

FY 2015 District N Grant

Application and Guidance Document

Applications are due by Wednesday, October 1, 2014

SOUTHWEST MISSOURI SOLID WASTE MANAGEMENT

DISTRICT N

205 15th St

P.O. BOX 27

Monett, MO 65708

417-236-9012

swaste@mo-net.com

GUIDELINES FOR APPLYING FOR DISTRICT SOLID WASTE GRANTS for FY 2015

The purpose of this document is to provide guidelines for applying for funding for Solid Waste Management Projects from the Southwest Missouri Solid Waste Management District N. This document includes all of the application materials needed to apply for funding for the FY15 District Grant Program.

Complete applications for funds are due to the Southwest Missouri Solid Waste Management District N Office by 3:00 p.m. on Wednesday, October 1, 2014

Background Information:

The Southwest Missouri Solid Waste District (i.e. District) was established in 1990 in accordance with the Missouri Omnibus Solid Waste Management Law (SB 530). The District is composed of Dade, Barry, Lawrence, Stone and Taney Counties and the 21 member cities within those counties. Each District in the state is required to design and implement a Solid Waste Management Plan with the express objective of reducing its solid waste stream disposal by 40%.

District Grants are funded by a tonnage fee of \$2.11 per ton that is charged at every landfill in Missouri and every transfer station in Missouri that hauls its trash out of state. The rate charged at landfills that only accept construction and demolition debris is \$1.41 per ton. With the passage of Senate Bill 225 in May of 2005 the funding formula for the money sent to the 20 solid waste management districts is allocated 40% based on population of the district at the last census, and 60% based on the amount of tonnage fees collected within that district. Each District receives a minimum of \$95,000.00 each year. At least 50% of this grant money must be allocated for city/county projects and up to 50% may be allocated for District Operations. District Grants are to assist in the funding of projects in solid waste management that are in accordance with the Districts Solid Waste Plan and the guidelines of this application.

Eligibility Requirements:

Any city or county of the District or any person or entity involved in solid waste management activities in the District may apply for a District Grant.

Applicants are ineligible if they are directly involved in the selection and award of financial assistance under the administrative rule, 10CSR 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 10CSR 80.9.050, and receives an award, contract, gratuity or favor from such participation.

Projects are ineligible for District Grant funds if that project comes from a city or county that has not adopted the Districts Solid Waste Management Plan and agrees by resolution to implementation of those options within the plan that have been chosen by the city or county.

Types of Projects:

There are two types of District Grant Projects: city/county and district wide projects.

City/County projects provide waste reduction and recycling services within the jurisdiction of a single city or county. Cities/counties and any persons or entity within a city/county are encouraged to apply for grants to assist in the implementation of waste management programs consistent with the districts solid waste management plan recommendations and the guidelines of this applications. Examples of city/county projects include starting or expansion of a residential recycling program, comprehensive waste reduction education programs, reuse programs, source reduction city/county recycling drop-off centers, businesses that either develop new products from programs, starting or expansion of recycled material or that process collected material for use in new products or activities that reduce the amount of illegally disposed of material in the District.

District wide projects provide waste reduction and recycling services which affect the whole district. Anyone or entity within the District is encouraged to apply for grant funds that encompass activities meeting the needs of the District as a whole. Examples of District wide projects include comprehensive waste reduction education programs, household hazardous waste collection, landfill banded items collection and disposal, regional compost facility development or activities that promote district wide cleanup programs with cooperation of keeping recycled items out of the landfill.

Potential applicants are encouraged to review the District's targeted materials and projects list contained in Appendix V of this application and to discuss their proposed projects with the District's staff.

