management Standards

- Title to and Management of Real Property and Equipment
  - Controlled Assets
  - Disposing of Items

# Special Provisions

- Article 3 – Party Liability
  - H-GAC is liable for
    - Actual, allowable costs
    - Costs incurred during the grant period
    - Costs submitted for reimbursement within 30 days of the closing of the grant period

# Special Provisions

- Article 4 – Payments
  - Due monthly regardless of activity
- Article 5 – Final Reports
  - Due 30 days after the termination of the grant
- Article 6 – Progress Reports
  - Due quarterly regardless of activity
  - Follow up – August 2026 (Grant start date – June 2026)

# Special Provisions

- Article 7 – Standards of Performance
  - 1A – Timeliness of Work
  - 1B – Quality of Work
  - 2A-G – Schedule of Remedies

# Special Provisions



- Article 18 –  
Acknowledgement of  
Funding Source
  - Wording
  - Logos

# Special Provisions

- Article 18 cont. –
  - H-GAC must pre-approve any campaign and educational materials
    - Brochures
    - Reports
    - Flyers
  - H-GAC must receive all (final version) campaign materials such as PSA's, videos, brochures, flyers, etc.
  - Images/proofs may be sent electronically



# Scope of Work – Attachment A

- Includes a brief project description
- Includes tasks/deliverables with a description and suggested schedule

# Budget – Attachment B

- Itemized
- Some items reallocated since application
- Budget amendments require written approval from H-GAC staff

# Supplemental Funding Standards – Attachment C

- General funding limitations
- Category specific funding limitations

# Authorized Representatives – Attachment D

- Individual giving direction and the individual receiving direction

# Monitoring of Grantees – Physical

- Site Visit
  - Conducted during period of performance.
  - View and photograph purchased equipment, construction.
  - View copies of purchase orders and maintenance records.
  - Purpose – verify grant is on schedule and purchases have been made.

# Monitoring of Grantees - Fiscal

- Risk Assessment
  - Grantees scored at the conclusion of the grant
- Review of additional records

# Financial Reports

# Reporting Requirements

- Monthly – 10<sup>th</sup> of each month
- Report due even if no expenditures



# Financial Reports

- Excel format
- Tabbed for each reporting month
- Reporting of expenses for reimbursement
- Report due even if no expenditures
- Summary tab
- Will be submitted electronically as the full Excel file

GRANT BUDGET SUMMARY		H-GAC Solid Waste Grant Funding
Budget Categories		
1. Personnel (Salary)		\$0.00
2. Fringe Benefits		\$0.00
3. Travel		\$0.00
4. Supplies (unit cost of less than \$1,000)		\$500.00
5. Equipment (unit cost of \$1000 or more)		\$0.00
6. Construction		\$0.00
7. Contractual (other than for construction)		\$49,000.00
8. Other		\$1,000.00
<b>TOTAL</b>		<b>\$50,500.00</b>
	Fringe Benefit Rate:	0%

1. Personnel (Salary)					
Position	Function	Status (FT/PT) perm/temp	Monthly Salary	Time (%FTE)	Salary Funded
			\$0.00	0%	\$0.00
			\$0.00	0%	\$0.00
			\$0.00	0%	\$0.00
			\$0.00	0%	\$0.00
			\$0.00	0%	\$0.00

3. Travel		
Position	Purpose of travel	Travel Funded
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

4. Supplies		
Type of Supplies	Supplies Funded	
Contractor trash bags (10 boxes at \$50 each)	\$500.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	

5. Equipment					
Equipment	Purpose	Model	Unit Cost	No. of Units	Equipment Funded
			\$0.00	0	\$0.00
			\$0.00	0	\$0.00
			\$0.00	0	\$0.00
			\$0.00	0	\$0.00
			\$0.00	0	\$0.00

6. Construction		
Type of Construction	Sub-Contracted (Y/N)	Construction Funded
		\$0.00
		\$0.00

7. Contractual		
Contractor	Purpose	Contract Funded
CleanEarth	HHW collection, transportation, and recycling/disposal	\$35,000.00
Technocycle	Electronics recycling	\$1,500.00

Liberty Tire	Tire recycling	\$10,000.00
Nexus	Dumpster and roll-off rental	\$2,500.00

