



## St. Louis-Jefferson Solid Waste Management District

7525 Sussex Avenue  
St. Louis, MO 63143  
314-645-6753  
www.swmd.net

*Serving the Communities of:*

City of St. Louis

Jefferson County

St. Louis County

St. Charles County



## **2012 Application \***

### Waste Reduction and Recycling Grant Program

#### Applications Available

September 30, 2011

#### Proposals Due

December 16, 2011  
By 5:00 p.m.

\*Please note chances to application submission and use of forms.

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# *General Information*

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## *Program Objectives*

The St. Louis-Jefferson Solid Waste Management District was created pursuant to Section 260.305 of the Missouri Solid Waste Management Law. The District includes the counties and cities in St. Louis, St. Charles and Jefferson counties, and the City of St. Louis. The District's objective is to assist local governments, businesses, industries, private organizations, and citizens in implementing an integrated solid waste management system that minimizes the amount of solid waste being generated for disposal. This can be accomplished in part by meeting the following objectives:

Achieving the maximum feasible amount of waste reduction, recycling, and resource recovery, and to minimize potential environmental impacts associated with any one technology.

Actively incorporating solid waste reduction, recycling, and composting into the solid waste management practices of local governments, businesses, industries, organizations and citizens.

Encouraging cooperation and regional approaches to solid waste management between governments, and between the public and private sectors in order to maximize the effectiveness of District financial resources.

Increasing the efficiency and participation rates of existing recycling collection programs and increasing the number of collection programs generating high quality recyclable materials.

Improving the efficiency of local material recovery and processing facilities to insure an optimum amount of high quality materials for recycling into new products.

Facilitating the use of materials collected for recycling by Missouri manufacturers and encouraging the development of additional markets for recovered materials.

Expanding the procurement of products with recycled content in both the public and private sectors.

The St. Louis-Jefferson Solid Waste Management District Financial Assistance Program is administered by the District Executive Board in cooperation with the Missouri Department of Natural Resources (MDNR). The application requirements and evaluation criteria utilized by the District are established by MDNR administrative regulations, 10 CSR 80-9.050. Copies of this rule may be obtained from:

Missouri Secretary of State  
P.O. Box 778  
Jefferson City, MO 65102  
(573) 751-4015

Funds for the program come from a portion of the local contribution to the State Solid Waste Management Fund created pursuant to RSMo Section 260.335.2(4). The source of these funds is a \$2.11 per ton fee levied at solid waste landfills within the District, \$1.40 per ton at demolition landfills in the District, and \$2.11 per ton at transfer stations for solid waste transported out of the state for disposal.

**Program Requirements**

1. Eligible Applicants

Any municipality, county, public institution, not-for-profit organization, private business or individual currently operating in St. Louis County, Jefferson County, St. Charles County or the City of St. Louis, or who will be operating in one or more these areas as a result of the project.

**The District strongly encourages the submission of cooperative proposals that address multi-jurisdictional waste reduction and recycling needs. These proposals can include any combination of two or more governmental, private, or not-for-profit organizations.**

Any other group, organization, business, etc., is also eligible to apply for funds. These projects must relate to one or more District Solid Waste Management Plan components indicated on the application.

2. Eligible and Priority Projects and Targeted Materials

All projects must occur within the geographic area of the District and comply with all applicable environmental, safety, and legal requirements. Projects eligible for funding include:

- |                 |                           |
|-----------------|---------------------------|
| Waste Reduction | Education                 |
| Recycling       | Market Development        |
| Composting      | Household Hazardous Waste |

Priority consideration will be given for the following types of projects. Cooperative projects will also be given priority consideration:

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| Recycling Participation           | Construction/Demolition Recycling  |
| Multi-Family Recycling            | Market Development                 |
| Education                         | Household Hazardous Waste          |
| Electronics                       | Institutional/Commercial Recycling |
| Illegal Dumping (including tires) |                                    |

Priority consideration will be given for projects addressing the following targeted materials:

- |                           |  |
|---------------------------|--|
| Household Hazardous Waste | Organics (food, etc.) excluding Yard Waste |
| Plastics #6               | Construction and Demolition Waste          |
| Electronics               | Textiles                                   |
| Flourescent Bulbs         |  |

### 3. Eligible Use of Funds

All costs and major expenditures must be itemized in the Project Budget sheets. The purchase of products with recycled content is expected, and should be detailed in the application.

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

1. Collection, processing, manufacturing or transportation equipment;
2. Materials and labor for construction of building and site improvements;
3. Engineering or consulting fees;
4. Equipment installation costs;
5. Laboratory analysis costs;
6. Salaries directly related to the project;
7. Development and distribution of education materials;
8. Development and implementation of education forums;
9. Overhead costs directly related to the project; and
10. Travel necessary for project completion.

Ineligible costs include:

1. Operating expenses **not** directly related to the project;
2. Costs incurred **before** the project start date;
3. Taxes;
4. Legal costs;
5. Contingency funds;
6. Land acquisition.

**NOTE:** Only costs incurred after the execution of a Financial Assistance Agreement are eligible for reimbursement.

### 4. Financial Assistance Amount

There is no maximum amount that may be requested. The District anticipates having approximately \$1,800,000 for the 2012 grant round. In previous grant rounds, the average amount awarded has been approximately \$40,000, with a range of less than \$5,000 to well over \$100,000. Applicants may submit more than one proposal; however, the District may limit the number of grants awarded to any one applicant.

