

SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT

FY2024 DISTRICT GRANT FUNDING

Guidance Document District Grant Application Form

IF YOU HAVE ANY QUESTIONS OR NEED MORE INFORMATION, PLEASE CALL THE DISTRICT OFFICE AT (417) 256-4226

The goal of District Grants is to assist Solid Waste Management Districts in the development of an adequate solid waste management infrastructure so that solid waste reduction, recycling, and resource recovery may become regular and affordable activities of local governments, industries, and citizens.

**PLEASE READ THIS ENTIRE DOCUMENT BEFORE
APPLYING FOR FY2024 DISTRICT GRANT**

This guidance document contains the Fiscal Year 2024 District Grant Application Form for the South Central Solid Waste Management District (SCSWMD). It includes instructions, procedures, and documentation requirements for applying for local District grant funds. The source of these funds is a per-ton tipping fee levied at solid waste sanitary landfills, demolition landfills, and transfer stations that transport waste out of state for final disposal. The Solid Waste Management Fund was created as a holding source for the fees collected from these permitted solid waste management facilities. The Fund is administered by the Waste Management Program of the Missouri Department of Natural Resources.

Revenue generated from the solid waste tonnage fee collected within each region and deposited in the Solid Waste Management Fund is allocated annually to the Executive Board of each Solid Waste Management District for local District grants. At least fifty percent (50%) of the grant money must be allocated for projects of cities and counties within the District. Up to fifty percent (50%) of the available funds may be allocated for District Operations and Plan Implementation within the District.

This packet provides detailed information on the FY 2024 District Grant funds available for projects in the South Central Solid Waste Management District – District P, and its seven member counties (Douglas, Howell, Oregon, Ozark, Shannon, Texas, and Wright). The requirements developed for this packet, and the evaluation criteria that will be used to select projects, are based on the administrative rule *10 CSR 80-9.050* Solid Waste Management Fund - District Grants. Potential applicants are encouraged to review and to discuss their proposals with the District's Solid Waste Coordinator and/or an Executive Board Member - **listed on page 15 of this packet.**

Eligibility Requirements

Grant funds will only be available for projects in cities and counties that are members of the South Central Solid Waste Management District. Private enterprise and individuals applying for grants must show how their project will directly benefit the District and provide letters of support from all of the local city and/or county governments where the project is located. Equipment purchased with grant funds can only be used for solid waste management purposes. Applicants are ineligible if they are directly involved in the selection and awarding 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 applicant.

Additionally:

- **No grant funds will be made available for projects that include incineration without energy recovery.**
- **No grant funds will be made available for projects that displace existing resource recovery services, unless the proposed project demonstrates how it will result in improvement or expansion of services.**
- **No grant funds will be made available for projects that collect solid waste for disposal on a continuous basis.**

District Targeted Materials List

The following list was developed to reflect the need to reduce, reuse, and recycle these materials from the waste stream of the South Central Solid Waste Management District. In the scoring of FY2024 Grant Applications, preference shall be given to projects that include these materials.

FY2024 District Targeted Materials List

- Cardboard
- Mixed Paper - including old newspaper and magazines
- Glass
- Plastics
- Bi-Metal Containers
- Food Waste
- Demolition Waste
- Electronics - including televisions and computers
- Rechargeable batteries
- Household Hazardous waste
- Compact Fluorescent light bulbs - if economically feasible
- Used Oil
- Lead acid (vehicle) batteries
- Scrap Tires
- Yard Wastes - including leaves and brush
- White Goods/old Appliances
- Bulky Wastes - including old furniture
- Textiles -including old clothing and shoes

FY2024 DISTRICT GRANT TIMELINE

01/27/2023 – Announcement of First and Only Grant Call for FY2024

The Executive Board of the South Central Solid Waste Management District announces that funds will be available for District grant projects. The maximum fund request per grant is \$40,000.

3/15/2023 – Deadline for Submitting Applications

Completed applications must be received at the South Central Solid Waste Management District Office in Pomona, MO by close of business, 4:00 p.m. on Wednesday, March 15, 2023 to be eligible for grant funds; the applications may be mailed, hand-delivered, or submitted online. **For instructions and assistance with on online submittal, contact the SCSWMD office by February 17, 2023.** Grant applications received after 4:00 p.m. Wednesday, March 15, 2023, will be returned to the applicant unread.

