

## **District Grant Income** Finding #9

All program income will be reported through the Quarterly Project Financial Summaries to be submitted to MDNR.

## **Financial Tracking and Reporting** Findings #8, #16

District Staff will conduct regular reconciliation of monthly accounting reports. The Treasurer or Chairman shall sign/initial and date bank statements compared with QuickBooks reports to insure internal control. Checks will require two signatures. The Secretary/Treasurer, Chairman and one additional council member will be listed as authorized signatures at the bank. District Staff shall have the power to make bank transfers from savings and money market accounts to checking as needed. District Staff does not have the power to sign checks. The District Staff shall have the power to make deposits. The District will secure an annual financial audit in accordance with state regulations. Stale checks will be handled in the following manner; one hundred days after the check date, the bank will be notified to mark a check for non-payment.

## **Grant Review Committee Policies** Finding #15

The Grant Review Committee shall be made up of members from the Region D Recycling & Waste Management District Council and other interested individuals. Three of who shall be members of the District Council, one of whom shall serve as Chairman.

The committee shall be responsible for the development of review criteria, assuring state regulation criteria are included, evaluation of grant applications, funding recommendations and other duties as directed by the District Chair. The funds are separated as allowable under state regulations; 50% city/county funds and up to 50% district operations/plan implementation.

District grant applications shall be reviewed and ranked based on the criteria pursuant to applicable state regulations. Recommendations for funding include the amount of total funds available; districts grant priorities; projects which may become self-sustaining; cost efficiency and past performance. At the discretion of the committee, partial funding may be recommended.

No committee member shall participate in the evaluation of an application submitted by his or her jurisdiction, agency, or organization. To avoid conflicts of interest in the district grant evaluation process, any parties in the Grant Review Committee who have a conflict of interest regarding a specific proposal may be asked to leave the meeting room when the relevant proposal is discussed. When committee recommendations are presented to the full Council, individuals with a conflict of interest will be asked to abstain from the discussion and approval process.

Following the ranking, the committee may invite the applicant to make a brief presentation before the committee to clarify any questions they may have about the proposed project. Applicants should be prepared to justify their project and answer questions pertinent to its award.

Projects are funded to encourage the creation or start-up of programs. The goal is to have projects become self-sustaining. Partial funding may be provided in future years where funds are available and the need is documented.

The Grant Review Committee may provide recommendations for on-going projects to be selected for special funding consideration. A percentage of grant funds may be set aside to cover these projects each year. The Grant Review Committee could recommend graduated funding based on grant application score.

Grant projects are for one year. Sub-grantees may request extensions up to one year to complete the project. Any project exceeding two years requires approval from MDNR (Missouri Department of Natural Resources) SWMP (Solid Waste Management Program).

Proposed projects are recommended by the Grant Review Committee and are submitted to the Region D Council for final approval.

All applicants will be notified by mail, the Council's decision and reason.

District Staff will prepare and submit the grant application package to MDNR for approval and release of funds.

### **Advisory Committee**

Advisory Committee will be comprised of members as set by state regulations. Every attempt will be made to meet the requirements of the state regulations. Others may be substituted with Region D Council approval. Invited potential members will be documented as verification of District Staff's attempt to meet state regulations.

### **Grant Administration**

District Staff is authorized by the Region D Council to perform all necessary and appropriate grant program oversight. As further defined in the policies that follow, District Staff has the authority to make decisions on quarterly report content including; process invoices and approves financial records pursuant to applicable state regulations. District Staff will report quarterly to the Region D Council on the status of district grant projects.

### **Quarterly Reports Finding #6**

District Staff will submit Quarterly Status Reports (QSR) to MDNR SWMP in accordance to the Financial Assistance Agreement (FAA) between the District and MDNR.

The sub-grantees are required to submit quarterly reports to the District.

Staff Procedures to attain timely submission of Quarterly Status Reports (QSR)

1. District Staff will notify in writing all sub-grantees of the approaching due date for quarterly reports. If the report is not received by five days after the due date, staff will notify the sub-grantee by telephone that the report is overdue.

