



2024 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. *2024 District Grant Applications must be received no later than 3pm, Friday, December 8, 2023.*

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 per grant cycle. ***Applications requesting over \$48,000 will not be accepted.***

OHRD Grants are awarded on a reimbursement basis only. Before OHRD can reimburse a grantee for any expenditure, documentation must be submitted to OHRD. Purchases must take place after the grant start date (additional details below). The required documentation for reimbursement 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 OHRD and the district grantee is signed.

Application Approval Process

Completing a *2024 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 2024, 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 grantees 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 grantee. Please note: OHRD 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.**

2024 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.

Applicants Agree To:

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 Grantee 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.

Project Reporting Requirements

If approved for funding as a 2024 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

Grantee agrees 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.

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.

Agreement to the retainage waiver, reporting requirements, project income statement, and security interest requirement 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. <i>(i.e. city, county, school district, sewer district, water district, etc.)</i>
5	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.
0	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 has the applicant secured an adequate source to provide feedstock?).</i>
10	Managerial ability of the applicant <i>(illustrated in application that they are capable of managing project)</i>
10	Ability to implement project in a timely manner <i>(within the 2 year grant period)</i>
10	Effectiveness of marketing strategy <i>(Does the applicant have a way of making consumers aware of the product or service?)</i>
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>(Can the project, if successful, be easily duplicated elsewhere?)</i>
5	The need for the information or the project <i>(Does the local jurisdiction, region, state or community need the information or project that the applicant proposed?)</i>
5	Type of contribution by applicant <i>(Is the applicant providing a contribution of in-kind, cash, infrastructure, etc. and is that contribution useful to the project? Documented commitment from additional funding support or partnership for the project)</i>
20, 10, 5	Conformance with OHRD 2023 Targeted Materials, Goals & Objectives. (see targeted materials list. Maximum Points, Top Priority = 20, Medium Priority = 10, Low Priority = 5)

20	Maintains District goal of service within a 25 mile radius for all residents
10	Degree of need for financial support or access for the service area (i.e. is this an underserved county or city?)
20	Project is focused on new market development, new material, or new location in the District
20	Project involves a new grantee for the service area
25	Is there a detailed plan to make this project standalone (i.e. participant buy-in; financial support, etc.)?
10	Project is a county or municipal recycling center
10	If previous grantee, is this an innovative project?
10	Is the applicant a public or non-for-profit institution?
20	Application includes a public educational outreach component (must be different component from marketing plan)
-5	Degree to which funding the project will ADVERSELY affect existing entities in the market segment (provides applicant an unfair competitive advantage)
-10	Previous grantee: completed all required reporting on time (can be 0)
-10	Previous grantee: completed project(s) within grant time period (can be 0)
-10	If potential grantee is a government entity, would grantee be able to run the center without assistance?
-10	Has the applicant received previous funding for the same or a similar project?

Grant Targeted Materials for 2024

2024 OHRD Targeted Materials	2024 Priority	Possible Points
Food Waste / Organic Waste	Top	20
Stand Alone Recycling Education Program	Top	20
Major Appliances	Top	20
Cardboard	Top	20
Mixed Paper (office paper, pasteboard, magazines, etc.)	Top	20
Carpet	Medium	10
Demolition waste (waste from construction/demolition activities)	Medium	10
Electronics	Medium	10
Mattresses	Medium	10
Plastics (all resins)	Medium	10
Scrap Tires	Medium	10
Textiles	Medium	10
Universal Waste (batteries, light bulbs, mercury containing devices)	Medium	10
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 2024 OHRD Grant

All 2024 OHRD Applications are due no later than 3pm, Friday, December 8, 2023

- Review all documents at <http://www.recycle417.com/grants>
- Additional Documents to review:
 - [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 Grantee,” as it appears in Attachment 2, refers to you, the applicant.
 - [MDNR Logo Usage Guidelines](#)

OHRD Grant Applications are now online only. Continue reading for additional details.