### 5. Match Requirements

A 10% match is the minimum required for all projects. Match can be either cash or “in-kind” contributions of eligible costs. A District goal is to leverage as much additional resources as possible, and additional weight will be given to proposals with a higher percentage of matching contributions. Please include information regarding any matching funds or in-kind services, along with supporting documentation, on the Budget Forms.

## 6. Competitive Bidding and Purchases

Proposals must have detailed budgets with appropriate supporting documentation to justify requested grant amounts. This documentation is flexible in the application process as appropriate to demonstrate the reasonableness of the budget request. Projects selected for funding will be required to comply with District competitive purchasing guidelines, which are further detailed in the Purchasing Procedures and Competitive Bidding Guidance Document. An overview is as follows:

District competitive bidding and purchasing procedures must be followed for expenditures to be reimbursed with District grant funds for approved projects. Grantees may use their normal purchasing procedures, provided they meet or exceed District thresholds. The District has a Purchasing Procedures and Competitive Bidding Guidance Document for grantees to use to maintain compliance with purchasing requirements. In summary, purchases of \$2,999.99 and below do not require competitive bids; purchases of \$3,000.00 to \$24,999.99 do require competitive bids; and, purchases of \$25,000.00 and greater also require public advertisement in two daily newspapers, one of which must be the St. Louis-Post Dispatch. Placement of advertising must allow at least 10 calendar days for bidders to respond.

## 7. Security Agreements and Deeds of Trusts

When grant funding is used for vehicle or equipment purchases, a four-year security agreement is required and the District will hold a secured interest in these types of purchases. Site and/or building improvements require a deed of trust, which will be filed with the local jurisdiction. The status of items purchased or funded in these instances will be monitored by the District during the years of the agreement or trust.

## 8. Compliance with Regulations

Before the District can begin awarding funds and reimbursing expenses, recipients must demonstrate that all applicable federal, state, and local permits, approvals, licenses or waivers required by law and necessary to implement the project have been obtained. Compliance with E-Verification is also required.

### *Selection Process*

Proposals selected for funding will be those which help achieve the goals of the District's Solid Waste Management Plan and must completely demonstrate the applicant's ability to implement a successful program. Incomplete proposals may be eliminated from consideration. Compliance with E-Verification is also required.

A committee of the St. Louis-Jefferson Solid Waste Management District Executive Board will evaluate qualified proposals. The committee will evaluate all applications based on criteria established by regulation. **Collaborative projects are especially encouraged.** Projects best meeting the criteria and District priorities will be presented to the full Executive Board. Upon approval by the Executive Board, information on approved projects will be forwarded to the Missouri Department of Natural Resources (MDNR) for concurrence.

Once MDNR oversight is completed, a Financial Assistance Agreement (FAA) will be developed between the District and the applicant for each approved project. Please note, before any applicant can incur costs on any part of the project that is to receive funding, the Financial Assistance Agreement must have been developed, finalized and signed by both the District and the Applicant.

The District reserves the right to negotiate the scope of work, budget, and any terms of the project agreement. After the agreement has been finalized between the District and the grantee, and a signed copy returned to the grantee, financial assistance can be awarded in accordance with the terms of the agreement.

### **Timeline**

The following **estimated** timeline has been developed for the 2012 District grant program:

- |             |  |
|-------------|--|
| 09/30/11    | Application packages become available.   |
| 12/09/11    | Application Review Workshop  |
| 12/16/11    | Project applications due by 5:00 p.m. Project evaluation begins.   |
| 02/01/12    | District notifies applicants of award status. District proceeds with project negotiation and preparation of Financial Assistance Agreements.   |
| 05/04/12    | District and grantees begin to sign individual Financial Assistance Agreements.  |
| 06/01/12    | Projects commence and reimbursements may begin. Quarterly reports are due beginning 105 days after the agreement is returned to the recipient and every 90 days thereafter until the end of the project.                           |
| Project End | A final report is due for each project within 30 days of project completion. Upon District approval of the final report, any remaining grant funds will be disbursed to the grantee. Grantees must retain records for three years. |

### **Payment Procedures**

Grants are administered on a **reimbursement** basis. Grant funds will be reimbursed to the grantee for eligible and approved project expenditures. Costs incurred **prior** to a signed FAA are **not** eligible for reimbursement. The applicant may invoice the District to request grant payments as stipulated in the agreement, once the signed agreement has been returned to the grantee. Grant payments will only be disbursed to recipients who are in compliance with all purchasing, reporting and other requirements. The District is required to retain **at least 15%** of the total grant award amount until all requirements of the grant agreement are completed and the final written project report is accepted by the District.