Finding #15

Region D Recycling & Waste Management District  
District Grant Evaluation Review Form 2008

Project Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ State: \_\_\_\_\_ Ziip code \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Project Category (Circle One) Waste Reduction Recycling Composting  
Market Development Education

**1. Conforms with State Resource Recovery Priorities:** priority is granted to projects which work towards waste reduction and implementing Missouri's Policy on Resource Recovery (enclosed).

- 10 points - The project is for waste reduction or reuse.
- 5 points - The project is for collection / processing, market development or composting.
- 2 points - The project is for energy recovery.

\_\_\_\_\_ **Points**

**2. Conforms to Targeted Materials as approved by the District Board (enclosed).**

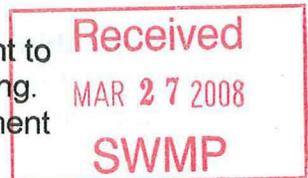
- 10 points - The project reduces or recycles a targeted material in list A.
- 5 points - The project reduces or recycles a targeted material in list B.
- 3 points - The project reduces or recycles a material not targeted.
- 0 points - The project does not involve any specific material.

\_\_\_\_\_ **Points**

**3. Economic Development:**

- 25 points – Project employs an employee with a minimum commitment to continue the project for two years beyond the grant funding.
- 10 points – Project employees an employee with a one-year commitment to continue the project beyond the grant fund.
- 0 points – No commitment to continue the project beyond the grand funding.

\_\_\_\_\_ **Points**



**4. Local private or public competition for similar service:** project tasks or equipment purchases in direct competition with existing business.

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

\_\_\_\_\_ **Points**

**5. Degree of waste reduction or recycling or results in an environmental benefit:** criterion evaluates reduction or recycling or environmental benefit impact for short or long term.

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

5 points – Proposal results in the reduction or recycling of a single waste stream component

\_\_\_\_\_ **Points**

**6. Cooperative Efforts:** works cooperatively with local governments in the District as documented by letters, ordinance or resolution from the local governing body in which the project is located.

10 points – Documentation of support and approval of the local governing body.

0 points – No documentation of support from local governing body.

\_\_\_\_\_ **Points**

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

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

5 points – Proposal indicates awareness of necessary permits but applications have not been submitted.

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

\_\_\_\_\_ **Points**

**8. Transferability of Results:** criterion will determine whether the project has set forth in the application, if proven successful, lends itself to being easily duplicated by others.

5 points – Information from this project will be actively disseminated to others through a plan.

3 points – Information from this project demonstrates the possibility of transferring project results to others.

0 points – Proposal does not demonstrate transferability.

\_\_\_\_\_ **Points**

**9. Need for the information:** criterion will be evaluated by the evidence documenting the need for the proposed project.

10 points – Proposal provides documentation for need for proposed project

5 points – Proposal reports need for proposed project with no documentation

0 points – Proposal does not demonstrate need.

\_\_\_\_\_ **Points**

**10. Technical Capability of Applicant:** the ability of the applicant to implement and operate the project based on previous work experience and demonstrated expertise in the field. Resumes from those individuals with operational responsibilities for the project.

7 points – Extensive experience (5 years or more)

5 points – Limited experience

0 points – No experiences

\_\_\_\_ Points

**11. Managerial Experience of Applicant:** resumes of project manager

7 points – Extensive experience (5 years or more)

5 points – Limited experiences

0 points – No experience

\_\_\_\_ Points

**12. Project Implementation:** feasibility of completing the project in realistic time frame.

10 points – Project likely to be completed in a timely manner based on the time line and other data.

5 points - Implementing project in a timely manner is a concern.

0 points - Project is not likely to be implemented in a timely manner.

\_\_\_\_ Points

**13. Technical Feasibility:** Is the technology or data available to implement this project?

10 points – Project will provide new and useful technology for waste reduction or resource recovery efforts

5 points – Project may provide new and useful technology for waste reduction or resource recovery efforts

0 points - Project will provide relatively little new or useful technology for waste reduction or resource

\_\_\_\_ Points

**14. Availability of Feedstock:** measure the strength of commitment of feedstock materials needed to complete the project as documented by letters of commitment, contracts or other verifiable documentation.

5 points – Proposal identifies a sufficient supply of feedstock within the District or that recovered materials are not needed.

3 points – Proposal identifies a sufficient supply of feedstock outside the District

0 points – Adequate supply of feedstock is questionable.

