

SOUTHEAST MISSOURI SOLID WASTE MANAGEMENT DISTRICT

FISCAL YEAR 2025 DISTRICT GRANTS APPLICATION PACKET

Southeast Missouri Solid Waste Management District

1 West St. Joseph Street Perryville, Missouri 63775

573-547-8357

573-547-7283 (Fax)

Reduce, Reuse, Recycle...for a better tomorrow!

Application Deadline:
December 29, 2023, @ 5:00 pm



**SOUTHEAST MISSOURI
SOLID WASTE MANAGEMENT DISTRICT DISTRICT GRANTS PROGRAM
TABLE OF CONTENTS**

GENERAL INFORMATION 3

 Statement of Authority 3

 Eligibility 4

 Timeline 4

APPLICATION PROCESS..... 5

 Required Proposal Content and Supporting Documents 5

 Submittal of Applications 8

 Proposal Review and Evaluation 9

APPROVED PROJECT STIPULATIONS..... 10

 Eligibility of Costs 10

 Accountability 10

 Financial Assistance Agreement 10

APPENDICES 12

 III. Southeast Missouri Solid Waste District Targeted Materials List 13

 IV. District Grant Contact List 14

 V. Missouri DNR Financial Assistance Program 15

 VI. Missouri Policy on Resource Recovery 16

GENERAL INFORMATION

In accordance with state law, the Missouri Department of Natural Resources (MDNR) has authorization to provide grant funds to each of the officially designated Solid Waste Management Districts for the utilization and funding of solid waste management projects.

A major provision included in Senate Bill 530 was the creation of financial incentives designed to stimulate resource recovery within the State. The source of these funds is a per ton tipping fee levied on solid waste sanitary landfills and transfer stations and a per ton tipping fee on demolition landfills. This fee is adjusted according to the cost of living. The Solid Waste Management Fund was created to receive these fees. The fund is being administered by the Missouri Department of Natural Resources' Solid Waste Management Program (Appendix V).

Award of any grant funds is dependent upon the appropriation of funds by the legislature of the State of Missouri and approval of the transfer of funds and authorization for the projects by the Missouri Department of Natural Resources' Solid Waste Management Program to the Southeast Missouri Solid Waste Management District.

STATEMENT OF AUTHORITY

The authority to provide District Grants from the Southeast Missouri Solid Waste Management District is in accordance with Section 260.335.2(3) and (4), *Revised Statutes of Missouri (RSMo)*.

The requirements and the evaluation criteria developed for this packet were based on the administrative rule, 10 CSR 80-9.050. Copies of the Missouri's Solid Waste Management Law are available from:

Missouri Department of Natural Resources Solid Waste Management Program
P.O. Box 176 Jefferson City, Missouri 65102
(573) 751-5401

Or via the internet at -

<https://revisor.mo.gov/main/Home.aspx> to reach the Missouri Reviser of Statutes page to see the relevant statutes.

www.sos.mo.gov to reach the Missouri Secretary of State's Office use the "Administrative Rules" link
and then the "Code of State Regulations" link to find the relevant administrative rules.

ELIGIBILITY

Grant monies will only be available for projects which will be included in the updates to the Southeast Missouri Solid Waste Management District's solid waste management plan. No grant funds will be made available for incineration without energy recovery or solid waste disposal area projects.

Proposed projects should be in conformance with the integrated waste-management hierarchy as described in the Missouri Policy on Resource Recovery (Appendix VI). The following project categories have been identified by the Missouri Department of Natural Resources. These projects were based upon 10 CSR 80-9.040.2C), the regulation which administers Section 260.225(5) RSMO:

Waste Reduction Projects:

- Waste Reduction
- Education on Waste Reduction
- Research and Development on Waste Reduction

Recycling Projects:

- Collecting/Processing/Composting
- Education on Recycling/Recyclables
- Marketing/Market Development

Projects that are awarded financial assistance from this fund are to work toward implementing Missouri's Policy on Resource Recover (Appendix VI). This, in turn, will help the State achieve its goal to reduce the amount of waste generated for disposal by 40% in weight.

