



# Ozarks Headwaters

Recycling and Materials Management District

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

## 2022 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. *2022 District Grant Applications must be received no later than 3pm, Friday, December 10, 2021.*

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 grantee 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 grantee at the time the Grant Financial Assistance Agreement between OHRD and the district grantee is signed.

### Application Approval Process

Completing a *2022 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 2022, 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.**

## 2022 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 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**

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.
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 has 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 <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>(For example - can the project, if successful, be easily duplicated elsewhere)</i>
5	The need for the information/the need for the project <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 2021 Targeted Materials, Goals & Objectives. (see targeted materials list. Maximum Points, Top Priority = 10, Medium Priority = 7, Low Priority = 5)
10	Maintains District goal of service within a 25 mile radius for all residents
10	Project is focused on new market development in the District
10	Project is a new grantee for the service area
10	Does the project focus on a previously unmet need?

10	Is the project designed to become stand alone or will it always require District support?
-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
5	Application includes a public educational outreach component ( <i>different component from marketing plan</i> )

<b>2022 OHRD Targeted Materials</b>	<b>2022 Priority</b>	<b>Possible Points</b>
Food Waste / Organic Waste	Top	10
Stand Alone Recycling Education Program	Top	10
Major Appliances	Top	10
Cardboard	Medium	7
Carpet	Medium	7
Demolition waste (waste from construction/demolition activities)	Medium	7
Electronics	Medium	7
Mattresses	Medium	7
Mixed Paper (office paper, pasteboard, magazines, etc)	Medium	7
Plastics (all resins)	Medium	7
Scrap Tires	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 2022 OHRD Grant

If you have any questions or need assistance with your OHRD Grant Application, please contact:  
Angie Snyder, OHRD Planner, 417.868.4197, [asnyder@greencountymo.gov](mailto:asnyder@greencountymo.gov)

### All 2022 OHRD Applications are due no later than 3pm, Friday, December 11, 2021

- 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](#)
- To Complete the 2022 OHRD Grant Application:
  - Contact Angie Snyder at 417.868.4197 or [asnyder@greencountymo.gov](mailto:asnyder@greencountymo.gov) before beginning your application.
    - A pre-application meeting with the Planner *is required* in order to submit an application.
    - Meetings must be completed by the Friday before Thanksgiving.
    - Planner is available to proofread applications if requested and submitted no later than 3 weeks prior to deadline.
  - Download documents from <http://www.recycle417.com/grants>
    - 2022 OHRD Grant Application
    - 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
      - All applicants complete the Affidavit of Work Authorization of Exhibit C
      - Include E-Verify documentation as proof of participation in the program
    - 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 \$10,000. 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*
- **Email application and documents to Angie Snyder at [asnyder@greenecountymo.gov](mailto:asnyder@greenecountymo.gov)**

## **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)*
- *Application lacks any required documents or steps*
- *Any fields are left blank in the application*
- *Application is not submitted in the official OHRD application form*
- *Application is not submitted in electronic format*
- *Application is handwritten*
- *Responses to questions in application exceed the maximum character length*

*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.

# 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 2022 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, 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.