

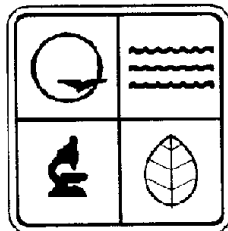


EAST CENTRAL MISSOURI SOLID WASTE MANAGEMENT DISTRICT

FY26 Application & Guidance Document for Financial Assistance

Proposal Due:
January 31, 2025

In conjunction with



Missouri Department of Natural Resources

Serving Franklin, Lincoln, Montgomery, and Warren Counties

GENERAL INFORMATION

PROJECT OBJECTIVES

The East Central Solid Waste Management District was created pursuant to Section 260.300 of the Missouri Solid Waste Management Law. This District includes the counties of Franklin, Lincoln, Montgomery and Warren and their respective cities. The purpose of the District is to foster in the development of an adequate solid waste management infrastructure so that solid waste reduction, recycling, and resource recovery may become regular and affordable activities of local governments, industries and citizens. This will be accomplished by meeting the following objectives:

- ♻ To incorporate solid waste reduction, recycling, and resource recovery into the solid waste management activities of state and local governments, industries, and citizens.
- ♻ To apply an integrated waste management hierarchy when managing local and regional solid waste streams to minimize possible environmental impacts associated with any one technology and to achieve the maximum feasible use of waste reduction, recycling and resource recovery.
- ♻ To facilitate the use of materials collected for recycling by Missouri manufacturers and to encourage the development of markets for recovered materials by incorporating solid waste reduction, recycling and resource recovery concepts into programs involving procurement industrial development, capital improvements and other appropriate areas.
- ♻ To coordinate technical and financial assistance for solid waste reduction, recycling and resource recovery in accordance with the state and other applicable solid waste management plans.
- ♻ To increase the efficiency of current recycling collection programs and to increase the quantities of high quality recyclables recovered.

PROGRAM ADMINISTRATION

The East Central Missouri Solid Waste Management District Financial Assistance Program is administered by the District Executive Board in cooperation with the Boonslick Regional Planning Commission and the Missouri Department of Natural Resources (DNR). The application requirements and evaluation criteria utilized by the District were based upon administrative rules adopted by the DNR, 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)751-4025
ATTN: Administrative Rules

Funds for the program come from the portion of the State Solid Waste Management Fund created pursuant to RSM 260.335.2(4). The source of these funds is \$2.11 per ton fee levied at solid waste landfills and \$1.40 per ton fee from demolition landfills. The distribution of the funds collected from this fee was modified by the passage of SB225 in 2005, and currently the \$800,000 is used for the Missouri Market Development Program; \$200,000 for Districts receiving less funds than under the previous formula; 39% of the remaining funds is used by MDNR to fund solid waste activities, and the remaining funds are divided among the 20 solid waste management districts based on a formula considering the population and the amount of tonnage fees collected within each district.

ELIGIBILITY

1. Eligible Applicants

Any municipality, county, public institution, not-for-profit organization, private business or individual currently operating in Franklin, Lincoln, Montgomery or Warren counties, or who will be operating in these areas as a result of the project are eligible for grant funds.

Municipalities and counties are eligible applicants provided they are in good standing with the East Central Solid Waste Management District. Good standing is defined as having adopted the District's

Comprehensive Solid Waste Management Plan and bylaws as well as paying annual dues. All others are eligible provided the project for which funding is requested is located within the District.

The District encourages the submission of joint projects or proposals which serve to address regional or multi-jurisdictional recycling approaches. These agreements may be between any combination of two or more governmental, for-profit, or not-for-profit organizations.

2. Eligible Projects

All projects must occur within the District and comply with all applicable environmental, safety and legal requirements. Collection and processing projects should utilize commercially proven technologies.

The types of projects eligible for funding include:

- ❖ Education
- ❖ Core Services/Recycling/Waste Reduction

3. Eligible Use of Funds

All costs must be identified in the project budget sheet. The purchase of recycled products is an eligible expenditure. Grant projects funded by the District should include a recycled content products use component in order to promote stable markets for recycled materials. Extra consideration will be given for recycled products usage.

