



Ozarks Headwaters

Recycling and Materials Management District

940 N. Boonville Ave, 3rd Floor
Springfield, MO 65802

2019 OHRD Grant Application Information & Instructions

Each year, Ozarks Headwaters Recycling & Materials Management District (OHRD) awards grants for Solid Waste Reduction in the District's five-county service region. Counties served by OHRD are Christian, Dallas, Greene, Polk, and Webster. "Solid Waste Reduction" includes recycling, public education, and other programs that reduce solid waste generation. 2019 District Grant Applications must be received no later than 3pm, Friday, December 14, 2018.

Individuals, businesses, not-for-profit organizations, and government entities may apply. The maximum grant award is \$48,000 per grant cycle. Multiple grant applications may be submitted, but the total of all applications submitted by any individual, business, not-for-profit organization, or government entity cannot exceed \$48,000. Applications requesting over \$48,000 will not be accepted.

OHRD Grants are awarded on a reimbursement basis only. Before OHRD can reimburse a subgrantee for any expenditure, documentation must be submitted to OHRD. 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 subgrantee at the time the Grant Financial Assistance Agreement between OHRD and the district subgrantee is signed.

Application Approval Process

Completing a *2019 Sub-grantee Application for Funding* does not constitute approval or awarding of an OHRD Grant. Final approval must be granted, in writing, from the Missouri Department of Natural Resources Solid Waste Management Program (MDNR).

After the submission deadline, all applications will be processed by OHRD staff. In early 2019, the OHRD Grant Evaluation Committee will meet to rank and vote on which applications to recommend for funding: date, time, and location of this meeting will be announced. The Grant Evaluation Committee submits recommendations to the OHRD Executive Board for approval. Selected applications are then submitted to MDNR for final approval. MDNR may request additional information from subgrantees before making a final decision.

A copy of the Evaluation Criteria used by the Committee and Executive Board is included. **The Executive Board reserves the right to only offer partial funding for projects, regardless of ranking.**

Once final approval from MDNR is received, OHRD will enter into a Financial Assistance Agreement with the subgrantee. Please note: OHRD cannot reimburse a subgrantee 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.**

2019 Grant Expenditure Requirements

District subgrantees 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-\$2,999.99	Do not require bids.
Purchase(s) of \$3,000.00-\$24,999.99	Require a minimum of three (3) competitive bids, but do not have to be advertised.
Purchase(s) of \$25,000.00 or Higher	Require a minimum of three (3) competitive bids, Advertised in at least two daily newspapers at least five (5) days before bid opening.

If your proposed purchase(s) will require bids, attach a copy of your Bid Specifications to your application.

Actual bids are not required at the time of application. For more information on bidding requirements, please contact the OHRD Planner.

IF your project is approved for funding AND bids are required, you will solicit bids after your project start date in accordance with the guidelines above. After bids are solicited and a vendor selected, you must submit all bid documentation to the solid waste management district before we can process your reimbursement. All district subgrantees must adhere to the requirements listed above, and documentation must remain in the subgrantee'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.

Project Income

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

15% Waiver Policy

OHRD is required by law to withhold 15% of each grant award until the Grant Final Report is approved by the OHRD Executive Board (General Terms and Conditions section I.C.3.h). This is normally **24 months** after the grant is awarded. A change in MDNR General Terms and Conditions (section I.C.3.j) and in OHRD policy now allow this 15% retention to be waived if the following criteria are met:

- The waiver for the 15% retention is requested in writing and submitted with the District Grant Application.
- The Subgrantee agrees to furnish Waste Diversion, Waste Reduction, Quarterly Progress Reports, and/or any other information relevant to the project objective for twelve months from the date that the project becomes fully operational.
- The waiver is approved by the OHRD Executive Board.
- The waiver is approved by MDNR.

Agreement to the retainage waiver and project income statement is signed with the completed application

