



## St. Louis-Jefferson Solid Waste Management District

### 2024 Waste Reduction and Recycling Grant Program Overview



The St. Louis-Jefferson Solid Waste Management District was created to expand waste and reduction and recycling in the St. Louis metropolitan region. The District includes the City of St. Louis, Jefferson County, St. Louis County, and St. Charles County. 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, through the Waste Reduction and Recycling Grant Program.

The St. Louis-Jefferson Solid Waste Management District's grant program is administered by the District's Executive Board in cooperation with the Missouri Department of Natural Resources (MDNR). The application requirements and evaluation criteria utilized by the District are established, in part, by MDNR administrative regulations, 10 CSR 80-9.050.

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 and transfer stations within the district and \$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. The Missouri Department of Natural Resources allocates 39% to their administrative operations and 61% to the 20 solid waste districts throughout the state. The districts portion provides funding for the grant program.

#### **SUBMISSION GUIDELINES**

*The grant application deadline is Friday, December 22, 2023, at 5:00 PM. A confirmation email will be sent to the applicant upon the online submission.*

After the application is submitted online, the District requires one complete paper copy of exactly what was submitted in the online application, no later than January 5<sup>th</sup>, 2024. Use the original, signed copy of the Certification Form, as the cover page for this printed copy.

*Please note: The application will NOT be considered complete until the printed copy is received by the district, no later than January 5<sup>th</sup>, 2024.*

*The online application is required by Friday, December 22, 2023, at 5:00 PM, and receipt of one hard copy is required by January 5<sup>th</sup>, 2024.*

Deliver or mail paper applications to:

Eric Larson, Executive Director  
St. Louis-Jefferson Solid Waste Management District  
2905 S. Brentwood Blvd.  
Brentwood, MO 63144

Please call 314-645-6753 with any questions.

## **ELIGIBILITY**

### **Applicants**

Any municipality, county, public institution, not-for-profit organization, private business or individual currently operating in the City of St. Louis, Jefferson County, St. Louis County, or St. Charles County, or who will be operating in one or more of these areas as a result of the project is eligible. These projects must relate to one or more of the eligible categories. Proposals selected for funding will be those which help achieve the goals of the District's Solid Waste Management Plan and demonstrate the applicant's ability to implement a successful program. Incomplete proposals may be eliminated from consideration.

The District reserves the right to negotiate the scope of work, budget, and any other terms, as needed, to accommodate the amount awarded.

### **Projects**

#### Eligible Categories

Composting

Education

Household Hazardous Waste

Market Development

Recycling

Waste Reduction

#### Priority Projects

Education

Household Hazardous Waste (excluding latex paint)

Hard to Recycle Item (such as Styrofoam, batteries, etc.)

Market Development – End Use

Reducing Residential Curbside Contamination

Re-Use & Re-Purpose of Materials

#### Target Materials

Electronics

Household Hazardous Waste (excluding latex paint)

Mixed Plastic

Commercial/Industrial Waste Reduction

Organics (excludes yard waste)

Plastic Film (including shrink wrap)

Comingled Recycling

Textiles (includes carpet and mattresses)

Construction and Demolition Waste

### **Use of Funds**

All costs and major expenditures must be itemized in the Project Budget. 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 hauling equipment.
2. Materials and labor for construction of building and site improvements.
3. Engineering or consulting fees.

4. Equipment costs including installation, freight, or retrofitting of the equipment.
5. Laboratory analysis costs.
6. Salaries and fringe benefits directly related to the project.
7. Development and distribution of education/informational materials.
8. Planning and implementation of educational/informational forums including, but not limited to workshops.
9. Overhead costs directly related to the project.
10. Travel necessary for project completion.
11. Professional services.

#### **Ineligible Costs**

1. Operational expenses, such as salaries and expenses that are not directly related to the project activities.
2. Costs incurred before the project start date or after the project end date.
3. Taxes.
4. Legal costs.
5. Contingency funds.
6. Land acquisition.
7. Gifts.
8. Disposal costs for solid waste disposal on an ongoing basis.
9. Fines and penalties.
10. Food and beverage for sub-grantees at non-working meetings.
11. Lobbyists.