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

- a. Collection, processing, manufacturing, or transportation equipment
- b. Materials and labor for construction of buildings
- c. Equipment installation costs
- d. Laboratory analysis costs
- e. Salaries directly related to the project
- f. Development and distribution of educational/informational materials
- g. Development and implementation of educational forums including, but not limited to, workshops
- h. Overhead costs directly related to the project
- i. Travel necessary for project completion

Ineligible costs include:

- a. Operating expenses, such as salaries and expenses, not directly related to the project
 - b. Costs incurred before the project start date or after the project end date
 - c. Taxes
 - d. Legal costs
 - e. Contingency fees
 - f. Land acquisition (10 CSR 80-9-050(1)(E)1 allows land acquisition costs only as match for district grants)
- * *NOTE: Only costs incurred after the execution of a Financial Assistance Agreement are eligible for funding*

4. Financial Assistance Amount

The maximum amount of financial assistance offered for education projects is \$5,000.00 and no match is required. Match is required for recycling projects and will be considered in awarding projects. Proper documentation must be provided as proof that matching funds were expended on the project before any reimbursement will be disbursed. Proposals which request greater than the maximum may be disqualified.

SELECTION PROCESS AND TIMELINE

Proposals selected for funding will be those which most completely demonstrate the applicant's ability to implement a successful program.

Evaluation of the proposals will be done by the East Central Missouri Solid Waste Management District Executive Board and Advisory Committee. Evaluation will be based on the program's objectives. Upon approval by the Executive Board, the list of approved projects will be forwarded to the Department of Natural Resources for final review and approval. Once approved by DNR, a financial assistance agreement will be negotiated between the District and the applicants of approved projects. The District reserves the right to negotiate any terms of the project proposal. After the financial assistance agreement between the District and the applicant (grantee) has been signed by both parties, the grantee may begin work on the project. The grantee is responsible for making all payments pertinent to the project and for submitting a request for funds to the District for reimbursement. The District will withhold the final 15% of the award until satisfactory completion of the project and submittal and approval of all quarterly and final reports.

TIME LINE

Grant applications must be postmarked by January 31, 2025. **If you choose to deliver the application in person, it must be in a sealed envelope and delivered by 12:00 pm (Central time) on January 31, 2025.**

It may take approximately 120 days following the project ranking for a grant to receive final approval for funding.

PAYMENT SCHEDULE

Grant funds may be expended by the grantee for eligible and approved project expenditures upon issuance of a signed financial assistance agreement. The applicant may request monthly reimbursements for project costs. The final 15% of the total grant award will be retained until the project and all requirements under the grant agreement are completed and final written project report is received and approved by the District. Upon project completion each grantee will be required to make a presentation to the Solid Waste Board on the outcomes of their project.

EVALUATION CRITERIA

Each project application will be evaluated in terms of the program's objectives. Criteria to be used in determining whether to fund a project can be found in the administrative rule 10CSR 80-9.050(2)(C)3 and 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 wasteNo grant funds will be made available for incineration without energy recovery.
- B. Conformance with the District's Targeted Materials List:
 - 1. Cardboard
 - 2. Computers
 - 3. Glass Containers
 - 4. Lead Acid Batteries
 - 5. Major Appliances
 - 6. Metals
 - 7. Office Paper
 - 8. Old Magazines
 - 9. Old Newspaper
 - 10. Organic Waste
 - 11. Plastic
 - 12. Tires
 - 13. Waste Oil
 - 14. Yard Waste
- C. Degree to which the project contributes to community-based economic development
- D. Degree to which funding to the project will adversely affect existing private entities in the market segment
- E. Degree to which the project promotes waste reduction or recycling through the proposed process and the impact of the project in diverting materials from the waste stream
- F. Demonstrates cooperative efforts through public/private partnership or among political subdivisions
- 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 feed stock
- O. Level of commitment for funding the project beyond the terms of the grant.
- P. Contribution by the applicant
- Q. Effectiveness of marketing strategy
- R. Completeness and quality of application
- S. Use of recycled products
- T. Quality of Budget
- U. Selected financial ratios (for projects >\$50,000 or a project over multiple years which adds to \$50,000)

SUBMITTAL REQUIREMENTS

1. Filing Date

Applications must be postmarked by January 31, 2025 or delivered by 12:00 p.m. January 31, 2025.

