2021 GRANT ALERT

The Ozark Rivers Solid Waste Management District has announced the availability of approximately $150,000.00 in grant funds available for solid waste reduction projects within the seven county areas that the district serves, pending the Missouri Department of Natural Resource (MDNR) official award letter. Entities within Crawford, Dent, Gasconade, Maries, Phelps, Pulaski and Washington counties are eligible for these funds, including businesses providing significant services within these counties.

This information packet is provided for your review. A grant workshop will be held on July 29, 2020 from 10:00 a.m. to Noon at the MRPC office in St. James Mo. **Proposals are due by 12:00 noon on Friday, August 21, 2020**. Please send proposals to Ozark Rivers Solid Waste Management District, 4 Industrial Drive, St. James, MO 65559.

The grant packet changes to some degree each year. Please read the entire grant packet before preparing your application. If you have questions regarding this packet, please contact Tamara Snodgrass or Jill Hollowell at (573) 265-2993 or email us at tsnodgrass@meramecregion.org or jhollowell@meramecregion.org.

For a listing of previously funded projects, please visit our website at ozarkrivers.org or visit us on Facebook at ORSWMD to learn more about our programming.

All printed grant packets will be printed on 30% post-consumer recycled content and applicants are encouraged to do the same with any copies submitted for review.

Ozark Rivers Solid Waste Management District

MISSOURI DEPARTMENT OF NATURAL RESOURCES

This project is funded by the Missouri Department of Natural Resources

OZARK RIVERS SOLID WASTE MANAGEMENT DISTRICT
DISTRICT GRANT FUNDS

Major revisions to Missouri's Solid Waste Management Law (Senate Bill 530) became effective in August 1990. The intent of this legislation was to provide clear direction to Missourians on solid waste management practices they need to implement in order to reach and maintain a 40-percent or more reduction in the amount of solid waste through diversion of what is normally sent to a landfill. This diversion can be achieved through rethinking, refusing, repurposing, repairing, reducing, reusing, letting organic materials rot and of course, proper recycling with minimal contamination.

The Ozark Rivers Solid Waste Management District (Ozark Rivers SWMD) was formed and officially recognized by the Missouri Department of Natural Resources in November 1991. The district includes the counties of Crawford, Dent, Gasconade, Maries, Phelps, Pulaski and Washington and their respective cities.

The district's responsibilities include the development of a solid waste plan that will accomplish a 40-percent reduction in solid waste generated for disposal in this area. Such a reduction requires the cooperation and participation of all member counties, cities and communities. The development of private businesses and industries manufacturing goods made from recycled materials or closing their manufacturing loop through sustainable material management (SMM) will be encouraged.

A major provision included in Senate Bill 530 was the creation of financial incentives designed to stimulate resource recovery within the state. The source of these funds are a $2.11 per ton tipping fee levied at solid waste sanitary landfills and $1.40 per ton fee from demolition landfill operators. A solid waste management fund was created for the fees collected from these permitted solid waste management facilities. The Department of Natural Resources' Solid Waste Management Program administers this fund.

There are two mechanisms through which citizens, businesses, and organizations of Missouri can obtain funding for solid waste management activities. These include:

> **Market Development:** Funds for the development of markets for recovered materials through EIERA. For more information, call Kristin Tipton at (573) 751-4919.
>
> **Solid Waste Management Districts/Counties/Cities:** Funds to solid waste management districts and the cities and counties within the district for activities that implement their solid waste management plans. Up to fifty percent (50%) of the grant money available to a district within a fiscal year may be allocated for district operation and plan implementation projects and at least fifty percent (50%) shall be allocated for projects of cities and counties within the district.

This packet provides detailed information on the grant funds available for solid waste management district counties, cities, schools and organizations - private, for-profit and non-profit that will:

1. Promote waste reduction, reuse or recycling throughout the district, or
2. Provide recycling, composting, or special collection services in the ORSWMD district, or
3. Improve the handling of hard to recycle items and develop alternatives, or
4. Improve the handling of items banned by MO law from landfills, or
5. Develop new or improved programs that will reduce the generation of solid waste, or
6. Create new markets or improve markets for recovered resource materials.

The requirements and the evaluation criteria developed for this packet were based on the administrative rule, 10 CSR 80-9.050. Copies of Missouri's Solid Waste Management Law or the above mentioned

administrative rules for Section 260.335 are available from the Missouri Department of Natural Resources, Division of Environmental Quality, Solid Waste Management Program at (800) 361-4827 or on the web at www.sos.mo.gov/adrules/csr/current/10csr/10c80-9.pdf or contact

Meramec Regional Planning Commission
4 Industrial Drive, St. James, MO 65559
(573) 265-2993

Projects that are awarded financial assistance through this fund must be included in or benefit the Ozark Rivers Solid Waste Management District's solid waste management plan. The project should also help the district achieve its goal to reduce the amount of waste generated for disposal.