### **Evaluation Criteria**

Each project application will be evaluated using criteria set forth in state regulations and the District's Priority Projects and Targeted Materials. Criteria to be used in ranking project proposals include:

- A. Conformance with the integrated waste management hierarchy as described in the "Missouri Policy on Resource Recovery." This hierarchy is as follows:
  - 1. Reduce the amount of solid waste created;
  - 2. Reuse, recycle and compost;
  - 3. Recover and use energy from solid waste;
  - 4. Incinerate or dispose of in a sanitary landfill.
- B. Conformance with the District Targeted Materials List;
- 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. Demonstrates cooperative efforts through a public/private partnership or among political subdivisions;
- F. Degree to which the project adversely affects existing entities;
- G. Compliance with federal, state or local requirements;
- H. Transferability of results;
- I. The need for the information;
- J. Technical ability of the applicant;
- K. Managerial ability of the applicant;
- L. Ability to implement in a timely manner;
- M. Technical feasibility;
- N. Availability of feedstock;
- O. Level of commitment for financing;
- P. Type of contribution by applicant;
- Q. Effectiveness of marketing strategy;
- R. Quality of budget;
- S. Selected financial information;
- T. Use of recycled products;
- U. Inclusion as a District Priority Project; and
- V. Prior performance rating (for past grant recipients only).

**Submittal Requirements (Please note this year's changes.)**

1. Filing Deadline

Applications must be received by 5:00 p.m. on Friday, December 16, 2011.

2. Number of Copies (Hard Copies and Electronic)

Applicants must provide one (1) complete application with original signatures, nine (9) additional copies, and one (1) complete electronic version on a disk. (Most copy centers supply electronic versions of documents on disk for a nominal fee.) The original and all copies (10 total) must be double-sided, on recycled paper and stapled in the upper left corner. No binders PLEASE! Additionally, applications **requesting greater than \$50,000.00** must **also attach** one hard copy of the financial documents and audits to the original application.

3. Confidential Business Information

Any applicant may include a request of business confidentiality covering a part or all of the information submitted by including a letter with the information which requests protection of specific information from disclosure. Confidentiality shall be determined or granted in accordance with Chapter 610, RSMo. However, if no claim accompanies the information when the District receives it, the information may be made available to the public upon request without further notice to the applicant. If the application results in an award of financial assistance, the honoring of confidentiality shall not limit the District's right to disclose the results of the project to the public.

4. Where to Send Your Application (Faxed or electronic submissions will not be accepted.)

St. Louis-Jefferson Solid Waste Management District  
Waste Reduction and Recycling Grant Program  
7525 Sussex Avenue  
St. Louis, MO 63143

For further information, contact:

David Berger  
Executive Director  
(314) 645-6753

**Acceptance or Rejection of Application**

The District reserves the right to accept, reject or request changes in any application for financial assistance. Applicants not selected for grants will be notified as soon as possible after the award decisions have been made. The District reserves the right to waive any informality or irregularity in the proposals received, and to reject any and all proposals. The District may accept any number of projects from the applications submitted as deemed appropriate or as available funding allows. The District can reject proposals that are ineligible or incomplete. The District may offer partial funding to a project.

Following the approval of a proposal, agreement negotiations will begin with selected applicants. The District is not liable for any costs incurred by any parties in the course of preparing a proposal.

**Accountability**

Projects receiving financial assistance will be reimbursed for eligible expenses in accordance with the terms specified in the financial assistance agreement. Additionally, projects shall comply with all requirements specified in the grant agreement including:

1. Submitting one copy of each quarterly and final report, including information on tonnage diverted and/or other specific evaluation measures;
2. Maintaining an adequate accounting system and internal accounting control over grant expenditures;
3. Retaining all records and supporting documents for three years, or longer, if needed for any litigation, claim, negotiation, or audit;
4. Competitive bidding and purchasing requirements; and,
5. Security agreements, deeds of trust, and lien filings on equipment purchases, vehicles, and building and site improvements.

All general terms and conditions of the District applicable to the recipient of financial assistance will also apply to projects funded through the District grant program which may include, among others: the utilization of minority, women's and small Disadvantaged Business Enterprise firms, and compliance with the Davis-Bacon Act. The District will also require compliance with the Illegal Immigration Reform and Immigration Responsibility Act.

The District will perform regular site visits to grantees. Grantees may also be visited by the State of Missouri as part of their regular audits of the District, and as part of the District's annual independent financial and compliance audit.

## **Application Instructions**

Please be as thorough as possible when preparing an application. Deficiencies in project applications will delay the review process and could disqualify a project. Please provide all of the requested information and be as concise as possible. All applicants should complete the Application Checklist and submit proposals in the specified order. Please use the forms from the 2012 grant application only.

### **I. Cover Sheet**

The cover sheet should be completely filled out and signed by the appropriate parties. The Project Manager and Authorized Official may be the same person. The Project Manager will be responsible for complying with all requirements specified in the grant agreement.

### **II. Checklist**

Complete, sign, and date the checklist, and place it after the coversheet. To avoid potential disqualification of your application, and to better guide your own time and effort, do not submit an application until all items on the checklist can be checked as complete or "NA."

### **III. Executive Summary and Project Location(s)**

Provide a summary statement of no more than two pages describing the proposed project, waste diversion goals, work plan, budget, match, evaluation plan, etc. The Executive Summary must include the physical location of the project, which may be different than the applicant's address. The executive summary may be released to the public by the District. Therefore, please do not include any proprietary data or confidential business information in the executive summary.

### **IV. Project Information**

#### **A. Description**

Provide a detailed description of the project and its current status. Discuss project goals and include specific measurable objectives, including waste reduction goals. Tonnages and other specific measurable criteria must be included. Any potential barriers to project success and implementation must be identified and discussed. Indicate the location of the project and area to be served. Discuss how the project fits into the overall mission and ongoing programs of the business or organization.

