



NORTHWEST MISSOURI
SOLID WASTE MANAGEMENT DISTRICT, REGION A
114 WEST THIRD STREET | MARYVILLE, MISSOURI 64468 | RECYCLE.NWMORCOG.ORG

Fiscal Year 2018 District Grant Guidance Document

To be considered for funding applications
must be received at the District office by:

Monday, April 3, 2017 by 3:00 p.m.
Please submit **original** and **7** copies.

NORTHWEST MISSOURI

SOLID WASTE MANAGEMENT DISTRICT, REGION A
114 W. 3rd Street, Maryville, MO 64468

Please direct questions to:
Linda Laderoute - 660-582-5121
E-mail: linda@nwmorcog.org

District Grant Application Package

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Attachments

1. Application Checklist, Application Forms, and Evaluation Criteria
2. Sample Financial Assistance Agreement

Note: Missouri Department of Natural Resources General Terms and Conditions is available on our website www.nwmorcog.org or at the District office

Northwest Missouri Regional Solid Waste Management District

District Formation and Origin of Funding

The Northwest Missouri Regional Solid Waste Management District A (NWMRSWMD) was established in 1991 pursuant to RSMo, Section 260.350 in accordance with the Missouri's Solid Waste management Law (Senate Bill 530). The intent of this legislation is to provide clear direction to Missourians on solid waste management practices, and decrease the volume of solid waste being generated for landfill disposal by forty percent. SB530 provided some landfill bans including whole tires, waste oil, white goods, lead acid batteries and yard waste. Twenty solid waste management districts were established under SB530 including the NWMRSWMD. The counties of Atchison, Gentry, Holt, Nodaway and Worth and their respective cities are active members of District A.

The Solid Waste Management Fund was established to help fund improvements in the infrastructure for landfill alternatives, like recycling. The funding mechanism is a \$2.11 per ton disposal fee levied on tonnage at the landfill or at a transfer station transferring waste out of state. A \$1.40 per ton fee is also levied on demolition waste. Within District A, this tonnage fee is only collected from the transfer stations located in Maryville and Tarkio. Fifty-eight percent of the revenue generated statewide from these tipping fees is divided between the twenty Solid Waste Management Districts for local grant projects. Fifty percent of this money may be allocated for city/county or plan implementation projects and up to fifty percent may be used for operations within the District.

SB60 and SB112, passed during the 1995 legislative session, revised funding formulas and amended administrative rules for the District Grant process. The requirements and the evaluation criteria developed for this packet were based on the administrative rule 10 CSR 80-9.050 and are subject to revisions based on SB60 and SB112 regulations.

The District has the responsibility to develop and implement a plan that will accomplish a forty percent reduction in the disposal of solid waste from District A. To accomplish this goal, it will require the cooperation and participation of all member counties, cities, and communities. The development of private businesses and industries, along with private citizens are also encouraged to participate.

This packet provides information on the application process for grant funds available through the Northwest Missouri Solid Waste Management District, Region A. Each district operates slightly differently; however, the funding must be used in accordance with 10 CSR 80-9.050. The requirements and the evaluation criteria developed for this packet were based on the administrative rule 10 CSR 80-9.050.

Application Assistance

Assistance with the application is available through the district office. It is recommended that all potential applicants contact the district office, (660) 582-5121, early in the project development process. Staff will be available to provide assistance to first-time applicants and updates and reminders to those who have applied before. It is strongly recommended that you schedule a meeting with the district environmental planner prior to submitting the final application.

Timeline

- | | |
|-----------|--|
| 2/1/2017 | Public notice of funds available - 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 |
| 4/03/2017 | Applications are due in the district's office by 3:00 p.m. 114 W. 3rd, Maryville, MO 64468. Must file and original and seven (7) copies. |
| 4/12/2017 | Applications are scored and selected by the district's Executive Board members (date is tentative depending if quorum is obtained to hold the meeting). |
| 4/13/2017 | Notification given to applicants regarding district's selection and award negotiations if applicable (<i>date is tentative</i>). |
| Apr-May | Review of approved project proposals and district rankings by Missouri Department of Natural Resources staff |
| June | MDNR approves projects |
| June | District proceeds with financial assistance agreements with approved grant recipients |
| July | Project begins (<i>pending final approval from MDNR</i>) |

Eligibility Information

The District's Executive Board will evaluate each proposal they determine to be eligible and completed in accordance with the *Application Guidance Document* and *District Grant Review Evaluation Criteria*.