Grant Timeline

07-06-20	Written notice to all governing officials of each county and city with a population over 500 and publication of a notice in the officially designated newspaper for public notices for every county and city with a population over 500 within the district.
07-29-20	10:00 a.m. – Noon: pre-application workshop at MRPC, 4 Industrial Dr., St. James, MO 65559. RSVP to Jill Hollowell at jhollowell@meramecregion.org or Tammy Snodgrass at tsnodgrass@meramecregion.org or by calling 573 265-2993. This workshop is optional to grant applicants and open to those considering an application for the 2021 grant round.
08-21-20	Proposal deadline at 12:00 noon.
09-15-20	Executive board meeting and selection of final applicants.
Oct-Dec 20	Notification to the Missouri Department of Natural Resources of selected projects.
	Ozark Rivers SWMD to proceed with the award negotiations and financial assistance agreements.
	Review of approved project proposals and district rankings by Missouri Department of Natural Resources staff. MDNR approves projects.
TBD	Grant workshop, required for all grant recipients, to be scheduled in January 2021.
01-01-21	Project may begin (pending final approval from MDNR).
04-15-21	First quarterly report is due and quarterly thereafter until the end of the project.
12-31-21	Project ends for projects that do not include equipment purchases of $5,000 or more.
01-15-22	Final report due for projects that do not include equipment purchases of $5,000 or more.
02-15-22	Final financial documentation for reimbursement due for projects that do not include equipment purchases of $5,000 or more.
06-30-22	Project ends for 18-month grant period for projects that include equipment purchases of $5,000 or more.
07-1-22	Annual diversion reports due for projects that include $5,000 or more in equipment through 7-15-26 purchases.
08-15-22	Final financial documentation for reimbursement due for 18-month grant period for projects that include equipment purchases of $5,000 or more.
06-30-26	Security interest expires date or 5 years from date of invoice, whichever date is later on projects that include $5,000 or more in equipment purchases.

Application Process

Potential applicants are encouraged to review the district's goals and targeted materials list included in this packet. Submitting applicants should notify the district's administrative staff in advance of an application submission. Staff can assist with contacting an Ozark Rivers board member so that the applicant can inform them of the project's scope. Applicants must document their contact with an Ozark Rivers board member by submitting the board member's name and the date of the contact and submit the contact documentation with their grant application. Board members will then be able to provide information on your project during the grant application review process.

Applicants are ineligible if they are directly involved in the selection and award of financial assistance under the administrative rule, 10 CSR 80 - 9.050, or have a conflict of interest in the selection and receipt of such assistance. For the purpose of this application, a conflict of interest occurs when an applicant's employee, spouse or partner participates in the selection, award or administration of financial assistance under 10 CSR 80-9.050, and receives an award, contract, gratuity or favor from such participation.

Grant moneys will only be available for projects aligning within the district's goals and targeted materials list included in this grant packet or on our website at ozarkrivers.org**.** No grant funds will be made available for incineration without energy recovery or solid waste disposal projects.

All applicants are required to submit a proposal that will be evaluated on merit and applicability to the district's goals. The district prefers grant requests of $10,000 or less.

Requirements for Approved Projects

1. Costs

Eligible costs include (but may not be limited to):

A. Collection, processing, manufacturing or hauling equipment;
B. Materials and labor for construction of Buildings (property ownership information required).
C. Engineering or consulting fees;
D. Salaries and related fringe benefits directly related to the project;
E. Equipment installation costs including installation, freight or retrofitting of the equipment;
F. Development and distribution of informational materials;
G. Planning and implementation of informational forums including, but not limited to, workshops;
H. Travel necessary for project completion;
I. Overhead costs directly related to the project
J. Laboratory analysis costs.
K. Professional services

Ineligible costs are those, which district grants will not cover. They include:

A. Operating expenses, such as salaries and expenses that are not directly related to district operation or project activities;
B. Costs incurred before the project start date or after the project end date;
C. Taxes;
D. Legal costs;
E. Contingency funds;
F. Land acquisition;
G. Gifts;
H. Disposal costs, except for projects as indicated in paragraph (2)(B)6 of 10CSR 80.9;
I. Fines and penalties;
J. Food and beverages for district employees, board members, or subgrantees at non-working meetings;
K. Memorial donations for board members, district employees, or subgrantees;
L. Office decorations, except as indicated in paragraph (3)(A)(4) of 10CSR 80.9 or
M. Lobbyists, pursuant to section 105.470 RSMO.

2. Match Requirements

Matching funds are not required; however, applicants are encouraged to demonstrate how organizational resources will be used along with the grant money to achieve the goals of a project. If a match is claimed, it can be cash or in-kind contributions. Only those cash contributions that can be documented as having a direct benefit to the project, such as bank loans, equity capital, etc., will be considered as eligible match contributions. In-kind contributions that are eligible costs specifically identifiable to the project will be considered as eligible match contributions. Please note: If you include match funds in your application and cannot document those match funds at the time of reimbursement, your grant award will be reduced by the dollar amount you have failed to provide in match. Matching funds must meet the same vigorous reporting requirements as grant funds and must follow all the same special terms and conditions as grant funds. For example, rates charged for fringe, mileage and indirect provided as match cannot exceed the set rates determined by MDNR for those same grant budget line items requested in a grant application.

3. Financial Assistance Agreement

After the selection process is completed, the district will submit the selected projects to MDNR for approval. Only MDNR approved projects may enter into a financial assistance agreement (FAA). A required workshop will be provided for all grant recipients and specifically the designated person who prepares the reports and reimbursement documentation shall attend. The workshop will review the financial assistance agreements, appropriate record keeping, reimbursement invoicing for payment—including what kind of documentation is required and quarterly and final reporting requirements.

