2027 Grant Application Information & Instructions

Each year, Solid Waste Management District O awards grants for Solid Waste Reduction in the District's five-county service region. Counties served by District O are Christian, Dallas, Greene, Polk, and Webster. "Solid Waste Reduction" includes recycling, public education, and other programs that reduce solid waste generation. *2027 District Grant Applications must be received no later than 3pm, Wednesday, December 30, 2026*.

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.***

District O Grants are awarded on a reimbursement basis only. Before District O can reimburse a grantee for any expenditure, documentation must be submitted to the district. 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 District O and the district grantee is signed.

Application Approval Process

Completing a *2027 Application for Funding* does not constitute approval or awarding of a District O 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 District O staff. In early 2027, the District O 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 District O 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 Scoring 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, District O will enter into a Financial Assistance Agreement with the grantee. Please note: District O 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 and met the grant start date noted on the agreement.**

2027 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

District O is required by law to withhold 15% of each grant award until the Grant Final Report is approved by the 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 District O policy now allows 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 District O Executive Board.
- The waiver is approved by MDNR.

Project Reporting Requirements

If approved for funding as a 2027 District O 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 District O.

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 District O and/or its successors a security interest in all equipment purchased by the Grantee for $5,000 or more, in whole or in part, with grant funds received from District O.

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

Unless the SWMP or District O notifies the Grantee in writing of a material breach of the FAA or any documents incorporated herewith, the District O 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 District O security interest shall remain 100% of the amount of funding provided by District O for the purchase of equipment.

The Grantee will carry appropriate insurance on any equipment held in security interest throughout the five-year period. District O must be listed as an additional insured on the policy.

Application Disqualification Rule
Applicant will read and acknowledge the requirements that must be met for the submission of a qualified application. In addition, the applicant will acknowledge that an application may be disqualified at any time for any violation listed in the Grant Application Instructions.

Applicant Contact Information
Applicant will acknowledge it is their responsibility to notify the district of any changes to the contact information for their Authorized Official, Project Manager, or other relevant contacts within their organization.

Agreement to the request for retainage waiver, reporting requirements, project income statement, and security interest requirement is signed with the completed application

2027 Grant Priorities

- Support recycling in underserved and rural areas
    - Webster County
    - Maintain goal of service within 25 miles of every resident
- Support waste reduction education and efforts
- Support of programs focused on product stewardship and extended producer responsibility
- Support efforts to divert or reduce materials constituting a significant portion of district landfill waste, as identified in the City of Springfield's 2025 Waste Characterization Study. Those materials include:
    - Food Waste
    - Cardboard
    - Household Items/Textiles

2027 Targeted Materials

- Food Waste / Organic Waste
- Stand Alone Recycling Education Program
- Major Appliances/Freon Removal
- Cardboard
- Mixed Paper (office paper, pasteboard, magazines, etc)
- Lithium-Ion Batteries
- Carpet
- Demolition waste (waste from construction/demolition activities)
- Electronics
- Mattresses
- Plastics (all resins)
- Scrap Tires
- Textiles
- Universal Waste (batteries, light bulbs, mercury containing devices)
- Bi-metal containers
- Ferrous Metals
- Mixed Glass
- Non-ferrous metals
- Non-hazardous waste from industrial/commercial/institutional operations
- School Lab Waste
- Waste Oil

Grant Application Scoring Criterion used by Grant Evaluation Committee

Criterion	Possible Points	Notes
Project Goals & Effectiveness		
Does the project conform with the integrated waste management hierarchy in the Missouri Policy on Resource Recovery?	10	
Are the goals aligned with state/regional/local plans & priorities?	10	
What impact will the project have on waste diversion & reduction?	10	
Are the goals realistic and achievable?	10	
Is there an effective plan to measure outcomes?	10	
Capability of Applicant		
Has the applicant been able to manage and administer past project?	0	negative points
Does the application have a thorough and reasonable budget?	10	
Has the applicant performed satisfactorily on past projects?	0	negative points
Has the applicant completed past projects in a timely manner?	0	negative points
Has the applicant completed all previous grant reporting on time?	0	negative points
Does the project management team have a needed experience to ensure project delivery (Provide resumes of project management team)	10	
Is the applicant providing a match or other in-kind services/support to the project?	10	
Community Benefit		
Is there a need for the project in the service area?	20	
Does the project increase access to recycling services?	20	
Does the project meet the district goal of service within a 25-mile radius for all residents?	20	
Does the application include a public educational outreach component (separate from a marketing plan)?	0	up to 10 points
Is the project focused on a new market, material or location in the district?	10	
Does the application address the district Targeted Materials?	15	
Long Term Impact		
Will funded materials/equipment be used for recycling and waste diversion after the project period ends?	15	
Is there a detailed business and marketing plan to make the project sustainable after the grant period ends?	15	

