



Sheltered Workshop Recycling Grant Application Criteria and Instructions for Form 780-2150

Solid Waste Management Program

9/2011

This fact sheet contains:

- Information about who may apply for a sheltered workshop recycling grant.
- A description of sheltered workshop recycling grants.
- The amount of available funding.
- Detailed requirements and procedures about applying for a grant.
- Application instructions.
- Evaluation criteria.
- Guidelines for planning information activities.

The Missouri Department of Elementary and Secondary Education, Sheltered Workshop Section and the Missouri Department of Natural Resources' Solid Waste Management Program are working together on this grant project to strengthen recycling efforts, to train and retain or create jobs for Missourians, and to further divert marketable materials from landfills through grants to Missouri's sheltered workshops currently providing recycling services within their regions and to their local communities.

Who may apply for a sheltered workshop recycling grant?

Missouri Sheltered Workshops who hold a current certificate of authority issued by the Department of Elementary and Secondary Education, or DESE, and who currently provide recycling services to Missourians are eligible to submit applications.

Evaluation criteria will be used to score all applications. Special consideration will be given in evaluating applications to sheltered workshops providing recycling services in rural areas and an evaluation criterion will be used to focus on rural areas. A rural area is any location beyond the urbanized periphery surrounding a city of 50,000 or more – areas not located in a Metropolitan Statistical Area, or MSA. A rural area begins beyond the legal boundaries of the urban area.

Sheltered workshop recycling grant information

The departments are accepting applications to assist in providing Missouri's Sheltered Workshops with an opportunity to improve their day-to-day operating conditions and strengthen their existing recycling network. Specifically, this grant is intended to result in increased diversion of recyclable materials from Missouri's landfills, return these materials for reuse and allow for retention or increases in the number of employees at the workshops. All grant applicants must currently be providing recycling services as part of their operation.

Eligible Projects

Purchase of equipment used to assist in recycling or converting waste materials into a marketable commodity or equipment used for sorting the material. Eligible equipment includes, but is not limited to, balers, shredders, forklifts, conveyors, sorters, or other equipment used to assist in recycling processes.

Note: The sheltered workshop will be required to provide a security interest for a minimum of four years to the departments for equipment costing \$5,000 or more and which is purchased, in whole or in part, with awarded grant funds.

Purchase or contract for technical assistance needed to update or modify current operations within the production or loading and unloading areas of a sheltered workshop to make day-to-day operations more efficient. Eligible services include, but are not limited to, consulting services for facility layout and design including consulting services to assist with production line layouts to improve manufacturing processes and business process re-engineering through the analysis and design of workflows and processes within the sheltered workshop.

Note: The departments reserve the right to deny funding to anyone convicted of defrauding the departments, has failed to honor a previous contractual agreement with the departments, has substantially failed to meet the minimum performance criteria of a previous project funded by the departments due to mismanagement, deception or negligence, or has documented less than satisfactory performance in the administration of a previous department grant.

Sheltered workshop grant funding

This is a reimbursement grant program. The total estimated funding available is approximately \$300,000 for 2012. Grants may be requested for amounts between \$1,000 and \$100,000. The departments expect to award a minimum of three grants; the maximum amount for an individual award is \$100,000, the quality and quantity of applications received and other applicable considerations.

The grant recipient is responsible for making all payments for the project. Reimbursement may then be requested solely for items or services contained in the approved budget. Grant recipients will be reimbursed only after a department inspector has verified receipt of the items or services and all required documentation has been submitted and approved by the department project manager. Failure to comply with project status reporting requirements will result in a delay or non-reimbursement by the departments. The term of all sheltered workshop recycling grants is one year as indicated in the Financial Assistance Agreement.

Funds for these grants must be appropriated and made available to the department by the Missouri General Assembly. The department then determines the total amount of funds available for grant award during the grant period.

Application Form

The applicant must complete a grant application form. Be sure to complete all sections, attach appropriate supporting documents and have the application signed and dated by an authorized official. Only applications that provide complete information and the required signatures will be considered for a grant.

Instructions for Completing the Grant Application

Applicant Information

- **Legal Name of Organization:** Enter the legal name of the sheltered workshop applying for grant funds.
- **Federal Tax ID Number:** Enter the federal tax identification number. This number, also referred to as employer identification number, is a nine-digit code assigned by the Internal Revenue Service.
- **Address:** Enter the complete address including the street, city, county, state and ZIP code where the organization is located.
- **Resolution of Workshop Board of Directors:** Attach a copy of the resolution approving submission of the grant application by the Workshop Board of Directors.
- **Contact:** Enter the name, title, telephone number, fax number and email address of the person to contact about matters related to this application.

Project Information

- **Type of Project:** Select the type of project for which grant money is requested.
- **Descriptive Title of Project:** Enter a brief descriptive title of the project.
- **Proposed Start and End Date:** Enter the proposed start date and end date of the project.
- **Project Location:** Identify the location of the project.
- **Areas Affected by Project:** List the geographic area or communities, including cities and counties affected by the proposed project.
- **Population of Area to Be Served:** Enter the population of the area to be served by the proposed project.
- **Estimated Tonnage Diverted as a Result of this Project:** Enter the estimated amount of material to be diverted by the project.
- **Type of Waste to be Diverted:** Enter the type of materials that will be recycled by the project. Materials include: cardboard, newspaper, office paper, mixed paper, other paper (specify), clear glass, brown glass, green glass, other glass (specify), aluminum, other metal (specify), PET #1, other plastic (specify), HDPE, plastic film, styrofoam, electronics, construction and demolition waste, textiles, white goods or other material (specify).
- **Funding Requested:** Enter the amount of grant funds you are requesting.
- **Total Project Cost:** Enter an estimate of the total amount needed to complete the proposed project include other funds that will be used for this particular project, if any. Please limit amount to this particular project, not your complete recycling program.

