



St. Louis-Jefferson Solid Waste Management District

Waste Reduction and Recycling Grant Program 2019



GRANT PROGRAM OVERVIEW

A. 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:

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, 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 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.

B. ELIGIBILITY

1. 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. These projects must relate to one or more of the projects indicated on the application. 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.

2. Projects

Eligible Categories

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

Priority Projects

Recycling Education
Manufacturing
Market Development
Single Stream Program Improvements
Residential Curbside Contamination
Household Hazardous Waste
Electronics

Targeted Materials

Mixed Paper
Mixed Plastics
Residential Single-Stream Recyclables
Household Hazardous Waste
Organics (excludes Yard Waste)
Plastic Film (including shrink-wrap)
Textiles (includes carpet and mattresses)
Electronics

3. 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:

- a. Collection, processing, manufacturing or hauling equipment;
- b. Materials and labor for construction of building and site improvements;
- c. Engineering or consulting fees;
- d. Equipment costs including installation, freight or retrofitting of the equipment;
- e. Laboratory analysis costs;
- f. Salaries and fringe benefits directly related to the project;
- g. Development and distribution of education/informational materials;
- h. Planning and implementation of educational/information forums including, but not limited to workshops;
- i. Overhead costs directly related to the project;
- j. Travel necessary for project completion; and
- k. Professional services.

4. Ineligible Costs

- a. Operating expenses, such as salaries and expenses that are not directly related to project activities;
- b. Costs incurred before the project start date or after the project end date;
- c. Taxes;
- d. Legal costs;
- e. Contingency funds;
- f. Land acquisition;
- g. Gifts;
- h. Disposal costs for solid waste disposal on an ongoing basis;

- i. Fines and penalties;
- j. Food and beverage for subgrantees at non-working meetings; and
- k. Lobbyists.

C. FUNDING

1. Grant Funds Requested

The District anticipates having approximately \$1,800,000 for the 2019 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 proposal.

2. Match Funding Provided

A 10% match is the minimum required for all projects. Match can be either cash 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.

3. Project Budget

Proposals must have detailed budgets with appropriate supporting documentation to justify requested grant amounts. Projects selected for funding will be required to comply with District competitive purchasing guidelines. 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 as follows:

- Purchases in excess of \$3,000 require competitive bids.
- Purchases greater than \$25,000 require competitive bids and advertising.
- Advertising requires a one-time announcement in two newspapers of daily circulation.
- Advertising must allow at least 10 calendar days for bidders to respond.

D. APPLICATION

1. Online Application

The 2019 Waste Reduction and Recycling Grant Program application is online at www.swmd.net. Everything is to be done through the online application, including uploading the attachments. The electronic submission will contain e-signatures. In addition, a signed paper copy of the final online submission must also be received at the District before the deadline, 5:00 pm, Thursday, December 20, 2018.

To create an application, the user (entity applying) must create a login. For additional assistance, call the District at 314-645-6753.

The signed, paper copy (including online attachments) is printed after the full and final application has been submitted to the District through the online program. The document can be mailed, or hand delivered to:

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

2. Confidential Business Information

Any applicant may include a request of business confidentiality covering a part or all of the information submitted (excluding the Project 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.

3. Evaluation Criteria

Each project application will be evaluated using criteria set forth in state regulations, as appropriate per project category, and 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; and
 - d. Incinerate or dispose of in a sanitary landfill.
2. Conformance with the District 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. Demonstrates cooperative efforts through a public/private partnership or among political subdivisions;
6. Degree to which funding the project will adversely affect existing private entities in the market segment;
7. Compliance with federal, state or local requirements;
8. Transferability of results;
9. The need for the information;
10. Technical ability of the applicant;
11. Managerial ability of the applicant;
12. Ability to implement in a timely manner;
13. Technical feasibility;
14. Availability of feedstock;
15. Level of commitment for financing;
16. Type of contribution by applicant;
17. Effectiveness of marketing strategy;
18. Quality of budget;
19. Selected financial information;

20. Use of recycled products;
21. Inclusion as a District Priority Project; and
22. Prior performance rating (for past grant recipients only).

4. 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.

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 project's start date 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 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.

E. REGULATIONS

1. Compliance with Regulations

Before the District can begin awarding funds and 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. Copies of all applicable documentation must be provided to the District prior to any release of funds. Compliance with E-Verification is also required.

2. Accountability

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

- a. Submitting one copy of each quarterly and final report, including information on tonnage diverted and/or other measurable outcomes.
- b. Maintaining an adequate accounting system and internal accounting control over grant expenditures;
- c. Retaining all records and supporting documents for three years, or longer, if needed for any litigation, claim, negotiation, or audit;
- d. Competitive bidding and purchasing requirements; and,
- e. 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.