\_\_\_\_ Points

**15. Committed Financing:** strength of commitments for financial resources as indicated by letter, contract or other verifiable documents.

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

3 points - Sufficient financing is likely, but not yet committed

0 points - Proposed financing is questionable.

\_\_\_\_ Points

\_\_\_\_ Total Points – Page 3

49 Points Possible

**16. Type of Contribution: Cash Match or In-kind Match**

- 20 points – 50-100% cash match
- 10 points – up to 50% cash match
- 7 points - 100% in-kind match
- 5 points –Combination cash/in-kind match

\_\_\_\_\_ **Points**

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

- 20 points – The project has a strong marketing strategy, utilizing Clinco Sheltered Industries.
- 3 points – The project has an acceptable marketing strategy, utilizing other resource than Clinco.
- 0 point - The marketing strategy for the project is questionable.

\_\_\_\_\_ **Points**

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

- 15 points – Budget is complete
- 5 points – Expenses are not itemized and budget note for expenses over \$2,999.99 not included.
- 0 points – Requested funds not directly related to scope of work and will they be spent most efficiently?

\_\_\_\_\_ **Points**

**19. Financial Ratios:** Selected values on entity's financial statement. Required for requests of \$50,000 or more.

- 10 points – Financial statements or credit histories are included
- 0 points - No financial statement or credit history included

\_\_\_\_\_ **Points**

**20. Completeness of Application:** pre-application checklist, application form, budget form, executive summary, bid record/procurement form and required attachments are:

- 25 points – Complete with no additional data required to complete review of application
- 5 points - Substantially complete but additional data is required to complete review.
- 0 points - Not complete or insufficient data for consideration

\_\_\_\_\_ **Points**

\_\_\_\_\_ **Total Points – Page 4                      90 Points Possible**

**21. Project Site Identification:** where project will be located as documented by letters, lease or other verifiable documentation.

10 points – Location within the District

5 points - Location within adjoining District in a cooperative effort

0 points - Location not identified

\_\_\_\_\_ **Points**

**22. Past Performance Rating:**

-0 points - Applicant has demonstrated satisfactory performance in the administration of previous grants.

-25 points – Applicant has demonstrated less than satisfactory performance in the administration of previous grants.

-50 points – Applicant has failed to meet the minimum performance requirements of a previous project funded by the District, or MDNR due to non-criminal mismanagement.

-125 points – Applicant has been convicted of defrauding the District or MDNR, or has failed to honor a previous contractual agreement with the District or MDNR.

\_\_\_\_\_ **Points**

\_\_\_\_\_ **Total Points – Page 5      10 Points Possible**

\_\_\_\_\_ **Total Points – Page 1      55 Points Possible**

\_\_\_\_\_ **Total Points – Page 2      45 Points Possible**

\_\_\_\_\_ **Total Points – Page 3      49 Points Possible**

\_\_\_\_\_ **Total Points – Page 4      90 Points Possible**

\_\_\_\_\_ **Total Points – Page 5      10 Points Possible**

\_\_\_\_\_ **Total Points      249 Points Possible**

**Applications must score 125 to be eligible for funding.**

\_\_\_\_\_  
**Signature of Reviewer**

\_\_\_\_\_  
**Date**

# Region D Recycling & Waste Management District Council Meeting Minutes

February 14, 2008 **Finding #15**

**Members Present:** Greg Wall, Larry Atkins Jim Andrews Dick Lippold, Drew Bontrager, Wayne Colhour, Gaylon Whitmer, Larry King, Carroll Fisher, Mary Lou Holley and, Julia Loe

**Members Absent:** Vonnie Vanderau, Janice Hatcher, Marion Lloyd, and DJ Gehrt.

**Others:** Denise Bridgeman, Clinco Industries and Brenda Kennedy, District Coordinator.

Chairman Wall called the meeting to order at 6:30 pm at Clinco Sheltered Industries – 1205 W Grand – Cameron, MO.

**Approval of Minutes:** Chairman Wall called for additions or corrections to the January 17, 2008 meeting minutes. With no further discussion a motion to approve the January 17, 2008 minutes was entertained. Wayne moved to accept the January 17, 2008 council minutes as submitted. Jim provided the second. Chairman Wall called for additional discussion. None followed. All approved. Motion carries.