TIMELINE

11/15/2023	Written notice to all governing officials and publication in designated newspapers for public notice. (All counties/cities over 500 within the district)
11/15/2023 - 12/31/23	Due Date: Applications must be received at the Solid Waste Management District Office between these dates.
02/28/2024	Review of grant applications by the District Staff and the Proposal Review Committee and recommendations made to the Solid Waste Management District membership for funding
03/28/2024	SWMD Board decision
03/28/2024 - 06/30/2024	Missouri Missouri Department of Natural Resources - Solid Waste Management program receives signed Grant Agreements , reviews them, and begins disbursement of funds to districts which have submitted all required project documentation and have submitted properly executed invoices and financial assistance agreements between the district and the subQrantees.
07/01/2024	District awards grant funds, issues FM s, and the new grant cycle beQins.

APPLICATION PROCESS

Potential applicants should review the District's 'Targeted Materials List' (Appendix III). If there are questions applicants are invited to discuss their proposals with the District's officers or administrative staff. A list of the District Officers and staff is provided in Appendix IV.

Applicants are ineligible if they are directly involved in the selection and award of financial assistance under the administrative rule, 10 CSR 80-9.050, or have a conflict of interest in the selection and receipt of such assistance. For the purpose of this application, a conflict of interest occurs when an applicant's employee, spouse or partner participates in the selection, award or administration of financial assistance under 10 CSR 80-9.050, and receives an award, contract, gratuity or favor from such participation.

REQUIRED PROPOSAL CONTENT AND SUPPORTING DOCUMENTS

In order to comply with the regulations and laws of the State of Missouri, the Southeast Missouri Solid Waste Management District requires that the following information be included in all proposals submitted for funding, it is **required** that all proposals be submitted in the following order:

1. Grant Application Checklist

Fill out the checklist, this will be the FIRST page of your proposal

2. Application Form

Fill out the application form and place it immediately after checklist

- 3. Estimate of Costs (Budget worksheet, Explanation Sheet & Description)** Complete a budget using the sample "Budget Worksheet" and place it immediately after the Application Form in your proposal. Subheadings may be adjusted to suit your specific proposal. Itemize the estimated costs for conducting the project. Estimated costs should be provided for all major planned activities or purchases and shall be supported by documentation showing how each cost estimate was determined Justification/support \$5,000 and over). The estimated cost should include a column showing the amount of funds (match) that the local entity is committing toward the various line items (if applicable), the amount of funds being requested from the Solid Waste Management District for each line item and the total amount of funds required for each line item. **The District requires that applicants for recycling project funds provide a minimum of twenty-five percent (25%) in local match for the District funds.**

4. Executive Summary

Complete and executive summary (no longer than TWO pages) of the project objectives and the problem to be solved and place immediately after the Estimate of Cost.

5. Site Location

The location of the project to include the following: the county ; the street or road location (i.e., 821 Elm Street, County Road 854, etc.); and the name of the city/state/zip. The ownership status of the project site should also be included under this heading - name, address, and phone number.

6. Work-plan and Personnel

A work-plan identifies key project task (bidding , UCC-1 or other security interest documents), key personnel who are to be involved with the project and their qualifications .

7. Timeline with Tasks

A timeline graph (examples in application packet) showing anticipated dates for individual project tasks, major planned activities and expenditures, submittal of reimbursement for salaries and/or equipment (must include), and submittal of quarterly reports and the final report (must include). Number of tasks can be adjusted to suit your specific project. It is not necessary to generate by computer or have it professionally prepared.

8. Verification of Permits, Approvals, Licenses or Waivers

Verification that all applicable federal, state, and local permits, approvals, licenses, or waivers necessary to implement the project have been obtained or applied for and will be obtained prior to an award. This may include, in the case existing transfer stations or landfill sites, copies of applications for other required approvals and licenses. Also, a written statement guaranteeing that all permits will be received prior to initiating any project action must be signed and submitted to the Solid Waste Management District.

9. Project Evaluation Procedures

A description of the evaluation procedures to be used throughout the project to quantitatively measure the success of the project (tonnage or measurable outcomes; quantitative and qualitative).

10. Commitment Documentation

Documentation that shows a commitment to the match. If the local government is providing a portion of the costs for the project, a letter signed by the highest elected official of the county or city, or the president of a corporation, must be submitted verifying that the funds are committed in an approved budget, readily available, and will be expended as a part of the project.