1. Eligible Applicants

Eligible applicants include any municipality, county, public institution, not-for-profit organization, private business or individual currently operating within the defined district boundaries or who will be operating within the district as a result of the project.

2. Eligible Projects

The following project categories will be considered for funding:

- *Waste Reduction/Source Reduction:* Practices which avoid or reduce the amount of waste produced by changing a product design, making consumer goods repairable and/or more durable, changing processing methods and/or consumer behavior and buying habits.
- *Research and Development/Reduction:* Development of new processes to reduce the amount of waste produced.
- *Collection/Processing:* Activities that recover or transport materials, or prepare materials for recycling markets.
- *Research and Development/Recycling:* Development of new processes for collecting, processing, re-manufacturing or selling waste material as a new product.
- *Market Development:* Activities that stimulate or increase the demand for recovered materials.
- *Composting:* Activities that facilitate the controlled biological decomposition of organic solid waste, thereby reducing yard waste.
- *Energy Recovery/Incineration:* Energy recovery through combustion of waste.
- *Educational/Informational:* Programs to effectively inform and instruct the general public on waste management and waste reduction activities.

3. Funding Priorities

- Priority will be given to cities and counties who have adopted the NWMRSWMD's integrated Solid Waste Management Plan. District Grant funding for projects to an entity within a city or county, which has not adopted the plan, will be given a lower priority.
- Projects requesting employee funds for a new position that include a commitment to continue the position for a minimum of two years with funds by the requesting party, will be considered favorably.
- Projects that further the recycling and waste reduction efforts of the District will be given priority. (Projects for maintenance of an existing program will be given lower priority). All projects using materials made from post-consumer resources will be given priority.

Eligible Costs

Budget development is an important part of the application process. The district is interested in developing a sustainable infrastructure for waste reduction and diversion.

Expenses that demonstrate the potential for long-term impact will score better in the evaluation process than those that do not. Costs such as processing fees, hauling fees, salaries, travel and overhead must be carefully justified as to the necessity, and resulting long-term impact of the expense. Expenses that do not provide long-term impact should be included in the budget as match, instead of grant funds, if possible. It is recommended that the applicant contact the district office to discuss budget development.

The following list of eligible costs is provided to assist the applicant with budget development. Eligible costs include (but may not be limited to):

- a. Equipment for collection, processing, manufacturing or hauling
- b. Materials and labor for construction of buildings
- c. Engineering or consulting fees incurred within the project period
- d. Equipment installation costs including installation, freight or retrofitting or the equipment
- e. Laboratory analysis costs
- f. Salaries directly related to the project
- g. Development and distribution of informational materials
- h. Development and implementation of informational forums including, but not limited to workshops
- i. Overhead costs directly related to the project; and
- j. Travel necessary for project completion
- k. Professional Services

5. Ineligible Costs

Costs which district grants will not cover. They include (but may not be limited to):

- a. Operating expenses such as salaries and expenses that are not directly related to the 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
- i. Fines and penalties
- j. Food and Beverages for non-working meetings
- k. Lobbying
- l. Projects that cost beyond \$19,500, but District reserves the right to approve larger projects by a two-thirds vote of the District board.

Funding Targets

1. Targeted Materials List

Preference shall be given to projects that reduce, reuse, recycle or strengthen consumer demand for the following post-consumer materials. The list reflects materials as priorities by the NWMRSWMD's Executive Board, modified after Missouri Department of Natural Resource's targeted material list and may be modified by the District as warranted.

Priority #1

Cardboard
Newspaper
Magazines and Other Paper
Glass
Household Hazardous Waste
Major Appliances
Yard Waste & Other Organic Waste
Demolition Waste
Plastic Resins - #1, 2, and others
Electronics
School Lab Wastes
Tires
Waste Oil

Priority #2

Non-hazardous Waste from Industry
Commercial and Institutional Waste
Ferrous & Non-Ferrous Metals
Lead Acid Batteries
Textiles

2. Missouri Policy on Resource Recovery

Projects should be consistent with the waste management hierarchy as described in the Missouri Policy on Resource Recovery. This hierarchy is as follows:

- a. Reduce the amount of solid waste created;
- b. Reuse, recycle and compost;
- c. Recover and use energy from solid waste; and
- d. Incinerate or dispose of in a sanitary landfill

Requirements and Obligations

1. Match Requirements

- a. Eligible applicants must provide matching funds equal to or greater than 20 percent of the total cost of the project. The District reserves the right to make exception to this requirement on a case-by-case basis. Applicants are encouraged to develop budgets that reflect a commitment to the project through matching funds. (*20% match + 80% grant = 100% total project budget*). The applicant must document the availability of matching funds.
- b. Not-for-profit organizations, municipal/county governments, and public institutions may not be required to provide matching funds for projects that clearly demonstrate district-wide applicability or provided necessary services.
- c. Expenditure of matching funds may be documented in the same manner as grant fund expenditures. Matching funds must be for eligible project costs incurred during the project period. Matching funds may include cash outlays or in-kind contributions.