TOTAL POINTS 195

NEEDS 146.25 POINTS TO QUALIFY FOR FUNDING

Instructions for applying for a 2027 District O Grant

All 2027 Applications are due no later than 3pm, Wednesday, December 30, 2026

- **Review all documents at** http://www.recycle417.com/grants

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

- **To Complete the 2027 District O Grant Application:**
  - **Contact Angie Snyder at 417.360-5021 or angie@recycle417.com**
    - **A pre-application meeting with the Executive Director *is required* in order to submit an application. Pre-application meetings are scheduled via Zoom for the following dates. *Applicant must contact Executive Director to register and receive meeting link*.**
      - **Tuesday, November 10, 2026 at 10am**
      - **Wednesday, December 2, 2026 at 1pm**
      - **Friday, December 11, 2026 at 10am**
    - **Online application is password protected. Executive Director will provide an application link and the password upon registration for the pre-application meeting.**
    - **The Executive Director is available to proofread applications. Requests for proofreading must be submitted no later than 3 weeks prior to the application deadline, or by 12-9-26 for the 2027 grant application.**
  - **Executive Director will provide some *required* supporting forms upon request:**
    - **2027 District O Grant Application (online link)**
    - **MDNR Business Entity Certification Forms:**
      - Complete either Box A or Box B of Exhibit C
        - *Note: Any organization with employees will complete Box B*
      - *All applicants must complete the Affidavit of Work Authorization of Exhibit C*
      - *E-Verify documentation as proof of participation in the program*
        - *Please only submit the document page showing organization name as proof of participation*
    - **Budget Form**
    - **Time Table/Work Plan**

- **Additional required forms include:**
  - **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 Executive Director if you have questions)*
  - **Zoning Permits**
    - Provide zoning information from your local governing entity
      - *Applicants located in the City of Springfield: Contact the Executive Director before requesting zoning documents from the City*
- **Follow ALL instructions within the application**
  - Failure to follow instructions **will result in the disqualification** of your application.
  - Failure to attach all required documentation **will result in the disqualification** of your application.
  - Contact the Executive Director if you have any questions or problems with the form. *If you encounter problems, **do not** continue with the application until a response is received from the Executive Director.*
- **Submit application and documents online through application link**
- ***It is the applicant's responsibility to update the District regarding changes to the Authorized Official, Project Manager, or any other relevant information. Failure to do so may affect grant awards.***

District Grant Call Policy and Procedure:

Applications will not be accepted if:

- *Applicant has not completed pre-application meeting with District Executive Director*
- *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 District O 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.

Failure to update the Executive Director of any changes to contact information may result in a grant not becoming active, prior to or after the award date.

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.

Appeals Policy:
In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by District O staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. Erick Roberts, Chair, Solid Waste Management District O and be delivered to District O, 205 Park Central East, Suite 204, Springfield, MO 65806. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, District O Chair will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

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 District O on the form provided
- Equipment purchased with grant funds must be primarily used to support the funded project
- Up-to-date contact information must be provided at all times

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 District O 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. District O must be listed as an additional insured on the policy
- Grantee may not sell, give away, relocate, or abandon security interest equipment during the security interest term without written consent from District O's Executive Director

Solid Waste Management District O

Mission Statement

Through full and timely implementation of the Solid Waste Management District O's 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.

District O 2027 Goals & Objectives

1. Support and encourage the development of markets for recyclable material collected by District O 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 District O member cities and counties into the project.
b. Identify additional markets for styrofoam, textiles, carpet, and other collected materials.
c. Work with District O 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 District O 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 District O.
c. Support the development of Food Waste Recycling and Composting Projects and efforts in District O.

3. Make every effort to provide all District O 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 District O 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 District O.

b. Encourage and assist the development of plans and proposals to implement a proactive and more aggressive education program within available District O 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 District O members and businesses in grant management and design, funding, implementation, and operation of waste reduction programs.

a. Provide technical assistance to District O 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 District O District Grants.
c. Provide technical assistance in grant preparation to all applicants during District O's annual grant cycle.
d. Prepare and submit a District O 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 District O Mission Statement.

a. Represent District O at all Missouri State Solid Waste Advisory Board and Solid Waste Executive Directors' meetings.
b. Support all efforts and programs to reduce illegal dumping.
c. Ensure District O 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 District O.