2. Number of Copies

The original application and **four** copies must be submitted. In the interest of waste reduction, the District **requires** that applications be submitted as two-sided copies and be printed on recycled paper.

3. Confidential Business Information

To the extent feasible and permissible by law, the District will honor an applicant's request that certain information submitted remain confidential. The District will treat information as confidential only if the information is specifically marked or identified as confidential by the applicant. A letter must accompany the application specifically setting forth the information desired to be kept confidential.

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. Mail or deliver Applications To:

East Central Missouri Solid Waste Management District
111 Steinhagen
PO Box 429
Warrenton, MO 63383

***Note: Faxed copies will not be accepted**

For further information contact: Boonslick Regional Planning Commission at (636) 456-3473.

ACCEPTANCE OR REJECTION OF APPLICATION

The District reserves the right to accept, reject, or request changes in the application for financial assistance. Applicants not selected for grants will be notified after award decisions have been made. The District reserves the right to waive any informality or irregularity in the proposals received, to reject any and all proposals and to develop and implement the proposal ranking system. The District may accept any number of projects from the applications submitted as deemed in the best public interest of the District.

Following approval of a proposal, contract negotiations will begin with selected projects. The District is not liable for any costs incurred by any parties.

The District can reject proposals that are ineligible or incomplete.

Before awarding funds to eligible applicants, the recipient must demonstrate that all applicable federal, state and local permits, approvals, licenses, waivers and financing statements required by law and necessary to implement the project have been obtained.

ACCOUNTABILITY

Projects receiving financial assistance will be reimbursed after all documentation specified in the financial assistance agreements is submitted by the applicant. Additionally, projects receiving financial assistance shall comply with the reporting requirements as specified on 10 CSR 80-9.050. These requirements include:

1. Submittal of quarterly and final report(s)
2. Maintaining an accounting system of project activities
3. Retaining all records and supporting documents for 3 years or longer if needed for any litigation, claim, negotiation or audit.
4. Granting to the district, its successors and assigns a security interest in all equipment purchased or in all building or site improvements purchased or constructed for \$5,000 or more, in whole or in part with SWMF monies a minimum of 5 years.

All General Terms and Conditions of the East Central Missouri Solid Waste Management District applicable to the recipients of financial assistance will also apply to the projects funded through the District grant program which may include, among others: the utilization of minority and women's owned business enterprise firms; compliance with the Davis-Bacon Act; and use of recycled paper.

REPORTING PROJECT OUTCOMES

All grant recipients will be required to make an oral presentation to the East Central Missouri Solid Waste Management District at the completion of the project. The presentation should summarize the project activities and outcomes. Additionally, all grant recipients are required to prepare a press release for publication in the newspaper of general circulation describing the project activities and outcomes.

INSTRUCTIONS FOR COMPLETING AN APPLICATION

Please be as thorough as possible when completing your application. Deficiencies in project applications will delay application review and could disqualify the project from the current review cycle. Only completed applications which include ALL of the information requested will be accepted for review. Applications should be as brief as possible while still providing the requested information. Do not leave any blanks when completing the application.

All proposal packets must be received by Boonslick Regional Planning Commission by 12:00 p.m. on January 31, 2025 or postmarked by January 31, 2025 to be considered for funding. Proposals received after the deadline will not be considered for funding in the current grant cycle.

I. Pre-Application Checklist

Verify that all information is included in the application by listing the page number and initialing. This form **MUST** be completed for your application to be considered.

II. Applicant Profile Sheet

Complete profile sheet, sign and date. Both the authorized official and project manager must sign.