Grant Application Evaluation Criterion used by Grant Evaluation Committee

Possible Points	Criterion
10	Conformance with the integrated waste management hierarchy as described in the <i>Missouri Policy on Resource Recovery</i> . No grant funds will be made available for incineration without energy recovery or solid waste disposal.
10	Compliance with federal, state, or local requirements
10	Degree to which the project contributes to community-based economic development. <i>(For example - the number of jobs created).</i>
10	Demonstrates cooperative efforts through a public/private partnership or among political subdivisions.
10	Degree to which the project promotes waste reduction or recycling or results in an environmental benefit related to solid waste management through the proposed process.
10	Availability of feedstock and/or material to be recycled. <i>(If using recovered materials, is there enough volume of material to carry out the project and as the applicant secured an adequate source to provide feedstock).</i>
10	Managerial ability of the applicant
10	Ability to implement in a timely manner
10	Effectiveness of marketing strategy
10	Technical ability of the applicant <i>(Does applicant have the expertise required to successfully complete the project).</i>
10	Technical feasibility - <i>(Is the applicant capable of carrying out the technical aspects of the grant and is the project using proven technology).</i>
10	Quality of Budget <i>(Have all aspects of the project been included and are the expenses reasonable)</i>
10	Level of commitment for financing <i>(To what level has the applicant committed financial resources to the project outside of proposed grant funds.)</i>
5	Transferability of results <i>(For example - can the project, if successful, be easily duplicated elsewhere)</i>
5	The need for the information <i>(Does the local jurisdiction, region or state need the information that the project proposed to gather?)</i>
5	Type of contribution by applicant. <i>(What type of support is being provided by the applicant - in-kind, cash, infrastructure, etc..)</i>
10, 7, 5	Conformance with OHRD 2019 Targeted Materials, Goals & Objectives. (See 2019 OHRD Targeted Materials. Maximum Points, Top Priority = 10, Medium Priority = 7, Low Priority = 5)
-10	Degree to which funding the project will ADVERSELY affect existing entities in the market segment
5	E-Waste & Compost industry certifications. Maximum 5 points can be applied if more than 1 grant from these industries is evaluated.

2019 OHRD Targeted Materials	2019 Priority	Possible Points
Food Waste / Organic Waste	Top	10
Education / Advertising	Top	10
Scrap Tires	Top	10
Cardboard	Medium	7
Carpet	Medium	7
Demolition waste (waste from construction/demolition activities)	Medium	7
Electronics	Medium	7
Major Appliances	Medium	7
Mattresses	Medium	7
Mixed Paper (office paper, pasteboard, magazines, etc)	Medium	7
Plastics (all resins)	Medium	7
Textiles	Medium	7
Universal Waste (batteries, light bulbs, mercury containing devices)	Medium	7
Bi-metal containers	Low	5
Ferrous Metals	Low	5
Mixed Glass	Low	5
Non-ferrous metals	Low	5
Non-hazardous wastes from industrial/commercial/institutional operations	Low	5
School Lab Waste	Low	5
Waste Oil	Low	5

Instructions for applying for a 2019 OHRD Grant

Review all documents at <http://www.recycle417.com/grant-application.html>

- MDNR Solid Waste Management Program General Terms & Conditions
This document provides an overview of many requirements especially pertinent to District Grant Awards, and anyone who receives an OHRD Grant MUST comply with all requirements. Please note: the term “District Subgrantee,” as it appears in Attachment 2, refers to you, the applicant.
- OHRD 2019 Mission Statement, Targeted Materials, Goals & Objectives.
- MDNR Cost Principles for Non-Profit Organizations
- MDNR Cost Principles for State, Local, and Indian Tribal Governments
- MDNR Logo Usage Guidelines

- **Complete the 2019 OHRD Grant Application**

Download documents from <http://www.recycle417.com/grant-application.html>

- **Contact Angie Snyder at 417.868.4197 or asnyder@greenecountymo.gov before beginning your application.**
- **2019 OHRD Grant Application**
- **2019 OHRD Timetable & Work Plan Sample – 24 months.**
 - Submit (1) Timetable & Work Plan per grant. There are 3 example worksheets based on individual line item prices.
- **2019 OHRD Line Item Budget Sample**
- **MDNR Business Entity Certification**
 - Complete either Box A or Box B of Exhibit C
 - All applicants complete the Affidavit of Work Authorization of Exhibit C
- **Price Quotes (if applicable)**
 - Please provide price quote(s) on vendor letterhead for any budget line item purchase in excess of \$3,000. For any equipment purchase (regardless of cost) you must provide price quote(s) on vendor letterhead.
- **Bid Specifications (if applicable).**
 - For any line item costing \$25,000 or more, please provide a sample of the newspaper ad you will run to obtain bids. Ad must contain specifications for the item you intend to purchase. For example: make, model, year, mileage, horsepower, etc. See Bid Specification 2019 OHRD Form for additional information.
- **501(c)3 documentation if applicable.**
- **Business License if applicable.**
- **Permits**
 - *(Planner will contact subgrantee after the application is submitted to determine if any permit documents are needed).*
- **Email application and documents to Angie Snyder at asnyder@greenecountymo.gov**
- **Please print one copy of the signature page, sign, and mail or deliver to:**
Ozarks Headwaters Recycling & Materials Management District Administrative Office
Attn: Angie Snyder, 940 N. Boonville Avenue, Room 303B, Springfield, MO 65802

If you have any questions or need assistance with your OHRD Grant Application, please contact:
Angie Snyder, OHRD Planner, 417.868.4197, asnyder@greenecountymo.gov

All **2019 OHRD Applications are due no later than 3pm, Friday, December 14, 2018** in the OHRD Administrative Office, 940 N. Boonville Avenue, Room 303B (Third Floor), Springfield, Missouri.

Applications over \$48,000, or applications submitted after the deadline will not be accepted.