11. Supporting Documents

The following supporting documents for projects involving allocations over \$50,000 are required:

- a. To demonstrate technical feasibility, a preliminary project design, engineering plans and specifications for any facilities and equipment required
- b. A financial report including
 - i. A three-year business plan, and for projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand

for recovered material and recycled products necessary for sustained business activity.

- ii. A description of project financing, including projected revenue
- iii. A credit history
- iv. Up to three years' previous financial statements or reports

12. Confidential Business Information and Availability of Information

Any person may assert a claim of business confidentiality covering a part or all of the information by including a letter in the proposal which requests protection of specific information from disclosure. Confidentiality shall be determined or granted in accordance with Chapter 610, Revised Statutes of the State of Missouri. However, if no claim accompanies the proposal when it is received by the District, the information may be made available to the public without further notice to the person submitting it.

SUBMITTAL OF APPLICATIONS

Deadline Time and Date: **December 29, 2023 at 5:00p.m.**

Number of Copies:

The original and nine (9) copies of the entire application and supporting documentation must be submitted.

Signature and Date:

Be sure that the application is signed and dated in the area provided, by the highest ranking official of the organization . Signatures must be in **BLUE INK**.

Mail or deliver your application to:

Southeast Missouri Solid Waste Management District Grants Program c/o
Southeast Missouri Regional Planning Commission
1 West St. Joseph Street Perryville, Missouri 63775
(573) 547-9357

Applications received after the above deadlines shall be returned to the applicant and shall not be considered for funding. The envelope shall have the following notation:

SWMD Application Enclosed.
Attn: Alexandra Rios, Program Manager

PROPOSAL REVIEW COMMITTEE AND EVALUATION

For all applications received by the deadline, the Proposal Review Committee of the Board will determine the eligibility of the applicant, the eligibility of the proposed project, the eligibility of the costs defined in the proposal, and the completeness of the proposal.

If the Proposal Review Committee determines that the applicant or the project is ineligible or incomplete, the Board will reject the proposal and notify the applicant.

The Proposal Review Committee will evaluate each proposal that is determined to be eligible and complete. The evaluation method will include the following criteria as appropriate per project category:

- A. Conformance with the Solid Waste Management hierarchy as described in the Missouri Policy on Resource Recovery (Appendix VI);
- B. Conformance with the District Targeted Materials List (Appendix III);
- C. Degree to which the project contributes to community-based economic development;
- D. Degree to which the project promotes waste reduction or recycling through the proposed process;
- E. Compliance with federal, state or local requirements;
- F. Transferability of results;
- G. Technical ability of the applicant;
- H. Managerial ability of the applicant;
- I. Ability to implement in a timely manner;
- J. Technical feasibility;
- K. Level of commitment for financing;
- L. Type of contribution by applicant;
- M. Quality of budget;
- N. Past performance on District grants (timeliness of reports, completion of project by deadline, and provision of appropriate and complete documentation).

APPROVED PROJECT STIPULATIONS

ELIGIBILITY OF COSTS

All costs must be specified on the budget sheets and major expenditures must be shown in the timetable.

Eligible costs include (but may not be limited to):

- A. Collection, processing, manufacturing or hauling equipment;
- B. Materials and labor for construction of buildings;
- C. Engineering or consulting fees;
- D. Salaries directly related to the project;
- E. Equipment installation costs including installation, freight or preparation of the equipment;
- F. Development and distribution of informational materials
- G. Planning and implementation of education forums, including, but not limited to workshops;
- H. Travel necessary for project completion;
- I. Overhead costs directly related to the project;
- J. Laboratory analysis costs.

Ineligible Costs include:

- A. Operating expenses, such as salaries and expenses that are not directly related to the project activities;
- B. Costs incurred before the project start date or after the project end date;
- C. Taxes;
- D. Legal costs;
- E. Contingency funds;
- F. Land acquisition.

