

**SOUTHEAST MISSOURI
SOLID WASTE MANAGEMENT
DISTRICT**

**FISCAL YEAR 2012
DISTRICT GRANTS
APPLICATION PACKET**

Southeast Missouri Solid Waste Management District
1 West St. Joseph Street
Perryville, Missouri 63775
573-547-9357
573-547-7283 (Fax)

Reduce, Reuse, Recycle...for a better tomorrow!

November, 2011



**SOUTHEAST MISSOURI
SOLID WASTE MANAGEMENT DISTRICT
DISTRICT GRANTS PROGRAM**

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INTRODUCTION

Major revisions to Missouri's Solid Waste Management Law (Senate Bill 530) became effective in August of 1990. The intent of this legislation was to provide clear direction to Missourians concerning the solid waste management practices necessary to reach a 40% reduction in the amount of solid waste generated for disposal by 1998.

Pursuant to Section 260.305.1 *Revised Statutes of the State of Missouri (RSMo)*, the Southeast Missouri Solid Waste Management District was created and officially recognized by the Missouri Department of Natural Resources on June 18, 1992.

In accordance with state law, the Missouri Department of Natural Resources (MDNR) has authorization to provide grant funds to each of the officially designated Solid Waste Management Districts for the utilization and funding of solid waste management projects.

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 is a per ton tipping fee levied on solid waste sanitary landfills and transfer stations and a per ton tipping fee on demolition landfills. This fee is adjusted according to the cost of living. The Solid Waste Management Fund was created to receive these fees. The fund is being administered by the Missouri Department of Natural Resources' Solid Waste Management Program (Appendix V).

Award of any grant funds is dependent upon the appropriation of funds by the legislature of the State of Missouri and approval of the transfer of funds and authorization for the projects by the Missouri Department of Natural Resources' Solid Waste Management Program to the Southeast Missouri Solid Waste Management District.

GENERAL INFORMATION

STATEMENT OF AUTHORITY

The authority to provide District Grants from the Southeast Missouri Solid Waste Management District is in accordance with Section 260.335.2(3) and (4), *Revised Statutes of Missouri (RSMo)*.

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

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176
Jefferson City, Missouri 65102
(573) 751-5401

Or via the internet at –

www.moga.mo.gov to reach the Missouri General Assembly
use the “Missouri Revised Statutes” link
to see the relevant statutes.

www.sos.mo.gov to reach the Missouri Secretary of State's Office
use the “Administrative Rules” link
and then the “Code of State Regulations” link
to find the relevant administrative rules.

ELIGIBILITY

Grant monies will only be available for projects which will be included in the updates to the Southeast Missouri Solid Waste Management District's solid waste management plan. No grant funds will be made available for incineration without energy recovery or solid waste disposal area projects.

Proposed projects should be in conformance with the integrated waste-management hierarchy as described in the Missouri Policy on Resource Recovery (Appendix VI). The following project categories have been identified by the Missouri Department of Natural Resources. These projects were based upon 10 CSR 80-9.040.2C), the regulation which administers Section 260.225(5) RSMO:

Waste Reduction Projects:

Waste Reduction
Information on Waste Reduction
Research and Development and Waste Reduction

Recycling Projects:

- Collection/Processing
- Composting
- Information on Recycling
- Recycling Marketing
- Market Development
- Research and Development on Recycling

Projects that are awarded financial assistance from this fund are to work toward implementing Missouri’s Policy on Resource Recover (Appendix VI). This, in turn, will help the State achieve its goal to reduce the amount of waste generated for disposal by 40% in weight.

TIME LINE

11/18/2011	Written notice to all governing officials of each county and city with a population over 500 and publication in the officially designated newspaper for public notices for every county and city with a population over 500 within the District.
11/18/2011 – 2/3/2012	Grant Call. Applications must be received at the Solid Waste Management District Office, 1 West St. Joseph Street, Perryville, Missouri 63775 between these dates and the final application deadline at 5:00 p.m. on February 3, 2012.
2/28/2012	Review of grant applications by the District Staff and the Proposal Review Committee and recommendations made to the Solid Waste Management District membership for funding.
3/16/2012	District grant applications submitted to MDNR SWMP.
5/1/2013 – Ongoing	Missouri Department of Natural Resources – Solid Waste Management program receives signed District Grant Agreements and begins disbursement of district grant funds to districts which have submitted all required project documentation per 10 CSR 80-9.050; are in compliance with all requirements of 10 CSR 80-9 and Sections 260.325 and 260.335, RSMo; and have submitted properly executed invoices and financial assistance agreements between the District and the subgrantees.

APPLICATION PROCESS

Potential applicants are required to review the District's "Targeted Materials List" (Appendix III) and to discuss their proposals with the District's officers or administrative staff. A list of the District Officers and staff is provided in Appendix IV.