Application Review and Grant Awards:

District grant applications shall be reviewed, ranked and awarded based on the objective, point-based criteria developed by the District (see Appendix VI.). A three member Sub-Committee is appointed by the Executive Board Chairperson to review and rank all the applications against the Evaluation Criteria found in Appendix VI and adhering to the Grant Review Policies found in Appendix IV. Following the ranking, the District may invite the applicants to make brief presentation before the district's Executive Board. Applicants should be prepared to justify their project and answer questions pertinent to its award. Upon completion of the Sub-Committee presentation and recommendation to the Executive Board, the Executive Board will determine the degree to which funding to any project will adversely affect existing entities in the market segment and assign the final ranking and/or funding of the received applications.

Upon approval, the District will proceed with the awarding of the grants provided that:

1. The applicant has obtained all applicable permits, approvals, licenses or waivers required by law and outlined in the evaluation criteria,
2. A financial assistance agreement has been entered into by the applicant and district,
3. All grant documentation is approved by MDNR,
4. Funding is appropriated to the District by MDNR.

Requirements for Approved Projects:

1. Costs:

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

1. Collection, processing, manufacturing or hauling equipment
2. Materials and labor for construction of buildings,
3. Engineering or consulting fees,
4. Equipment installation costs,
5. Salaries directly related to the project,
6. Development and distribution of educational materials,
7. Development and implementation of educational forums,
8. Overhead costs directly related to the project,
9. Travel necessary for project completion.

Ineligible costs are those which District Grants will not cover. They include:

1. Operating expenses of local, county and district government, such as salaries and expenses that are not directly related to the project activities,
2. Costs incurred before the Notification to Start project letter,
3. Taxes,
4. Legal cost,
5. Contingency funds,
6. Land acquisition.

2. Match Requirements:

Local match is not required.

3. Financial Assistance Agreement:

The District is charged with the administration of the grants after they are awarded. The vehicle used to accomplish this and provide accountability for the grantees to the District is the Financial Assistance Agreement (FAA). After the award process is completed, the District will enter into a FAA with approved applicants. FAA's will detail the specific requirements of the grantee to the District and the State in accepting the District grant award.

These requirements include but are not limited to: Detailed reporting requirements and accountability standards pertinent to all grantee. Grantee will be required to submit detailed quarterly reports containing information regarding the progress of the project, volume of waste diverted from disposal, miscellaneous problems, budget adjustments and other pertinent information. Grantees will be required to submit a final report, including a final assessment of the project. Grant recipients will have to maintain an accounting system according to generally accepted accounting principles that accurately reflects 1) all fiscal transactions, 2) incorporates appropriate controls and safeguards, and 3) provides clear references to the project proposal. Accounting records must be supported by source documentation such as canceled checks, paid bills, payrolls, time and attendance records, material

contracts, and agreements award documents.

Applicants are required to use at least **30% post-consumer**, no less than **20%** recycled paper products.

The FAA will also, detail the reimbursement procedures for all grantees and specify that the District shall retain 15% of the funds from the grantee until the Executive Board gives approval to the recipients final accounting of the project expenditures and its project final report. The District may release the 15% of the grant funds with final approval of the Executive Board and the MDNR with the grantee supplying four(4) quarters reporting of the project. Also keeping records of tonnage of materials processed each year for 5 years, if applicable with the grant; reporting this number into the District office.

Added to the FAA will be the requirement for all subgrantees to adhere to the Department of Natural Resources Contracting and Procurement Participation Plan and the Governor's Executive Order 98-21, special efforts must be made to assure that a 10% objective be made available to MBE (Minority Business Enterprises) and a 5% objective be made available to WBE (Women Business Enterprises), when using state agreement funds to purchase supplies, equipment, construction and services related to this award agreement.

As outlined in the FAA: Bidding Requirements (as a minimum): Recipients of grant funds are required to obtain bids for all purchases according to the scheduled as defined in RSMo 34.040 and as approved by the District.

- *Purchases of \$ 0 - 2,999.99 do not require Bids
- *Purchases of \$3,000 - 24,999.99 require three competitive bids, but do not have to be advertised
- *Purchases of \$25,000 or higher require competitive bids advertised in a least two daily papers for five days before bid opening

The Grantee will be given time to review the FAA prior to signature, if so needed.

