



Ozarks Headwaters
 Recycling and Materials Management District

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

OHRD 2022 Grant Application

Application Deadline: Friday, December 10th by 3:00 p.m.

Name of Business or Organization			
Project Name			
Amount Requested			
Estimated project income, if any All income is to be reinvested in the project.			
Partial Funding - The Executive Board reserves the right to only offer partial funding for projects, regardless of ranking. Please select one.	<p>Project can be completed with partial funding</p> <p>Project cannot be completed with partial funding</p>		
MO Vendor # OR Federal Tax ID # OR SSN # of Owner			
Choose a project business type from the dropdown:			
Choose type of applicant from the dropdown:	If Other:		
Location(s) Of Project Physical address where grant-funded equipment will be used or stored, including street address, city, state, and zip code			
District counties/cities to be served - Including Greene, Christian, Polk, Webster, and Dallas counties or any city or town within. <i>If services will be accessible to all counties, mark as District Wide.</i>			
Types of materials to be diverted from landfill Select all that apply.	Cardboard Mixed Paper Aluminum Food Cans Non-ferrous Metals Food Wood Pallets Textiles	Mixed Glass Mixed Plastic Household Hazardous Waste Electronics Construction/Demolition Waste Yard Waste Waste Oil Tires Commingled	Other Paper: Other Metal: Other Organics: Specific Color Glass: Other Plastic: Batteries (Type): Other-Specify: Other-Specify: Other-Specify:

<p>Estimated Tonnage Diverted During 24 Month Grant Period For each material checked above, list the estimated tonnage to be diverted from the landfill as well as the total tonnage of solid waste to be diverted.</p>	<p>Total Tonnage:</p>
<p>Other Measurable Outcomes Items not measured in tonnage. When applicable, include the estimated number of individuals to be reached through education or marketing aspects of the project.</p>	
<p>Name of Authorized Official</p>	
<p>Authorized Official Title</p>	
<p>Mailing Address Street address, city, state, and zip code</p>	
<p>Telephone</p>	
<p>Cell Phone <i>(optional)</i></p>	
<p>Email</p>	
<p>Organization Website</p>	
<p>Name of Project Manager <i>If different than Authorized Official</i></p>	
<p>Project Manager Title</p>	
<p>Mailing Address Street address, city, state, and zip code</p>	
<p>Telephone</p>	
<p>Email</p>	

Executive Summary of the project. One page MAXIMUM length.

Project Evaluation

Please describe the methods that will be used to measure and evaluate project success.

- **Quantitative Reporting:** Please describe how the project will be evaluated to measure the amount of project progress.
 - What procedures will be used to identify and track the volume of waste diverted from the landfill?
 - Measurements should always be reported in tons.
 - For projects that do not directly divert waste, measurements should include the number of individuals, businesses, schools, or other entities reached.
- **Qualitative Reporting:** *If applicable*, describe the evaluation procedures that will be used to analyze the success of the project in addition to/instead of quantitative reporting.
 - You will need to use qualitative reporting if your project will utilize participant or community surveys, interviews, or other feedback mediums to determine quality of service or outreach success.

Ineligible Costs – Using the dropdown, please indicate whether your project proposal contains any of the following ineligible costs. Inclusion of these costs may result in denial of your application.

Operating Expenses not directly related to district operation or project activities	
Costs incurred prior to the project start date or after project end date	
Taxes, legal costs, fines, penalties, and gifts	
Contingency funds	
Land Acquisition	

Previous Funding – Has your organization received funding from OHRD, EIARA, or other Solid Waste Districts in the past five years? If yes, please list the grant awarded, grant/project number, amount of grant award.

Year Awarded	Project Number	Project Name	Amount Awarded

Qualifications of Key Personnel

Provide a summary of the project manager’s specific qualifications to operate the project, such as managerial, operational, or technical capabilities. Include qualifications for other key staff involved in the project. Use additional sheets if necessary. **Attach resumes for all key personnel at the end of the application.**

Line Item Budget

Please list all items for which grant funds are being requested.

Line Item	Quantity	Price	Total	Grant Funds Requested
Total Budget				

Equipment costing \$5,000 or more and purchased with OHRD grant funds is subject to a Security Interest Agreement with OHRD. Please see Signature Page for more details.

Time Table Instructions

The time table, found on the next page, will be used to establish a timeline for the step by step tasks that will be required to complete the proposed project.

- Fill in task number boxes with a description of work to be performed.
 - Examples of tasks include, but are not limited to:
 - Gathering price quotes for purchases in excess of \$10,000 or for any equipment
 - Purchasing equipment
 - Hiring personnel
 - Training personnel
 - Materials collection
 - Dispersal of educational materials
 - Progress monitoring, etc.
- Fill in or place an X in months that:
 - A task is expected to begin
 - A task is expected to be ongoing
 - A task is expected to be completed within the month

Required Tasks

- Task #8 has been prefilled as “File security interest (if applicable)”. This task is required if the project will entail the purchase of equipment that costs \$5,000.00 or more paid for in whole or in part with grant funds.
 - Security interest agreements should be filed with OHRD immediately upon purchase of equipment.
 - Check or fill in the box that corresponds with the month of expected purchase.
- Task #9 has been prefilled as “Request reimbursements”. This task is required for all approved grantees in order to receive funds from OHRD after equipment or materials have been purchased.
 - Check or fill in the box that corresponds with the month of expected purchase.
- A total of 8 quarterly reports and one final report are **required** for all grantees. These tasks have been filled in for you under Task #10 and Task #11.