2. Financial Assistance Agreement

- a. After the selection process is completed, the district will enter into a financial assistance agreement (FAA) with approved applicants. It is important that applicants understand all obligations as identified in the FAA and its attachments prior to signing this document. Additional terms may be added. Approved applicants must comply in full with all terms of the Department of Natural Resources' General Terms and Conditions. A copy of the Missouri Department of Natural Resources' General Terms and Conditions and Special Terms and Conditions is available on our website www.nwmorcog.org or at the District office.
- b. Before awarding funds to eligible applicants, the recipients must demonstrate that all applicable federal, state, and local permits, approvals, licenses or waivers required by law and necessary to implement the project have been obtained.

3. Accountability

- a. *Quarterly Reports:* Projects receiving financial assistance shall submit quarterly reports to the District by the reporting deadlines established in the financial assistance agreement. The reports shall contain the following:
 - b. The details of progress on a task-by-task basis as described in the work plan, including volume or weight of waste diversion (waste recycled, composted or otherwise diverted from a landfill or incinerator) for each type of material recovered in the project, if appropriate;
 - c. Problems encountered in project execution;
 - d. Summary of expenditures;
 - e. Budget adjustments made within budget categories, with justifications;
 - f. Amendments to the financial assistance agreement
 - g. Other information necessary for proper evaluation of the progress of the project
- h. *Final Report:* Projects receiving financial assistance shall submit a final report to

the district within fourteen (14) days of the completion date. The report shall contain the same information as described for quarterly reports, as well as a comparison of actual accomplishments to the goals established, and reasons why the goals were either not met or were exceeded.

- i. If acquiring equipment, which is defined as items with a useful life greater than one year and a purchase price of \$5,000 or more, shall provide an annual waste material diversion tonnage report for a period of up to four (4) years after the expiration of the grant period, but no longer than a five (5) year period in total.
- j. *Accounting System:* The recipient shall maintain an accounting system according to generally accepted accounting principles that accurately reflects all fiscal transactions, incorporates appropriate controls and safeguards, and provides clear references to the project proposal. Accounting records must be supported by source documentation such as canceled checks, paid bills, payrolls, time and attendance records, contracts, and agreement award documents. NWMRSWMD claims a lien, which must be registered with the proper state agency, on any equipment purchased by the district subgrantee for \$5,000.00 or more, in whole or part, with district grant funds. The terms of the liens are described in the sample FAA. Most equipment liens are registered by filing a UCC-1 form with the Secretary of State, or a vehicle title with the Department of Revenue. ***Any profit as a result of this project must be reinvested in the project to continue facilitating the waste-reduction activity.***
- k. *Retention and Custodial Requirements for Records:* The recipient shall retain all records and supporting documents for at least three (3) years from the closing of the grant, or longer if needed for any litigation, claim, negotiation or audit. Items purchased costing \$5,000 or more will be tracked by the District in graduated responsibility over four (4) years. Failure to comply with the rules for accountability listed above can cause an organization to be refused funding in future years.

2. Time Period

Funding may be requested for periods of up to 12 months. Activities must be completed within the time frame specified in the grant award. Project extensions are permitted. Amendments to the financial assistance agreement that extend the project period or adjust the budget may be made if properly justified by the recipient and approved by the district's Executive Board.

3. Expenditure of Funds

Expenditure of funds *must be for costs incurred during the project period* in accordance with the approved budget agreement. This means no expenditures may be made, or bids accepted before the start date or after the ending date named in the FAA. Recipients of Solid Waste Management Fund financial assistance are *required to obtain bids* for all purchases according to the schedule defined in the Revised Statutes of Missouri (RSMo) 34.040. To paraphrase this statute:

Purchases of:

\$0 – 2,999.00	Do not require bids.
\$3,000.00 – 24,999.99	Require recipient to obtain three written bids (Ch. 34 RSMo.)
\$25,000.00 or Higher	Require minimum of three (3) competitive bids, advertised in at least two daily newspapers at least five (5) days before bid opening

Grant recipients will research Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) interests in procuring services or products.

