

GRANT ALERT

The Ozark Rivers Solid Waste Management District has announced the availability of approximately \$100,000.00, pending DNR official award letter, in grant funds available for solid waste projects within the seven county areas that the district serves. This includes the counties of Crawford, Dent, Gasconade, Maries, Phelps, Pulaski and Washington.

An information packet is included for your review. Proposals are due by 5:00 on September 8, 2006. Please send proposals to Ozark Rivers Solid Waste Management District, 4 Industrial Drive, St. James, MO 65559.

As some rules may have changed from previous years, please read the entire grant packet before preparing your application. If you have questions regarding this packet, please contact Tamara Snodgrass or Nongluk “Lucky” Tunyavanich at (573) 265-2993. Or email us at tsnodgrass@meramecregion.org or nongluk@meramecregion.org .

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 a 40-percent reduction in the amount of solid waste generated for disposal.

The Ozark Rivers Solid Waste Management District 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. It will require the cooperation and participation of all member counties, cities and communities to ensure the required reduction. The development of private businesses and industries 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 \$2.08 per ton tipping fee levied at solid waste sanitary landfills and \$1.39 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. 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 Allen 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-wide 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.

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 260.335.2 (4) are available from the Missouri Department of Natural Resources, Division of Environmental Quality, Solid Waste Unit at (800) 361-4827 or contact

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

Projects that are awarded financial assistance from 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 by forty percent (40%).

Timeline

- 08-01-06 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.
- 09-08-06 Proposal deadline at 5:00 p.m.
- 09-19-06 Executive board meeting and selection of final applicants.
- 11-01-06 Notification to the Missouri Department of Natural Resources of selected projects.

Review of approved project proposals and district rankings by Missouri Department of Natural Resources staff.

Mo. DNR approvals and funds returned to districts.

Ozark Rivers Solid Waste Management District to proceed with the award negotiations and financial assistance agreements.
- Dec 2006 Grant workshop (required for all grant recipients).
- 01-01-07 Project begins.
- 04-15-07 First quarterly report is due and quarterly thereafter until the end of the project.
- 12-31-07 Project Ends.
- 01-15-08 Final report and all financial documentations for reimbursement due.

Application Process

Potential applicants are encouraged to review the district's targeted materials list and to discuss their proposals with the district's administrative staff.

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 contained within the district's approved solid waste management plan. No grant funds will be made available for incineration without energy recovery or solid waste disposal area projects.

All applicants are required to submit a proposal that will be evaluated on merit and applicability to the district's goals.

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;
- C. Engineering or consulting fees;
- D. Salaries directly related to the project;
- E. Equipment installation costs including installation, freight or preparation of the equipment;
- F. Development and distribution of informational materials;
- G. Planning and implementation of education 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.

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 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; and
- F. Land acquisition.*

*10 CSR 80-9.050(1)(E)1, allows land acquisition costs only as match for district grants.

2. Match Requirements

Local match is not required, however, applicant is encouraged to demonstrate how your organizational resources will be used along with the grant money to achieve the goals of the project. If you have a match, 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. If you include matching funds in your application, you must provide documentation as proof that those matching funds were expended on the project before you will receive reimbursement.

3. Financial Assistance Agreement

After the selection process is completed, the district will enter into a financial assistance agreement with approved applicants. A short workshop, required for all grant recipients—including the person who prepares the reports and reimbursement documentation—will be scheduled to go over the financial assistance agreements, appropriate record keeping, invoice 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:

All applicable federal, state and local permits, approvals, licenses or waivers required by law and necessary to implement the project have been obtained.

4. Accountability

Projects receiving financial assistance will be reimbursed after all required documentation, specified in the financial assistance agreement is submitted by the applicant. Additionally, projects receiving financial assistance shall comply with the reporting requirements specified in 10 CSR 80- 9.040. These include:

Submitting quarterly and final reports,
Maintaining an accounting system,
Retaining all records and supporting documents for three years or longer if needed for any litigation, claim, negotiation or audit.
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 SWMF monies a minimum of 4 years.

Applicants will be strongly encouraged to use minority owned businesses and recycled paper products.

5. 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. Formal requests for extensions will need to be filed with the district in the event the project is unable to close within the original specified time frame.

Proposal Requirements

Submittal of Proposal

Deadline Date: 5 p.m., September 8, 2006.

The original and one copy of the entire proposal and supporting documentation must be submitted.

Be sure to sign and date the Proposal form.

