

Grant Scoring Criteria

The following are the criteria that will be used to determine funding. Small Projects and Large Projects will be considered by the same criteria, but for separate sets of funds. In cases where certain parts of a criterion are not applicable to a specific grant proposal, the remaining items in each category will be given additional weight. Grant scores will be averaged to allow for abstentions on certain grants, and the average scores will be compared to decide funding levels. The Advisory Committee will make recommendations to the Executive Board who will vote on the funding levels that MMSWMD will include in their annual application to the Missouri Department of Natural Resources. No funding is guaranteed until MDNR has approved the application by MMSWMD, *and* the applicant and MMSWMD have executed a Financial Assistance Agreement.

Required Elements – These items must be in the grant to be considered complete:

- Checklist with all items completed and included in the application. See Attachment 1.
- Budget: Are all costs accounted for and are cost estimates supported with documentation/explanation? Items over \$3,000.00 must be documented with a quote or catalog price. Line items over \$25,000.00 must include a formal quote. Matching funds must also be documented, and the total of match funds offered must equal 25% of the total project cost, i.e. at least one-third of the requested amount. See Attachment 3.
- Letters of support are required to document any cooperative relationships. Any formal agreements must be described in the Executive Summary, and any examples of written agreements may be attached.
- Compliance with federal, state or local requirements (includes zoning and permit requirements): Are all permits in hand or in the application process so that they can be obtained by the start of the grant period?

Deductions: Failure to include accurately completed required elements will result in a ten (10) point deduction and an additional five (5) point deduction for every day the mistake is not corrected once notice has been served.

1. Project Effectiveness and Technical Feasibility (Weight factor = 8)

This score will be based on the following criteria, as they apply to the particular project:

- Project viability: Is the project, as described, capable of meeting the project's stated goals assuming all the tasks are carried out? Are goals, such as proposed tonnage to be diverted, achievable and are the results measurable?
- Are project goals consistent with the waste management hierarchy as described in the Missouri Policy on Resource Recovery? Is the project in conformance with the District's targeted materials list?
- Financial viability during project period: Is the revenue necessary to carry out the project available? Is the project time line reasonable and feasible?
- Equipment utilized is appropriate for task: When applicable, is equipment described, appropriate for tasks?
- Availability of feedstock: Are the sources and estimated volumes of material documented, and are the estimates reasonable?

2. Project Efficiency (Cost/Benefit) (Weight factor = 10)

This score will be based on the following criteria, as they apply to the particular project:

- Project Diversion Worksheet: Is the amount of funding requested reasonable for the amount and type of material to be diverted or other benefits from this project? See the chart attached to the diversion worksheet.
- Is the applicant's contribution vital to achieving the project's intended goals, or will this activity be done by some entity, even if the applicant doesn't do it?
- District funds are essential: Does the applicant need the grant funds to accomplish the project, or should the project pay its own way without grant funds?
- Selected financial ratios: Does the match ratio, and type of match demonstrate a high level of commitment by the applicant? This will vary depending on the size of the project and the resources of the applicant. Please see page 7.
- Commitment for financing: MMSWMD's Match Commitment Document. Also acceptable is an affidavit or resolution stating the match money is available or a letter of credit. Please see Attachment 4.

3. Community Benefit (Weight factor = 10)

This score will be based on the following criteria, as they apply to the particular project:

- Cooperative partnerships: Does the applicant have letters of support from the communities served indicating public/private partnerships, or cooperation between jurisdictions?
- Applicant has demonstrated the need for the service or information: Is there a need or a market for the product or service offered in the project? Will the project, if successful, serve a population or market need commensurate with the funds requested?
- Environmental benefit: Will this project, if successful, have a measurable benefit to the environmental health or safety of the community served?
- Community education: Does this project provide education to the community in better or safer waste management practices?
- Degree to which the project contributes to local economic development: Will jobs be created or retained because of the project? Does funding of this project directly compete with or adversely affect existing businesses?

4. Organizational Capability (Weight factor = 8)

This score will be based on the following criteria, as they apply to the particular project:

- Managerial capability of the applicant and staff: Track record of past accomplishments.
- Technical capability of the applicant and staff: Based primarily on resumes and job descriptions in relation to this project, and past experience with MMSWMD.
- Demonstrates ability to implement project in a timely manner.
- Demonstrates ability to comply with appropriate accounting and record keeping procedures. If the applicant has previously defrauded or misused MMSWMD funds, this section will be scored as 0 points.
- Marketing strategy/ Event publicity: Will the project generate necessary participation rates based on the

5. Long-term Effect (Weight factor = 5)

This score will be based on the following criteria, as they apply to the particular project:

- Transferability of results: Will the results from this grant lead to solutions in other communities, or for other problems?
- Long-term financial viability: Does the applicant have the resources to continue the project after the grant period ends (when applicable)?
- Innovation: Is this a novel and creative way of dealing with a waste reduction strategy? Will this have a long-term effect on waste reduction strategies?

6. District Bonus Points (Added on to score after criterion scores are multiplied and summed)

- **Priority 1 - up to 40 pts. Special Program Target Area:** This bonus is available to projects that provide a district wide benefit. To improve waste management processing, production, collection or proper disposal of any one or combination of items listed in the Targeted Materials List. Applicants will be required to agree to serve at least three jurisdictions that are members of MMSWMD during the project period.
- **Priority 2 – up to 25 pts. Executive Board Priority:** Must meet with MMSWMD Manager or Executive Board to discuss what a priority is for the District.
- **Priority 3 – up to 20 pts. Identified Community Needs:** A project that has received the written endorsement of the community/ies it serves. The project should address a need formally identified by the community/ies served.
- **Priority 4 – up to 20 pts. Providing service to an underserved area.** A project providing recycling service to an area that currently does not have service.
- **Priority 5 - up to 15 pts. School Recycling Enhancement:** A project that has been developed to increase diversion from an educational institution. A letter of support from school administrator with budgetary control required (President, Chancellor, Principal, Superintendent, etc.).

Please refer to the FY2017 District Grant Application and Guidance Document for further information.

MMSWMD Grant Evaluation Decision Matrix

	Criteria →	Project Effectiveness and Technical Feasibility	Project Efficiency or Cost/Benefit (1 year)	Community Benefit	Organizational Capability	Long-Term Benefit	Targeted Waste Stream/ Bonus Points	Total Score
Criterion Score	8	Proven technology, good plan, very high probability of success	Very efficient. Low cost per ton for the item diverted. Funds are necessary to the project.	Great benefit to the community. Jobs created. Not redundant.	Proven capability that has been demonstrated to district	Very likely to result in long term benefits, sustainable program	1-Special Targets (District-wide) (40pts)	
							2-District-wide Projects (25 pts)	
	4						3-Identified Need by Community (20 pts)	
	2						4-Providing Service to an underserved area (20 pts)	
	0	Low probability of success, high risk	Inefficient. High cost per ton. OR Likely to proceed w/o grant funds.	Little overall benefit to the community	Not capable of conducting project. OR Prior misuse of funds.	No potential for long-term benefits	5-Benefits Educational Institution (15 pts)	
	Criterion Weight Factor →	8 x Criterion Score	10 x Criterion Score	10 x Criterion Score	8 x Criterion Score	5 x Criterion Score	added to matrix score	
Project Number	Project Title							

An application must receive at least 200 points to be considered for funding.