Time Table/Schedule

Month:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Task #1:																								
Task #2:																								
Task #3:																								
Task #4:																								
Task #5:																								
Task #6:																								
Task #7:																								
Task #8: File security interest (if applicable)																								
Task #9: Request reimbursements																								
Task #10: Submit Quarterly Reports			X			X			X			X			X			X			X			X
Task #11: Submit Final Report.																								X

Signature Page



15% Retention Waiver Form

Per Missouri Department of Natural Resources' General Terms & Conditions and in accordance with OHRD policy, I hereby request a waiver of the 15% retainage on the project as described in our 2022 District Grant Application.

Project Reporting Requirements

If approved for funding as a 2022 OHRD Grantee, we subsequently agree to furnish Waste Diversion, Waste Reduction, Quarterly Reports, and/or any other information relevant to the project objective for two full years after the project becomes fully operational or other date as specified by Ozarks Headwaters Recycling & Materials Management District.

5 Year Reporting Requirement

The Grantee hereby agrees that any equipment purchased pursuant to this agreement shall be used for the performance of services under the agreement during the term of this agreement (two years), and for three years thereafter. The Grantee shall annually submit a statement as provided by the District certifying the use(s) of said equipment is for project activities.

Project Income

We agree that if there is any project income, it is to be reinvested in the project.

Security Interest Agreement

The Grantee will grant to OHRD and/or its successors a security interest in all equipment purchased by the OHRD Grantee for \$5,000 or more, in whole or in part, with grant funds received from OHRD. All equipment funded through OHRD grants is expected to be maintained and remain in good condition during the period of the security interest.

The security interest in equipment owned by the OHRD Grantee shall be equivalent to the amount of funding provided by OHRD for the purchase of the equipment.

Unless the SWMP or OHRD notifies the Grantee in writing of a material breach of the FAA or any documents incorporated herewith, the OHRD security interest in the equipment shall remain in effect for a period of five years, beginning one year from the date of purchase shown on the equipment purchase invoice. For this five-year period, the OHRD security interest shall remain 100% of the amount of funding provided by OHRD for the purchase of equipment.

This replaces Missouri Department of Natural Resources Solid Waste Management Program General Terms & Conditions Section 1.M.3.b.ii. Refer to the Department of Natural Resources' (DNR) Solid Waste Management Program (SWMP) General Terms and Conditions (G.T. & C.) sections 1.M.3. and 1.N.3. for security interest details.

I (We) hereby certify that the information provided in this 2022 Grant Application is true and correct. We agree to the 15% Retention Waiver, 5-Year Reporting Requirement and the Security Interest Agreement.

Signature of Authorized Official

Date

Contact OHRD	If you plan to apply, contact Angie Snyder at 417.868.4197 or asnyder@greencountymo.gov before beginning your application. You must meet with the planner prior to the Friday before Thanksgiving for your organization to be considered for a grant.
Time Table & Work Plan	Planner will share the 2022 OHRD Sample Time Table & Workplan for you to review before completing your time table.
Line Item Budget	Planner will share the 2022 OHRD Sample Line Item Budget for you to review.
MDNR & OHRD Documents	Read all documents at https://www.recycle417.com/grants Complete & return with application: <ul style="list-style-type: none"> • MDNR Business Entity Certification. Click Here for link to forms.
Price Quote	Please provide price quote(s) on vendor letterhead for any budget line item purchase in excess of \$10,000.
501(c)3 Documents	If your organization has 501(c)3 status, please submit documentation.
Business License	Business license documentation if applicable.
Permit Documents	<ul style="list-style-type: none"> • City or County Zoning Documentation. <ul style="list-style-type: none"> ○ If there is a charge for zoning documentation, please contact our office before requesting document. ○ If you are in Springfield, MO, please contact our office before requesting document. ○ If you are in a city or county that does not have zoning, submit a copy of email or letter from zoning authority stating this. • Environmental Permit or Waiver (outdoor bins, equipment, storage) <ul style="list-style-type: none"> ○ If any bins, equipment, or storage will be located outside of a building, the applicant should contact the Missouri DNR Regional Office to inquire about environmental permits for that location. ○ Include copy of permit with application ○ If no permit is needed, submit documentation of Missouri DNR waiver response (letter or copy of email) with application.
Other Information	Please submit any other items you would like to include.
Email application and documents to Angie Snyder at asnyder@greencountymo.gov.	
Under authority of RSMo. Subject to pertinent legislation, regulations, and policies applicable to RSMo 260.330 & 260	

Grant Application Checklist

Before submitting your application, have you:

Completed a meeting with the planner?

Reviewed all grant documents listed in the application instructions?

Completed the Missouri Department of Natural Resources (MDNR) Business Entity Certification?

Included at least three price quotes for purchases in excess of \$10,000 or any equipment?

Included a 501(c)(3) document **OR** a business license?

Included city/county zoning documents?

Included city/county permits?

Included environmental permits and waivers from MDNR?

Attached resumes for all key personnel?

Double checked that no fields are left blank in the application?

Made sure that all requested information has been provided and is accurate?

Failure to comply with any items on the checklist may result in the denial of your grant application.