4. Time Period:

Funding may be requested for periods of up to 12 months. Activities must be completed within the time frame specified in the grant application or a letter submitted to the District 30 days prior to the end of the grant period stating the reasons why the project cannot be completed in the 12 month period and asking for an extension of no more than six (6) months.

District Grant Application Timeline:

- 8/18/14 Send written notices to governing officials of each county and member city and publish a notice in the officially designated legal newspaper for public notices for every county and city with a population over 500 within the District.
- 9/09/14 Selection of Grant overview committee
- 8/18/14-10/01/14 District staff available for technical assistance to potential grant applicants
- 10/01/14 Application deadline is 3:00 p.m. at the District office.
Applications received after the deadline will not be considered.**
- 10/09/14 (approx..) Grant Committee Review of 2014 Grant applications
- 10/14/14 Board selection of Grants
- 10/31/14 (approx.) Notification to MDNR of selected projects.
- 10/31/14-12/31/14 DNR SWMP Staff Review of District Grant Applications.
- 1/01/15 (approx.) Financial Assistance Agreements signed.
- 1/05/15 (approx.) Potential Project start date.*

All dates are subject to change, based upon DNR’s final approval of grant applications.

***Note: NO PROJECT SHALL BEGIN UNTIL A "NOTICE TO PROCEED" HAS BEEN RECEIVED FROM THE DISTRICT**

Application Process:

Every grant applicant should use the forms provided and must contain all of the following components in the order listed. Any missing information may result in the grant application being rejected. The original and four (4) copies of the completed application must be submitted to:

**Natalie Moseley, District N Planner
Southwest Missouri Solid Waste Management District N
P.O. Box 27
Monett, MO 65708**

OR

**Hand-delivered to the District Office at
205 15th St
Monett, MO**

The deadline for submitting applications is 3:00 p.m. on Wednesday, October 1, 2014

No facsimile copies will be accepted.

*Questions regarding project eligibility or the application process
should be directed to Natalie Moseley, 417-236-9012 or swaste@mo-net.com*

Components of the Application:

I. Subgrantee checklist (see Appendix I)

II. Executive Summary

Provide a summary statement of no more than two pages describing the proposed project and its objectives. The Executive Summary must include the following sections:

Introduction

Project Description - Explain why there is a need for the project, its current status, targeted clientele, and the approximate geographic area of the District that will benefit from the proposed project. Indicate the type and amount of material that will be recovered or diverted from the waste stream or the end product or result of produced because of the proposed project.

Conclusion

III. Application Form (see Appendix II)

Please complete the entire application form.

IV. Budget Form (see Appendix III)

*Please complete the entire budget form and supply budget notes for each line item determining how you arrived at the cost for that line item. Itemize the estimated costs for conducting the project. Estimates shall be provided for all major planned activities or purchases and shall be supported by documentation for each cost estimate. In order to document the matching funds, the budget must delineate the percentages and dollar amounts of the total project costs for both district funds and applicant contributions. **All budget line item costs must be supported by and include documentation such as quotes, support letters, and verifiable information.***

Note: Please review the eligible cost and ineligible cost already covered under “Requirements for Approved Projects” in this application before completing the Budget Form.

V. Project Narrative

Provide a statement describing the problem to be solved, how the project will address the problem and the expected project results. Indicate if the proposed project is a city/county or district-wide project.

The narrative shall include and fully describe the following information as it relates to the project.

Location of Project: Indicate the physical location (e.g. address), area, and ownership status of the project site.

Personnel: Identify the key personnel; their qualifications; and their managerial, operational and technical capabilities. Specify personnel and training expenses to be covered as a result of the project receiving; funds if needed. **Resumes of key personnel are required.**

Work Plan and Timetable: Identify the project tasks and incorporate these tasks into the timetable. Indicate anticipated dates for major planned activities and expenditures, including the submittal of quarterly reports and the final report.