- To Complete the 2024 OHRD Grant Application:
 - Contact Angie Snyder at 417.868.4197 or asnyder@greencountymo.gov
 - A pre-application meeting with the Planner *is required* in order to submit an application. Pre-application meetings are scheduled via Webex for the following dates. Contact Planner to register.
 - Wednesday, October 11, 2023
 - Monday, October 30, 2023
 - Friday, November 17, 2023
 - Online application is password protected. Planner will provide the password upon registration for the pre-application meeting.
 - Planner is available to proofread applications. Requests for proofreading must be submitted no later than 3 weeks prior to the application deadline, or by 11-17-23 for the 2024 grant application.
 - Download documents from <http://www.recycle417.com/grants>
 - 2024 OHRD Grant Application (online form)
 - **Required:** MDNR Business Entity Certification: [Click Here](#)
 - Complete either Box A or Box B of Exhibit C
 - *Note: Any organization with employees will complete Box B*
 - **Required:** All applicants must complete the Affidavit of Work Authorization of Exhibit C
 - **Required:** E-Verify documentation as proof of participation in the program
 - *Please only submit the document page showing organization name as proof of participation*
 - Follow ALL instructions within the application
 - Failure to follow instructions will result in disqualification of your application
 - Contact Planner if you have any questions
 - Include Price Quotes (if applicable)
 - Please provide 3 price quote(s) on vendor letterhead for any budget line item

purchase in excess of \$5,000. For any equipment purchase (regardless of cost) you must provide price quote(s) on vendor letterhead. Quotes may be printed from the internet, as long as the vendor name is clear.

- **501(c)3 documentation (if applicable)**
 - **Business License (if applicable)** *Due to the timing of the grant call, you will be asked to provide an updated license, indicating the new year, prior to final approval of the grant.*
 - **Applicable Environmental Permits** *(contact Planner if you have questions)*
 - **Zoning Permits**
 - Provide zoning information from your local governing entity
 - *Applicants located in the City of Springfield: Contact Planner before requesting zoning documents from the City*
- **Submit application and documents online through district website**

District Grant Call Policy and Procedure:

Applications will not be accepted if:

- *Applicant has not completed pre-application meeting with District Planner*
- *Application is submitted after the deadline*
- *Application amount requested exceeds \$48,000 (on one single application or the total of multiple applications in a single grant cycle)*
- *Application lacks any required document or step*
- *Any applicable fields are left blank in the application*
- *Application is not submitted in the official OHRD form*
- *Application is not submitted in electronic format*

If your application is disqualified due to one or more of the above reasons, you will be notified in writing.

Applicants can be disqualified at any time in the process if outstanding violations of any type are discovered.

The district will conduct background checks on all applicants to determine eligibility.

Applications must score at least 75% during the Grant Evaluation process to be considered for funding.

Grants will be scored, ranked, and reviewed per the grant policies and criteria in place with the District and Missouri Department of Natural Resources. The Grant Evaluation Committee has the authority to reject or award grant funds based on any and all factors and information available to the committee.

Grantee Expectations

Grantees are expected to maintain responsibility for reporting related to grant funds and project waste material diversion progress. **Failure to comply with these expectations will have negative impacts** such as low scoring for future applications or disqualification from application for future grants. Please read the following items carefully.

Grantee Post-approval Responsibilities

- Complete grants within the approved 2-year period
- Submit quarterly reports by or before due date
 - Quarterly diversion volumes must be reported in tonnage
- Submit annual use statements for equipment with security interest
 - Include updated insurance information
- Submit all report requests sent by a representative of OHRD on the form provided
- Equipment purchased with grant funds must be primarily used to support the funded project

For Security Interest Purchases

- Complete titling/certifying and report title/certification information promptly after purchase of equipment that requires security interest (equipment that costs equal to or greater than \$5,000)
- Add OHRD stickers to security interest equipment
- Provide photos of security interest equipment upon purchase or installation
- Ensure equipment is continuously covered by appropriate insurance throughout the 5-year security interest term
- Grantee may not sell, give away, relocate, or abandon security interest equipment during the security interest term without written consent from OHRD's Planner