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.

REQUIRED PROPOSAL CONTENT AND SUPPORTING DOCUMENTS

In order to comply with the regulations and laws of the State of Missouri, the Southeast Missouri Solid Waste Management District requires that the following information be included in all proposals submitted for funding. All applications are to address the following headings. In order to facilitate the review process, it is **required** that all proposals be submitted in the following order:

1. Application Form, Profile Sheet and Checklist (Appendix I).

Complete the Application Form, Profile Sheet and Checklist and place it at the beginning of your proposal.

2. Estimate of Costs

Complete a budget using the Budget Summary (Appendix II) and place immediately after the Checklist in your proposal. Subheadings may be adjusted to suit your specific proposal. Itemize the estimated costs for conducting the project. Costs shall be provided for all major planned activities or purchases and shall be supported by written documentation showing how each cost estimate was determined. The cost should include a column showing the amount of funds that the applicant is committing toward the various line items, the amount of funds being requested from the Solid Waste Management District for each line item and the total amount of funds required for each line item.

3. Executive Summary

An executive summary of the project objectives and the problem to be solved. **This requires sufficient narrative to fully describe the project.**

4. Site Location

The location of the project, to include the name of the county; if within the corporate boundaries of a city, the name of the city; the street or road location

For example:

821 Elm Street
Or:
1145 County Road 854
Yourtown, MO Zipcode

Ownership status of the project site shall also be included under this heading.

5. Workplan and Personnel

A workplan which identifies each of the project tasks, the key personnel that are to be involved with the project, their qualifications to manage the project and their experience in solid waste recycling is required. This information shall be sufficient to determine what the project tasks are to be and a workplan to accomplish these, along with sufficient information on the key personnel and their qualifications. Detailed resumes must be included with the proposal for the key personnel to be involved. The resumes must include the individual's experience, training and capability in solid waste management/recycling.

6. Time Line Graph

A time line graph showing planned dates for individual project tasks, major planned activities and expenditures, and submittal of quarterly reports and the final report. Number of tasks should be adjusted to suit your specific project. List all project tasks below the graph in order of occurrence with a narrative explanation. A sample time line graph is included on page 8. On page 9 there is a graph form that you may use. It is not necessary to generate the graph by computer or have it professionally prepared; however, it must be readable and understandable.

7. Verification of Permits, Approvals, Licenses or Waivers

Verification that all applicable federal, state and local permits, approvals, licenses or waivers necessary to implement the project have been obtained or applied for and will be obtained prior to an award. (If you are not sure if a permit is required, call the MDNR Solid Waste Management Program staff at (573) 751-5401.) This shall include, in the case of existing transfer stations or landfill sites, copies of existing permits, providing that the project being

proposed does not violate the permit that has been issued. Letters and copies of applications for other required approvals and licenses shall be included. Also, a written statement guaranteeing that the permits will be received prior to initiating any project action must be signed and submitted to the Solid Waste Management District, if a permit is required.

8. Project Evaluation Procedures

A narrative description of the evaluation procedures to be used throughout the project to quantitatively measure the success of the project must be included, and it must be a comprehensive statement.

9. Commitment Documentation

The District requires that applicants for recycling project funds provide a minimum of twenty-five percent (25%) in local match for the District funds.

Documentation that shows a commitment for the match must be included. A letter signed by the highest elected official of the county or city or the president of the corporation or school district must be submitted on the entity's letterhead with an original signature in **blue ink** verifying that the funds are committed in an approved budget, readily available, and will be expended as a part of the project. The budget that the funding is committed within must be cited, along with the dates that the budget is in effect.

10. Supporting Documents

The following supporting documents for projects involving grant allocations over \$20,000 are required:

- A. To demonstrate technical feasibility, a preliminary project design, engineering plans and specifications for any facilities and equipment required for a proposed project.
- B. A Financial report including:
 - 1. A three year business plan, and 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 years' previous financial statements or reports.

11. Confidential Business Information and Availability of Information

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

Sample Time Line Graph

Month	1	2	3	4	5	6	7	8	9	10	11	12	13+
Task 1													
Task 2													
Task 3													
Task 4													
Task 5													
Task 6													
Task 7													
Task 8													
Task 9													
Task 10													
Task 11													

Project Elapsed Time (in months)

Description of nature of each task (be specific)

- Task 1: Prepare final bid specs.
- Task 2: Solicit/Review/Accept bid.
- Task 3: Installation and shakedown
- Task 4: Quarterly Reports
- Task 5: Etc
- Task 6: Etc
- Task 7: _____
- Task 8: _____
- Task 9: _____
- Task 10: _____
- Task 11: _____