The timetable shall be submitted in either a graphic format as shown below or in text form along with the Work Plan.

Sample Timeline Graph

				Qrt.			Qrt.			Qrt.			Qrt.
				Report			Report			Report			Report
Month	1	2	3	4	5	6	7	8	9	10	11	12	13
Task 1													
Task 2													
Task 3													
Task 4													
Task 5													
Task 7													
Task 6													
Task 8													

VI. Project Evaluation Procedures

Provide a description of the evaluation procedures used throughout the project to quantitatively measure the success of the project.

VII. Supporting Documents

Permits: Verify that all applicable federal, state, and local permits, approvals, licenses, or waivers necessary to implement the project will be obtained prior to an award.

Business Plan: Provide the following supporting documents for projects involving allocations over twenty thousand dollars (\$20,000.00):

1. *A preliminary project design, engineering plans, and specifications for any facility and equipment required for the proposed project.*
2. *A financial report including (if applicable to the project)*
 - A. *A Three (3) year business/program plan containing a market analysis demonstrating that the applicant has secured the necessary supply of recovered materials and the demand for the end-product necessary for sustained business activity.*
 - B. *A description of project financing including projected revenue from the project.*
 - C. *A credit history of the applicant.*
 - D. *Three (3) years previous financial statements.*

Trade Secrets: Any applicant may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information to be protected from disclosure. Confidentiality shall be determined or granted in accordance with Chapter 610, Ramos. If no such claim is submitted with the application, the information may be made available to the public without further notice.

LIST OF APPENDICES

- I. Sub grantee Checklist
- II. Application and Applicant Profile Form
- III. Budget Form
- IV. Grant Review Policies
- V. Target Materials and Project List
- VI. Evaluation Criteria Form (These forms are for your information, do not send back with your Grant Application.)

Appendix I

SUBGRANTEE CHECKLIST

Please complete this form and attach to front of your application for grant funds. **If you cannot answer YES to all questions on this form it should not be submitted to the District. Be sure and put the page number.**

- | | <u>Yes</u> | <u>Page # No.</u> |
|---|------------|-------------------|
| 1. Is the application form signed and dated? | _____ | _____ |
| 2. Are there Four (4) copies plus the original? | _____ | _____ |
| 3. Is the project located within the District? | _____ | _____ |
| 4. Is the budget substantially complete? | _____ | _____ |

5. **For all projects, the below list must be complete with the appropriate page number.**

- | | <u>Yes</u> | <u>Page #</u> |
|---|------------|---------------|
| 1. <u>Executive Summary</u> | _____ | _____ |
| 2. <u>Applicant Profile Sheet</u> | _____ | _____ |
| 3. <u>Jobs Created or Retained</u> | _____ | _____ |
| 4. <u>Line-Item Budget</u> | _____ | _____ |
| 5. <u>Project Narrative – Location of Project</u> | _____ | _____ |
| 6. <u>Project Narrative - Work Plan</u> | _____ | _____ |
| 7. <u>Project Narrative – Time Line</u> | _____ | _____ |
| 8. <u>Evaluation Procedures</u> | _____ | _____ |
| 9. <u>Verification or Waivers</u> | _____ | _____ |

6. **In addition to the information listed above, do proposals over \$20,000 include?**

1. Engineering plans/specifications for facilities or equipment
2. A Financial Report including:
 - 1) Three-year Business Plan
 - 2) Description of Project Financing
 - 3) A Credit History
 - 4) Up to Three (3) Years Previous Financial Statements

I hereby certify that the information above is true.