3/16/2023 – District Evaluation Begins

Grant Applications will be reviewed for completeness. Incomplete applications will be returned to the applicant without further review. The South Central Solid Waste Management District's Advisory Committee will review all complete applications and will rank and score the projects. A list of the recommended projects will be presented to the Executive Board, and the Board will meet to review eligible projects and select final applications. Specific grant negotiations between the District Executive Board with final applicants will take place before grant applications are forwarded to the Missouri Department of Natural Resources (MDNR) for their evaluation.

Note: First time grant applicants and former applicants with new a type of project will need to meet with the Executive Board to explain in detail their project and answer any questions the Board might have regarding the grant application. This meeting may be done in person or over Zoom.

4/03/2023 – MDNR Evaluation

Applications will be submitted by the South Central Solid Waste Management District to MDNR for final approval. MDNR Solid Waste Management Program staff will review the District's approved project proposals and District rankings and make the final decision on project funding based on District Grants Rule, *10 CSR 80-9.050(5)(D)3*. This process could take up to 90 days due to the amount of grant applications submitted within the state. All applicants will be informed once their applications have been either approved or denied. All financial assistance awards are subject to MDNR's appropriation process.

When funds are dispersed to the District by MDNR and the appropriate paperwork has been completed, sub-grantee projects can begin. The District and sub-grantees will agree on project start dates after approval from MDNR. Sub-grantees should not incur expenses before all agreements are signed and the official start date is reached.

FUNDING OVERVIEW

1. ELIGIBLE COSTS

The eligible costs may vary depending on the services, materials, and activities as specified in the financial assistance agreement. The maximum fund request per grant is \$40,000.

The following costs are considered eligible for District grant funding:

- a.) Collection, processing, manufacturing, or hauling
- b.) Materials and labor for construction of buildings
- c.) Engineering or consulting fees
- d.) Wages and salaries and related fringe benefits directly related to the project
- e.) Equipment purchase and installation costs including installation, freight, or retrofitting of the equipment
- f.) Development and distribution of informational materials
- g.) Planning and implementation of informational forums, such as workshops
- h.) Travel as necessary for project completion
- i.) Overhead costs directly related to the project
- j.) Laboratory analysis costs
- k.) Professional Services

2. INELIGIBLE COSTS

Ineligible costs are those costs that District grants will not cover.

The following costs are considered ineligible for District grant funding:

- a.) Operating expenses such as salaries, and expenses not directly related to District operations or 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 on a continuous basis except for projects as indicated in paragraph (2) (B) (6) of administrative rule 10 CSR 80-9.050.
- i.) Fines and Penalties
- j.) Food and beverages for District Employees, Board members or sub-grantees at non-working meetings.
- k.) Memorial donations for board members, District employees or sub-grantees
- l.) Office decoration, except as indicated in paragraph (3) (A) (4) of administrative rule 10 CSR 80-9.050.
- m.) Lobbyists, pursuant to section 105.470. *RSMo*

3. IN-KIND CONTRIBUTIONS

In-Kind contributions are defined as the portion of the cost of the project which are the responsibility of the applicant as a specific contribution to the project; such as services, equipment, property or space, etc. In-kind contributions are not required.

- In-kind contributions, if applicable, are allowable project costs when they directly benefit and are specifically identifiable to the project.

- Ineligible costs, other than acquisition of privately owned land, are not allowable as in-kind contributions.

4. MATCH REQUIREMENTS

Match is not required for grant projects but is encouraged. Often, grant projects that have matching funds are able to be fully funded when a smaller amount of District funds are awarded for the project than requested. Match can be contributed as a payment made by the applicant to off-set the amount of funds requested, but these matching funds must be verifiable and documented as stated in the grant application.

Example: If a project requires funds to pay wages, and the applicant is requesting only half of an employee's direct salary be funded by grant contributions, the applicant must submit proof of the wages paid so that the requested half can be paid from grant funding. Applicants that provide match will not be given additional points in the evaluation process for their match, and employee fringe will not count as a match.

Full Documentation is required for all match listed in the grant application.

5. FINANCIAL ASSISTANCE AGREEMENT

After the selection process is completed, the District will negotiate terms and enter into a financial assistance agreement with approved applicants that is consistent with the terms and conditions of the Department of Natural Resources. Before awarding funds to eligible applicants, the recipients must demonstrate that ALL applicable federal, state, and local permits, approvals, or waivers required by law are necessary to implement the project have been or can be obtained.

If your grant involves the purchase of equipment over \$9,999, bids for such equipment are required.

