



District Grant Workshop

Mid-Missouri Solid Waste Management District

P.O. Box 6015, Columbia MO 65205-6015

Tel: 573-874-7574; Fax: 573-874-7526

Website: www.mmswmd.org



Call for Grant Applications

MMSWMD is seeking applications that will:

- Reduce the generation of solid waste;
- Create new markets or improve markets for recovered materials;
- Improve the handling of items banned from the landfill by Missouri Law.

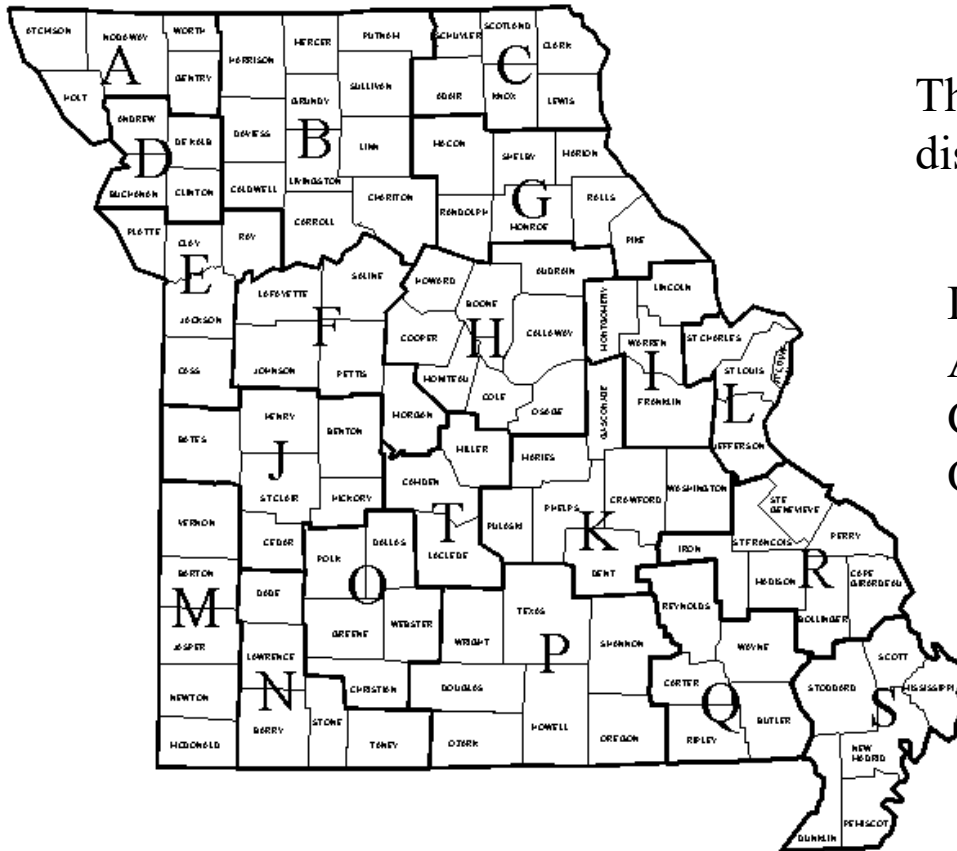


Funding

Funded by \$2.11 per ton that is charged at every landfill in Missouri and every transfer station in Missouri that hauls its trash out of state.

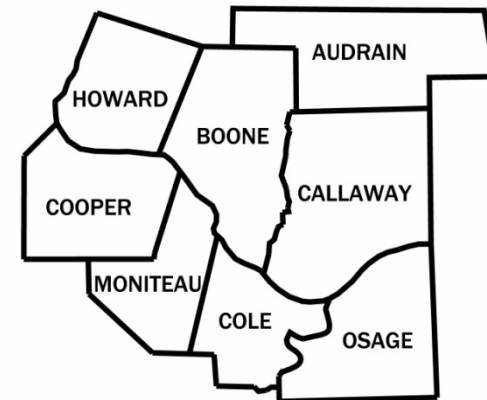
Districts are allocated 40% based on population of the district at the last census, and 60% based on the amount of tonnage fees collected within that district.

Solid Waste Management Districts



There are 20 solid waste management districts in the State of Missouri.

District H includes the counties of Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau and Osage.





Small Grant Projects

- Evaluated by the Advisory Committee in October and April.
- \$5,000.00 or less; the total project cost cannot exceed \$15,000.00.
- Preliminary grant applications encouraged, not required.
- MMSWMD budgeted \$50,000.00 to fund small projects.



Large Grant Projects

- Evaluated by the Advisory Committee in January.
- \$5,000.01 to \$100,000.00.
- Preliminary grant applications REQUIRED
- Available large grant funding equals district's yearly allocation, minus \$50,000 for small projects, minus allocation for MMSWMD operations and plan implementation projects.