Before awarding funds to eligible applicants, the recipients must demonstrate and complete submission of all required documents:

> All applicable federal, state and local permits, approvals, licenses or waivers required by law and necessary to implement the project have been or will be obtained.
>
> Written disclosure of notification of violations (NOVs), federal or state, within the last ten years.
>
> Demonstrate compliance with state sales and withholding tax laws by submitting a 'Vendor No Tax Due' certificate.
>
> Complete E-Verify enrollment or submit an annual renewal document.
>
> Submit a copy of a completed Federal W-9 form if you have not previously submitted one to the district.

4. Accountability

Projects receiving financial assistance **will be reimbursed** after all required documentation, as specified in the financial assistance agreement (FAA), is submitted by the applicant. Accounting records must be supported by source documentation such as cancelled checks, invoices, payroll summaries, time and attendance records, contract and subgrant award documents. Appropriate electronic verification of cleared checks may also be considered source documentation in lieu of actual cancelled checks. Additionally, projects receiving financial assistance shall comply with the reporting requirements specified in 10 CSR 80- 9.040 and in the FAA. These include:

- Submitting quarterly and final reports,

- Maintaining an accounting system and equipment management system,
- Follow procurement standards,
- Retaining all records and supporting documents for three years after project ends OR litigation, claim, negotiation, audit or when the security interest period ends.
- Granting to the district, its successors and assigns a security interest in all equipment purchased or in all building or site improvements purchased or constructed for $5,000 or more, in whole or in part with Solid Waste Management Fund (SWMF) monies for a minimum of five years.

Applicants will be strongly encouraged to use minority owned businesses, recycled paper products and to purchase goods and services locally or in the U.S.A.

5. Time Period

Funding may be requested for periods of up to 12 months with an extension, upon request, for an additional 12-18 months. When equipment is purchased with grant money, diversions must be reported for four consecutive quarters. The project will span an 18-month period to allow time for equipment procurement and installation. The grantee will be required to report diversion rates for an additional four years after the grant closes if a project includes $5,000 or more in equipment purchases or site improvement.

If a project purchases equipment and supplies, such as bins, containers and composters, the subgrantee may be required to report diversion rates for four quarters regardless of the grant amount. Applicants must state clearly how tonnage diverted will be measured. When estimating tons diverted, include only the tons that will be diverted as a result of grant funds. Do not include tons that are currently being diverted. For example, if applicant currently recycles 30 tons of textiles, estimate how much additional tonnage the applicant expects to recycle if grant funds are awarded.

Activities must be completed within the time frame specified in the grant award or immediately communicated to the District if there is cause for delay. In the event the project is unable to close within the original specified time frame, a formal request for an extension may be filed with the district at least 45 days before the end of the grant period.

If grant reports are not submitted on time, or are incomplete, the grant will be suspended and a financial penalty will be assessed. If a grant project proves to be unsuccessful and closes, grant purchased equipment and supplies may be moved by the District to another project.

Proposal Requirements

Submittal of Proposal

Deadline Date: 12:00 noon on August 21, 2020

Be sure there are two unique signatures, one from the official authorized to sign for the project and one from the project manager. You must submit an original plus one copy of the grant application, single-sided with all supporting documentation, such as a memo stating that you met with an Ozark Rivers SWMD board member and discussed your grant project with them, letters of support from project contractors, procurement estimates, or letters documenting ordinance compliance.

If the application is faxed in order to meet the deadline, please mail the original documents plus one copy. With prior approval, electronic files may be submitted when specific instructions for naming conventions are strictly followed. It is highly recommended to confirm receipt of your faxed or emailed application.

Mail, email or deliver your proposal packet to:

Ozark Rivers SWMD Grants
4 Industrial Drive, St. James, MO 65559
Attn: J. Hollowell
or by fax at 573-265-3550 or confirm an email sent to jhollowell@meramecregion.org

All proposal packets must be received by 12:00 noon on August 21 2020, to qualify for a district grant. Proposals received after the deadline shall be returned to the applicant and shall not be considered for submission.

Proposal Content and Supporting Documents

PLEASE NOTE: All applications must include the following items. These must be received prior to the deadline to be eligible to receive a district grant. Applications that do not include all of the required documentation will not be considered for funding. All pages of application must be numbered (hand-written is fine) and page numbers must be noted on the application checklist. (PowerPoint submissions are not acceptable

1. **District Grant Application Checklist: Complete all required documentation and place the checklist at the back of your packet**.

2. **District Subgrantee Budget Form and Additional Project Information Form (Exhibit I)**

    a. Applicant certified all information is true and conforms to the requirements.
    b. Authorized applicant official signature provided.

3. **Executive Summary**

    Provide a narrative of no more than two pages that summarizes and describes the proposed project and its objectives. It should include reference to the District Grant Goals/Target Materials Priority Listing (included) and the component it applies to, if applicable.
    The executive summary must also include the following sections:
    - Introduction.
    - Project Description — Explain why there is a need for the project, its current status, targeted clientele, and the approximate geographic area that will benefit from the proposed project.
        - Indicate the amount and type of waste reduction, recycling materials that will be recovered or diverted from the waste stream and explanation of how diversion will be measured.
        - Provide an estimated goal for diversion of each targeted material (For example: "This project's diversion goal is to recover 10 tons of paper and 25 tons of cardboard in the first 12 months.")
        - Describe the impact this proposed project has upon avoided costs (avoid cost of waste disposal vs. materials being recycled) within the affected area.
    - Conclusion.

Important: any private business submitting a district grant application must demonstrate within the application how receipt of a grant from the district will not result in an unfair advantage over other business operating in the district.

4. Location of Project

This should include both the physical location of the project as well as the mailing address (this could be different from applicant's address), and at least two contact persons, telephone numbers and email addresses.