Signature of sub grantee applicant

Date

Appendix II

**SOUTHWEST MISSOURI SOLID WASTE MANAGEMENT DISTRICT N
2013 DISTRICT GRANT APPLICATION AND APPLICANT PROFILE FORM**

I. Project

Project Name _____

Project Description: (circle one) waste reduction, recycling, composting, market development, education

Type of Project: _____ City/County _____ District wide

Amount requested: _____

Applicants Profile

Legal Name of Business or Organization: _____

Federal Employer Identification Number (if applicable) _____

Address, City, State, Zip, County

Phone/Fax number: _____

Email _____

Name of Authorized Official: _____

Official Title: _____

Type of Entity:

_____ Individual

_____ Business

_____ Public entity or Institution

_____ Non-profit Organization

Project Manager (if different than Authorized Official :)

Name: _____

This project is (check one):

- Expansion of a current business
- A new venture for an existing business
- Other

Jobs created or retained: *(note: to be “created job,” must be someone not currently on the entity's payroll)*

_____ new full time jobs **created** as a result of this project.

_____ new part time jobs **created**

“Retained employees” would be those currently employed that will remain on the payroll as a result of the grant award. Please also include in this category, those employees who receive additional paid hours as a result of the grant award.]

_____ full time jobs **retained**

_____ part time jobs **retained**

_____ current employees with additional paid hours as a result of project.

Willing to accept partial funding

_____yes

_____no

I (we) hereby certify that the information provided in this application is true and correct and conforms with the District Grant Application guidelines and all applicable rules.

Signature of Authorized Official(s)

Date

Appendix III

BUDGET FORM

This is the itemized budget form for the district grant program. If a budget category does not apply to your project, place N/A in the grant requested space.

	Grant Requested	Total Cost
Labor Expense(s):		
Personnel-	_____	_____
Training	_____	_____
Consultant/ Engineering	_____	_____
Other:		
Operating Expenses:		
Supplies-education kits	_____	_____
Recovered Materials	_____	_____
Travel (miles x \$.37 mile)	_____	_____
Other:		
Teacher packets	_____	_____
Handouts-recycled items pencils, books, etc.	_____	_____
Equipment Expenses -List equipment to be purchased with grant funds		
_____	_____	_____
_____	_____	_____
Management Expenses:		
Office Supplies	_____	_____
Advertising	_____	_____
Other	_____	_____
Additional Expenses:		
_____	_____	_____
_____	_____	_____
Total Budget for the Project	_____	_____

A budget form duplicated on standard spreadsheet software may be submitted in place of this document.

NOTE: Each Budget Line Item on the Budget Form must be address in an attached Budget Note relating how the figure in the Line Item was determined or calculated.

Appendix IV.

GRANT REVIEW POLICIES

1. District Grant Applications will be reviewed and ranked by a three member Sub-Committee appointed by the Chairperson of the Executive Board, also the chairman will evaluate the grants. The ranking will be based on the objective, point-based criteria developed by the District staff and Executive Board. No Executive Board Member shall participate in the ranking of an application submitted by their jurisdiction, agency or organization. Following the ranking, the Executive Board may invite the applicants, in order of ranking and as many as could possibly be awarded based upon the requests, to make a brief presentation before the Executive Board. Applicants should be prepared to justify their project and answer questions pertinent to its award. Upon completion of the Sub-Committee presentation and recommendation to the Executive Board, the Executive Board will determine the degree to which funding to any project will adversely affect existing entities in the market segment and assign the final ranking and/or funding of the received applications.

The final decision on the grant awards shall be made by vote of the Executive Board.

2. District grant funds shall not be awarded for projects in a City or County which has not adopted the Southwest Missouri Solid Waste Management District N Solid Waste Plan.
3. Projects generally will not be funded on an on-going basis, but will be funded to encourage the creation or start-up of programs. Partial funding may be provided in future years where funds are available and need is documented.

The District Plan may provide recommendations for on-going projects which are selected for special funding consideration by the district for a given year.

4. The past grant administration performance of an applicant shall be considered for on-going projects and for applications for different projects from the same applicant.

Appendix V.