#### **B. Work Plan and Timeline**

The Work Plan and Timeline will be used to develop the grant agreement and will serve to evaluate the success of the project. On the basis of the project description, use the work plan and timeline form to summarize the tasks and activities to be performed, by whom, and by when. Show anticipated dates for major planned activities, major expenditures, submittal of quarterly reports and the final report. If the proposed project is very time-sensitive, show the timeline beginning with the actual day the project would need to begin. Otherwise, show the timeline in terms of time elapsed from the date the agreement is signed.

C. Management and Staffing Profile

Specific information and supporting documents (resumes or statements of qualification) for all key personnel to be involved in the project, including proprietors, partners, officers, subcontractors and consultants, should be included in the Staffing Profile forms. For existing positions, include the position title, staff person's name, relevant experience and education (resume), and a description of the position. For new positions being proposed, include the position title, along with the qualifications or job descriptions. For subcontractors and similar entities, identify the service(s) to be provided and qualifications required. Any other pertinent information that demonstrates the applicant's ability to carry out the proposed project may also be included.

D. Competitive Impacts

1. Provide a list of all the other businesses, organizations, governments or individuals that provide the same or similar programs and services. Identify any new competition entering the field.
2. Describe how your product will be able to compete in the current market using the information provided above.
3. Describe any adverse impact the proposed project could have on existing entities.

E. Evaluation Plan

The evaluation section should also discuss the extent to which the project will provide information relevant to other areas and discuss any plans to disseminate such information.

Describe the evaluation procedures to be used throughout the project to quantitatively and qualitatively measure its success. These must contain specific project goals, including tonnage and/or other measurable criteria. Describe how these evaluation procedures will be covered in quarterly and final reports.

V. **Technical Feasibility (as applicable)**

Identify previous demonstrations of any proposed technology and provide documentation to verify its technological dependability. If this section is not applicable to the project or program, please explain how this determination was made. Prior to making such a determination, discussion with the District is recommended.

A. Technical Description

1. Discuss the technical operation of the process, system or technologies to be employed.
2. Discuss any unique design specifications of the process. Identify all significant items of equipment and processes that have not operated at the scale and operating conditions as proposed.
3. Describe the project's operational reliability and safety, and provide documentation.

B. Commercial Applicability

1. Provide evidence of successful commercial applications, or
2. If commercially unproven, provide the following, if available:
  - a. A thorough, descriptive summary of any bench scale and pilot plant operations conducted by the applicant or others, including a summary of data which supports the proposed project. Include information on the size of the process work to date, conditions of operation, and duration of previous testing.
  - b. A list of published reports and patents relating to the proposed project.
  - c. A list of evaluation reports by consultants, federal government, and others, which may relate to the proposed project.
  - d. List other projects or processes, which may complement this technology. Briefly describe the results and include references.
  - e. Provide an overall chronological list of developments by applicant and/or others, which may relate to this project.

C. Solid Waste Diversion

1. Estimate the project's impact on reducing the quantity of waste in tons being generated for disposal in the area served by the project. Explain how the estimates were developed.
2. Using \$30 per ton, estimate the avoided cost of disposal.

D. Business Plan

New ventures should submit a copy of their 3-year business plan. Existing businesses expanding into a new area as a result of the project should also submit a 3-year business plan. If any of the following requested information is contained in a submitted business plan, applicable sections and pages should be referenced.

E. Sources of Recovered Material Feedstock

1. Specify the recovered materials that will be processed or recycled as a result of this project. Include the material quality requirements and/or specifications. Avoid generic classifications such as "waste paper" and specify the actual grades to be used.
2. Project annual consumption for each grade of material. Show basis for projections.
3. Describe the sources, including names of contacts and telephone numbers, from which the recovered materials will be obtained (e.g. municipal, commercial, institutional, or industrial). Include letters of commitment referencing verifiable quantities (see sample, Appendix 1).

F. Markets

1. Describe the product(s) that will result from the project.

2. Project the annual production output of each product. Include the method and complete calculations used to determine the output.
3. Provide evidence of buyers for the product(s). Include:
  - a. Letters of intent or contracts with buyers to purchase finished end products or processed materials (see sample, Appendix 2).
  - b. Indicate if markets will need permits in order to use the product(s). Provide any documentation of product safety.

G. Marketing Plan

1. Describe the market, including history, size, industry trends and your product's position in the market. Identify sources of estimates and assumptions.
2. Identify the market segment that will use your product.
3. Define your marketing strategy and demonstrate how the strategy fits into the identified market segment.
4. Include a product price schedule and an explanation of the pricing strategy.
5. What will be the customer's primary motivation to purchase your product?
6. Discuss your marketing budget, including advertising and promotional costs and any written sales plans. Include a sales forecast based on your marketing plan.

H. Verification of Permits, Approvals, Licenses and Waivers

All applicable federal, state, and local permits, approvals, licenses or waivers necessary to implement the project must be listed and discussed in the application. Permits will have to be obtained as a condition of the financial assistance agreement with the District. Information on needed state environmental permits can be obtained from the appropriate state programs. Information on permits that may be needed from the Missouri Department of Natural Resources can be obtained from [www.dnr.mo.gov/mopermitassistant/index.jsp](http://www.dnr.mo.gov/mopermitassistant/index.jsp).