5. Work plan, Personnel and Time Table

Scope of Work: Provide a narrative that identifies proposed starting and ending dates for project tasks. Show dates for completion of tasks by the managerial, operational and technical staff. Specify personnel and training expenses to be covered as a result of the project receiving funds.

Work Plan or Timeline:

A. Project tasks and descriptions (directly related to the project intent). Tasks need to be spelled out in detail with milestones. For example, if the project includes purchasing items, services or doing construction, it must thoroughly outline procurement activities. Those procurement activities must follow MDNR reimbursement procedures and General Terms and Conditions (copies of these documents can be found on the website http://ozarkrivers.org).

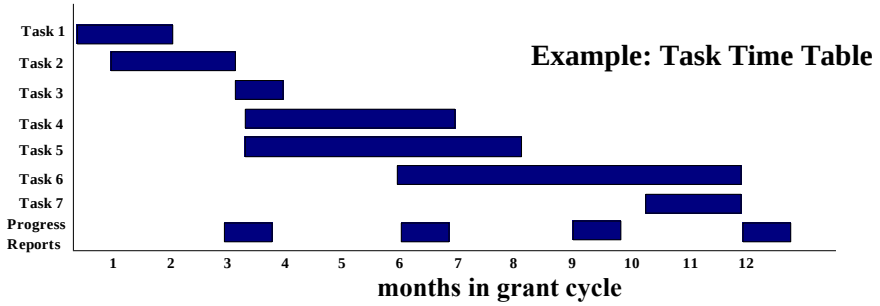
1. The application must clearly state:
   - i. that the applicant will bid out purchases costing over $10,000; and include construction milestones;
   - ii. that security interest listing with the District will be filed appropriately;
   - iii. that any and all contracts or subcontracts will be submitted to the district and MDNR for prior approval.

B. Resumes of key personnel are required that details their capabilities, their qualifications and previous experience

1. Main key personnel involved in the project, resumes or relevant work history
2. Project manager's qualifications (why this person is qualified to manage the project)

C. Program income: if the project will generate income, how income will be returned to the project must be clearly stated.

Timetable: In a timetable show anticipated dates for major planned activities, expenditures, submittal of quarterly reports and the final report. Text or graph format is acceptable.



6. Estimate of Costs and detailed Line-item Budget

Complete the budget document found in Exhibit I. Itemize the estimated costs for conducting the project. Provide estimates for all major planned activities or purchases and provide supporting documentation of how each cost estimate was determined. Provide the dollar amount of the match (your contribution, if it applies), detail the type of match (cash or in-kind) and provide supporting documentation of this match. Provide supporting documentation for any item costing $5,000 or more.

Expenses must be proposed and detailed in budget categories in Exhibit I; personnel, fringe benefits, contractual services, equipment, supplies, travel and other. Expenses or purchases greater than $5,000 must be supported by documentation showing how each cost estimate was determined. Please clearly identify the appropriate budget line item to the supporting documentation.

The following are examples of cost in each category. (Final percentages will be distributed at the July workshop as they are subject to change through MDNR)

- Personnel: salaries must be broken down by position and translated into (one full time employee = 2,080 hours per year) FTE hours worked and rate of pay.
- Fringe benefits. If grant funds will not be used for fringe benefits, please state so.
- Contractual services: professional services, consultant, bulk mailing, sign making, photography, other subcontractors. Projects that involve construction must follow the state and federal requirements including prevailing wages.
- Equipment: computer hardware, machinery, vehicle, copy machine.
- Supplies: office supplies for use in-house (project related), computer software, paper, pens and pencils. Promotional items must be nominally priced educational items containing recycled materials and shall not exceed 10% of the total grant project.
- Travel: mileage, lodging, meals. Must use the 2020 MDNR mileage rate, $0.43 per mile, and will be in-state travel only. Must provide details on meal costs that follow MDNR General Terms and Conditions and Reimbursement Procedures.
- Other: overhead (rent, utilities, phone), postage. Maximum allowable indirect cost from FY2020 was 25.45 percent and calculated on the sum of wages, fringe rate (56.69%) and supplies. A FY2021 fringe rate is yet to be determined.

Please keep in mind when you work your line item budget that prior written approval from the district is required for cumulative transfers among line items when the accumulative amount of such transfers exceed or expects to exceed 10 percent of the total approved project budget. Note: If an application receives partial funding, the recipient may be asked to rewrite the executive summary and budget to adjust the grant scope to specifically address the awarded activities. Or, the recipient may be asked to write a letter stating how the project may be implemented in lieu of the reduced funding.

7. Verification of Permits, Approvals, Licenses, Title, Security Interest or Waivers.

The applicant must verify that all applicable federal, state and local permits, approvals, licenses, security interest (i.e., UCC-1, certificate of title or deed of trust), or waivers necessary to implement the project have been obtained or applied for or will be obtained prior to entering into the financial assistance agreement with the district. If only applications for any or all of the instruments noted above have been made, the project may

not be awarded until they have been obtained (i.e., waste oil, tires, and HHW projects). Information on needed state environmental permits can be obtained from the appropriate Missouri Department of Natural Resources programs.

E-Verify: If you have not already enrolled in E-Verify, federal work authorization program, you must do so online at the following address or call/email for information: http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm;
Phone: 888-464-4218 or by email at e-verify@dhs.gov)
Please submit the state form for Business Entity Certification (Boxes A, B, and C as applicable) and the Federal MOU.

