



REGION M WASTE MANAGEMENT DISTRICT
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FY2023 Region M Grant Information and Application Instructions

Each year, Region M Waste Management District awards grants for Solid Waste Reduction in the District's five-county service region. Counties served by Region M are Barton, Jasper, McDonald, Newton, and Vernon. "Solid Waste Reduction" includes recycling, public education, and other programs that reduce solid waste generation. FY2023 District Grant Applications must be received no later than 12pm (Noon), Monday, January 31, 2022.

Application Approval Process

Completing an application does not constitute approval or awarding of a Region M Grant. Final approval must be granted, in writing, from the Missouri Department of Natural Resources Solid Waste Management Program (MDNR) and Region M.

Grant Application Process Projected Timeline:

- 01/31/22 – Final Applications Due
- 02/16/22 – Review Committee Receives Applications
- 03/16/22 – Grantee Presentations for Board & Committee
- 04/20/22 – Approval and Allocation of Funding
- June 2022 – Sign Financial Assistance Agreements
- 07/01/22 – *Tentative* FY2023 Project Start Date

MINIMUM STANDARDS FOR FUNDING GRANTS: The board may, at its discretion, deny funding to those grants that do not score well in the evaluation process even if there are grant funds available. Projects must score a minimum of 70 percent of the grant review criteria to be eligible and considered for funding. **The Executive Board reserves the right to offer partial funding for projects, regardless of ranking.** A copy of the Evaluation Criteria used by the Committee and Executive Board is included.

Once final approval from MDNR is received, Region M will enter into a Financial Assistance Agreement with the grantee. Please note: Region M cannot reimburse a grantee for any expense(s) incurred before the Financial Assistance Agreement is signed; therefore, **do NOT start your project, order any equipment, or incur any expenses associated with your project until you have signed your Financial Assistance Agreement.**

Please read through the following instructions and information, and email or call me with any questions. I highly encourage and recommend we speak prior to submitting your application. You may reach me at patty@regionm.org or 417-625-6626.

Grant Expenditure Requirements:

District grantees receiving Solid Waste Management Fund financial assistance are required to obtain bids for all purchases according to the schedule defined in Missouri Revised Statutes, 34.040 (<http://revisor.mo.gov/main/OneSection.aspx?section=34.040&bid=895&hl=>).

To paraphrase this statute:

- Purchase(s) of \$0-\$10,000 Do not require bids.
- Purchase(s) of \$10,000.01-\$49,999.99 Require a minimum of three (3) competitive bids, but do not have to be advertised.

All district grantees must adhere to the requirements listed above, and documentation must remain in the grantee's and the district's files. Failure to comply with applicable bidding procedures may result in forfeiture of funding. Further, the MDNR or its designee reserves the right to request additional documentation, or perform an announced or unannounced audit, on-site inspection, or monitoring to verify any aspects of the project, at any time.

Region M Grants are awarded on a reimbursement basis only. Before Region M will reimburse a grantee for any expenditure, documentation must be submitted to Region M. This required documentation is listed in the *Missouri Department of Natural Resources General Terms and Conditions*, and varies, depending on the type of District grant and the amount of funds awarded. Required documentation for specific grants will be explained to each successful grantee at the time the Grant Financial Assistance Agreement between Region M and the district sub-grantee is signed

Project Income:

Any income earned from the project is to be reinvested in the project.

15% Waiver Policy:

Region M is required by law to withhold 15% of each grant award until the Grant Final Report is approved by the Region M Executive Board (General Terms and Conditions section I.C.3.h). This is normally 12 months after the grant is awarded.

District Targeted Material List:

The following targeted material list was devised to assist during the review of applications for section 260.335.2, RSMo financial assistance. Preference shall be given to projects that reduce, reuse, recycle or strengthen consumer demand for the following post-consumer wastes based upon the following:

- Cardboard
- Old Newspaper / Old Magazines / Other Paper (office paper, mixed paper, etc.).
- Plastics (all resins)
- Mixed Glass
- Household Hazardous Waste (HHW)
- Textiles
- Wooden Pallets and Wood Waste
- Non-hazardous Wastes from Industrial, Commercial, & Institutional Operations
- Bi-Metal Containers / Ferrous Metals / Non-Ferrous Metals
- Electronic Waste (E-Waste) such as computers, VCR's, televisions, etc.
- School Lab Waste
- Organic waste (food wastes)
- Demolition waste (wastes from construction/demolition activities)
- Landfill-banned Items: Scrap tires, major appliances, yard waste, waste oil, lead-acid batteries

Eligible Applicants:

Eligible applicants include *any municipality, county, public institution, not-for-profit organization, private business, or individual currently operating within the defined District boundaries or who will be operating within the District* as a result of the project. The District's Executive Board reserves the right to award funds for projects that serve in neighboring Districts.