Who May Apply?

- Any municipality, county, public institution, not-for-profit organization, private business or individual currently operating within District H or who will be operating within the District as a result of the project.



Missouri Policy on Resource Recovery and District Priorities

- Reduce the amount of solid waste created;
- Reuse, recycle and compost;
- Recover and use energy from solid waste; and
- Incinerate or dispose of waste in a sanitary landfill
- District's Targeted Materials



Eligibility Information

- Eligible Projects
- Maximum Eligible Grant Amounts
- Eligible and Ineligible Costs

Eligibility information is detailed in pages 3-5.



Other Things to Know About District Grants

- Preference will be given to projects that are sustainable and lead to longterm diversion.
- Grant applications for salaries and other annual operating expenses are rarely funded.
- The cost and potential amount of diversion is a critical component of evaluating the grant applications.
- Must score at least 200 points to be considered for funding. (Grant Scoring Criteria is detailed on pages 6-8 and on the website, www.mmswmd.org.)
- Bonus points



Limit Per Applicant

- Large Grants: Only **ONE** grant submission not to exceed \$100,000.00.
- Small Grants: Can apply for multiple grants
- The \$100,000 limit for total funds requested applies for all applications within a fiscal year (July 1 to June 30).



Limit Per Project

The maximum amount of funds available for projects

- Waste Reduction, R & D Reduction/
Recycling, Market Development,
Composting, Collection and Processing \$100,000
- Energy Recovery/Incineration \$75,000
- Educational/Informational \$25,000

Deadlines for Grant Applications

Key Dates for Small & Large Projects	Preliminary Application Due	Final Application Due By <u>4:00pm</u>	Advisory Committee Review	Executive Board Decision	Estimated MDNR Approval	Projected Start Date
Round 1 (Small)	08/14/15	09/11/15	10/21/15	11/11/15	12/15/15	01/01/16
Round 2 (Large)	11/06/15	01/08/16	02/17/16	03/09/16	04/15/16	05/01/16
Round 3 (Small)	02/12/16	03/18/16	04/20/16	05/11/16	06/15/16	07/01/16

Items in **Bold** are required elements and dates are firm. Executive Board approval is required of all grants, but the Executive Board may choose to evaluate grants further and delay the final decision.



Preliminary Application

1. Preliminary Application Form (Page 9)
2. Preliminary Budget Document (Page 10)
3. Project Description (Page 6)

Required for large projects.

One copy of the Preliminary Application must be received by the MMSWMD office by 4:00 p.m. on the deadline date. Applicants submitting their applications by e-mail must verify receipt by phone. **NO LATE OR FAXED APPLICATIONS ACCEPTED!**



Final Application

All final grant applications must include:

- Final Application Checklist (Page 11)
- Profile Sheet
- Final Application Budget Document and Budget Notes with documentation of costs for items over \$3,000.00 (Pages 6, 13)
- Executive Summary (Page 7)
- Work Plan and Timetable/Timeline with project tasks and key personnel (Page 7)



Final Application (cont'd)

- Resume of the Project Manager and key personnel
- Evaluation Procedures (Pages 7, 15)
- Intent or verification of Permits, Approvals, Licenses, Waivers, Zoning (Page 8)
- Match Commitment Documentation (Pages 8,16)
- List of all prior funded grants and the amounts awarded for each grant (Page 14)

Final Application (cont'd)

Applications over \$50,000.00 must include:

- Engineering Plans/Specifications for Facilities or Equipment
- Financial Report:
 - A. Three-year business plan for the proposed project. For projects involving recycling and reuse technologies, the plan shall include a market analysis
 - B. Description of project financing, including projected revenue from the project
 - C. A credit history
 - D. Up to three (3) years previous financial statements and, for government entities, a bond rating



Please Note!

There are **Point Deductions** for Missing or Incomplete Items!

The **original** of the entire Final Application and supporting documentation must be received in the Mid-Missouri Solid Waste Management District Office by **4:00 p.m.** on the deadline date. The original must be single-sided. Please use recycled paper when possible.

Electronic e-mailed or faxed final applications will **NOT** be accepted!
Late applications will not be accepted – No Exceptions!

Hand deliver or mail applications to:

Mid-Missouri Solid Waste Management District
701 East Broadway, 3rd Floor
P.O. Box 6015; Columbia, MO 65205-6015



Budget Document Preparation

- Estimate for all major purchases
- How each cost estimate was determined.
- Costs for both district grant funds and match.
- Missouri State FY2016 reimbursement rate for mileage is \$0.37 cents/mile and for fringe benefits, 46.9%.
- Once a grant application is approved, any changes to the grant must receive prior approval from the MMSWMD Executive Board and MDNR SWMP.