## **VI. Budget Forms and Supporting Financial Documentation**

Please fill out the budget forms as completely as possible to give the most accurate portrayal of the project funding. The budget forms have space for three types of funding involved in the project. These are: District Funds Requested; Match Funds Provided; and Additional Funds Provided. Each of these is discussed below.

District Funds Requested refers to District funding being requested to complete the project.

Match Funds Provided are cash or “in-kind” contributions funds being provided to the project by the applicant and/or other project partners. A minimum 10% match is required for each project, and additional match provided will improve a project’s score during the review process. Match included in a grant agreement will require the same degree of documentation as needed for grant funds.

Additional Funds Provided are other costs associated with a project that are not being requested as grant funds, or offered as match. This allows for a more complete picture of project financing without creating excessive match reporting requirements. Additional funds can be “in-kind” funds as well. Sources could include an applicant’s own resources, contributions from other project partners, and grants from other entities.

In preparing the budget forms, please complete the individual budget forms for each of the four categories: Personnel Services; Equipment; Direct Costs; and Subcontractor(s). Information from the individual sheets can then be tallied for the Budget Summary. Please check the math, budget errors are too common and negatively impact the project review. A budget spreadsheet (which calculates and totals) is available for use and can be downloaded from the District website at [www.swmd.net](http://www.swmd.net). Applicants are encouraged to take advantage of the spreadsheet.

Fill out the budget forms with as much detail as is practical. Appropriate documentation should be attached to justify the amount of funding requested for both grant funds and match/in-kind funding. Please call the District with any questions regarding the proposed budget and accompanying documentation to avoid potential problems in the review process.

## **VII. Prior Grant Awards**

Please list all waste reduction and recycling grants received by the applicant during the past four years (starting with 2008). Include grants received (as well as grant applications currently under consideration) from the District, County, State and other funding sources. Using the form provided, please include the project name, amount received, year awarded, name of grantor providing funding, status (completed, current or pending) and a brief summary of the project.

## **VIII. Additional Information for Requests Greater than \$50,000.00 (as applicable)**

### **A. Preliminary Project Design**

All requests greater than \$50,000.00 must provide a preliminary project design, engineering plans, and specifications for any facilities and equipment required for the proposed project.

### **B. Projects Involving Recycling**

Projects involving recycling must also submit a 3-year business plan that includes the estimated annual production of recovered material and recycled products, estimated revenues from the sale of such material or products, the intended use of such revenues, and the project costs. Projections should cover a three-year period and may be presented in the form of Pro Forma Statement of Project Revenue and Expenses.

### **C. Projects with Cooperative Agreements**

Cooperative projects must also provide financial supporting documents for any project partners, as well as the other entities, which are providing over 50% of match funds.

### **D. Financials and References**

#### **1. Private Businesses**

- a. A financial report including annual balance sheets and income statements for the past three years. If documents are more than 90 days old, provide most recent interim statements. Statements must either include a report from an independent accounting firm or be attested to by the company chief executive officer or an authorized financial officer of the company.
- b. List three credit references.

#### **2. Government**

Provide a copy of the appropriate portions of the most recent independent financial audit.

#### **3. Not-for-Profits**

- a. Provide a copy of the most recent independent audit. If one is not available, please include annual balance sheets and income statements for the past three years and/or a copy of the past three years of IRS 990 filings. If this is a new venture, or a new organization, provide projections for a three year period.
- b. Provide a copy of the mission statement and a current strategic plan, if available.

#### **4. Individuals**

- a. Provide a personal financial statement. Forms similar to those required for bank financing or statements prepared by CPA's are acceptable.
- b. List three credit references.

## ***Forms and Worksheets***

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***Only use 2012 application forms please.***

***Do not use forms from previous years.***

## **Application Format**

- I. Cover Sheet
- II. Application Checklist
- III. Executive Summary and Project Location(s)
- IV. Project Information
  - a. Description
  - b. Work Plan and Timeline
  - c. Management and Staffing Profile
  - d. Competitive Impacts
  - e. Evaluation Plan
- V. Technical Feasibility (as applicable)
  - a. Technical Description
  - b. Commercial Applicability
  - c. Solid Waste Diversion
  - d. Business Plan
  - e. Sources of Recovered Material Feedstock
  - f. Markets
  - g. Marketing Plan
  - h. Verification of Permits, Approvals, Licenses and Waivers
- VI. Budget Forms and Supporting Financial Documentation
- VII. Prior Grant Awards Summary Form
- VIII. Additional Information for Requests Greater than \$50,000.00 (as applicable)
  - a. Preliminary Project Design
  - b. Projects Involving Recycling
  - c. Projects with Cooperative Agreements
  - d. Financials and References
    1. Private Business
    2. Government
    3. Not-For-Profits
    4. Individuals

## Application Checklist

Before submitting a grant proposal, this form MUST be fully completed, signed by the project manager, and included with the proposal - immediately following the Cover Sheet. Please assure that all items on this checklist are complete and attached, as appropriate, prior to submitting the application. For items that are not applicable, please note "NA" in place of the page number.