Mail or deliver your proposal packet to:

Meramec Regional Planning Commission
Ozark Rivers Solid Waste Management Grants Program
4 Industrial Drive
St. James, MO 65559
(573) 265-2993

All proposal packets must be received by MRPC by 5 p.m. on September 8, 2006, to qualify for a district grant. Proposals received after the deadline shall be returned to the applicant and shall not be considered.

Proposal Content and Supporting Documents

PLEASE NOTE: All proposals must include the following items. These must be received prior to the proposal deadline to be eligible to receive a district grant. Proposals that do not include all of the required documentation will not be considered for funding. All pages of proposal must be numbered.

1. FY 2007 District Grant Application Checklist.

Complete all required documentation and place the checklist at the beginning of your packet.

2. Subgrantee Profile and Additional Project Information Form (Exhibit I)

3. Executive Summary

Provide a summary statement of no more than two pages describing the proposed project and its objectives. It should include the page number of the Solid Waste Management Plan component it applies to, if included in the plan. 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 recyclable material that will be recovered or diverted from the waste stream and explanation of how diversion will be measured. Describe the impact this proposed project has upon avoided costs within the affected area.
- Conclusion.

4. Work plan and Personnel

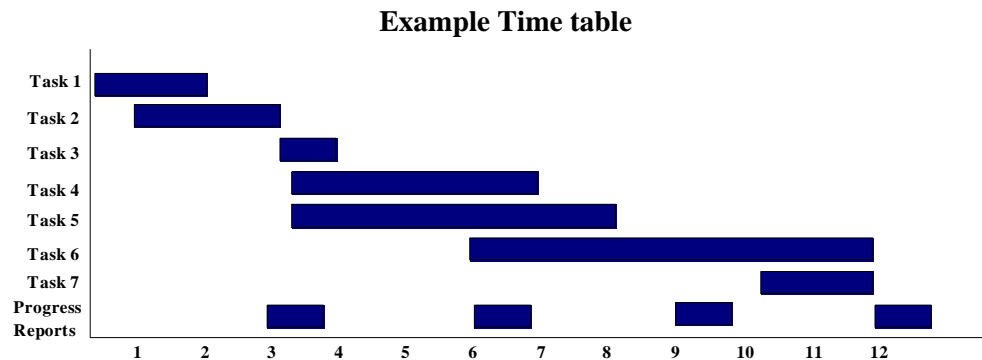
Identify project tasks. Define in the work plan the managerial, operational and technical capabilities of key personnel and their qualifications. Specify personnel and training expenses to be covered as a result of the project receiving funds. Resumes of key personnel are required.

5. Site Location

This should include both the location of where the project is physically located as well as the name and address of the principal sub-grant manager.

6. 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. Indicate how the proposed project correlates with the solid waste management activities of the district.



7. Estimate of Costs

Complete the budget document found in Exhibit II and place immediately after the application form in your proposal packet. 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.

8. Verification of Permits, Approvals, Licenses or Waivers

Verify that all applicable federal, state and local permits, approvals, licenses or waivers necessary to implement the project have been 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. Information on needed state environmental permits can be obtained from the appropriate Missouri Department of Natural Resources programs.

9. 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.

10. Match Documentation if applicable.

Supporting documentation showing a commitment to the match amount is required.

11. Supporting Documents

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

- A. A preliminary project design, engineering plans and specifications for any facilities and equipment required for the proposed project.
- B. A financial report including:
 - A three-year business plan containing a market analysis demonstrating that the applicant has secured the necessary supply of recovered materials and the demand for the end-product necessary for sustained business activity.
 - A description of project financing including projected revenue from the project.
 - A credit history of the applicant and/or business if it is an existing business.
 - Three 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.

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 DNR 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:

- I. Subgrantee Profile and Additional Project Information Forms
- II. Proposal Budget Form
- III. Ozark Rivers Solid Waste Management District Grant Goals and Target Materials Listing
- IV. District Grant Contact Listing - Executive Board and MRPC Staff
- V. Evaluation Criteria

Missouri Department of Natural Resources
 Division of Environmental Quality
 Solid Waste Management Program

FISCAL YEAR 2007 DISTRICT GRANT APPLICATION CHECKLIST

You **MUST** complete this form (**except in shaded areas**). Only if you can answer YES to all applicable questions on this form regarding subgrantee application content should it be submitted to the district/department for approval.