Note: *Permits, Approvals, Licenses or Waivers* – Verification must be provided that all applicable federal, state and local permits, approvals, licenses or waivers necessary to implement the project are either not needed or have been obtained or applied for and will be obtained prior to an award. If only applications for any or all of the instruments noted above have been made, the project may not be officially awarded until they have been obtained. If this does not apply, please state N/A on the profile sheet. Information on needed state environmental permits can be obtained from the appropriate state programs. The applicant must demonstrate compliance with local zoning laws.

III. Executive Summary

The Executive Summary should be no longer than two pages and should include the following:

Summary Statement – Describe the proposed project. Include project goals and outline measurable objectives. Any potential barriers to the project's success and implementation must be addressed. Explain why there is a need for the project, its current status, targeted clientele and the approximate area that will benefit from the proposed project.

Evaluation procedures – Provide a description of the evaluation procedures to be used throughout the project to both quantitatively and qualitatively measure the success, or deficiency, of the project.

Benefit Statement – Indicate the amount(s) and type(s) of materials that will be recovered or diverted from the waste stream and an explanation of how diversion will be measured.

Transferability – Explain how this project is relevant to other entities: What lessons can be learned? How can this project be replicated?

Education/Public Awareness – Provide a plan for disseminating project information to others. Discuss how you propose to increase public awareness and education as a result of this project.

Location of Project – Include both where the project is physically located as well as the main address.

IV. Scope of Work

Project Work Plan – Include a detailed Work Plan for the project that discusses all tasks and activities to be performed by whom and how. This work plan and accompanying timetable will be included as part of a contract for financial assistance and will serve as a major component in evaluation of the project. Four (4) full quarters of diversion reporting will be required.

Timetable – In a timetable, show anticipated dates for major planned activities as outlined in the Work Plan. Also include expenditures, submittal of quarterly reports and a final report. This timetable may be in either a text or graph format. All project activities should be completed within 12 months of project award.

Tasks	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Task #1	■											
Task #2		■										
Task #3			■									
Task #4				■								
Task #5					■					■		
Task #6						■					■	
Task #7							■					■

(Example Timetable)

Management Profile – Provide a list of all key personnel involved in the project, be sure to include the project manager. Include for each: address, phone number, title, business experience and education. Include other information that demonstrates the applicant's ability to carry out the proposed project. Resumes should be attached in place of the Management Profile provided all requested information is listed. A resume for the project manager MUST be included.

V. Budget Forms and Supporting Documentation

The budget is an estimate of the costs for conducting the project. Estimates shall be provided for all major planned activities or expenditures by category in excess of \$5,000 and must be supported by documentation showing how each cost estimate was determined (letter of intent, letter of commitment, manufacturer quote, catalog/website information, paid receipts, brochures, registration forms, etc.)

If salaries are either requested or used as match, they must be broken down by position and translated into FTE hours worked and rate of pay. Add fringe benefits and rate or amount if included in request.

This detailed budget must delineate the percentages and dollar amounts of the total project costs for both district funds and applicant contributions.

VI. Documentation for Match Commitment

Provide documentation from all sources of match to verify that all cash contributions have been secured.

VII. Supporting Documents for Projects over \$50,000

- A. To demonstrate technical feasibility the following must be submitted:
 - 1. A preliminary project design
 - 2. Engineering plans and specifications for any facilities and equipment required for a proposed project
- B. A Financial report including:
 - 1. A three-year business plan. For projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for recovered material and recycled products necessary for sustained business activity.
 - 2. A description of project financing, including projected revenue from the project.
 - 3. A credit history and/or up to three (3) years previous financial statements or reports or for governmental entities, a bond rating.

VIII. Confidential Business Information and Availability of Information

Any person may assert a claim of business confidentiality covering a part or all of that information by including a letter with the application 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 it is received by the District, the information may be made available to the public without further notice to the person submitting it.