SECURING BIDS FOR EQUIPMENT

Cost of Equipment (this means "total cost of equipment" not just the portion being funded by a grant):

- \$1 TO \$9,999.00; no bids required.
- \$10,000.00 TO \$99,999.00; three (3) informal competitive bids – advertising for bids is not required.
- \$100,000 and over; two (2) competitive bids from a 30-day bid period, as advertised in at least two daily newspapers.

The South Central Solid Waste Management District will maintain a financial interest in all equipment purchased through grant funding, either wholly or in part, for a period of five years. This five-year period will begin one year from the purchase date, as shown on the equipment invoice, making the total accrued time to be six years before the grantee becomes full owner of the equipment. All equipment must display a tag indicating the source of funding, and all grantees must submit annual certifications verifying the use of equipment for intended purposes, insurance coverage, and annual tonnage reporting to the District until the end of this six-year period.

6. 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 80.9040*.

These include:

- **Submitting quarterly and final reports,**
- **Maintaining an accounting system,**
- **Retaining all records and supporting documentation for a period of three years or longer if needed for any litigation, claim, negotiation, or audit.**

Note: The District shall, according to the General Terms and Conditions, retain fifteen percent (15%) of the funds awarded to the project until the board gives approval to the recipient's final report and the final accounting of project expenditures. Exceptions may be made on a case-by-case basis for equipment grants.

7. TIME PERIOD

Funding may be requested for 12 to 24 months. Activities must be completed within the time frame specified in the grant. However, six-month extensions can be granted under certain circumstances. The District's Fiscal Year (FY) starts on July 1st and ends the following year on June 30th.

PLEASE NOTE: Applications should explain compatibility to the **South Central Solid Waste District Goals**, which are as follows:

- Support existing Recycling Centers and Recycling Programs in the district;
- Conduct district-wide Household Hazardous Waste and/or Electronics Waste collections;
- Provide support to Recycling Operations through training opportunities, technical assistance, equipment repairs, and educational programs aimed at increasing the amount of materials recycled while reducing the amount of waste generated; and
- Identify and address illegal dump sites.

APPLICATION PROCESS

The South Central Solid Waste Management District will do one Grant Call for FY2024 Projects.

Submittal of Application:

An original and two (2) copies of the entire final application and supporting documentation must be submitted. Be certain to sign and date the application as required.

You may mail or hand-deliver your final application forms to:

South Central Solid Waste Management District
P.O. Box 100
4407 County Road 2340
Pomona, MO 65789

Applications may also be submitted online via the MDNR Re-TRAC Connect software. For instructions and assistance with on online submittal, contact the SCSWMD office by February 17, 2023.

A Re-TRAC New User Guide can be found at: https://www.mmswmd.org/wp-content/uploads/2018/11/directory_guide_missouri.pdf.

A Training Video on Re-TRAC Electronic Grant Submittal can be found at the bottom of the page at this site: <https://www.mmswmd.org/district-grant-application-guide-and-forms/>

All submitted applications must be postmarked or received by the South Central Solid Waste Management District no later than 4:00 p.m. on Wednesday, March 15, 2023. **Applications failing to meet this deadline requirement will be returned to the applicant and shall not be considered for FY2024 review for funding.**

Awarding of funds is dependent on the GRANT TIMELINE received from MDNR.

Sub-grantees should not start a project until the grant funds are received by the District and the appropriate paperwork has been completed and signed.

The District is charged with the administration of the grants after they are awarded. All sub-grantees are required to submit detailed quarterly reports (mileage and maintenance records if applicable). A final report is due for each project within 30 days of project completion. Failure to submit quarterly and final reports within the noted time limits can jeopardize the eligibility of the recipient in receiving future financial awards.

APPLICATION CONTENT AND SUPPORTING DOCUMENTS

MDNR rules state that incomplete applications cannot be considered for funding. All applications must include the following items in the following specified order (these must be received by the application deadline to be eligible to receive consideration for a District grant).

Your application packet should be submitted in the following order:

I. COVER PAGE: Example provided on page 10

- Provide year: FY2024
- Project name
- Name of organization or person submitting the grant
- Address of applicant
- Date submitted

II. COMPLETED APPLICANT INFORMATION FORM: Pages 11 - 12

The applicant information form must be completed, signed, and dated (pages 11-12).

III. APPLICATION NARRATIVE: Please include the Following

(Note: label each element of the application by the designated letter; e.g.: Executive Summary labeled as "A")

A. EXECUTIVE SUMMARY (must include):

1. **Summary Statement** - In a maximum of two (2) pages (not including supporting documents), provide a narrative that includes:
 - a.) **Project Description**
 - b.) **History of the project or program**
 - c.) **Project Objectives:** Explain why there is a need for the project, its status, targeted clientele, and the geographic area that will benefit

from the project. Indicate the type and estimate the amount of material that is expected to be recovered or diverted from the waste stream. Describe the method used to make these estimates.