2. Reimbursement

a. ***Grant payments will be made on a reimbursement basis only.***

Reimbursements will be made in accordance with the terms of the financial assistance agreement, and the policies and administrative rules of NWMRSWMD. Documentation of expenditures is required and shall include invoices, contracts, canceled checks, monthly employee time records, mileage records, etc., as appropriate. Requests for payment shall identify the recipient's share of matching funds and shall provide proper documentation of expenditure of such funds. Reimbursements will be made as identified in the financial assistance agreement.

b. To be eligible for reimbursement, recipients must be in compliance with all quarterly and final reporting requirements, and if equipment over \$5,000 is purchased must submit proof of insurance. *A minimum of 15% of the grant award will be retained until submission and Executive Board approval of the final report.* Upon satisfactory completion of the scope of work as set forth in the agreement, completion of all necessary reporting, recording all required liens and any other requirements in the agreement, the remaining grant funds due, if any, will be released.

3. Economic Development Bill Sales Tax Exemption

Any recipient that is not already exempted from sales tax should become familiar with House Bill 1237, the 1996 omnibus economic development bill which provided for an expansion of the sales tax exemption for recycling equipment under RSMo. section 144.030.2(4). To acquire the necessary tax form 1772, or for more information regarding the sales tax exemption, applicants should contact the Technical Support Section of the Tax Administration Bureau at (573) 751-2836. ***The district is not responsible for the interpretation of RSMo. section 144.030.2(4), or for taxes not paid due to misinterpretation of this exemption.***

Application Process

1. Application Content and Supporting Documentation

All applications must contain all of the following items in the requested order to be considered for funding:

2. Application Checklist

3. Applicant Profile Form

4. Executive Summary

Complete a written summary statement (no longer than two pages) describing the proposed project and its objectives. Explain why there is a need for the project; its current status, target materials, clientele, and the geographic area that will be served by the project. Indicate the amount and type of waste to be recovered or diverted from the waste stream. Describe the impact this proposed project will have upon the affected area and indicate how it correlates with the solid waste management activities of the District.

5. Location of Project

Provide both the physical location of the project as well as the mailing address (this could be different from the applicant's address).

6. Work Plan

Also referred to as the *Scope of Work*, the plan should identify: project tasks and descriptions, main key personnel involved in the project, and their qualifications.

7. Time Table

The time table should show the anticipated dates for: major planned activities, expenditures, quarterly reports and d) final report.

8. Line-item Budget and Notes

The budget is an estimate of the costs for conducting the project. Estimates shall be provided for all major planned activities or expenditures in excess of \$3,000 and must be supported by documentation showing how each cost estimate was determined (letter of intent, letter of commitment, manufacturer or business quote, catalog/website information, paid receipts, brochures, registration forms, etc.). Budget notes detail and further enhance the budget document. Provide the dollar amount and percent of match (your contribution). Salaries must be broken down by position and translated into (one full time employee = 2080 hours per year), FTE hours worked and rate of pay.

9. Permits, Approvals, Licenses or Waivers

Verification must be provided that all applicable federal, state and local permits, approvals, licenses or waivers necessary to implement the project have been obtained or applied for. 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. (e.g. waste oil, tires, and HHW projects)

10. Demonstration of Compliance with Local Zoning Laws

Describe how the project meets local zoning laws.

11. Evaluation Procedures

The evaluation procedures should describe both quantitatively and qualitatively how the success of the project will be measured.

12. Match Documentation and Supporting Documentation

Attach letters from all persons supplying cash or in-kind match commitments to the project. Attach all cooperative agreements and/or contracts (tentative and signed), purchase agreements, bids for equipment or service and other documents to indicate the stability of markets, sources of supply for material, and demand for service or product.

13. Confidential business information and availability of information

Any person may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information which requests protection of specific information from disclosure. Confidentiality shall be determined or granted in accordance with Chapter 610, RSMo. However, if no claim accompanies the information when it is received by the department, the information may be made available to the public without further notice to the person submitting it.

14. If application exceeds \$50,000

Contact Linda Laderoute at 660-582-5121 or linda@nwmorcog.org for additional requirements.

Submittal of Application

Application must be received by **3:00 p.m. on Monday, April 3, 2017** in order to be eligible.

The **original** and **seven (7)** copies of the entire final application and supporting documentation must be submitted. No faxes or E-mails please.

Be sure to sign and date the application form. Mail or deliver application packet to:

Northwest Missouri Solid Waste Management District, Region A
Attn: Linda Laderoute
114 West Third Street
Maryville, MO 64468