Time Line Graph

Month	1	2	3	4	5	6	7	8	9	10	11	12	13+
Task 1													
Task 2													
Task 3													
Task 4													
Task 5													
Task 6													
Task 7													
Task 8													
Task 9													
Task 10													
Task 11													

Project Elapsed Time (in months)

Description of nature of each task (be specific)

- Task 1: _____
- Task 2: _____
- Task 3: _____
- Task 4: _____
- Task 5: _____
- Task 6: _____
- Task 7: _____
- Task 8: _____
- Task 9: _____
- Task 10: _____
- Task 11: _____

SUBMITTAL OF APPLICATIONS

- Deadline Time and Date:** February 3, 2012 at 5:00 p.m.
- Number of Copies:** The original and nine (9) copies of the entire application and supporting documents must be submitted. Facsimiles are not acceptable.
- Signature and Date:** Be sure that the application is signed and dated, in the area provided, by the highest ranking official of the organization. Signatures must be in BLUE INK.

Mail or deliver your application to:

Southeast Missouri Solid Waste Management District Grants Program
c/o Southeast Missouri Regional Planning Commission
1 West St. Joseph Street
Perryville, Missouri 63775
(573) 547-9357

Applications received after the above deadlines shall be returned to the applicant and shall not be considered for funding. The envelope shall have the following notation:

SWMD Application Enclosed.
Attn: David Grimes, Deputy Director

PROPOSAL REVIEW COMMITTEE AND EVALUATION

For all applications received by the deadline, the Proposal Review Committee of the Board will determine the eligibility of the applicant, the eligibility of the proposed project, the eligibility of the costs defined in the proposal, and the completeness of the proposal.

If the Proposal Review Committee determines that the applicant or the project is ineligible or incomplete, the Board will reject the proposal and notify the applicant.

The Proposal Review Committee will evaluate each proposal that is determined to be eligible and complete. The evaluation method will include the following criteria as appropriate per project category:

- A. Conformance with the Solid Waste Management hierarchy as described in the Missouri Policy on Resource Recovery (Appendix VI);
- B. Conformance with the District Targeted Materials List (Appendix III);
- C. Degree to which the project contributes to community-based economic development;

- D. Degree to which the project promotes waste reduction or recycling through the proposed process;
- E. Demonstrated cooperative efforts through a public-private partnership or among political subdivisions
- F. Compliance with federal, state or local requirements;
- G. Transferability of results;
- H. The need for the information;
- I. Technical ability of the applicant;
- J. Managerial ability of the applicant;
- K. Ability to implement in a timely manner;
- L. Technical feasibility;
- M. Availability of feedstock;
- N. Level of commitment for financing;
- O. Type of contribution by applicant;
- P. Effectiveness of marketing strategy;
- Q. Quality of budget;
- R. Selected financial ratios;
- S. Past performance on District grants (timeliness of reports, completion of project by deadline, and provision of appropriate and complete documentation).

A copy of the form used in this process is included as Attachment VII.

APPROVED PROJECT STIPULATIONS

ELIGIBILITY OF COSTS

All costs must be specified on the budget sheets and major expenditures must be shown in the timetable.

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 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;
- F. Land acquisition.

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

ACCOUNTABILITY

Recipients of financial assistance will be required to 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 such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contracts, and agreement award documents. The submission of an approved audit, which includes any funds granted by the Southeast Missouri Solid Waste Management District may be required. This can be a comprehensive audit which includes grant funds awards by the Southeast Missouri Solid Waste Management District.

Records will be maintained which will reflect the following information to be submitted to the SEMO Solid Waste Management District on a quarterly basis:

- A. The details of progress, including the volume of waste disposal abatement for each type of recovered material utilized in the project, if appropriate;
- B. Problems encountered in project execution;
- C. Budget adjustments made within budget categories, with justifications (Changes of budget or scope of project require prior approval of the SEMO SWMD Executive Committee);
- D. Other information necessary for proper evaluation of the progress of the projects.

FINANCIAL ASSISTANCE AGREEMENT

All District grant awards are subject to the appropriation process. The department of Natural Resources' Solid Waste Management Program cannot guarantee funding of a District approved project after the close of the fiscal year in which the project was approved.

Before awarded funds are distributed to an applicant, the applicant will do the following:

- A. Obtain all applicable federal, state and local permits, approvals, licenses or waivers required by law and necessary to implement the project; and
- B. Enter into a financial assistance agreement issued by the District which is consistent with the Missouri Department of Natural Resource's terms and conditions.
- C. Agree to provide reports to the Solid Waste Management District summarizing waste diversions achieved on a quarterly basis for the first year of the project and annually for the four years following project completion.