2. **Benefit Statement** - All applicants must state how the project will directly benefit the District.

Explain how the project assists the South Central Solid Waste Management District in reaching its goals of developing solid waste management infrastructure so that solid waste reduction, recycling, and resource recovery may become regular and affordable activities of local governments, industries, and citizens. See page 6 of this document for a review of District goals.

3. **Support Statement(s)**

Provide letter(s) of support from the local city and/or county government(s) where the project is located or from those that will most directly benefit from the project.

B. LOCATION OF PROJECT

Provide information on the physical location and ownership status of the project site.

C. WORKPLAN - SCOPE OF WORK

1. **Identify Project Tasks and Describe Project Tasks:** One paragraph per task is sufficient.
 - Bidding requirement (s) are considered tasks and must be addressed.
 - Women and Minority Business Enterprise preference (WBE) must also be addressed.
2. **List key personnel involved in the project and qualifications of key personnel**
 - Provide the name, title, address, and phone number of the Project Manager. Indicate why and how this person was chosen for this position.
 - Provide 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. Include résumé(s) of key personnel if applicable.
 - Specify who will be responsible for submitting the quarterly and final reports.
 - In the case of requests to fund equipment purchases, specify who will be responsible for keeping and submitting mileage and maintenance records.

IV. TIMETABLE – Example provided on Page 13. Must include:

- Anticipated dates for major planned activities
- Anticipated dates of expenditures
- Submittal of quarterly reports
- Submittal of final report

V. LINE-ITEM BUDGET: Complete the Budget Document Provided on Page 14

The budget is an estimate of the costs for conducting the project.

Please use the identified budget categories and units.

- Itemize the estimated costs for conducting the project.
- Provide estimates for all major planned activities or purchases.
- Provide supporting documentation of how each cost estimate was determined.
- Provide the dollar amount of the match (your contribution—if any) and detail the nature and provide supporting documentation of this match. Delineate the Percentages: (District funds vs. match)

VI. 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 will be obtained prior to entering into the financial assistance agreement with the District. Information on needed state environmental permits can be obtained from the appropriate Missouri Department of Natural Resources programs.

VII. PROJECT EVALUATION PROCEDURES

Provide a description of the evaluation procedures to be used throughout the project to measure both quantitatively and qualitatively the success of the project. Quarterly filings of diverted waste tonnage will be required to verify that goals are being met. Grant applications require an estimate of the quantity of diverted materials from the landfill or waste stream that will be achieved if the grant is approved. This is part of the quantitative measures that the goals of the grant are being met. Reports of all diverted materials from the waste stream will be reported to the District Coordinator on a quarterly basis during the duration of the grant—usually five reporting periods total. In addition, the grant applicant needs to report the means to be used to measure the quality of the project to ensure the project is achieving the goals of the grant.

VIII. MATCH DOCUMENTATION - TYPE of Applicant Contribution

Matching funds or in-kind funds are not required by the District. No extra points will be given for any match.

Applicants should include a statement saying they will be responsible for any costs not covered by the grant. Employee fringe will not count as a match.

Full Documentation is required for all match listed in the grant application. Applicants should include a statement describing the contribution they will make to the project, and how their match funds will be paid to the District.

IX. IMPACT STATEMENT

Explain how your project will affect similar existing programs or entities in the area.

CONFIDENTIAL BUSINESS INFORMATION AND AVAILABILITY OF INFORMATION.

If the applicant seeks confidential treatment of any information submitted and included in their application, a letter must accompany the application specifically setting forth the information desired 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.*

EXAMPLE of a Cover Page

FY2024 Grant Application

Project Name:

Submitted by:

Organization Name

An Original and Two (2) copies

March 2023

APPLICANT INFORMATION FORM

FY2024 - SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT

1. Name of Project: _____

2. Type of Project: _____

3. Legal Name of Applicant: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Telephone Number: _____ Fax Number: _____

4. Project Manager: _____

5. Tax ID Number: MO Tax ID: _____ Federal: _____

6. Type of Applicant:

_____ Individual _____ Business _____ Public Entity or Institution

_____ Non-Profit Organization (Include Legal Status Documents)

7. This is a _____ City/County Project _____ District-Wide

Project Description: (Briefly describe project): _____

- Indicate any other affiliated local, state or federal agencies that provide funding:

- County project is located in: _____

- FINANCIAL ASSISTANCE:

Amount Requested from District \$ _____

Amount of Cash and/or In-Kind Contribution \$ _____

Total Cost of Project \$ _____

8. 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 _____ Travel Expense Related to Project
 _____ Development/Distribution of Educational Materials
 _____ Development/Implementation of Educational Forums
 _____ Overhead Costs Related to Project
 _____ Other (Please Explain) _____

9. Project Status

This Project is:

_____ Expansion of a Current Business
 _____ New Business
 _____ Completely new Venture for an Existing Business
 _____ Other (Please Explain) _____

10. Waste Stream Affect:

a.) **Estimated yearly tonnage to be diverted from the waste stream by this project:** _____

b.) Amounts and Types of Waste Materials Recovered:

or

c.) Amounts and Types of Waste Materials Used: (specify post-consumer post-industrial, or internal)

Explain Compatibility to District Goals (below)

- Support existing Recycling Centers and Recycling Programs in the district;
- Conduct district-wide Household Hazardous Waste and/or Electronics Waste collections;
- Provide support to Recycling Operations through training opportunities, technical assistance, equipment repairs, and educational programs aimed at increasing the amount of materials recycled while reducing the amount of waste generated; and
- Identify and address illegal dump sites.

Signature of Official _____

Date _____

**South Central Solid Waste Management District
 FY2024 District Grant Program
 E.) Budget Document**

**Please Give an Estimate of Expected Expenses -
 provide documentation to support your estimates
 (USE ONLY THE CATEGORIES AND UNITS GIVEN)**

Budget Category	Requested Funds	Match Funds	Total
1. Personnel (Employees wages= wage/hr * hr/year) FTE=2080 hrs/year (40 hrs./wk. X 52 wks. per yr. = 2,080)	_____	_____	_____
2. Fringe Benefits	_____	_____	_____
3. Contractual Services (List each professional service being paid with grant funds.)	_____	_____	_____
4. Equipment	_____	_____	_____
5. Supplies	_____	_____	_____
6. Travel	_____	_____	_____
7. Other	_____	_____	_____
8. Totals	_____	_____	_____
Percentages	_____	_____	_____

SOUTH CENTRAL SOLID WASTE MANAGEMENT DISTRICT
4407 COUNTY ROAD 2340, P.O. BOX 100 POMONA, MO 65789 (417) 256-4226

FY2024 DISTRICT EXECUTIVE BOARD OFFICERS

DOUGLAS COUNTY

Brad Loveless
P.O. Box 398
Ava, MO 65608
(417) 683-6080

HOWELL COUNTY

Calvin Wood
35 Courthouse Sq. Rm 302
West Plains, MO 65775
(417) 256-3872

OREGON COUNTY

Jason Kemper
P.O. Box 324
Alton, MO 65606
(417) 778-7475

OZARK COUNTY

Gary Collins
P.O. Box 247
Gainesville, MO 65655
(417) 679- 4096

SHANNON COUNTY

Dale Counts
P.O. Box 187
Eminence, MO 65466
(573) 226-3965

TEXAS COUNTY

Doyle Heiney
210 N. Grand
Houston, MO 65483
(417) 967 -3222

WRIGHT COUNTY

Tommy Kingery
3313 Wolfe Creek Rd.
Mansfield, MO 65704
(417) 683-0599

AT-LARGE OFFICER

Dennis Sloan
4084 ST. RT. K
West Plains, MO 65775
(417) 256-2387

AT-LARGE OFFICER

Richard Eakin
1307 Mitchell Rd
West Plains, MO 65775
(417) 293-5215

PLANNER / DISTRICT COORDINATOR

Tegan Vaughn
4407 County Road 2340
P.O. Box 100
Pomona, Missouri 65789
(417) 256-4226

CORRECT GRANT COMPILING FORMAT:

I.

COVER PAGE

Example on pg. 10

II.

**APPLICANT
INFORMATION FORM**

Pages 11 – 12 of this
Application Packet

Sign and date page 12

III.

**APPLICATION
NARRATIVE**

- A. Executive
Summary
- B. Project
Location
- C. Workplan

IV.

**TIMETABLE
CHART**

Example on page 13

V.

LINE ITEM BUDGET

Page 14 of this Application
Packet

**VI.
PERMITS**

APPROVALS

LICENSES

WAIVERS

VII.

**EVALUATION
PROCEDURES**

VIII.

**MATCH
DOCUMENTATION**

VIII.

**IMPACT
STATEMENT**

Any Additional Data