10 CRS 80-9.050(1)E)1, allows land acquisition costs only as match for district grants.

ACCOUNTABILITY

Recipients of financial assistance will be required to maintain an accounting system according to generally accepted accounting principles that accurately reflects all fiscal transactions, incorporates appropriate controls and safeguards, and provides clear references to the project proposal. Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contracts, and agreement award documents. The submission of an approved audit, which includes any funds granted by the Southeast Missouri Solid Waste Management District may be required. This can be a comprehensive audit which includes Bootheel Solid Waste Management District granted funds.

RECORDS WILL BE MAINTAINED WHICH WILL REFLECT THE FOLLOWING INFORMATION TO BE SUBMITTED TO THE MDNR ON A QUARTERLY BASES:

- A. The details of progress, including the volume of waste disposal abatement for each type of

recovered material utilized in the project, if appropriate;

- B. Problems encountered in the project execution;
- C. Budget adjustments made within budget categories, with justifications;
- D. Other information necessary for proper evaluation of the progress of the projects.

NOTE: Documents will be held for at least three years following the close of the project. (If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issue which arise from it, or until the end of the regular three-year period, whichever is later.)

FINANCIAL ASSISTANCE AGREEMENT

All District grant awards are subject to the appropriation process. The department of Natural Resources' Solid Waste Management Program cannot guarantee funding of a District approved project after the close of the fiscal year in which the project was approved .

Before awarded funds are distributed to an applicant, the applicant will do the following:

- A. Obtain all applicable federal, state, and local permits, approvals, licenses or waivers required by law and necessary to implement the project; and
- B. Enter into a financial assistance agreement issued by the District which is consistent with the Missouri Department of Natural Resource's terms and conditions.

APPENDICES

III. Missouri Department of Natural Resources Financial Assistance Program

IV. Evaluation Criteria Score Sheet

V. Missouri Department of Natural Resources Guidelines for Planning
Information Activities

VI. Department of Natural Resources-General Terms and Condition

APPENDIX III

Southeast Missouri Solid Waste Management District Adopted April 24, 2012

Targeted Materials List

- 7 points – The project reduces or recycles material(s) listed 1 through 5 on the District's Targeted Materials List.
- 5 points – The project supports the reduction or recycling of Electronic Waste in a single county.
- 3 points – The project supports the reduction or recycling of Yard Waste in a single county.

NOTE: Materials ranked from Highest (1) to Lowest (6) are:

1. Fiber (paper, cardboard, etc.)
2. Plastics
3. Metal (including containers and other metals)
4. Construction/Demolition
5. Glass
6. Electronic Waste
7. Yard Waste

APPENDIX IV

Southeast Missouri Solid Waste Management District Region R -District Executive Board Members and Staff

Executive Board

Happy Welch
Chairman
City Administrator
City of Ste. Genevieve
165 South Fourth Street
Ste. Genevieve, MO 63670
Email: hwelch@stegenevieve.org
Ste. Genevieve County

Larry Kemp
Vice-Chairman
2nd District County Commissioner
Madison County Commission
1 Courthouse Sq
Fredericktown MO 63645-1137
573-783-2176
Email: kemplarryd@gmail.com

Honorable Jay Wengert
Secretary/Treasurer
Associate Commissioner
Perry County Commission
321 N. Main Street
Perryville, Missouri 63775
573-547-4242
Email: jpwwb@yahoo.com
Perry County

Staff

Jeremy Tanz
Executive Director
SEMO Solid Waste Mgmt. District
Perryville, MO 63775
(573) 547-8357

Alexandra Rios
District Planner
SEMO Solid Waste Mgmt. District
1 West St. Joseph Street
Perryville, MO 63775
(573) 547-8357

Erica Palmer
Fiscal officer
SEMO Solid Waste Mgmt. District
Perryville, MO 63775
(573) 547-8357

APPENDIX V

Missouri Department of Natural Resources Solid Waste Management Program Financial Assistance Program

I. Background Information

The signing of Senate Bill 530 on July 9, 1990, substantially amended Missouri Solid Waste Management Law. Senate Bill 530 contained provisions for financial incentives to stimulate resource recovery activities within the State of Missouri. The source of these funds is a fee of \$2.04 per ton levied at solid waste sanitary landfills and transfer stations and \$1.36 per ton levied at demolition landfills. A Solid Waste Management Fund has been created pursuant to Section 260.330.1, for the fees collected from these permitted solid waste management facilities.