APPENDICES

- I. District Grant Application Form, Profile Sheet and Checklist
- II. Budget Summary
- III. Southeast Missouri Solid Waste District Targeted Materials List
- IV. District Grant Contact List
- V. Missouri Department of Natural Resources Financial Assistance Program
- VI. Missouri Policy on Resource Recovery
- VII. Evaluation Criteria Score Sheet
- VIII. Missouri Department of Natural Resources Guidelines for Planning Information Activities

APPENDIX I

**Southeast Missouri
Solid Waste Management District
District Grants Program
FY2012**

**APPLICATION FORM
(Place at the front of your packet)**

I. Project Information.

1. Name of Project: _____
2. Type of Project: _____
3. Project Description: _____
4. Indicate any other affiliated federal, state or local agencies funding this project: _____

II. Applicant Profile

1. Legal Name of Business or Organization: _____

Tax Identification No.: _____
Mailing Address: _____
City: _____ Zip: _____
Phone: _____ Fax: _____

2. Name of Authorized Official: _____
Official Title: _____
Address: _____
City: _____ Zip: _____
Phone: _____ Fax: _____

3. Type of Applicant:
____ Individual
____ Business
____ Public Entity or Institution
____ Non-Profit Organization (include legal status documentation)

4. Project Manager: _____

The Project Manager must be an official or an employee of the applicant).

Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

5. This project is (check one):

_____ A new business or undertaking

_____ An expansion of a current business or organization

_____ A completely new venture for an existing business or organization

_____ Other (explain): _____

III. Recovered Materials

1. Type and amount of waste material(s) currently being recovered annually:

Material	Amount (pounds or tons)
_____	_____
_____	_____
_____	_____

2. Source of recovered materials used by proposed project (Check all that apply)

_____ Post-consumer

_____ Post-industrial

_____ Internal

Signature of Highest Official
SIGN ORIGINAL IN BLUE INK ONLY

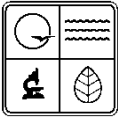
Date

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

DISTRICT GRANT APPLICATION CHECKLIST

Before submitting a district payment request, you **MUST** complete this form. Only if you can answer YES to all questions on this form regarding subgrantee application content should it be submitted to the department for approval.

For All Funded Projects	Yes	District Personnel Verification Initials
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 \$5000 and over total cost)		
6. Intent or verification of Permits, Approvals, Licenses, Waivers, Titles and UCC-1		
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		



DISTRICT GRANT SUBGRANTEE PROFILE AND PLAN IMPLEMENTATION FORM

SOLID WASTE MANAGEMENT DISTRICT District R	PROJECT NUMBER	PROJECT NAME
NAME OF APPLICANT		FEDERAL ID OR SOCIAL SECURITY NUMBER
ADDRESS (STREET, CITY, STATE, ZIP, COUNTY)		TYPE OF ENTITY (NON PROFIT, PUBLIC ENTITY, INDIVIDUAL, BUSINESS) <input type="checkbox"/> NON- PROFIT <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PUBLIC ENTITY <input type="checkbox"/> BUSINESS

PROJECT INFORMATION

Project Type WR RE CO MD EDU

Estimated Tonnage Diverted	Specific Waste (white goods, oil, yard waste, tires, household hazardous waste, electronics, etc.)
----------------------------	--

BRIEFLY DESCRIBE SERVICES OR DUTIES IMPLEMENTED WITH THIS PROJECT AND ATTACH EXECUTIVE SUMMARY AND TASKS FROM APPLICATION.

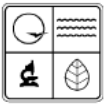
APPLICANT INFORMATION

Official authorized to sign for the applicant			Project manager		
Title			Title		
Address			Address		
City	State	ZIP	City	State	ZIP
Phone		Fax	Phone		Fax
E-mail			E-mail		
Amount awarded by district:			Amount of district match to be provided by applicant:		
Project start date			Project end date		

HAS APPLICANT PREVIOUSLY RECEIVED DISTRICT GRANT FUNDING? List project number(s) and awarded/disbursed/carryover amount(s).

Project Number	Funding Awarded (\$)	Disbursed	Carryover

MO 780-1991 (06-08)



Applicant Information

Official authorized to sign for the applicant

Provide the name of the person designated to sign for the grant applicant.

Project manager

Fill in the name of the project manager.

Title

Fill in the official title of the authorized official and the project manager named in the boxes above.

Address

List the mailing address for the authorized official or project manager. The department will use this information to send official notices concerning the project.

City/State/ZIP

List the authorized official and project manager's mailing city, state and ZIP code.

Phone/ Fax/ E-mail

Please list the phone number, fax number and e-mail where the authorized official and project manager may be reached.

Amount awarded by district

Fill in the amount of funds to be awarded by the Solid Waste Management District for the project.

Amount of district match to be provided by applicant

Fill in the amount of funds the applicant will provide as match for the project.