Ozarks Headwaters Recycling & Materials Management District

Mission Statement

Through full and timely implementation of the Ozarks Headwaters Recycling & Materials Management District's (OHRD) Solid Waste Management Plan, enable participating counties and communities to provide safe, reliable, and cost effective [efficient/affordable] solid waste disposal, recycling, and waste reduction services throughout the Region to meet the waste reduction goals set forth in Missouri Senate Bill 225.

OHRD 2024 Goals & Objectives

1. Support and encourage the development of markets for recyclable material collected by OHRD member cities and counties, and by businesses in the district.

- a. Work with the City of Springfield in the operation and expansion of Springfield's glass recycling project and integrate other OHRD member cities and counties into the project.
- b. Identify additional markets for styrofoam, textiles, carpet, and other collected materials.
- c. Work with OHRD members to reduce costs and simplify transportation of collected material.
- d. Identify collection points, processors, and markets for food waste.
- e. Identify and develop collection points, processors, and markets for other recyclable materials not currently being collected and recycled in the district.

2. Make every effort to provide all OHRD residents, businesses, and institutions with reasonable access to multi-material recycling drop-off centers and/or recycling curbside (point of generation) collection service.

- a. Increase and expand Recycling Drop-Off facilities in the cities of Fair Grove, Strafford, Willard, Highlandville, Clever, Rogersville, Urbana, and locations in Webster County.
- b. Support Major Event Recycling Program throughout OHRD.
- c. Support the development of Food Waste Recycling and Composting Projects and efforts in OHRD.

3. Make every effort to provide all OHRD residents, businesses, and institutions with reasonable access to environmentally safe, reliable, and affordable solid waste and household chemical disposal service and facilities.

- a. Support Springfield's Integrated Solid Waste Management System and OHRD funding by promoting utilization of the Springfield Sanitary Landfill for non-recyclable waste disposal.
- b. Provide ongoing access to the Springfield Household Chemical Collection Center for all households of Christian, Dallas, Polk and Webster Counties.
- c. Encourage efforts by the City of Springfield and other member entities to develop a plan to safely and properly dispose of prescription medications.

4. Coordinate public education programs including, but not limited to, businesses, public schools, private schools, non-formal educators, and civic clubs.

- a. Coordinate with City of Springfield and other member entities to conduct recycling and/or waste reduction programs, when requested, to businesses, public schools, private schools, civic organizations, and other entities in OHRD.

- b. Encourage and assist the development of plans and proposals to implement a proactive and more aggressive education program within available OHRD resources.
- c. Coordinate with City of Springfield and other member entities to support and deliver a Waste Reduction Recognition Program for public and private schools.

5. Provide technical assistance to OHRD members and businesses in grant management and design, funding, implementation, and operation of waste reduction programs.

- a. Provide technical assistance to OHRD member cities and counties, businesses, nonprofit organizations, other organizations, and individuals in locating and obtaining financial assistance for waste reduction programs
- b. Provide technical assistance in grant management to all recipients of OHRD District Grants.
- c. Provide technical assistance in grant preparation to all applicants during OHRD's annual grant cycle.
- d. Prepare and submit an OHRD grant application for the Missouri Department of Natural Resources annual Operations Grant.

6. Maintain liaison with Missouri Department of Natural Resources, other Solid Waste Management Districts, and federal, state, and local governments and promote intergovernmental cooperation to meet the OHRD Mission Statement.

- a. Represent OHRD at all Missouri State Solid Waste Advisory Board and Solid Waste Planners' meetings.
- b. Support all efforts and programs to reduce illegal dumping.
- c. Ensure OHRD continues to participate and be represented at all meetings, work groups, public hearings, etc., regarding the implementation, modification, or introduction of any solid waste legislation that affects solid waste management or OHRD.