For applicants that have previously submitted E-Verify forms to the district, please submit the annual renewal document.

8. Demonstration of Compliance with Local Zoning Laws.

The applicant must document inquiry and demonstrate compliance with local zoning laws. A copy of all necessary federal, state and local permits, approvals, licenses, or waivers must be submitted to the district.

9. Match Documentation if applicable.

Supporting documentation showing a commitment to the match amount is required. Match from another project cannot be used. Match must apply directly to the project for which funds are requested. Supporting documentation for match is as stringent as for reimbursement on the grant. Grant funds may be reduced if the applicant cannot adequately document the amount of match included in the application and financial assistance agreement. Match amount can only be captured when the expenses made follow all the same special terms and conditions as grant funds.

10. Project Evaluation Procedures

Provide a description of the evaluation procedures to be used throughout the project to quantitatively and qualitatively measure the success of the project. For example, if the project does not divert resource material, provide a description of the other methods that will be used to evaluate the project. Other measurables might include the number of collections events or the number of presentations. The number of printed fliers to be distributed is not a favored evaluation tool as there is no way of knowing if the flier is read or trashed.

11. Supporting Documents for total project including match/other funds costing over $50,000.

Provide the following supporting documents **when applicable**:

A. Demonstrate technical feasibility by submitting:
   1) A preliminary project design.
   2) Engineering plans and specifications for any facilities and equipment required for a proposed project.
B. Financial report including:
   1) A three (3)-year business plan. For projects involving recycling and reuse technologies, the plan shall include a market analysis with information

demonstrating that the applicant has secured the supply of and demand for recovered material and recycled products necessary for sustained business activity

2) A description of project financing, including projected revenue from the project
3) A current credit history.
4) Up to three (3) years previous financial statements or reports.

C. All contracts (tentative and signed), purchase agreements or letters of commitment or other documents to indicate the stability of market sources of supply for materials and demand for products, if applicable.

12. Confidential Business Information and Availability of Information

If the applicant seeks confidential treatment of any information submitted/included in their application, a letter must accompany the application specifically setting forth the desired information to be kept confidential and the legal authority for such confidential treatment. Upon review of this letter by MDNR Legal Counsel, confidentiality will be granted or denied in accordance with Chapter 610, RSMo. However, if no claim accompanies the information received by the department, the information may be made available to the public without further notice to the person submitting it.

Exhibits

Refer to information in the following exhibits for additional guidance on preparing an application:

1. Subgrantee Budget and Additional Project Information Forms – Exhibit I *
2. Ozark Rivers Solid Waste Management District Grant Goals and Target Materials Listing
3. District Grant Contact Listing - Executive Board and MRPC Staff
4. Evaluation Criteria - This list describes the elements on which your application is judged. Review of this document may assist you with addressing these elements to achieve optimal award points.

*For an electronic and fillable Exhibit I Form visit: ozarkrivers.org

Revised: 06-01-20

OZARK RIVERS SOLID WASTE MANAGEMENT DISTRICT
2021 DISTRICT GRANT APPLICATION CHECKLIST

Project Applicant: _____

YOU MUST COMPLETE THIS FORM (except shaded areas) Put page number where document located or N/A if not applicable	**See page#**	**District Personnel Verification Initials**
1. District subgrantee budget form		
2. Applicant has certified all information is true and conforms to the application requirement and authorized applicant official signatures are provided.		
2a. Location of project and name, address and phone number (physical and mailing address) of the official subgrantee.		
3. Executive summary and reference to the District's goals and target materials priority listing and component to which it applies.		
4. A work plan or timeline: a.) project tasks and descriptions (directly related to the project intent); b.) key personnel involved in the project and their qualifications (why is this person qualified to manage the project); and c.) program income, clearly stated.		
5. Timetable showing anticipated dates for activities and expenditures (NOTE: Quarterly and Final Reports must be identified on the timetable)		
6. Estimation of Costs and Line-item budget (Note: 1. Must include independent support of items $5,000 and over in total cost 2. Please include a copy of your procurement policy if you have one.		
7. Verification of all federal, state and local permits, approvals, licenses, security interest or waivers (i.e., UCC-1, certificate of title, deed of trust, E-Verify) are either not needed or have been/will be obtained.		
8. Demonstration of Compliance with Local Zoning Laws.		
9. Match Documentation if applicable. Must delineate the percentages and dollar amounts of the total project costs for both grant funds and applicant contributions (match), as applicable.		
10. Project Evaluation Procedures describing both quantitatively and qualitatively how the success or benefit of the project will be measured		
11. Supporting Documents for total project including match/other funds costing over $50,000.		
12. Confidential Business Information and Availability of Information		
13. Additional information for the projects over $50,000: a.) Demonstrate technical feasibility by submitting: 1. A preliminary project design. 2. Engineering plans and specifications for any facilities and equipment. b.) Financial report including: 1. A three (3) year business plan. For projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for recovered material and recycled products necessary for sustained business activity. 2. A description of the project financing, including revenue from the project. 3. A credit history. 4. Up to three (3) years previous financial statements or reports.		
14. Documentation of contact with an Ozark Rivers SWMD board member		

Exhibit I
OZARK RIVERS SOLID WASTE MANAGEMENT DISTRICT
2021 DISTRICT SUBGRANTEE BUDGET FORM

(You must complete this form (except for shaded areas)