Note: The project start and end date should coincide with the dates shown on the original financial assistance agreement.

Project start date

Fill in the official starting date of the project.

Project end date

Fill in the official ending or completion date of the project.

Has applicant previously received district grant funding?

List project number(s) and awarded/disbursed/carryover amount(s).

List project numbers, funding awarded in dollars, disbursed and carried overed. You may attach additional sheets

Part Two - Fiscal Year District Subgrantee Project Budget

1. Personnel – (List each employee.)

Using the example provided on the form, fill in the employee's name, the funds requested and total funds. Attach additional sheets if needed.

2. Fringe Benefits

Fill in the fringe benefits associated with the employees in Item 1, and the funds requested and total funds. Attach additional sheets if needed.

3. Contractual Services (list each professional service being paid with state grant funds.)

Using the spaces provided, list any contractual services planned, the requested funds and total funds. Attach additional sheets if needed.

4. Equipment

List equipment to be purchased. A definition of equipment may be found in the General Terms and Conditions.

5. Supplies

List supplies that planned to be purchased. Attach additional sheets if needed.

6. Travel

List all travel related expenses to be paid for. Attach additional sheets if needed.

7. Other

List all other items not listed above. Attach additional sheets if needed.

8. Total Direct Charges

List the sum of each item 1-7 in the appropriate column. Requested Funds, Match Funds, Match-in-kind and Total funds to be paid for with state grant funds.

9. Indirect charges

In the space provided, please list any indirect charges. Attach additional sheets if needed.

10. Total Budget

List the total budget. This is the sum of 8 plus 9.

For More Information

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176
Jefferson City, MO 65102-0176
573-751-5401, 573-526-3902 fax
www.dnr.mo.gov/env/swmp/index.htm

An electronic version of the District Grant Subgrantee Profile and Plan Implementation Form and the Budget form is available at http://www.dnr.mo.gov/env/swmp/forms/form_permit.htm. Under the “District Grant Forms” section select District Grant Application Form. Form-MO 780-1990 (05/08) for a fill-in Microsoft Word Document. This form includes both the Subgrantee Profile and the Budget. Instructions are available in a “pdf” format.

Appendix II

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

FISCAL YEAR 2012 BUDGET

Project Budget:	Requested Funds	Match Funds	Match In-kind	Total Funds
1. Personnel (list each employee paid with state grant funds)				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
2. Fringe Benefits				
	\$	\$	\$	\$
3. Contractual Services (list each professional service being paid with by state grant funds)				
	\$	\$	\$	\$
	\$	\$	\$	\$
4. Equipment (list equipment to be purchased with state grant funds)				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
5. Supplies				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
6. Travel				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
7. Other (list all other items to be paid with state grant funds)				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
8. Total Direct Charges (sum 1. – 7.)				
	\$	\$	\$	\$
9. Indirect Charges				
	\$	\$	\$	\$
TOTAL BUDGET (sum of 8. plus 9.)				
	\$	\$	\$	\$

*Must have a minimum of twenty-five percent (25%) in local cash as match for the District funds

APPENDIX III

Southeast Missouri Solid Waste Management District Adopted October 24, 2000

Targeted Materials List*

The following Targeted Materials List was derived to assist during the review of proposals being considered for funding.

The materials listed are arranged in priority from the highest (#1) to the lowest (#10):

1. Fiber (papers, newspapers, corrugated cardboard, cardboard, books, file cards, file stock, magazines, junk mail, chip board, cereal boxes, soda cartons)
2. Yard Waste (grass, clippings, brush, limbs, etc.)
3. Plastics (all resins)
4. Metal Containers
5. Major Appliances (“White Goods”)
6. Household Hazardous Waste
7. Textiles
8. Glass
9. Tires
10. Other items considered a significant percentage of the waste stream.

Proposals which address other items in the waste stream not specifically itemized above will be given due consideration by the Executive Board.

* These priorities may be modified by the District as circumstances warrant.

APPENDIX IV

Southeast Missouri Solid Waste Management District Region R –District Executive Board Members and Staff

Hon. Patrick Heaps
Perry County Commissioner
Chairman
321 North Main, Suite 2
Perryville, MO 63775
(573) 547-4242
Perry County

Mr. Dennis Bovey
City of St. Mary
Vice-Chairman
1007 7th Street
St. Mary, MO 63673
(573) 543-2279
Ste. Genevieve County

Hon. Gerry Nelson
Ste. Genevieve County Commissioner
Ste. Genevieve County Courthouse
Ste. Genevieve, MO 63670
(573) 883-5589
Ste. Genevieve County

Hon. Donald Barzowski
Iron County Commissioner
P.O. Box 42
Ironton, MO
(573) 546-2910
Iron County