II. Market Development Financial Assistance - Environmental Improvement and Energy Resources Authority (EIERA)

Monies for the Market Development Program are also generated from the Solid Waste Management Fund. This program is currently being administered jointly by the Department of Natural Resources, the Department of Economic Development and the lead agency, the EIERA. The contact person for information for this program is Ms. Alice Geller, EIERA, P.O. Box 744, Jefferson City, Missouri 65102, (573) 526-5555.

III. Department of Natural Resources' Solid Waste Management - Financial Assistance Program

Solid Waste Management Districts/Counties/Cities

At least 50% of the amounts of money remaining in the Fund shall be allocated, upon appropriation, to participating cities, counties, and districts. Fifty percent of the money generated within each region shall be allocated to the cities and counties within the district.

Waste Reduction and Recycling Projects

The remaining money in the fund shall be used, upon appropriation, to provide grants or loans for solid waste management projects to any district, county or city of the state or to any other person or entity involved in waste reduction or recycling activities.

APPENDIX VI

MISSOURI POLICY ON RESOURCE RECOVERY

STATEMENT

It is the policy of the State of Missouri to integrate appropriate resource-recovery philosophies and practices into all relevant activities in order to minimize the amount of solid waste that requires disposal, reduce environmental and public health threats, increase the manufacture and use of products made from recycled materials and preserve our natural resources.

GOALS

The goals of this policy are as follows:

To incorporate solid waste reduction, recycling, and resource recovery into the solid waste management activities of state and local governments, industries and citizens.

To apply an integrated waste management hierarchy when managing local and regional solid waste streams to minimize possible environmental impacts associated with any one technology and to achieve the maximum feasible use of waste reduction, recycling, and resource recovery. This hierarchy is as follows:

- First - reduce the amount of solid waste created
- Second - reuse, recycle and compost
- Third - recover and use energy from solid waste
- Fourth - incinerate or dispose of in a sanitary landfill

To facilitate the use of recycled materials by Missouri manufacturers and encourage the development of markets for recycled materials by incorporating solid waste reduction, recycling and resource recovery concepts into programs involving procurement, industrial development, capital works and other appropriate areas.

To coordinate technical and financial assistance for solid waste reduction, recycling and resource recovery in accordance with state and local solid waste management plans.

OBJECTIVES FOR STATE GOVERNMENT

The state government shall assure that the implementation of state, regional and local solid waste management systems and plans support the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and the Missouri Resource Recovery Feasibility and Planning Study.

The state government shall coordinate financial assistance to promote programs for waste reduction, resource recovery, market development for recovered materials, recycled materials procurement, and solid waste management programs that are in accordance with Missouri

Policy on Resource Recovery, the Missouri Solid Waste Management Plan and the Missouri Resource Recovery Feasibility and Planning Study.

State government shall provide a clearinghouse of consumer information regarding the need to support resource recovery; to utilize and develop new resource recovery programs around existing enterprises; to promote the development of markets for recovered materials; to request and purchase recycled products; and to participate in resource conservation activities and other relevant issues.

State government shall update the state's solid waste management plan so it addresses the state resource recovery policy.

State government shall assure that the implementation of state and local solid waste management systems and plans are based upon the integrated solid waste management hierarchy.

OBJECTIVES FOR LOCAL GOVERNMENT

To promote waste reduction, market development for recovered materials and resource recovery, local governments, industries and citizens shall coordinate and implement economically feasible policies for integrated waste management systems, and shall increase procurement of products made from recycled materials.

Local and regional solid waste management shall be mutually supportive and consistent with the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and the Missouri Resource Recovery Feasibility and Planning Study.

Local solid waste management plans shall implement solid waste management systems based upon the integrated solid waste management hierarchy, protect the public health and the environment and meet the residential, commercial, industrial and agricultural needs of the region.

OBJECTIVES FOR LEGISLATIVE ACTION

The state legislature shall appropriate funds to fully implement the Missouri Solid Waste Management Law, especially those areas that implement the state's resource recovery policy.

The state legislature also shall promote legislation consistent with the state resource recovery policy.