8. Other		
Type Other	Description	Other Funded
Postage / Delivery		\$0.00
Postage / Delivery		\$0.00
Utilities		\$0.00
Printing / Reproduction	1,000 Flyers (\$0.10 each)	\$100.00
Advertising	Newspaper ads (2 @ \$450 each)	\$900.00
Signage		\$0.00
Record Storage		\$0.00
Office Space		\$0.00
Basic Office Furnishings		\$0.00
Equipment Rentals		\$0.00
Books / Subscriptions		\$0.00
Repair / Maintenance		\$0.00
Legal Services		\$0.00
Temporary Services		\$0.00

Description	Unit Cost	No. of Units	Other / Eqmt. Funded
Recycling Bins	\$0.00		\$0.00
Recycling Bins	\$0.00		\$0.00
Recycling Bins	\$0.00		\$0.00
Personal Protective Equipment	\$0.00		\$0.00
Personal Protective Equipment	\$0.00		\$0.00
Personal Protective Equipment	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Computer Hardware	\$0.00		\$0.00
Additional other	\$0.00		\$0.00
Additional other	\$0.00		\$0.00
Additional other	\$0.00		\$0.00
Other Equipment (<\$5,000)	\$0.00		\$0.00
Other Equipment (<\$5,000)	\$0.00		\$0.00
Other Equipment (<\$5,000)	\$0.00		\$0.00
Other Equipment (<\$5,000)	\$0.00		\$0.00
Other Equipment (<\$5,000)	\$0.00		\$0.00
Other Equipment (<\$5,000)	\$0.00		\$0.00
Other Equipment (<\$5,000)	\$0.00		\$0.00

\$50,500.00

## FINANCIAL REPORTING FORM

Organization Name:	City of Angleton	Report Period:	March 2022
Contract No.:	22-16-06	Report Number:	1
Project Description:	Tire, Elec., and Paper Shredding Event	Final Report?	
H-GAC Grant Manager:	Cheryl Mergo	Expenditures this Report?	

Budget Categories		Approved Budget	*Project Cost This Report	Cumulative Project Cost	Balance
a.	Personnel	\$0.00	\$0.00	\$0.00	\$0.00
b.	Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00
c.	Travel	\$0.00	\$0.00	\$0.00	\$0.00
d.	Supplies	\$0.00	\$0.00	\$0.00	\$0.00
e.	Equipment	\$0.00	\$0.00	\$0.00	\$0.00
f.	Construction	\$0.00	\$0.00	\$0.00	\$0.00
g.	Contractual	\$23,800.00	\$0.00	\$0.00	\$23,800.00
h.	Other	\$3,200.00	\$0.00	\$0.00	\$3,200.00
	Total	\$27,000.00	\$0.00	\$0.00	\$27,000.00

\* List (Itemize) on Page 2, component expenses comprising total cost.

### CERTIFICATION

I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Name of Authorized Certifying Official: \_\_\_\_\_

Title of Authorized Certifying Official: \_\_\_\_\_

Telephone (Number and Extension): \_\_\_\_\_ Date: \_\_\_\_\_

H-GAC USE ONLY	
SW Review:	Grant Manager:
Controlled Asset: YES NO N/A	Budget Amendment: YES NO
Program Manager:	C&E Director:
C&E Admin:	Finance Received Date:
	Paid Date:

Insert rows if additional lines are necessary.

a. Personnel (Salary)		
Position	Function/Activities-Hours Worked/Rate	Cost
<b>Total</b>		<b>\$0.00</b>

b. Fringe Benefits		
Position	Function/Activities	Cost
<b>Total</b>		<b>\$0.00</b>

c. Travel		
Position	Purpose of Travel/Vendor	Cost
<b>Total</b>		<b>\$0.00</b>

d. Supplies		
Vendor	Description	Cost
<b>Total</b>		<b>\$0.00</b>

e. Equipment		
Vendor	Description	Cost

# Controlled Asset Inventory Form

## Controlled Asset Inventory Form

(Please submit this form with your monthly "Financial Report" if you have purchased a controlled asset, to get reimbursed.)