Attached

Page #

Document

Cover Sheet

Application Checklist

Executive Summary and Project Location(s)

Project Information

Technical Feasibility

Budget Forms and Supporting Financial Documentation

Prior Grant Awards Summary Form

Letters of Intent from Markets

Additional Information for Requests Greater than \$50,000.00 (as applicable)

Preliminary Project Design

Projects Involving Recycling

Copy of Cooperative Agreements

Financials and References

\_\_\_\_\_  
Project Manager

Original Signature Required

\_\_\_\_\_  
Date

## Cover Sheet – 2012

### Project Location(s):

*(Check all that Apply)*

- City of St. Louis
- St. Louis County
- Jefferson County
- St. Charles County
- District-Wide

### Solid Waste Management Plan Component(s):

- Waste Reduction
- Recycling
- Education
- Composting
- Household Hazard Waste
- Market Development

Project Name \_\_\_\_\_

Name of Applicant \_\_\_\_\_

\_\_\_\_\_ Federal Employer ID # (FEIN) or SSN Website

\_\_\_\_\_ Project Address (main location) City State Zip

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Est. Tonnages Diverted Annually: \_\_\_\_\_ Proposed Starting Date: \_\_\_\_\_  
(For this project with these grant funds.)

Amount of Grant Request \$ \_\_\_\_\_  
 Amount of Match (Cash/In-Kind) \$ \_\_\_\_\_  
 Additional Funds Provided \$ \_\_\_\_\_  
 Total Project Cost \$ \_\_\_\_\_

### Authorized Official

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Authorized Official  
Original Signature Required

### Project Manager

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Project Manager  
Original Signature Required



**Staffing Profiles - Existing Position(s)**

List all employee positions relative to this application. State existing positions, new positions and subcontractors in the appropriate sections. Attach resumes for existing positions and include statements of qualifications for proposed employees or subcontractors. If needed, please copy and complete additional forms. (Please attach a resume for each existing employee.)

Name of Position: \_\_\_\_\_

Name of Staff Person: \_\_\_\_\_ Resume Attached

Description of Position:

Name of Position: \_\_\_\_\_

Name of Staff Person: \_\_\_\_\_ Resume Attached

Description of Position:

Name of Position: \_\_\_\_\_

Name of Staff Person: \_\_\_\_\_ Resume Attached

Description of Position:

Name of Position: \_\_\_\_\_

Name of Staff Person: \_\_\_\_\_ Resume Attached

Description of Position:

**Staffing Profiles - New Position(s)**

Please indicate the position title and a short job description of the new position.

Position Title: \_\_\_\_\_

Description:

Position Title: \_\_\_\_\_

Description:

Position Title: \_\_\_\_\_

Description:

Position Title: \_\_\_\_\_

Description:

Position Title: \_\_\_\_\_

Description:

Position Title: \_\_\_\_\_

Description:

**Staffing Profiles - Subcontractor(s)**

Please describe the type of service to be contracted for, not a specific contractor. Subcontractor services are subject to competitive bidding requirements.

Service(s) to be provided: \_\_\_\_\_

Qualifications:

Service(s) to be provided: \_\_\_\_\_

Qualifications:

Service(s) to be provided: \_\_\_\_\_

Qualifications:

Service(s) to be provided: \_\_\_\_\_

Qualifications:

**Project Budget Summary**

We STRONGLY encourage the use of the District's Excel spreadsheet that automatically calculates and totals the subcategories and subsequently fills in the totals on the Budget Summary Sheet. Not only does this form assist you in developing your budget, it greatly reduces inadvertant calculation errors. The document can be downloaded from [www.swmd.net/grants](http://www.swmd.net/grants) and saved to your computer for personalization. Please feel free to contact Rebecca Shelby (314) 645-6753 at the District for assistance with this.

Project Name: \_\_\_\_\_

Project Applicant: \_\_\_\_\_

Project Manager: \_\_\_\_\_

| Budget Category Subtotals | District Funds Requested | Match Funds Provided | Additional Funds Provided | Total Project Cost |
|---------------------------|--------------------------|----------------------|---------------------------|--------------------|
| A. Personnel Services     |                          |                      |                           |                    |
| B. Equipment              |                          |                      |                           |                    |
| C. Direct Cost            |                          |                      |                           |                    |
| D. Subcontractor(s)       |                          |                      |                           |                    |
| Totals                    |                          |                      |                           |                    |
| Percent of Match *        | 100 %                    | %                    |                           |                    |

\* Match Funds Provided should represent 10% of Total District Funds Requested. For example, if the total request for District Funds is \$30,000, the Total Match Funds Provided should be at least \$3,000 (or 10%).

This PDF does not calculate totals. Please use the District's Excel spreadsheet to automatically calculate totals. Visit [www.swmd.net/grants](http://www.swmd.net/grants)

**Project Budget Subcategory**

**A – Personnel Services**

**Notes:** Please list each employee/position and the total projected hours to be spent on this project. A full-time employee, where work is devoted exclusively to this project would be listed as 2,080 hours. (Fringe benefits can include FICA and Medicare amounts provided by employer.)

| Name of Employee or Position | Existing or New Position | Total Hours Projected | Direct Hourly Rate | Benefits Hourly Rate | Total Hourly Rate | District Funds Requested | Match Funds Provided | Additional Funds Provided | Total Cost Estimate |
|------------------------------|--------------------------|-----------------------|--------------------|----------------------|-------------------|--------------------------|----------------------|---------------------------|---------------------|
| 1.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 2.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 3.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 4.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 5.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 6.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 7.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 8.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 9.                           |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| 10.                          |                          |                       |                    |                      |                   |                          |                      |                           |                     |
| Personnel Totals             | NA                       | NA                    | NA                 | NA                   | NA                |                          |                      |                           |                     |