Greg Beavers
Farmington City Administrator
Long Memorial Hall
Farmington, MO 63640
(573) 756-1701
St. Francois County

Hon. Travis Elfrink
Bollinger County Commissioner
P.O. Box 110
Marble Hill, MO 63764
(573) 238-1899
Bollinger County

C. Timothy Morgan
Secretary/Treasurer
401 Independence Street
Cape Girardeau, MO 63701
(573) 334-4466
Cape Girardeau County

Hon. Bob Mooney
Madison County Commissioner
Madison County Courthouse
Fredericktown, MO 63645
(573) 783-2176
Madison County

Chauncy Buchheit
Executive Director
SEMO Solid Waste Mgmt. District
1 West St. Joseph Street
Perryville, MO 63775
(573) 547-8357

David Grimes
Deputy Director
SEMO Solid Waste Mgmt. District
1 West St. Joseph Street
Perryville, MO 63775
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APPENDIX V

Missouri Department of Natural Resources Solid Waste Management Program Financial Assistance Program

I. Background Information

The signing of Senate Bill 530 on July 9, 1990, substantially amended Missouri Solid Waste Management Law. Senate Bill 530 contained provisions for financial incentives to stimulate resource recovery activities within the State of Missouri. The source of these funds is a fee of \$2.04 per ton levied at solid waste sanitary landfills and transfer stations and \$1.36 per ton levied at demolition landfills. A Solid Waste Management Fund has been created pursuant to Section 260.330.1, for the fees collected from these permitted solid waste management facilities.

II. Market Development Financial Assistance - Environmental Improvement and Energy Resources Authority (EIERA)

Monies for the Market Development Program are also generated from the Solid Waste Management Fund. This program is currently being administered jointly by the Department of Natural Resources, the Department of Economic Development and the lead agency, the EIERA. Contact EIERA at:

P.O. Box 744
Jefferson City, Missouri 65102
(573) 526-5555.

III. Department of Natural Resources' Solid Waste Management - Financial Assistance Program

Solid Waste Management Districts/Counties/Cities

At least 50% of the moneys remaining in the Fund shall be allocated, upon appropriation, to participating cities, counties and districts. Fifty percent of the moneys generated within each region shall be allocated to the cities and counties within the district.

Waste Reduction and Recycling Projects

The remaining moneys in the fund shall be used, upon appropriation, to provide grants or loans for solid waste management projects to any district, county or city of the state or to any other person or entity involved in waste reduction or recycling activities.

APPENDIX VI

MISSOURI POLICY ON RESOURCE RECOVERY

STATEMENT

It is the policy of the State of Missouri to integrate appropriate resource-recovery philosophies and practices into all relevant activities in order to minimize the amount of solid waste that requires disposal, reduce environmental and public health threats, increase the manufacture and use of products made from recycled materials and preserve our natural resources.

GOALS

The goals of this policy are as follows:

To incorporate solid waste reduction, recycling, and resource recovery into the solid waste management activities of state and local governments, industries and citizens.

To apply an integrated waste management hierarchy when managing local and regional solid waste streams to minimize possible environmental impacts associated with any one technology and to achieve the maximum feasible use of waste reduction, recycling, and resource recovery. This hierarchy is as follows:

- First - reduce the amount of solid waste created
- Second - reuse, recycle and compost
- Third - recover and use energy from solid waste
- Fourth - incinerate or dispose of in a sanitary landfill

To facilitate the use of recycled materials by Missouri manufacturers and encourage the development of markets for recycled materials by incorporating solid waste reduction, recycling and resource recovery concepts into programs involving procurement, industrial development, capital works and other appropriate areas.

To coordinate technical and financial assistance for solid waste reduction, recycling and resource recovery in accordance with state and local solid waste management plans.

OBJECTIVES FOR STATE GOVERNMENT

State government shall assure that the implementation of state, regional and local solid waste management systems and plans support the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and the Missouri Resource Recovery Feasibility and Planning Study.

State government shall coordinate financial assistance to promote programs for waste reduction, resource recovery, market development for recovered materials, recycled materials procurement and solid waste management programs that are in accordance with the Missouri

Policy on Resource Recovery, the Missouri Solid Waste Management Plan and the Missouri Resource Recovery Feasibility and Planning Study.

State government shall provide a clearinghouse of consumer information regarding the need to support resource recovery; to utilize and develop new resource recovery programs around existing enterprises; to promote the development of markets for recovered materials; to request and purchase recycled products; and to participate in resource conservation activities and other relevant issues.

State government shall update the state's solid waste management plan so it addresses the state resource recovery policy.

State government shall assure that the implementation of state and local solid waste management systems and plans are based upon the integrated solid waste management hierarchy.