Documentation for Costs

- Must be used only for costs incurred **DURING** the project period
- Bids are required for all purchases of \$3,000 and above.
 - ❖ \$0-2,999.99 **Do not require a bid**
 - ❖ \$3,000.00 – 24,999.99 **Require a minimum of three (3) competitive bids or proposals, but do not have to be advertised**
 - ❖ \$25,000.00 or more **Require a minimum of three (3) competitive bids or proposals, advertised in at least two daily newspapers at least five days before bid opening.**

Sub-grantees must get three (3) bids (when required) and submit copies of the bids to MMSWMD. Bid process should include WBE/MBE's when possible.

Match Requirements

- 25% match is required
25% match + 75% grant = 100% total project budget
- Spending of matching funds must be documented in the same way as grant funds.
- Matching funds must be for eligible project costs incurred during the project period.
- Matching funds may include cash outlays or in-kind contributions.
- A signed affidavit certifying matching funds (Attachment 4) is the preferred method of demonstrating match a, and will result in a higher grant score.



Diversion Projection Worksheet

- Diversion Project Worksheet is on Page 15.
- Excel spreadsheet for diversion projection.
- Recommend conservative projections



Review and Scoring of Applications

- Grant scoring criteria detailed on pages 6-8.
- Same Criteria for Small and Large Grants.
- No funding until MDNR has approval.
- No Funding until Financial Assistance Agreement (FAA) is signed by both parties.
- Conflicts of interest for Executive Board and Advisory Committee members.
- Advisory Committee and Executive Board meetings are OPEN Meetings.



Financial Assistance Agreement

- Enter into a financial assistance agreement (FAA)
- All applicable Federal, State, and Local Permits, Approvals, Licenses, or Waivers required by Law and necessary to implement the project have been obtained. Demonstration of compliance with local zoning ordinances is required.

Requirements & Obligations

- **Accounting System**: Maintain an accounting system according to generally accepted accounting principles. Records must be supported by source documentation.
- **Buildings/Equipment**: Items of over \$5,000 purchased with grant funds, require security interest via a UCC-1, the filing certificate of title through Department of Revenue (DOR), or the filing of a deed of trust.
- **Retention & Custodial Requirements for Records**: Records and supporting documentation shall be retained for at least five (5) years from the closing of the grant.



Quarterly Reports

Projects receiving financial assistance shall submit quarterly reports in January, April, July, and October.

Reports must contain:

- The details of progress on a task-by-task basis as described in the work plan, including diversion of waste for each type of material recovered.
- Problems encountered in project execution
- Program Income
- Budget adjustments made within budget categories, with justifications
- Amendments to the financial assistance agreement
- Other information necessary for proper evaluation of the progress of the project.



Final Report

- Must be submitted within 21 days of the project completion date.
- Same information as described for quarterly reports.
- Include a comparison of the project's actual accomplishments to the goals established.
- Include reasons why the project goals were either not met or were exceeded.

Reimbursements / Invoice for Payment

- Include invoices, contracts, canceled checks, monthly time records, mileage records, etc., as appropriate.
- Identify share of MATCHING funds.
- If MMSWMD is entitled to a lien (for vehicles/equipment over \$5,000), the lien must be filed before any reimbursements are paid & a Certificate of Title w/ MMSWMD as lien holder must be presented. If it's a building site/improvement over \$5,000, a Certificate of Title or a Deed of Trust must be filed as MMSWMD as the lien holder.
- Certificate of Insurance is required for equipment over \$5,000 before reimbursement will be given.
- Must be in compliance with all quarterly and final reporting.
- A minimum of 15% of the grant award will be retained until the approval of the final report.
- No more than 75% of the total project expenditures will be reimbursed during active project period.



Economic Development Bill

Sales Tax Exemption

Tax bill that provides an expansion of the sales tax exemption for recycling equipment under RSMo. Section 144.030.2(4).

For more information, contact the Technical Support Section of the Tax Administration Bureau at (573) 751-2836.

Employment

Pursuant to 285.530 (1), RSMo cannot knowingly employ, hire for employment, or continue to employ an unauthorized alien.

Enrollment and participation in the E-verify federal work authorization is required. Complete applicable portions of Exhibit A, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Exhibit A must be completed, notarized, and submitted prior to award of a grant or a contract.

<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>,

Grant can be canceled, and barred from future grants.



Examples

- Stephens College
- City of Columbia
- City of Westphalia

Questions?

Find District Grant information and forms
online at www.mmswmd.org;
or contact the MMSWMD office
at 573-874-7574; or by email: mmswmd@GoColumbiaMo.com

Office Hours:
Monday-Friday
8 a.m. to 5 p.m.

Thank You!



**Mid-Missouri Solid Waste
Management District**