TARGET MATERIALS AND PROJECT LIST

PURPOSE: The following target material and project priority list was devised to assist during the review of applications.

Preference shall be given to projects that reduce, reuse, recycle, or strengthen demand for the following post-consumer wastes based upon the following priority:

District Targeted Materials List:

High Priority: Electronic Waste, Waste Oil, Household Hazardous Waste, Lead-Acid Batteries, Old Newspaper, Cardboard, Telephone Books, Hard Cover Books, Metal Food Containers, Kraft Paper, Office Waste, Old Magazines, Glass, and Plastics (all resins)

Medium Priority: Yard Waste, Tires, Major Appliances, Organic Waste and Demolition Waste

Low Priority: Sawdust, Bi-Metal, Non-ferrous Metals

District Targeted Project List:

Solid Waste Educational activities
Expansion of collection activities
Building and/or expansion of Processing Facilities
Source reduction activities

(Approved at the Executive Board Meeting on August 14, 2012)

Appendix VI.

**SW MO Solid Waste Management District N
EVALUATION CRITERIA AND EVALUATION FORM**

Project Title : _____

Applicant Name: _____

Applicant Address: _____ State: _____ Zipcode _____ County _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Project Type: (CIRCLE ONE) City/County or District

Project Category: (CIRCLE ONE) Waste Reduction, Recycling, Composting, Market Development, Education

PROJECT TOTAL SCORE _____

I. APPLICABILITY TO DISTRICT PLAN AND TARGETS 40 Points Possible

- 1. Conforms with the State Solid Waste Management Priorities:** Projects awarded financial assistance are to work toward implementing Missouri's Policy on Resource Recovery (For a copy of the policy, please visit the following website: <http://www.dnr.mo.gov/env/swmp/pubs-reports/policy.htm> or contact the District Office to obtain a copy).

- 10 points The project is for waste and/or source reduction.
- 5 points The project is for collection/processing, market development or composting.
- 2 points The project is for the recovery and use of energy from waste materials.

_____ **POINTS**

- 2. Conforms with District Targeted Materials and Project List:** Materials and Project list is located in Appendix V of this document.

- 10 points The project reduces or recycles materials on the high priority list and is on the project list.
- 5 points The project reduces or recycles materials on the medium priority list and is on the project list.
- 2 points The project reduces or recycles materials on the low priority list and is on the project list.

_____ **POINTS**

3. **Waste Reduction/Recycling Process:** This criterion evaluates reduction or market development potential.

10 points The project results in the reduction or recycling of more than one waste stream component.

5 points The project results in the reduction or recycling of a single waste stream component.

_____ **POINTS**

4. **Education:** This criterion evaluates the project's potential for educating the public about specific aspects of waste, reduction, source reduction, collection, processing, recovery and/or use of energy of waste materials.

10 points The project identifies a specific component for educating the public about specific aspects of recycling/waste reduction.

5 points The project may have potential for education of the public, but no specific education component is included.

0 points The project is not designed for educational potential.

_____ **POINTS**

II. MANAGERIAL CAPABILITY

40 Points Possible

5. **Marketing Strategy:** A marketing strategy defines how materials collected or manufactured will be distributed from the collection point or producer to the consumer or end-market. A marketing strategy should include information on how materials are to be sold, advertised, packaged and distributed.

10 points The project has a strong marketing strategy.

3 points The project has an acceptable marketing strategy.

0 point The marketing strategy for the project is questionable.

_____ **POINTS**

6. **Market Viability:** This criterion will be judged on the strength of the commitments submitted for materials or products. These commitments should be in the form of letters, contracts, purchase orders or other documents that are quantifiable and verifiable.

10 points Proposal includes documented commitments from end-markets for all of the end-product.

5 points Proposal includes documented commitments from end-markets for 50% or more of the end-product.

- 3 points Proposal includes documented commitments from end-markets for less than 50% of the end product or includes targeted end-markets for the end-product.
- 0 points Proposal does not include end-market information.