OBJECTIVES FOR LOCAL GOVERNMENT

To promote waste reduction, market development for recovered materials and resource recovery, local governments, industries and citizens shall coordinate and implement economically feasible policies for integrated waste management systems, and shall increase procurement of products made from recycled materials.

Local and regional solid waste management shall be mutually supportive and consistent with the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and the Missouri Resource Recovery Feasibility and Planning Study.

Local solid waste management plans shall implement solid waste management systems based upon the integrated solid waste management hierarchy, protect the public health and the environment and meet the residential, commercial, industrial and agricultural needs of the region.

OBJECTIVES FOR LEGISLATIVE ACTION

The state legislature shall appropriate funds to fully implement the Missouri Solid Waste Management Law, especially those areas that implement the state's resource recovery policy.

The state legislature also shall promote legislation consistent with the state resource recovery policy.

**APPENDIX VII
Evaluation Criteria
Scoresheet**

Points

Consistency of the Proposed Project with State Resource Recovery Priorities

- 1 Conformance with the Solid Waste Management Hierarchy:
5 points-The project is for waste reduction.
3 points-The project is for collection/processing, composting, marketing or market development.
1 point-The project is for the recovery and use of energy from waste materials.

- 2 Market Viability:
9 points-Includes documented commitments from end-markets for all of the end-product.
5 points-Includes documented commitments from end-markets for 50% of the end-product.
3 points-Includes documented commitments from end-markets for less than 50% of the end-product.
0 points-Does not include targeted end-markets for the end-product.

- 3 Waste Reduction/Recycling Process:

9 points-Project results in the reduction of more than one waste stream component through changes in the design or manufacturing process, or stimulates the demand for an end-product which utilizes recovered materials.

7 points-The project results in the reduction of a single waste stream component through changes in the design or manufacturing process, or stimulates the demand for an end-product which utilizes recovered materials.

0 points-The project does not result in the reduction of waste stream components through changes in the design or manufacturing process, or stimulates the demand for an end-product which utilizes recovered materials.

- 4 Marketing Strategy:
5 points-The project has a strong marketing strategy.
3 points-The project has an acceptable marketing strategy.
1 point-The marketing strategy for the project is questionable.
0 points-The project has no marketing strategy included.

Potential impact upon Public /Private Sectors

- 1 Community -Based Market Development

10 points-The project is very likely to result in the development of a needed local market for the community.

6 points-The project has the potential to result in the development of a needed local market for the community.
0 points-The project will not result in the development of a needed local market for the community.

- 2 Community-Based Job Development:

5 points-The project is very likely to result in the development and retention of jobs for the community.

3 points-The project has the potential to result in the development and retention of jobs for the community.

1 point-The project does not directly result in the development of jobs for the community.

3 Cooperative Efforts

- a 5 points-The project results in the development of a regional cooperative partnership.
3 points-The project results in the development of a public/public cooperative partnership.

0 points-The project does not result in the development or support of a regional cooperative partnership.

- b 5 points-The project results in the development of a public/private cooperative partnership.
3 points-The project results in the development of a public/public cooperative partnership.
0 points-The project does not result in the development of a cooperative partnership with the public.

4 Transferability:

5 points-Information from the project will be activity disseminated to others through a plan that conforms with the Missouri Department of Natural Resource's guidelines.

3 points-Information from the project will be transferable to others as public information.

1 point-Information from the project will be available through commercialization arrangements.

0 points-The project does not contain or plan to actively disseminate information to others.

Administrative Considerations

1 Technical Capability of Applicant.

10 points-The applicant has strong technical qualifications for implementing the project.

5 points-The applicant has acceptable technical qualifications for implementing the project.

1 point-The applicant has questionable technical qualifications for implementing the project.

2 Managerial Capability of Applicant

10 points-The applicant has strong managerial qualifications for implementing the project.

5 points-The applicant has acceptable managerial qualifications for implementing the project.

1 point-The applicant has questionable managerial qualifications for implementing the project.

3 Operational Experience of Applicant:

10 points-The applicant or operator demonstrates the experience and training needed to implement the project.

5 points-The proposal includes a means to obtain the training needed to implement the project.

0 points-The applicant or operator does not demonstrate the experience and/or training needed to implement the project.

4 Project Implementation:

10 points-The project is very likely to be implemented in a timely manner, based upon the timeline provided in the application.

5 points-There are concerns about whether the project will be implemented in a timely manner, based upon the timeline provided in the application or past experience with this applicant.

1 point-The project is unlikely to be implemented in a timely manner.

Technical Consideration

1 Technology:

5 points-The technology to be used in the project is a proven technology (previously operated on a commercial scale)

3 points-The project consists of combining technologies proven individually but not simultaneously.
0 points-The project utilizes unproven technology(s)

2 Compliance with Federal, State and Local Requirements:

10 points-Proposal demonstrates that all federal, state and local permits, approvals, licenses or waivers necessary to implement the project have been obtained and/or demonstrates that permits are not needed.