**Project Budget Subcategory**

**B – Equipment**

**Notes:** Equipment is tangible, non-expendable, personal property having a useful life of more than one year. List all equipment with generic descriptions in reasonable detail and provide supporting documentation for expected costs.\* Equipment costing more than \$5,000, purchased with District Funds, is subject to Security Agreement requirements.

| Equipment        | District Funds Requested | Match Funds Provided | Additional Funds Provided | Total Cost Estimate |
|------------------|--------------------------|----------------------|---------------------------|---------------------|
| 1.               |                          |                      |                           |                     |
| 2.               |                          |                      |                           |                     |
| 3.               |                          |                      |                           |                     |
| 4.               |                          |                      |                           |                     |
| 5.               |                          |                      |                           |                     |
| 6.               |                          |                      |                           |                     |
| 7.               |                          |                      |                           |                     |
| 8.               |                          |                      |                           |                     |
| 9.               |                          |                      |                           |                     |
| 10.              |                          |                      |                           |                     |
| Equipment Totals |                          |                      |                           |                     |

\* Supporting documentation that shows how costs were determined must be attached.

**Project Budget Subcategory**

**C – Direct Costs**

**Notes:** These are costs directly related to the project and can include recycling containers, rent, computer services, duplicating, materials/supplies, postage, publication charges, telephone, fuel, automobile operations, etc. List all items in reasonable detail and provide supporting documentation for expected costs as applicable.\*

| Direct Costs       | District Funds Requested | Match Funds Provided | Additional Funds Provided | Total Cost Estimate |
|--------------------|--------------------------|----------------------|---------------------------|---------------------|
| 1.                 |                          |                      |                           |                     |
| 2.                 |                          |                      |                           |                     |
| 3.                 |                          |                      |                           |                     |
| 4.                 |                          |                      |                           |                     |
| 5.                 |                          |                      |                           |                     |
| 6.                 |                          |                      |                           |                     |
| 7.                 |                          |                      |                           |                     |
| 8.                 |                          |                      |                           |                     |
| 9.                 |                          |                      |                           |                     |
| 10.                |                          |                      |                           |                     |
| Direct Cost Totals |                          |                      |                           |                     |

\* Supporting documentation that shows how costs were determined must be attached.

**Project Budget Subcategory**

**D – Subcontractor(s)**

**Notes:** Please list subcontractor services to be provided, not specific contractors. Subcontractor services are subject to competitive bidding requirements. List all services in reasonable detail and provide supporting documentation for expected cost as applicable.\*

| Services to be Provided | District Funds Requested | Match Funds Provided | Additional Funds Provided | Total Cost Estimate |
|-------------------------|--------------------------|----------------------|---------------------------|---------------------|
| 1.                      |                          |                      |                           |                     |
| 2.                      |                          |                      |                           |                     |
| 3.                      |                          |                      |                           |                     |
| 4.                      |                          |                      |                           |                     |
| 5.                      |                          |                      |                           |                     |
| 6.                      |                          |                      |                           |                     |
| 7.                      |                          |                      |                           |                     |
| 8.                      |                          |                      |                           |                     |
| 9.                      |                          |                      |                           |                     |
| 10.                     |                          |                      |                           |                     |
| Subcontractor Totals    |                          |                      |                           |                     |

\* Supporting documentation that shows how costs were determined must be attached.

**Prior Grant Awards**

**Summary Form (since 2008)**

Project Name: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

Name of Grantor: \_\_\_\_\_

Status: Closed/Completed      Open/Current      Application Pending      Other: \_\_\_\_\_

Project Summary:

Project Name: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

Name of Grantor: \_\_\_\_\_

Status: Closed/Completed      Open/Current      Application Pending      Other: \_\_\_\_\_

Project Summary:

Project Name: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

Name of Grantor: \_\_\_\_\_

Status: Closed/Completed      Open/Current      Application Pending      Other: \_\_\_\_\_

Project Summary:

Project Name: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Year Awarded: \_\_\_\_\_

Name of Grantor: \_\_\_\_\_

Status: Closed/Completed      Open/Current      Application Pending      Other: \_\_\_\_\_

Project Summary:

# *Appendices*

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**Appendix 1**

**Sample Source Commitment Letter**

October 10, 2011

Mr. Bob Smith  
Recycled Paper Manufacturers, Inc.  
456 State Street  
Show Me City, Missouri 65111

Dear Mr. Smith,

Show-Me Waste Paper Dealers will sell its old newsprint (ONP) to Recycled Paper Manufacturers, Inc. and commits to supply at least 200 tons of acceptable ONP per month for six years.

Our company can provide a fiber supply containing 65% to 75% #6 News (PS-86), which shall be baled newspapers containing less than 5% of other papers.

Recycled Paper Manufacturers, Inc.'s purchase price shall be the average of the highest prices quoted each week during the applicable month for ONP based on the Chicago area market prices established in The Fiber Market News.