Eligible Projects:

The following project categories will be considered for funding:

- **Waste Reduction/Source Reduction:** Practices which eliminate or reduce the amount of waste produced by changing a product design, making consumer goods repairable and/or more durable, changing processing methods and/or consumer behavior and buying habits.
- **Research and Development/Reduction:** Development of new processes to reduce the amount of waste produced.
- **Collection/Processing:** Activities that recover or transport materials or prepare materials for recycling markets.
- **Research and Development/Recycling:** Development of new processes for collecting, processing, re-manufacturing or selling waste material as a new product.
- **Market Development:** Activities that stimulate or increase the demand for recovered materials.
- **Composting:** Activities that facilitate the controlled biological decomposition of organic solid waste, thereby reducing yard waste.

- Energy Recovery/Incineration: Energy recovery through combustion of waste.
- Educational/Informational: Programs to effectively inform and instruct the general public on waste management and waste reduction activities

Eligible Costs:

The following list of eligible costs is provided to assist the applicant with budget development. Budget development is an important part of the application process. The District is interested in developing a sustainable infrastructure for waste reduction and diversion. Eligible costs include (but may not be limited to):

- Equipment for collection, processing, manufacturing, or hauling;
- Materials and labor for construction of buildings;
- Engineering or consulting fees incurred within the project period;
- Equipment installation costs;
- Laboratory analysis costs;
- Salaries and fringe benefits directly related to the project;
- Development and distribution of educational materials;
- Development and implementation of educational forums;
- Overhead costs directly related to the project; and
- Travel necessary for project completion.

Ineligible costs:

- Operating expenses of local, county, and District governments, such as salaries and expenses that are **not directly related** to the project activities;
- Costs incurred **before** the project start date;
- Taxes, except payroll taxes on salaries directly related to the project (fringes);
- Legal costs;
- Contingency funds.

Reporting Program Income:

Program income is defined as funds received from any material or items (aluminum, paper, clothing, metals, etc.) for profit. The district Subgrantee is encouraged to earn income to defray program costs. Any funds received during the grant period from, for example, the sale of materials diverted because of project must be used to defray program costs. [An example of this could be funds received for sale of materials paying the driver salary, or fuel and maintenance of the vehicle]. THIS MUST BE ADDRESSED IN THE APPLICATION. Program income, if not used to defray costs, shall be deducted from outlays (i.e., expenditures) which may be both District grant funds and non-District grant funds, unless the Solid Waste

Management Fund District Grant regulations, 10 CSR 80-9.050 or the FAA specify another alternative (or a combination of the alternatives).

Stated Diversion/Reporting:

Applicant is required to state the amount of solid waste diversion that may be met with this grant. This approximate diversion should be in measured tons. Throughout the project period, quarterly reporting of actual diversion is required by the applicant, to ensure goals are being met. If not met, applicant is required to report the reason. If the project is educational in nature, please have another quantitative measure in place to be reported on (i.e. number of people reached, students attended, etc.)

Accounting System:

The recipient shall 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 source documentation such as canceled checks, paid bills, payrolls, time and attendance records, contracts, and agreement award documents.

Security Interest in Equipment & Building Improvements:

Region M Waste Management claims a lien, which must be registered with the proper state agency, on any equipment purchased for \$5,000 or more, using District grant funds and/or matching funds, for any one item. Most equipment liens are registered by filing a UCC-1 form with the Secretary of State, or if a titled vehicle, with the Department of Revenue. This security interest shall decrease at a rate of 20% of the provided funding per year, beginning one year from the purchase date shown on the equipment invoice. Said purchases must be insured by the applicant for the duration of the lien. For building and grounds improvements, a deed of trust or certificate of title must be filed with the District.

Retention and Custodial Requirements for Records:

The recipient shall retain all records and supporting documents for at least three (3) years from the closing of the grant, or longer if needed for any litigation, claim, negotiation or audit. For equipment or building or site improvements, this period begins from the date of the cessation of the security interest held by the District. Failure to comply with the rules for accountability listed above can cause an organization to be refused funding in future years.

Publications, MDNR Funding Sources, and Logo Usage:

Two draft copies of each publication and other printed materials which are intended for distribution and are financed, wholly or in part, by grant monies shall be submitted to Region M SWMD. Recipients of grant funds should identify the Missouri Department of Natural Resources as a funding source on all grant projects. On most projects, identification should include Region M SWMD and MDNR's logos with the full-department name. Digital copies of these logos may be obtained by the applicant by contacting the Region M Planner.

Project Length/Completion:

Projects are typically one year in length to allow 4 quarters of reporting and run concurrent to the District's fiscal year (July 1, 2022 through June 30, 2023). All activities must be completed within the approved project period specified in the grant award. Requests for project extensions will be considered, for up to an additional year. Extension requests must be made and approved by the Executive Board prior to the end of the fiscal year. Amendments to the financial assistance agreement that extend the project period or adjust the budget may be made if properly justified by the recipient *and pre-approved* by the District's Executive Board. Requests must be made no later than 30 days prior to the stated project end date.