_____ **POINTS**

7. Managerial Capability of Applicant: This criterion measures the applicant’s ability to successfully oversee the project as Project Manager.

- 10 points The applicant has strong managerial qualifications for implementing the project.
- 5 points The applicant has acceptable managerial qualifications for implementing the project.
- 0 point The applicant has questionable managerial qualifications for implementing the project.

_____ **POINTS**

8. Operational Experience of Applicant: This criterion measures the operator’s knowledge and experience to conduct the necessary technical tasks to implement the project. This criterion will be judged on the operator’s previous work experience, demonstrated technical knowledge and successful operations of similar projects. This information should be documented in the form of resumes from those individuals with operational responsibilities for the project.

- 10 points The applicant or operator demonstrates the experience and training needed to implement the project.
- 5 points The proposal includes a means to obtain the training needed to implement the project.
- 0 points The applicant or operator does not demonstrate the experience and/or training needed to implement the project.

_____ **POINTS**

III. TECHNICAL FEASIBILITY

30 Points Possible

9. Technological Need: This criterion measures the need and usefulness of technology or data that will be produced by the proposed project.

- 10 points Project will provide new and useful technology for waste reduction or resource recovery efforts.
- 5 points Project may provide new and useful technology for waste reduction or resource recovery efforts.

0 points Project will provide relatively little new or useful technology for waste reduction or resource recovery efforts.

_____ **POINTS**

10. Technology: This criterion measures the technological feasibility used by the project. This criterion will be judged based upon the documentation (copies of research and journal articles, or explanation of where and how this technology has been previously successfully used, etc.) Provided and whether it is quantified and verifiable.

5 points The technology to be used in the project is a proven technology (successfully operated on a commercial scale).

3 points The project consists of utilizing multiple technologies proven individually but not in this configuration.

0 points The project utilizes technologies that are unproven or that are generally considered economically infeasible.

_____ **POINTS**

11. Compliance with Federal, State and Local Requirements: Not all projects will need federal, state and local permits, approvals, licenses and waivers. However, a discussion of why permits are not needed must be included to receive full points for this criterion. If federal, state and local permits, approvals, licenses and waivers are necessary, a discussion of how this will be accomplished, or copies of applications or actual permit documents should be included in the application.

10 points Proposal demonstrates that all federal, state and local permits, approvals, licenses or waivers necessary to implement the project have been obtained (copies attached) and/or demonstrates that permits are not needed.

5 points Proposal demonstrates that all federal, state and local permits, approvals, licenses or waivers necessary to implement the project have been applied for (copies of applications attached).

2 points Proposal indicates awareness on necessary permits but applications have not been submitted.

0 points Applicant submitted no evidence of obtaining needed permits and no documentation that permits are not needed.

_____ **POINTS**

12. Availability of Feedstock: Measure the strength of the commitments for feedstock materials needed to complete the project. These commitments should be in the form of letters, contracts or other documents that are quantifiable and verifiable.

- 5 points Applicant provides documentation that sufficient supply of feedstock within the District has been secured for the project or that recovered materials are not needed.
- 3 points Applicant has identified an adequate supply of feedstock outside the District.
- 0 points Adequate supply of feedstock for the proposal is questionable.

_____ **POINTS**

IV. TIMELINESS OF PROJECT

20 Points Possible

- 13. Project Implementation:** This criterion measures whether the project can be achieved in a realistic time frame. The criterion will be judged by the project tasks and timeline submitted.

- 10 points The project is likely to be implemented in a timely manner, based upon the timeline and budget provided in the application.
- 5 points There are concerns about whether the project will be implemented in a timely manner, based upon the timeline and budget provided in the application.
- 0 points The project is unlikely to be implemented in a timely manner.

_____ **POINTS**

- 14. Project Site Identification:** This criterion identifies where the project will actually occur. Documentation may include contracts, lease agreements, letters of commitment or other verifiable documentation.