1.REGION IDENTIFICATION **K**	2.PROJECT NUMBER K2021 -	3.PROJECT NAME
4.NAME OF APPLICANT		5.FEDERAL ID OR SOCIAL SECURITY NUMBER
6.ADDRESS (STREET, CITY, STATE, ZIIP, COUNTY)		7.TYPE OF ENTITY ☐ Non-Profit ☐ Individual ☐ Public Entity ☐ Business

PROJECT INFORMATION

8.Project Type: ☐Waste Reduction ☐Recycling ☐Composting ☐Market Development for Recyclables ☐Education ☐Plan Implementation

9. See instructions on Form 780-1991 A. Estimated tonnage diverted _____ B. Other quantifiable measure _____ C. Jobs created by the project _____ D. Jobs retained by the project _____ or describe _____	10. SPECIFIC WASTE (white goods, oil, yard waste, tires, household hazardous waste, electronics, etc.)

11. PROJECT SUMMARY DESCRIPTION: length 1,000 characters or less to be used for data collection, **please submit as a separate digital file in an email and as an attachment with your grant submission. Please do not submit** a PDF or PowerPoint file. Use a file naming convention as follows: FY2020 Applicant name, e.g., FY2020 CityofWaynesville.doc

APPLICANT INFORMATION

12. Official authorized to sign for the applicant			21. Project Manager		
13. Title			22. Title		
14.Address			23. Address		
15. City	16. State	17. Zip	24. City	25. State	26. Zip
18. Telephone with area code	19. Fax with area code		27. Telephone with area code	28. Fax with area code	
20. E-mail			29. E-mail		

GRANT INFORMATION

30. Amount awarded by district	32. Project start date*
31. Amount of district match to be provided by applicant	33. Project end date

HAS APPLICANT PREVIOUSLY RECEIVED GRANT FUNDING? List project number(s) and awarded/disbursed/carryover amount(s) for the past five (5) fiscal years.

34. Project Number	35. Funding Awarded ($)	36. Disbursed	37. Carryover

***Project cannot begin until final approval is provided by the Missouri DNR and the financial assistance agreement is signed. Contact the Ozark Rivers SWMD office before any expenditure is made to assure a project start date has been assigned.**

Exhibit I (Cont'd).

1.REGION IDENTIFICATION K	2.PROJECT NUMBER K2021-	3.PROJECT NAME

LINE ITEM	REQUESTED FUNDS	MATCH FUNDS	MATCH IN-KIND	TOTAL FUNDS
4. PERSONNEL – List each employee paid with state grant funds.				
Example: John Doe, 2,080 hours @ $15/hr.	$31,200			
	$	$	$	$
	$	$	$	$
	$	$	$	$
5. FRINGE BENEFITS				
	$	$	$	$
6. CONTRACTUAL SERVICES – List each professional service being paid with state grant funds.				
	$	$	$	$
	$	$	$	$
7. EQUIPMENT – List equipment to be purchased with state grant funds and provide documentation for any item costing $5,000 and over.				
	$	$	$	$
	$	$	$	$
8. SUPPLIES				
	$	$	$	$
	$	$	$	$
9. TRAVEL:				
In-state: $.43/mile	$	$	$	$
Transportation	$	$	$	$
Meals	$	$	$	$
Lodging	$	$	$	$
	$	$	$	$
Out-of-state: $.43/mile	$	$	$	$
Transportation	$	$	$	$
Meals	$	$	$	$
Lodging	$	$	$	$
	$	$	$	$
10. OTHER – List all other items to be paid with state grant funds.				
	$	$	$	$
	$	$	$	$
11. TOTAL DIRECT CHARGES – Sum of 4 through 10				
	$	$	$	$
12. INDIRECT CHARGES: identify rate as a percentage (%)				
%	$	$	$	$
13. TOTAL BUDGET – Sum of 11 plus 12				
	$	$	$	$

Provide supporting documentation for any item costing $5,000 and over.

Exhibit I (cont'd).
OZARK RIVERS SOLID WASTE MANAGEMENT DISTRICT
DISTRICT ADDITIONAL INFORMATION
PROJECT INFORMATION

1. Indicate any other affiliated local, state or federal agencies involved in this project:

_____

2. Use of Funds:
   - _____ Equipment and Associated Costs
   - _____ Materials and Labor for Construction
   - _____ Professional Services
   - _____ Laboratory Analysis Costs
   - _____ Salaries Directly Related to Project
   - _____ Development/Distribution of Educational Materials
   - _____ Development/Implementation of Educational Forums
   - _____ Overhead Costs Related to Project
   - _____ Travel Expense Related to Project
   - _____ Other (Please Explain) _____

3. Project Status. This project is:
   - _____ A current business expansion _____ A new business
   - _____ A completely new venture for an existing business
   - _____ Other _____

4. Willingness to accept partial funding
   _____ Yes _____ No

5. Job creation: Grantee project will
   - _____ Create how many jobs_____
   - _____ Retain how many jobs_____
   - _____ No change in job creation or retention.

6. By signing this document, the applicant certifies that all information provided in this grant application is true and conforms to the application requirements.

_____ _____
Signature of Authorized Applicant Official Date

_____
Printed name

_____ _____
Signature of Project Manager Date

_____
Printed name

Exhibit II

Ozark Rivers Solid Waste Management District
District Grant Goals

The district has identified the following goals to govern the awarding of these funds.