**Financial Report:** Brenda provided the Financial Report as submitted to the council members. Balances in 2006 and 2007 grants were noted.

	Beginning Bal	Deposits	Expenditures	Ending Bal
Checking Account	\$660.52	\$5,700.00	\$5,980.73	\$379.79
Money Market	\$108,982.75	\$97.74	\$5,700.00	\$103,380.49
CD	\$65,809.07			\$65,890.07
Savings Account	\$50,763.64			\$50,763.64

Chairman Wall called for any additional questions to the financial report. None followed. Larry K. moved to accept the financial report as submitted. Wayne provided the second. All approved. Motion carries.

**Chairman's Report:** Chairman Wall reported the Executive Board met tonight prior to the council meeting. A draft policy and procedure manual was reviewed. The draft was distributed to the full council for review. Adopting the policy and procedure manual addresses many of the compliance audit findings. The draft will be reviewed for approval at the March meeting.

The Executive Board is to establish an advisory committee. The committee is required to meet annually. The committee is to be comprised of representatives from commercial generators, solid waste management industry and two citizens. The committee's duties are to assess and make recommendations on solid waste management. Brenda was given contact names as possible members during the Executive Board meeting. Chairman Wall called for additional names to the full council. The formal report for the compliance audit was distributed during the Executive Board meeting. The report also is distributed to the full council for review. The new policy and procedure manual addresses these findings. Adopting the policy and procedure manual will offer resolution to the findings.

Received  
MAR 27 2008  
SWMP

**SWAB Report:** Cancelled due to the weather.

**Grant Review Committee Report:** Jim Andrews reported for the Grant Review Committee. The committee met on February 13<sup>th</sup> at the District Office. Members present were Vonnie Vanderau, Carroll Fisher and Jim Andrews. DNR evaluation criteria was implemented into Region D's evaluation criteria. Also included were completeness of application and minimum scoring criteria. Target material list was provided to the council for approval along with the recommended revisions to the grant evaluation criteria. The Committee will accept submitted applications for review one time, if not complete the application will be scored accordingly. Gaylon motioned to accept the target list and revisions. Julia provided the second. No further discussion. All approved. Motion carries. Chairman Wall thanked the committee members for their work.

**Coordinator's Report:** Brenda attended a rules and regulations workshop on January 28<sup>th</sup> in Jeff City. The workshop is assisting in clarifying the new rules and regulations. Interpretation is important on the new rules and regulations.

Bids for the 2008 collections were presented to the council for review and selection.

Electronic Collections – Jim motioned to accept Midwest Recovery – Walford, IA. Dick provided the second. All approved. Motion carries. Computer Recycling Center, Springfield, MO was the other bidder. Eleven bid packets were mailed to possible contractors.

Tire Collections – Dick motioned to accept Parkhurst Services – Eagleville, MO. Jim provided the second. All approved. Motion carries. EnTire Recycling. Rockport, MO and Champlin Tire Recycling, Inc., Concordia, KS also submitted bids. Twenty-seven bid packets were mailed out.

HHW Collections – Jim motioned to accept Clean Harbors – Lenexa, KS. Dick provided the second. All approved. Motion carries. Haz-Mert, Rogers, AR and Haz-Waste, Inc., St. Louis, MO also submitted bids. Seven bid packets were mailed out.

Appliance Collections – Dick motioned to accept ESI – Adel, IA. Wayne provided the second. All approved. Motion carries. ESI was the only bidder. Ten bid packets were mailed to potential contractors.

**Other:** Chairman Wall called for old or new business. None followed.

**2007 Review, Awards and Recognition:** 2007 District-Wide Collection information was distributed. Stewartsville was the 2007 Recycling Community of the Year. Stewartsville's Program recorded a 40% increase. Gaylon Whitmer accepted the award.

**Adjourn:** Jim motioned to adjourn. Gaylon provided the second. All approved. Motion carries. Adjourn 7:20 pm. Denise provided a tour of Clinco.

**Next meeting:** March 13<sup>th</sup>, 6:30 pm at the District Office in Clarksdale.

Submitted by:

*Brenda Kennedy*