<i>For All Projects</i>	Page# where document located	Applicant initial to verify	District Verifica- tion
1. Applicant Profile sheet			
2. Executive Summary			
3. Location of Project (physical, mailing addresses)			
4. A Work Plan or Scope of Work identifying: a) project tasks and descriptions (directly related to the project intent), b) main key personnel involved in the project, and c) project manager's qualifications (why this person is qualified to manage the project).			
5. Line-item budget (independent support of items over \$5000 total cost)			
6. Intent or verification of Permits, Approvals, Licenses, Waivers, Titles and UCC-1 (if applicable)			
7. Match Commitment Documentation (if applicable)			
8. An Evaluation Procedure describing both quantitatively and qualitatively how the success of the project will be measured.			
9. Additional Information for Projects over \$20,000 a) Demonstrate technical feasibility 1) A preliminary project design or 2) Engineering plans and/or 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 project financing, including projected revenue from the project. 3) A credit history. 4) Up to three (3) years previous financial statements or reports.			
10. Applicant certified all information was true and conforms to the application requirements			
11. Authorized applicant official signature			

Project Budget:	Requested Funds	Match Funds	Match In-kind	Total Funds
Personnel*				
Professional Services				
Equipment				
Supplies				
Travel				
Other				
TOTAL BUDGET				

Exhibit I.

Missouri Department of Natural Resources
 Division of Environmental Quality
 Solid Waste Management Program

FISCAL YEAR 2007 DISTRICT GRANT SUBGRANTEE PROFILE

(Gray areas are for district use only)

Solid Waste Management District: District K Ozark Rivers Solid Waste Management District					
Project Name:					
Name of Applicant (legal name of individual, business or organization):					
Type of Entity (non-profit, public entity, individual, business)					
Project Type (WR-waste reduction, RE-recycling, CO-composting, MD-market development, EDU-education):				Est. Tonnage Diverted:	
Specific Waste (White goods, oil, yard waste, tires, HHW, electronics, etc.):					
Address:					
City:		State:	Zip:	County:	
Federal ID or Social Security Number:					
Executive summary and Tasks: Specify page number(s) where executive summary and tasks are located.					
Authorized Applicant Official Name:			Project Manager Name:		
Title:			Title:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Fax:		Phone:	Fax:	
E-mail:			E-mail:		
Amount Awarded by District: (for district use only)			Amount of Applicant Match: (for district use only)		
Project start/end date (for district use only):					
Has applicant received district grant funding previously (list project number(s) and awarded/disbursed/carryover amounts):					

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
- _____ Engineering and/or Consulting Fees
- _____ 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. By signing this document, the applicant certifies that all information provided in this grant application is true and conforms to the application requirements.

Signature

Printed name

Signature

Printed name

Exhibit II.

**Ozark Rivers Solid Waste Management District
District Grant Program
Proposal Budget Document**

Budget Category	Cost Category			
	Grant Requested	Match Cash	Match In-kind	Total Cost
Personnel (provide details):				
Salary (must be broken down by position and rate of pay)	_____	_____	_____	_____
Other (please explain):	_____	_____	_____	_____
Professional Services:				
Consulting/engineering	_____	_____	_____	_____
Other (please explain):	_____	_____	_____	_____
Equipment Expenses (itemize)				
_____	_____	_____	_____	_____
Supplies (provide details):				
_____	_____	_____	_____	_____
Travel (provide details):				
_____	_____	_____	_____	_____
Other (provide details):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Budget For the Project	_____	_____	_____	_____

*Match can be in the form of "cash" match or "in-kind" match. Cash match can be cash outlays directly benefiting the project from other sources, including but not limited to bank loans, equity capital, etc. In-kind match contributions are encouraged and are allowable project costs if they are specifically identifiable with the project. These costs can include but are not limited to the cash value of goods or services directly benefiting the proposed project. Match is not required. You can state in the narrative how your organization will contribute to the project. If you list a dollar amount for match (cash or in-kind) you will be required to provide detailed documentation of the matching dollars when you submit an invoice for grant reimbursement.

Exhibit III.

**Ozark Rivers Solid Waste Management District
District Grant Program
Targeted Materials Listing**

Consideration given to state list, waste stream analysis and known problems.

High Priority	Medium Priority	Low Priority
Consumer Electronics	Cardboard and Kraft Paper	Ferrous Metals
Food Waste	Other Paper (office paper, pasteboard, mixed paper, etc.)	Yard Waste
Scrap Tires	Major Appliances	Sawdust
School lab waste	Plastics (all resins)	Misc. Organics
Glass	Waste oil	Non-Ferrous Metals
Household Hazardous Waste		Lead-Acid Batteries
Demolition Waste		

**Ozark Rivers Solid Waste Management District
District Grant Program**

The Ozark Rivers Solid Waste Management District, as ruled in state law and defined in state statute, will receive a portion of the tipping fees collected in solid waste management region K. The district will award these funds as grants.