5 points-Proposal demonstrates that all federal, state and local permits, appraisals, licenses or waivers necessary to implement the project have been applied for.

2 points-Proposal indicates awareness of necessary permits but applications have not been submitted.

0 points-Applicant submitted no evidence of obtaining needed permits or documentation that permits are not needed.

3 Supply of Recovered Material(s)

5 points-Applicant provides documentation that sufficient supply of recovered material(s) has been secured for the project or that recovered materials are not needed.

3 points-Applicant has identified an adequate supply of recovered material(s) for the project.

1 point-Adequate supply of recovered material(s) for the proposal is questionable.

4 Landfill Diversion:

10 points-The project directly results in a sustainable long-term reduction in the amount of waste being generated for disposal in Missouri.

5 points-The project results in a sustainable intermediate-term reduction in the amount of wastes being generated for disposal in Missouri.

1 point-The project results in a one-time reduction in the amount of waste being generated for disposal in Missouri.

5 Targeted Materials List

7 points-The project reduces or recycles materials) listed 1 through 3 on the District's Targeted Materials List.

5 points-The project reduces or recycles materials) listed 4 through 6 on the District Targeted Materials List.

3 points-The project reduces or recycles materials) not specifically itemized on the District's Targeted Materials List.

Economic Feasibility

1 Private, Not-for-Profits and Public Entities Committed Financing.

10 points-All financing for the project is committed and documented.

6 points-Sufficient financing for the project is likely, but not yet committed.

1 point-The likelihood of the project obtaining sufficient financing is questionable.

2 Applicant's Contribution:

10 points-project financing includes over 50% cash contribution of the total project costs.

5 points-Project financing includes over 25% or more cash contribution of the total project costs.

3 points-Project financing includes below 25% cash contribution of the total project costs.

3 Project Site Identification

5 points-The applicant currently owns or leases site for the proposed project.

3 points-The applicant has identified a site for the project but cannot demonstrate commitment for obtaining it for the specified use.

0 points-The applicant does not identify a site.

Financial Consideration

1 Budget

5 points-The project budget is well through out and reasonable.

3 points-The project budget contains some questionable items.

1 point-The project budget is incomplete, confusing or problematic.

APPENDIX VIII

MISSOURI DEPARTMENT OF NATURAL RESOURCES

Guidelines for Planning Information Activities

Maximizing the effectiveness of information activities requires considerable thought and planning. Choosing whether to use written or audio-visual material and how the project should look depend largely on the purpose of the project. The following steps describe issues and details to decide before any information piece is produced.

Definitions:

Information is the range of printed, spoken, recorded, taped, and displayed communications, and other materials that may be used in media relations, or in a marketing or education program.

Education is systematic instruction delivered to a targeted audience that facilitates learning through defined objectives, measured content, review, and evaluation.

Objective is a clearly stated goal that defines the desired result of the information or education program in terms of changes in behavior of the targeted audience.

Target Audience is the specific group of people to receive information or education.

Evaluation is a system for determining the effectiveness of the information or education program in fulfilling the objective.

Time Line is a schedule of deadlines to encourage the development of realistic objectives and to determine progress over a short period of time.

Information Plan

- * 1. Define problem to be solved or situation to be changed
- * 2. Set objective(s)
- * 3. Determine target audience(s)
- 4. Choose most effective tool to convey message
- 5. Determine content
- * 6. Define method of evaluating effectiveness of tool

Implementation Plan

- * 1. Determine budget (consider the following):
 - research costs
 - production and duplication or printing costs
 - distribution costs (shipment, postage; see "Distribution Plan" below)
- * 2. Set time line

Distribution Plan

- * 1. Determine total number to be printed or copied
- * 2. Determine possible methods and logistics for distribution
- * 3. Decide most effective way to distribute materials or services
- * 4. Define method of evaluating effectiveness of distribution

Materials Development

Information and Awareness Tools:

- fact sheets
- technical bulletins
- brochures
- news releases
- public service announcements
- paid advertisements
- newsletters
- periodicals
- audio-visual productions
- posters
- exhibits
- public meetings
- displays

Creation

- 1. use most effective writing style and graphics to reach target audience
- 2. Review for technical content
- 3. Edit writing and graphics

*Identifying the department

Credit Missouri Department of Natural Resources as a funding source when applicable. Use full name of the department and its logo. Camera-ready copies of logo are available from the Division Information Officer, (573) 751-4810. (See "Missouri Department of Natural Resources Grants: Identifying the Department in Grant Projects for Public Distribution.")

*Using recycled materials

Any printed materials should be produced on recycled paper stock if at all possible.

**Should be addressed in grant applications*