

SOLID WASTE PLANNING GRANT: NARRATIVE

A Narrative Project Plan will need to be included with the proposal. It should be completed in Microsoft Word and include the following:

- a) Applicant name;
- b) Scope of applicant organization's geographical reach (e.g., municipalities and counties served);
- c) Type of project(s) (e.g., conducting a local solid waste and materials management needs assessment, surveying local solid waste and materials management stakeholders to determine programmatic expansion viability, authoring a solid waste management plan update, procuring consulting services to prepare a solid waste management plan update, etc.);
- d) Communication plan for sharing project information and benefits with constituents.
- e) Acknowledgment of responsibility for the performance of any subrecipients or other external partners;
- f) Identifying a designee to oversee and prepare performance reporting. Outline designated staff familiarity with the program requirements, deliverables, and outcomes and if there is any segregation of duties;
- g) Description of Need (1-2 paragraphs): Identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose;
- h) Description of Capacity (1-2 paragraphs): The ability of your entity to execute the grant project according to the project requirements; and
- i) Description of Quality (1-2 paragraphs): The totality of features and characteristics of a service, project, or product that indicate your entity's ability to satisfy the requirements of the grant program; and
- j) A project implementation timeline with key milestones. The anticipated timeline and milestones should be determined to the best of the applicant's ability and include the following relative to the proposed solid waste management planning activities.
 - Date of the county or unit of local government's most recent solid waste management plan;
 - Date for procuring any necessary professional or artistic services necessary to undertake the project;
 - Date for executing any necessary professional or artistic services agreements necessary to undertake the project;
 - Date for beginning project work; and
 - Project completion date.