### **FUNDING**

#### **Grant Funds Requested**

The District anticipates having approximately \$2,000,000 for the 2024 grant round. In previous grant rounds, the average amount awarded has been approximately \$40,000, with a range of less than \$5,000 to more than \$100,000. Applicants may submit more than one application.

#### **Match Funds Provided**

A 10% match is the minimum required for all projects. Match can be either “out of pocket” expenditures or in-kind contributions of eligible costs. The percentage of match is based on the total District Funds Requested. A District goal is to leverage as much additional resources as possible. Please include information regarding any matching funds or in-kind services, along with supporting documentation. Matching and/or in-kind funds must follow the same documentation guidelines in the Financial Assistance Agreement (FAA) as District Funds.

#### **Project Budget**

Proposals must have detailed budgets with appropriate supporting documentation to justify requested grant amounts. Projects selected for funding will be required compliance with the District’s Competitive Purchasing Guidelines. Grantees may use their normal purchasing procedures, provided they meet or exceed District thresholds as follows:

- \$0 - \$9,999 do not require bids.
- \$10,000 - \$99,999.99 require a minimum of three competitive bids, but do not have to be advertised.
- Purchases of \$100,000 and above require a minimum of three competitive bids, advertised in least two daily newspapers at least five days before bid opening.

## **CONFIDENTIAL BUSINESS INFORMATION**

Any applicant may include a request of business confidentiality covering a part, or all, of the information submitted (excluding the Project Description & Executive Summary) 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.

## **EVALUATION CRITERIA**

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

1. Conformance with the integrated waste management hierarchy as described in the Missouri Policy on Resource Recovery. This hierarchy is as follows:
  - a. Reduce the amount of solid waste created.
  - b. Reuse, recycle and compost.
  - c. Recover and use energy from solid waste.
  - d. Incinerate or dispose of in a sanitary landfill.
2. Conformance with the District's Targeted Materials list.
3. Degree to which the project contributes to community-based economic development.
4. Degree to which the project promotes waste reduction or recycling, or results in an environmental benefit related to solid waste management through the proposed process.
5. Education and Outreach.
6. Demonstrates cooperative efforts through a public/private partnership or among political subdivisions.
7. Degree to which funding the project will adversely affect existing private entities in the market segment.
8. Compliance with federal, state, or local requirements.
9. Transferability of results.
10. The need for the information.
11. Technical ability of the applicant.
12. Managerial ability of the applicant.
13. Ability to implement in a timely manner.
14. Technical feasibility.
15. Availability of feedstock.
16. Level of commitment for financing.
17. Type of contribution by applicant.
18. Effectiveness of marketing strategy.
19. Quality of budget.
20. Selected financial information.
21. Use of recycled materials.
22. Inclusion as a District Priority Project.
23. Prior performance rating (for past grant recipients only).

## **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, Financial Assistance Agreement (FAA) 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.

Grants are administered on a reimbursement basis for the eligible and approved project expenditures. Costs incurred prior to a project's start date are not eligible for reimbursement. The applicant may invoice the District to request grant payments as stipulated in the FAA 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 15% of the total grant award amount until all requirements of the FAA are completed, and the final written project report has been accepted by the District.

## **REGULATIONS**

### **Compliance with Regulations**

Before the District can begin reimbursing expenses, recipients must identify and secure all applicable federal, state, and local permits, approvals, licenses, or waivers required by law and necessary to implement the project. This includes any zoning permits. Copies of all applicable documentation must be provided to the District prior to any release of funds. Compliance with E-Verification is also required.

### **Accountability**

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

1. Submitting one copy of each quarterly and final report, including information on tonnage diverted, participation of educational projects, and other measurable outcomes.
2. Maintaining an adequate accounting system and internal accounting control over grant expenditures.
3. Retaining all project records and supporting documents for 3 years, or longer, if needed for any litigation, claim, negotiation, or audit.
4. Competitive bidding and purchasing requirements.
5. Security agreements, lien filings, deeds of trust, and lien filings on purchases of equipment and building and site improvements, as necessary.
6. Retaining all security documents for 5 years.

All General Terms and Conditions of the District applicable to the recipient of financial assistance will also apply to projects funded through the District's Waste Reduction and Recycling 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.