<b>Grant Recipient:</b>	Montgomery County, Texas	<b>Contact:</b>	Rakesh Pandey, County Auditor
<b>Grant Number:</b>	20-16-09	<b>Phone:</b>	936-539-7820
<b>Project:</b>	North County Recycle Center Compactor Project	<b>E-mail:</b>	Rakesh.Pandey@mctx.org

Equipment Model / Equipment Description	Model Number/ Serial Number	Date Purchased	Amount
STATIONARY COMPACTOR	Model -450 Serial - 51607315	9/18/2020	\$18,106.00
STATIONARY COMPACTOR	Model - 450 Serial - 51607316	9/23/2020	\$18,106.00
COMPACTION CONTAINERS	Model – RJ-40-OC Serial - 51607317	9/18/2020	\$9,272.80
COMPACTION CONTAINERS	Model – RJ-40OC Serial - 51607318	9/23/2020	\$9,272.80
SELF DUMPING HOPPER	Model – 5PKH7 Serial – N/A	9/29/2020	\$2,137.42
SELF DUMPING HOPPER	Model – 5PKH7 Serial – N/A	9/29/2020	\$2,137.42
STEEL WORKBENCH	Model- UM472GP Serial- N/A	11/2/2020	\$555.45
COMPACTION CONTAINERS	Model – RJ-40OC Serial - 51613597	12/30/2020	\$9,524.80

# Required Reimbursement Documents

- Copy of purchase order
- Copy of invoice
- Proof of payment
- Copy of cancelled check or credit card statement\*\*
- Controlled asset inventory form
- Brochures, advertisements, educational items
- Executed subcontracts, if applicable

\*\*if using a credit card for payment you must submit the credit card receipt, credit card statement with line item of purchase and proof of payment of the credit card bill.

# Financial Reimbursement Review Process

- Initial Review – Wendy
- Second Review – Erin
- Program Manager – Cheryl
- Department Director – Justin
- Finance Department – final review and payment

# Submitting Financial Reports

- Upload ENTIRE Financial Report to Sharefile
  - Name file Grant Number, Entity, Report Month and Year, Financial Report
    - EXAMPLE: 24-16-01 City of Tomball March 2024 Financial Report
- Due the 10<sup>th</sup> of the month
  - First business day after weekend or holiday



# Submitting Expense Backup

- Scan ALL backup documents for each expense in order
  - Copy of purchase order
  - Copy of invoice
  - Proof of payment
- Create ONE PDF of all expenses together
  - Put them in order on the financial report
  - Save file for your records
  - Name file Grant Number, Entity, Report Month and Year, Backup
    - EXAMPLE: 24-16-01 City of Tomball March 2024 Backup
  - Upload to Sharefile

# Sharefile

- One site to upload
  - Access link will be sent after executing contract



The screenshot shows the HGAC file upload interface. At the top left is the HGAC logo and the text "Houston-Galveston Area Council". Below this is the "Upload Files" section. It contains instructions: "To upload a file, click Choose Files. Select files from the pop-up menu, or drag files from your computer on to the box. To upload multiple files at once, hold down the Shift or Control key as you select files." A note follows: "Note: To upload a folder, click [here](#) for instructions." Below the note is a link: "If you have trouble uploading files, you can try using [Flash uploader](#) or [Standard Uploader](#)." The interface includes a "Choose Files" button on the left and a "Clear All" button on the right. A large central box contains the text "DRAG FILES HERE". At the bottom left of the interface is a green "Upload Files" button.



# Progress Reports

# Filling out Progress Reports

- Reports are due
  - June 2024
  - September 2024
  - December 2024
  - March 2025
  - June 2025
  - July 2025
- Two parts to every Progress Report
- Both parts must be completely filled out or we will withhold reimbursements

# Submitting Progress Reports

- All reports and backup documentation will be submitted through the Sharefile link
- Due the 10<sup>th</sup> of the month
- Wendy's emails will give explicit instructions on naming of your reports and attachments

# Important General Notes

- Budget changes are okay, but get an amendment first. Contact your grant administrator.
- Get approval on your educational materials before you go to print.
- Notify your grant administrator if you have any issues with spending.

# Contact Information

Wendy Almanzan

Lead Program Coordinator

Phone: 713-499-6670

Email: [wendy.almanzan@h-gac.com](mailto:wendy.almanzan@h-gac.com)

Cheryl Mergo

Senior Manager

Phone: 713-993-4520

Email: [cheryl.mergo@h-gac.com](mailto:cheryl.mergo@h-gac.com)

Erin Livingston

Principal Planner

Phone: 832-681-2525

Email: [erin.livingston@h-gac.com](mailto:erin.livingston@h-gac.com)