Sincerely,

John Doe  
Show-Me Waste Paper Dealers  
(314) 555-1111

Appendix 2

**Sample Market Letter of Intent**

Documentation of Available Markets for Post-Consumer HDPE Recovery  
by Missouri Plastics Recovery, Inc. (applicant)

This document will serve to confirm that Acme Manufacturing, Inc. (River City, MO) is willing to purchase post-consumer HDPE which is recovered and granulated by Missouri Plastics Recovery, Inc. (Laketon, MO), provided it meets our collection point certification program criteria as we have previously provided, F.O.B. shipping point at the board price in Chicago.

To the best of our knowledge, the recyclables which will be purchased from Missouri Plastics Recovery, Inc. will not displace existing resource recovery operations in the project area which Missouri Plastics Recovery, Inc. serves.

It is our understanding that Missouri Plastics Recovery, Inc. is planning to recover the following amount of post-consumer HDPE, as part of its recycling efforts.

| <u>Year</u> | <u>Pounds of HDPE<br/>Recovered and Granulated</u> |
|-------------|--|
| 2012        | 123,000  |
| 2013        | 125,000  |
| 2014        | 131,000  |
| 2015        | 139,000  |
| 2016        | 147,000  |

Acme Manufacturing, Inc. should be able to purchase at a minimum, the types and amount of materials described above.

Furthermore, Acme Manufacturing, Inc. can purchase the recyclables mentioned above from Missouri Plastics Recovery, Inc. in addition to the materials which our company is already accepting from other sources and/or is planning to recover from other sources in the future.

\_\_\_\_\_  
Signature (Director of Purchasing, Acme Manufacturing)      Date

\_\_\_\_\_  
Signature (President, Missouri Plastics Recovery)      Date

### Appendix 3

## **Financial Assistance Agreement Requirements**

### **1) Agreement and Reimbursement Schedule**

Applicants receiving financial assistance from the District will be required to sign an agreement with the St. Louis-Jefferson Solid Waste Management District. Personal guarantees and other collateral may be required. Reimbursement schedules are determined individually and then will be made in accordance with the terms of the agreement.

Reimbursements are only made for grantees in compliance with all purchasing, reporting, security and other requirements – including those pertaining to open and previously awarded District grants.

A minimum of 15% of the grant award will be retained until submission and acceptance of the final report. Upon satisfactory completion of the project as set forth in the agreement, completion of all necessary reporting, and any other requirements in the agreement, the remaining grant funds due, if any, will be released.

### **2) Terms**

Terms of the contract will depend on the scope of work for a specific project. The District agreement will include Terms and Conditions applicable to all projects.

### **3) Quarterly Reports**

Projects receiving financial assistance will provide one copy of quarterly reports to the District, at **no more than three-month intervals** from the date the agreement is returned to the grantee, and which include the following:

- a. The details of project progress, including the volume of waste diverted from disposal for each type of recovered material utilized in the project, if applicable.
- b. Detailed documentation of project expenditures on District forms, with required supporting documentation.
- c. Successes and problems encountered in project execution.
- d. Other information necessary or requested by the District for proper evaluation of the project.

### **4) Final Report**

A summary report is required, within 30 days of the project completion date as specified in the financial assistance agreement, that shall contain the same information as described for quarterly reports, as well as a comparison of actual accomplishments to the goals established and reasons why the goals of the project were or were not met.

## 5) Accounting System

Projects receiving financial assistance from the District shall maintain an accounting system according to generally accepted accounting principles that accurately reflects all financial transactions, incorporates appropriate controls and safeguards, and provides clear references to the project proposal. Accounting records must be supported by such source documentation as bid documents, invoices, canceled checks, paid receipts, payrolls, time and attendance records, contracts, and agreement award documents.

## 6) Retention and Custodial Requirements for Record

Projects receiving financial assistance shall retain all records and supporting documents directly related to the project for a **minimum period of three years** from the date of submission of the final status report and make them available to the District, and to the State of Missouri, upon request.

If any litigation, claim, negotiation, and audit or other action involving these 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 issues which arise from the action.

## 7) Permits

It is the responsibility of the applicant to be in compliance with all applicable laws and regulations and to obtain all required permits and licenses for the operation of the project. This includes zoning laws. **Proof that all permits and licenses are in place is required before approved funding will be provided.**

## 8) E-Verification

All applicants receiving District funds must comply with E-Verification as appropriate.

**Appendix 4**

**Additional Funding Mechanisms**

**St. Louis County Waste Reduction and Recycling Funds.** Funds for municipalities and unincorporated areas, market development, and education.

For more information, contact the:

St. Louis County Department of Health  
Office of the Solid Waste Coordinator  
111 S. Meramec  
Clayton, MO 63105  
(314) 615-6958

**Market Development Funds.** Funds are available through the Environmental Improvement and Energy Resources Authority (EIERA), and the St. Louis County Economic Council. Funds are targeted to assist recycling by focusing economic development efforts on businesses and projects which use materials recovered from solid waste in manufacturing operations and other businesses. Funds are budgeted towards equipment and machinery.

For more information, contact the:

Environmental Improvement and  
Energy Resources Authority  
PO Box 744  
Jefferson City, MO 65102-0744  
(573) 526-5555

St. Louis County Economic Council  
121 South Meramec Avenue  
Clayton, MO 63105  
(314) 615-7663