

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 have required number of quotes. 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)

Projects that address the district's targeted materials list will receive bonus points in accordance with the stated evaluation criteria. In every case, the amount of bonus points below is a maximum possible. The actual number of points awarded is determined by the Advisory Committee. **To receive bonus points, the applicant must explain in the application which bonus points they are seeking and a justification :**

Priority 1 - Special Program Target Area (up to 20pts)

- a. District wide benefit. Agree to serve at least 3 counties of MMSWMD during project period (up to 10 points).
- b. Improve waste management processing, production, collection or proper disposal of any one or combination of items listed in the Targeted Materials List (up to 10 points).

Priority 2 - Identified Community Needs (up to 10pts)

- a. Should address a need formally identified by the community/ies it serves.
- b. Must provide a written endorsement from at least two (2) community/ies/community organizations.

Priority 3 - Providing service to an underserved area (up to 10pts)

Providing a waste diversion service to area that currently does not have service. This can include upgrading a service, for example, going from providing a recycling drop-off to providing the community with curbside recycling. An underserved area is a city or county in which a waste diversion service is nonexistent or is available in a very limited manner.

Priority 4 - Education Enhancement (up to 15pts)

Project has been developed to increase diversion at an educational institution (up to 5 points for being an educational institution, up to 15 points if project includes outreach and education with student population). A letter of support from a

school administrator with budgetary control is required for schools pursuing projects to increase waste diversion on campus. Projects that educate the public about waste diversion and/or local waste diversion services outside of schools are eligible for the entire 15 points.

Priority 5 - Research and Market Development (up to 10 points)

Research that improves the collection, sale, and use of recycled commodities. Development of new end markets for materials collected in Missouri.

Please refer to the FY2020 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) (20pts)	
							2-Identified Need by Community (10 pts)	
	4						3-Providing Service to an underserved area (10 pts)	
	2						4-Educational Enhancement (15 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-Research and Development (10 pts)	
	→	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.