APPLICATION FORMAT

Applications should be submitted in the following order:

- I. Pre-Application Checklist
- II. Applicant Profile Sheet
- III. Executive Summary
 - A. Summary Statement
 - B. Evaluation Procedures
 - C. Benefit Statement
 - D. Transferability
 - E. Education/Public Awareness
 - F. Location of Project
- IV. Scope of Work
 - A. Project Work Plan
 - B. Timetable
 - C. Management Profile
- V. Budget Forms and Supporting Documentation
- VI. Documentation of Match Commitment
- VII. Supporting Documents for Projects over \$50,000
- VIII. Demonstration of Technical Feasibility (as applicable)
 - A. Technical Description
 - B. Commercial Applicability
 - C. Sources of Recovered Feedstock Material
 - D. Solid Waste Diversion
 - E. Current Use of Recovered Materials
 - F. Markets
 - G. Marketing Plan
 - H. Competition/Notification to Competitors of Proposal
- IX. Verification of Permits (as applicable)
- X. Claim of Business Confidentiality (as applicable)
- XI. Demonstration of Compliance with Zoning (as applicable)

Pre-Application Checklist

Before submitting an application for grant funds, you *MUST* complete and verify this form. Only if you can answer yes to all questions on this form should it be submitted to the district.
This checklist must be attached to your application upon submittal.

For ALL projects does the grant proposal include:

	Yes	No	N/A	District Verification
1. Applicant Profile Sheet				
→ Is the application form signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. An Executive Summary				
→ Does the Summary include a project description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ Are evaluation procedures identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Location of the Project				
→ Is both the physical address of the project and the mailing address of the project manager listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ Is the project located within the East Central Solid Waste Management District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. A Work Plan				
→ Project tasks and descriptions included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ Is a timetable included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ Are main key personnel involved in the project included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ Is project manager's qualifications directly related to this project included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. A Detailed Line-Item Budget?				
→ Are percentages and dollar amounts delineated for both district funds and applicant contributions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ Is supporting documentation of items over \$5,000 total cost included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Intent of verification of Permits, Approvals, Licenses, Waivers, Titles and UCC-1 included? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Demonstrate compliance with zoning (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Match Commitment Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Provided an evaluation procedure describing both quantitatively and qualitatively how the success of the project will be measured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. For projects over \$50,000:				
→ Has technical feasibility been demonstrated by including either a preliminary project design or engineering plans/specifications for any facilities and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ Does financial reporting include a (3) year business plan? For projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for recovered material and recycled projects necessary for sustained business activity;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ description of project financing, including projected revenue from the project;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ a credit history;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
→ up to (3) years previous financial statements or reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Has applicant certified all information was true and conforms to the application requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is application signed by both authorized official and project manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is the original AND four (4) copies of this application being submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Project and Applicant Profile

Project Name <i>(name that will identify this project)</i>				Applicant Type:	
Name of Applicant <i>(legal name of individual, business or organization)</i>				<input type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Public Entity <input type="checkbox"/> Not-for Profit	
Mailing Address:				This Project Is:	
City:		State:	ZIP:	<input type="checkbox"/> New activity/business <input type="checkbox"/> Expansion of a current activity <input type="checkbox"/> New venture for existing business <input type="checkbox"/> Other	
Federal ID or Social Security Number:					
List any other communities/organizations that will be involved or may benefit from this project:					
Items to be diverted: <i>(check all that apply)</i>		<input type="checkbox"/> Major Appliances <input type="checkbox"/> Waste Oil <input type="checkbox"/> HHW <input type="checkbox"/> Yard Waste <input type="checkbox"/> Electronics <input type="checkbox"/> Organics <input type="checkbox"/> Other Solid Waste	Estimated Tonnage to be Diverted:	Project Type:	
Have all necessary permits, licenses, waivers, and approvals been applied for or obtained?				<input type="checkbox"/> Education <input type="checkbox"/> Core Service/Recycling	
Authorized Official:			Project Manager:		
Title:			Title:		
Address:			Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Phone:		Fax:	Phone:		Fax:
e-mail:			e-mail:		
Proposed Start Date:			Proposed End Date:		
Amount Requested from the District:		Amount of Matching Funds:		Total Cost of Project:	
Has applicant received prior district grant funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list project number(s) and amount(s) received:					
I hereby certify that the information provided in this application is true and correct and conforms to all applicable laws and administrative rules.					
Signature of Authorized Official				Date	
Signature of Project Manager				Date	

Executive Summary

Summary Statement: Describe the proposed project and its objectives. Discuss the problem that is to be addressed. Explain why there is a need for the project, its current status, targeted clientele and the approximate area that will benefit from the proposed project.

