

Internal Grant Approval Form

Instructions

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the position should have already been requested in the department Heads Up. Please submit the Heads Up form along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to Lindsay.ray@chathamnc.org; vicki.mcconnell@chathamnc.org, lisa.west@chathamnc.org, hope.tally@chathamnc.org 14 days prior to the BoC meeting. Please refer to the Board of Commissioner meeting dates below to be sure to make the deadline.

If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to lisa.west@chathamnc.org, hope.tally@chathamnc.org vicki.mcconnell@chathamnc.org at least 2 weeks prior to submitting your grant application.

Board of Commissioner Meeting Dates

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the [website](http://www.chathamnc.org/index.aspx?page=45): <http://www.chathamnc.org/index.aspx?page=45>

Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.

1. Grant Information

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BoC meeting date for entry on consent agenda (Answer only if you answered Yes to any of the above)	9/16/2019
Agency or group offering the grant	State of NC (Department of Environmental Quality) with Volkswagen Settlement Funds
Title of Grant	North Carolina Volkswagen Settlement Program Phase 1 Zero Emission Vehicle Infrastructure Program: DC Fast Charging Stations
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$80,000-\$100,000
Total match required	\$16,000-\$20,000 (20% match)
Source of match	General Fund
Length of grant term	2 years to complete installation, 5 years of reporting after operational.
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input type="checkbox"/> Yearly <input checked="" type="checkbox"/> Other (describe)
	Semi-annual until the installation is complete, quarterly once operational

2. Applicant Information

Department	<i>Environmental Quality</i>
Contact Person and title	<i>Kevin Lindley, Director</i>
County, non-profit, or other grant partners	<i>n/a</i>
Name of person responsible for grant reporting and/or administration	<i>Kevin Lindley</i>
<i>Signature of Department Head and Date</i>	

3. Grant Project Description

<p>Does the grant pertain to one of the measures in the department work plan or Request for New Staff Resources? <i>If so, attach that document and skip to Section 4.</i></p>	<p><input type="checkbox"/> Yes, the project is included in the department work plan <input type="checkbox"/> Yes, the position has been noted in the Request for New Staff Resources <input checked="" type="checkbox"/> No – Please explain The grant and the County’s match was discussed during budget preparation for FY20, but the details of the grant were unknown at the time, so no money was set aside.</p>
<p>Provide a brief description of the grant project.</p>	<p>Grant to install Fast Charging stations for electric vehicles. The range of costs in the table are because I don’t have exact cost numbers at this time and I am planning on submitting two locations for consideration which will have different costs for connecting the charging stations to electricity. If we are awarded the grant, the State will likely choose one location only, rather than awarding for both, so the costs listed are for installation at one (1) location.</p> <p>This is a reimbursement grant, so the County incurs all the costs until the project is complete and a final report is sent to the State. The project must be completed within two years of the date of the award contract, so money for the County match could be set aside for FY21 if there is no money available this budget year.</p>
<p>What needs/issues/problems does the grant address?</p>	<p>Adds electric charging infrastructure to encourage electric vehicles and reduce emissions.</p>
<p>What are the measurable goals and objectives of the grant? <i>(For help with goals and objectives, see the grant planning worksheet.)</i></p>	<p>Quarterly reporting to the State after the station is operational will document kilowatt-hours of electricity used and equate this to gallons of gasoline to establish the emissions reduction accomplished.</p>
<p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p>	<p>n/a</p>
<p>What are the major outcomes and benefits to the county that the grant will provide?</p>	<p>This will reduce emissions in the county, addressing both the Resiliency “Big Idea” from the Comprehensive Plan and Strategy 5.4 for that plan element</p>
<p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p>	<p>No. Though there are mandatory grant reporting requirements for five years, this occurs after grant funds have been dispersed and there is no requirement to meet specific goals.</p>

4. Budget and Funding (Feel free to modify item descriptions as needed)

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)	0	0	0	0	
Grant financial oversight & reporting	0	0	0	0	
Personnel oversight	0	0	0	0	
Contracted services (Charger, electric connection, maintenance plan, signage, etc.)	\$64,000-\$80,000	\$16,000-\$20,000	0	0	
Office supplies & equipment (photocopies, computers, printers, supplies)	0	0	0	0	
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel,airfare, registration fees, parking)	0	0	0	0	
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)	0	0	0	0	
Publications – professional printing fees.	0	0	0	0	
Communication (postage, telephone, internet access, advertising)	0	0	0	0	
Office space (space, utilities, furnishing)	0	0	0	0	
Dues & Subscriptions	0	0	0	0	
Capital Outlay (vehicles, large equipment)	0	0	0	0	
Miscellaneous (insurance, safety, other)	0	0	0	0	
TOTAL COST	\$64,000-\$80,000	\$16,000-\$20,000	0	0	