- Promote environmentally sound alternatives to land filling of district waste.
- Encourage the development of local markets of recyclable materials.
- Encourage the development and growth of small businesses.
- Encourage partnerships between public and private entities or between political subdivisions.
- Promote the creation of jobs throughout the seven-county district.
- Promote waste reduction, recycling and resource recovery throughout the district.
- Provide recycling and special collection services to the residents of the Ozark Rivers region.

Priorities for 2021 ORSWMD Grant Cycle

This list of targeted materials and types of projects is primarily based on Missouri's targeted materials list. Ozark Rivers has prioritized materials and project areas to address specific needs in the district — however all projects will be considered. Visit our website at ozarkrivers.org for a list of funded projects and detailed information.

High Priority	Medium Priority	Low Priority
Household Hazardous Waste*	Mattresses	Ferrous Metals
Education	Plastics (#1 & 2)	Bi-metal containers
Scrap Tires	Plastics (#3-7)	Yard Waste
Paint	Old newspaper	Non-Ferrous Metals
Electronic/appliance scrap	Construction & Demolition Waste	Lead-Acid Batteries
Carpet and padding	Cardboard (OCC)	Mixed Glass
Organic Waste (food waste)		School Lab Waste
Textiles		Solar Panels
		Other paper (office paper, pasteboard, mixed paper, etc.)

* HHW: Includes household batteries, oil-based paints, waste oil toxic household cleaners, pesticides, herbicides, fertilizers and more

Examples of applying the above categories into activities for 2021 grant projects:

- Education - Waste reduction and recycling education is integral to the district's mission. This priority emphasizes the need to carry out educational efforts that raise awareness and increase participation in school-based or community initiatives. Examples: residential/school food waste reduction programs, residential composting workshops, or reuse programs such as end of the school year clean out to reclaim reusable binders/paper, or anti-littering initiatives in neighborhoods for adopting public spaces. *All* submitted grant projects should include an educational component.

- Market Development – These projects bring products with recycled content into the marketplace and stimulate demand or expand existing markets for recovered materials generated in our region. Examples include using post-consumer glass to manufacture insulation or making stable mats out of recovered car tires.

Examples of applying the above categories into activities for 2021 grant projects (cont.):

- Waste Reduction and Reuse – These projects may include feasibility studies, project research and development or implementation of waste reduction and reuse activities. Examples: mattress recycling, commercial food waste reduction or composting, reusing residual material for feedstock, community-based projects for DIY repair clinics and projects aligning with the targeted materials listed above.

Other Priorities:

- Hard-To-Recycle Items - Collection, processing and end market development for hard-to-recycle materials. Examples: recycling furniture, mattresses, carpet, rigid plastics (such as laundry baskets and toys), Styrofoam, ceramics and porcelain. Local manufacturing of products from recycled materials is most desirable.

- Organics Management - Projects that address infrastructure and collection programs for food waste management or strategies for increasing food donation programs resulting in food waste reduction.

- Construction and Demolition Waste - Projects which effectively divert C&D materials from the landfill or develop ways to reuse or repurpose discarded C&D materials. Examples: recycling and processing clean Gypsum wallboard or using processed materials as additives for construction purposes.

If you have questions regarding this packet, please contact Tamara Snodgrass or Jill Hollowell at (573) 265-2993 or email us at tsnodgrass@meramecregion.org or jhollowell@meramecregion.org.

Please visit our website at ozarkrivers.org for a listing of previously granted projects at www.ozarkrivers.org.

Do not return these remaining pages with your grant application; they are for your information only.

Exhibit III
Ozark Rivers SWMD
District Grant Program
Contact Listing
Executive Board Members

Ray Mortimeyer
City of Cuba
P O Box K
Cuba, MO 65453

Victor Stratman
County Commissioner
P O Box 205
Vienna, MO 65582

Troy Porter
12230 Hwy 28
Dixon, MO 65459

Arthur Cook
55 Dogwood Lane
Steelville, MO 65565

Gary Gilliam
203 N Hwy 21
Potosi, MO 63664

David Sansegraw
County Commissioner
102 N. Missouri
Potosi, MO 63664

Brad Nash
City of Salem
400 N. Iron St.
Salem, MO 65560

Craig French, *Secretary*
Fort Leonard Wood
DPW, Environmental
FLW, MO 65473

Brady Wilson, *Chair*
City of Rolla
PO Box 979
Rolla, MO 65402

Darrell Skiles, Co-*Chair*
County Commissioner
400 N. Main St.
Salem, MO 65560

James Holland
Assoc. County Comm.
1902 Jefferson St.
Hermann, MO 65041

Shane Anselm
Phelps County
200 N. Main Streets
Rolla, MO 65401

Mark Wallace
City of Hermann
1902 Jefferson St.
Hermann, MO 65041

Steve Vogt, *Treasurer*
City of Belle
P O Box 542
Belle, MO 65013

Anita Ivy
City of St. Robert
194 Eastlawn Ave, #A
St. Robert, MO 65584

IMPORTANT: It is highly recommended that subgrantees contact an executive board member to inform them of a grant application and project goals. Making this contact will allow for greater awareness and it has potential for the ORSWMD representative to offer additional resources and support. Submitting written documentation, date, name, and notable comments, for contacting a board member may add up to 10 points to the grant score.

MRPC Key Staff

Bonnie J. Prigge, Executive Director

Tammy Snodgrass, Assistant Director and Environmental Programs Manager

Linda Loughridge, Fiscal Officer

Jill Hollowell, Environmental Programs Specialist

Revised: 06-01-20

Do not return these remaining pages with your grant application; they are for your information only.