District Grant Goals

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

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

**Exhibit IV.
Ozark Rivers Solid Waste Management District
District Grant Program
Contact Listing**

ORSWMD Executive Board Members

Jim Schatz, Mayor
210 W. Washington St.
Sullivan, MO 63080

Arthur Cook
55 Dogwood Lane
Steelville, MO 65565

Bill Huffman
202 N. Washington
Salem, MO 65560

Jim Biggs
Dent County Courthouse
Salem, MO 65560

Ben Cole
207 Schiller
Hermann, MO 65041

James Kleffner
HCR 61 Box 382
Brinktown, MO 65443

Gary Gilliam
Resource Mgmt Companies
4375 Rider Trail North
Earth City, MO 63045

Scott Murrell
Directorate of Engineering &
Housing
Environmental Office
ATZT-DPW-EE
1334 1st Street
Fort Leonard Wood, MO 65470

Max Aubuchon
612 Jefferson St.
Hermann, MO 65041

Daryl White, Jr.
P O Box 813
Belle, MO 65013

Theresa Cook
16965 Lewsman Road
St. Robert, MO 65584

Todd Moyer
102 N. Missouri
Potosi, MO 63664

Brady Wilson, Treasurer
PO Box 929
Rolla, MO 65402

Randy Verkamp,
Secretary
3rd & Rolla Streets
Rolla, MO 65401

Tony Crisman
26555 Springfield Rd
Waynesville, MO 65583

MRPC Key Staff

Richard A. Cavender, Executive Director

Bonnie J. Prigge, Assistant Director

Linda Loughridge, Fiscal Officer

Tammy Snodgrass, Environmental Programs Manager

Nongluk (Lucky) Tunyavanich, Environmental Programs Specialist

Josh Hester, Communications/Marketing/Environmental Coordinator

**Exhibit V.
Ozark Rivers Solid Waste Management District
District Grant Program
Project Evaluation Review Form**

Project Title: _____

Organization Name and Address Including County: _____

Amount Requested: \$_____ **Total Project Cost: \$**_____

Grant Match: _____% **Project Type:** _____ (City/County or District)

Reviewer's Names (Printed and Signatures):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Primary Purpose of the Project: (Waste Reduction - WR; RE-recycling; Composting - CO; Market Development - MD; Education – ED) _____

Technical Feasibility **Possible points - 20** **Points given: _____**

- A. Care with which the proposal was created.**
 - 1. Process Description**
 - 2. Waste Characterization**
 - 3. Environmental Compliance**

- B. Technical capability of the applicant and staff if appropriate.**

- C. Compliance with federal, state or local requirements.**

- D. Availability of feedstock.**

Managerial Capability

Possible points - 20

Points given: _____

- A. Care with which proposal was prepared.
 - 1. Proposal Form
 - 2. Executive Summary
 - 3. Work plan and Personnel
 - 4. Site Location
 - 5. Timetable
 - 6. Estimate of Costs
 - 7. Verification of Permits, Approvals, Licenses or Waivers
 - 8. Project Evaluation Procedures
 - 9. Match Documentation
 - 10. Supporting Documents
 - 11. Confidential Business Information and Availability
- B. Managerial capability of the applicant and staff if appropriate.
- C. Appropriate accounting procedures.
- D. Marketing strategy.
- E. Budget Quality

Potential to Create Jobs/Business Activity in District

Possible points - 10

Points given: _____

- A. Economic Impact Within District
- B. Size of Potential Work Force

Applicability to District Plan and Targets

Possible points - 20

Points given: _____

- A. Is Included in District Plan
- B. Conforms with State/District Targeted Materials List
- C. Conforms with State Resource Recovery Priorities
- D. Promotes Waste Reduction and/or Recycling

Timeliness of Project

Possible points - 10

Points given: _____

- A. Ability to implement project in a timely manner.

Transferability

Possible points - 10

Points given: _____

- A. Transferability of results.

Cooperative Efforts

Possible points - 10

Points given: _____

- A. Demonstrates cooperative efforts through public/private partnerships or political subdivisions.

Bonus: Financing

Possible points – 10

Points given: _____

- A. Level of commitment for financing.
- B. Type of match provided by applicant.
- C. Selected financial ratios.

Bonus: General Attractiveness, Innovation and Applicability

Possible points - 10

Points given: _____

- A. Applicant is in good standing with the District (i.e. all required reporting has, in past grant periods, been submitted in a timely fashion.)
- B. Ineligible Costs:
- C. Operating expenses that are not directly related to project activities
- D. Costs incurred before the project start date
- E. Taxes
- F. Legal costs
- G. Contingency funds
- H. Land acquisition

Total points possible- 120

Project total points: _____