- 10 points The applicant currently owns or leases site for proposed project.
- 5 points The applicant has identified a site for the project but cannot demonstrate commitment for obtaining it for the specified use.
- 0 points The applicant does not identify a site.

_____ **POINTS**

V. POTENTIAL TO CREATE JOBS/BUSINESS ACTIVITY IN DISTRICT

65 Points Possible

- 15. Community-Based Market Development:** This criterion measures whether the project provides for the collection and utilization of expanded quantities and for types of materials that have previously not been collected and utilized within the community.

- 20 points The project is very likely to result in the development of a needed local market for the community.

- 10 points The project has the potential to result in the development of a needed local market for the community.
- 0 points The project will not result in the development of a needed local market for the community.

_____POINTS

16. Project Site Location: where project will be located as documented by letters, lease or other verifiable documentation.

- 45 points Location within the District
- 5 points Location within adjoining District in a cooperative effort
- 0 points Location in a non-adjoining District or not identified

_____POINTS

VI. COOPERATIVE EFFORTS

100 Points Possible

17. Cooperative Efforts: Demonstrated cooperative efforts with local governments in the District as documented by letters, ordinance or resolution from the local governing body in which the project is located.

- 20 points The project results in the development of a cooperative effort with the Solid Waste Management District Members.
- 0 points The project results in no cooperative efforts with the Solid Waste Management District Members.

_____POINTS

18. Effect on Private or Public Entities: Project tasks in direct competition with existing business.

- 10 points Project does not have direct competition with any District business.
- 5 points Project is in minimal competition with a District business.
- 0 points Project is in direct competition with a District business.

_____POINTS

19. Quality of Budget: Budget must provide itemized expenses in the form of budget notes and delineate percentage of requested funds for match. Expenses over \$2,999.99 require documentation.

- 25 points Budget is complete.

- 5 points Expenses are not itemized and budget note for expenses over \$2,999.99 not included.
- 0 points Requested funds not directly related to scope of work.

_____POINTS

20. Financial Ratios: Selected values on entities financial statement required for grant requests of \$20,000.00 or more.

- 10 points Financial statement or credit history included.
- 0 points No financial statement or credit history included.

_____POINTS

21. Use of Recovered Material: This criterion measures the utilization or quality improvement of recovered materials for use in end-products.

- 10 points The project involves use of a recovered material(s) in the production of an end-product(s) of economic value.
- 5 points The project results in improving the quality of recovered material(s) for use in the manufacturing of an end-product(s).
- 0 points The project does not involve use of any recovered material(s) in the production of any end-product(s) of economic value.

_____POINTS

22. Completeness of Application:

- 25 points The application is complete and there is adequate data to complete a financial assistance agreement based upon the data provided.
- 5 points Substantially complete, but financial assistance agreement cannot be completed without additional data.
- 1 point Not complete and will be returned to the applicant.

_____POINTS

VIII. FINANCING

10 Points Possible

23. Committed Financing: This criterion will be judged on the strength of commitments for financial resources committed. These commitments should be in the form of letters, contracts, personal commitments or other documents that are quantified or verifiable.

- 10 points All financing for the project is committed and documented.

- 3 points Sufficient financing for the project is likely, but not yet committed.
0 points The likelihood of the project obtaining sufficient financing is questionable.

_____ **POINTS**

IX. TRANSFERABILITY

5 Points Possible

24. Transferability of results: Criterion will determine whether the project has set forth in the application, if proven successful, lends itself to being easily duplicated by others.

- 5 points Information from this project will be actively disseminated to others through a plan.
3 points Information from this project will be transferable to others as public information.
0 points This project does not contain a plan to disseminate information to others.

_____ **POINTS**

TOTAL SCORE FROM ALL CATEGORIES: _____ **310 Points Possible**

SIGNATURE OF EVALUATOR: _____

DATE: _____