SAMPLE GRANT REVIEW CRITERIA

Exhibit IV: 2021 Project Evaluation Review Form

Ozark Rivers Solid Waste Management District - Grant Program

(This form is completed by ORSWMD grant reviewers only)

Project Title: _____

Organization Name: _____

City/County: _____

Amount Requested: $_____Total Project Cost: $_____Grant Match: _____%

Primary Purpose of the Project: ☐Waste Reduction ☐Recycling ☐Composting ☐Market Development ☐Education

<u>Minimum Criteria for Funding Proposal:</u> Projects scoring 70 percent or less in the evaluation process will not be considered for funding.

<u>Criteria for Evaluation of Grant Proposals:</u>

1. The need for the service, information or market. (Does the local jurisdiction, region or state need the service, information or market for the proposed project?)

   Possible Points: 5 **Points Awarded: _____**

2. Selected financial ratios.

   Possible Points: 5 **Points Awarded: _____**

3. Level of commitment for financing. (To what level has the applicant committed financial resources to the project outside of proposed grant funds.)

   Possible Points: 5 **Points Awarded: _____**

4. Demonstrates cooperative efforts through a public/private partnership or among political subdivisions, as documented by letters of commitment, contracts or verifiable documents.

   Possible Points: 10 **Points Awarded: _____**

5. Availability of feedstock. (If using recovered materials, is there enough volume of material available to carry out the project and has the applicant secured an adequate source to provide feedstock.)

   Possible Points: 5 **Points Awarded: _____**

6. Conformance with the integrated waste management hierarchy as described in the Missouri Policy on Resource Recovery. No grant funds will be made available for incineration without energy recovery or solid waste disposal (10CSR 80-9.050)

   Possible Points: 10 **Points Awarded: _____**

7. Conformance with the District Targeted Materials List.

   Possible Points: 10 **Points Awarded: _____**

8. Degree to which the project contributes to community-based economic development. (For example – the number of jobs created or promoting economic development.)

   Possible Points: 10 **Points Awarded: _____**

9. Degree to which the project promotes waste reduction or recycling or results in an environmental benefit related to solid waste management through the proposed process.

   Possible Points: 10 **Points Awarded: _____**

10. Compliance with federal, state or local requirements. (For example –are there permits, licenses, security interest or waivers required and if so have they been/will be attained.)

    Possible Points: 20 **Points Awarded: _____**

11. Transferability of results. (For example – can the project, if successful, be easily duplicated elsewhere?)

    Possible Points: 5 **Points Awarded: _____**

12. Technical ability of the applicant. (Does the applicant have the expertise required to successfully complete the project.)

    Possible Points: 10 **Points Awarded: _____**

13. Managerial ability of the applicant. (Does the applicant have the managerial expertise to complete the project and fulfill the reporting requirements of the grant.)

    Possible Points: 10 **Points Awarded: _____**

14. Ability to implement in a timely manner. (Can the project be completed within the time constraints of the one-year grant period or 18 months if equipment is purchased.)

    Possible Points: 10 **Points Awarded: _____**

15. Technical feasibility. (Is the applicant capable of carrying out the technical aspects of the grant and is the project using proven technology.)

    Possible Points: 10 **Points Awarded: _____**

Type of contribution by applicant. (What type of support is being provided by the applicant – in-kind, cash, infrastructure, etc.)

Possible Points: 5 **Points Awarded: _____**

16. Effectiveness of marketing strategy.

Possible Points: 10 **Points Awarded: _____**

17. Submission of documentation for contacting and informing an executive board member about the application submission.

Possible Points: 10 **Points Awarded: _____**

18. Quality of budget. (How well thought out and complete is the budget. Have all aspects of the project been included in the budget and are all expenditures reasonable.)

Possible Points: 20 **Points Awarded: _____**

ADMINISTRATIVE CONSIDERATIONS – Negative Points

19. Degree to which funding to the project will adversely affect existing private entities in the market segment. (The application must include narrative that explains whether or not funding the project will adversely affect other existing private businesses and if so, to what degree)
Negative points

0 points - Project will not have a negative impact on existing entities.
5 points - Project will have minor negative impacts, and benefits significantly outweigh negative impacts.
20 points - Project will have a significant negative impact on existing entities, or the proposal does not address the issue.

Possible Negative Points: -20 **Points Removed: _____**

20. Past compliance with district grant rules rating:
Negative points

0 points - Applicant has demonstrated satisfactory compliance with district grant rules on previous grant project(s).
10 points – Applicant has demonstrated less than satisfactory performance in the administration of a previous grant project.
25 points - **Applicant failed to comply with district grant rules on previous grant project(s).**
50 points - Applicant has been convicted of defrauding the district or MMDNR or has failed to honor a previous contractual agreement with the district or MMDNR.

Possible Negative Points: -50 Points Removed: _____

21. Completeness of Application
Negative points

0 points - Specified areas are complete and no additional data is required.
5 points - **Specified areas are substantially complete, but additional data is required before application can be submitted to MDNR.**
25 points - Specified areas are not complete and data provided is insufficient for consideration of the entire application.

Possible Negative Points: -25 Points Removed: _____

22. Bonus Points. Reviewers may award up to 10 points for general attractiveness, innovation and applicability to district programs and plan.

Possible Points: 10 Points Awarded: _____

Total Points _____

Percentage _____%

(Final score will be a percentage calculation based on applicable criteria)