Evaluation Procedures: Describe the evaluation procedures to be used throughout the project to quantitatively and qualitatively measure the success of the project.

Benefit Statement: Indicate the amount and type of materials that will be recovered or diverted from the waste stream.

Transferability: Explain how this project is relevant to other entities. What lessons can be learned? How can this project be replicated?

Education/Public Awareness: Provide a plan for disseminating project information to others. Discuss how you propose to increase public awareness and education as a result of this project.

Location of Project: Include both the location and address of where the project is physically located as well as the project's headquarters, if different.

Scope of Work

Work Plan

Project Task	Responsible Staff	Completion Date
Task #1		
Task #2		
Task #3		
Task #4		
Task #5		
Task #6		
Task #7		
Task #8		

(Specify completion dates by month 1, month 2, month 3, etc. not by actual month)

Timetable

Task	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Task #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task #7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task #8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Management Profile

Staff Member/Position	Qualifications

Are resumes for staff members attached? yes no

(Project manager's resume must be attached)

Project Budget

Provide estimates of major planned activities or purchases. Provide supporting documentation for each cost estimate and equipment specifications. Provide a budget narrative explaining all proposed project costs, and the method of determining cost estimates. The budget narrative should include detailed specifications for any equipment or material proposed as part of the project costs.

Budget Category	Requested Funds	Matching Funds	Match In-Kind	Total Project Funds
1. Personnel				
2. Fringe Benefits				
3. Contractual Services				
4. Equipment				
5. Supplies				
6. Travel				
7. Other (specify)				
8. Total Direct Charges				
9. Indirect Charges				
Total Project Budget	\$0.00	\$0.00	\$0.00	\$0.00
Percentage of Total				0.00%

Budget Narrative:

Financial Assistance Agreement

1. Financial Assistance Contract

Project receiving financial assistance from the District will be required to sign a contract with the East Central Solid Waste Management District. Personal guarantees and other collateral may be required. 100% of the award shall be made on a *reimbursement* basis.

Upon satisfactory completion of all project tasks as presented in the proposal and stated in the Financial Assistance Agreement, all necessary reporting (see 3 & 4 below) and other requirements in the contract, the final 15% of the award will be released.

All financial assistance awards are subject to the legislative appropriation process. The District cannot guarantee funding of an approved project after the close of the fiscal year in which the project was approved.

2. Terms

Terms of the contract will depend on the specific project and its work plan.

3. Progress Reports

Projects receiving financial assistance will provide reports to the District at the end of each calendar quarter on the form provided. Each quarterly report must delineate the activities, or inactivity, associated with the project tasks and work plan as outlined in the Financial Assistance Agreement and explain why project tasks were not completed per the Timetable if dates are missed. The type and amount of diverted material, if applicable, should be listed in tons. Applicant will provide any information necessary or requested by the District for proper evaluation of the project.

A final report must be submitted to the District within 30 days of the project completion date as specified in the financial assistance agreement. This report should be in narrative form and recap all aspects of the project. The final 15% of the award **will be** withheld until the final report has been received **and** approved by the District.

4. Compliance

The grantee will need to comply with all General Terms and Conditions as modified by any Special Terms and Conditions imposed by the Missouri Department of Natural Resources and the East Central Solid Waste Management District. These conditions include, but are not limited to, equipment purchases, audit requirements, indirect cost allocation plans, and records retention.

5. Security Interest

All grant recipients will be required to grant to the District, its successors and assigns a security interest in all equipment purchased or in all building or site improvements purchased or constructed for \$5,000 or more, in whole or in part with SWMF monies a minimum of 5 years.

6. Reporting Project Outcomes

All grant recipients will be required to make an oral presentation to the East Central Missouri Solid Waste Management District at the completion of the project. The presentation should summarize the project activities and outcomes. Additionally, all grant recipients are required to prepare a press release for publication in the newspaper of general circulation describing the project activities and outcomes.