Project Narrative

Provide a clear and complete description of the proposed project. Explain what you plan to do and the objectives and outcomes you hope to achieve. Explain why you are proposing this project and what specific need(s) you will be addressing. Discuss how the proposed project will or will not affect existing public and private services. Describe your current recycling operation and how the proposed project will enhance or improve it. Provide evidence to support the need and estimated benefit to be achieved. Explain how you will achieve your objectives and how the results of the project will be measured and evaluated.

For equipment purchasing projects include bid specifications, equipment brochures, drawings, illustration, etc. Provide your planned days and hours of operation and the physical location for the equipment.

For technical services purchasing projects, explain the procedures and criteria you plan to use to select the consultant. Describe the specific tasks the contractor would be expected to perform and how they would be accomplished. Explain how you will provide oversight and guidance to the contractor.

Project Budget

- **Budget Summary:** Fill in all applicable spaces. Funding requested, funding from other sources and total costs must be listed under the appropriate budget category. Please round figures to the nearest dollar. Verify the total funding requested, funding from other sources, and total costs are correct.
- **Budget Detail:** Provide budget detail to support the budget information summarized in the section above. For each budget category show the detailed calculations and assumptions used to derive the specific requested amount.
- **Equipment:** List all equipment to be purchased (equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year). Provide a basis for the cost such as a copy of a bid estimate, vendor quote, catalog price, prior invoice (if purchased within the past 12 months), etc. Documentation should include the cost of equipment installation and the cost for shipping and handling for delivery of the equipment to the facility. Show the calculation used to derive the total equipment cost.
- **Supplies:** List type of supplies. Provide a basis for the cost such as a copy of a vendor quote, catalog price, prior invoice (if purchased within past 12 months), etc. and show the calculation used to derive the total supplies cost.
- **Contractual/Professional Services:** Specify the nature of such services. Explain how cost was determined and show the calculation used to derive the total contractual/professional services cost.
- **Other (specify):** List any other costs that do not fit clearly into the categories listed above. Explain how cost was determined (see equipment/supplies above for acceptable documentation) and show the calculation used to derive the total other cost. If other category is used, applicants should add a brief description.

Project Work Plan by Task and Timeline

List in chronological order the specific tasks/activities required to be performed in order to accomplish the project. For each task/activity provide the timeframe required to complete it and the staff person or contractor responsible for completion.

Certification

- Signature of Authorized Representative: To be signed and dated by the authorized representative of the applicant organization.
- Authorized Representative: Enter the name, title, telephone number, fax number and email address of the authorized representative who has the authority to sign for the applicant organization.

Application Submission

The original and three copies of the entire application and supporting documentation must be submitted. Be sure the person who is listed as the authorized official signs and dates the application.

Mailed applications must be postmarked by Thursday, Dec. 1, 2011. Hand-delivered applications must arrive at the department by 5 p.m. on Friday, Dec. 2, 2011.

Mail your application to:

Missouri Department of Elementary and Secondary Education
Sheltered Workshop Section
P.O. Box 480
Jefferson City, MO 65102-0480

Hand-deliver your application to:

Missouri Department of Elementary and Secondary Education
Sheltered Workshop Section
Division of Financial and Administrative Services
8th Floor
205 Jefferson St.
Jefferson City, MO 65102

Applications will not be accepted via fax or email. Applications and supporting documents received after the deadline will not be considered for funding.

Application Evaluation

All applications will be subject to an initial review to determine that (1) the applicant is eligible for an award; (2) the proposed project is eligible for funding; (3) the application is received prior to deadline; and (4) the information required has been submitted (i.e., the submittal is complete and signed). If an application fails to meet these requirements, it will be deemed non-responsive and eliminated from further review.

Complete applications that meet the minimum eligibility requirements as described above will be reviewed and scored by a panel consisting of Department of Natural Resources and Department of Elementary and Secondary Education staff. Eligible proposals will be evaluated based on the criteria described below and will be ranked according to total number of points received. An application may receive a maximum of 100 possible points.

Application Evaluation Criteria

Points	Description
15	<p>NEED: Grant proposal clearly explains the need for the project and identifies the benefits to be achieved by the project. The proposal meets the following criteria: ·</p> <ul style="list-style-type: none"> • Explains the specific problem, issue, or concern this project is going to address. • Specifically identifies gap in service availability, current unmet need, health and safety threats or environmental concerns.· • Provides supporting data, sound logic and solid back-up information to properly justify the request. Examples include: tonnage info, lack of comparable facilities or services, distance to other recycling services, maintenance and safety reports, studies, surveys, etc.· • Demonstrates how funding the project will yield substantial and measurable benefits to the community and environment.· • Provides evidence to support the estimated benefit to be achieved.
15	<p>OBJECTIVES AND OUTCOMES: Grant proposal clearly explains what the project is going to accomplish. The proposal meets the following criteria:·</p> <ul style="list-style-type: none"> • Identifies specific, realistic and measurable objectives and outcomes to be accomplished. Example include: increased recycling or reuse of materials, increased diversion, increased population served, increased safety, and number of jobs retained or created.· • Provides baseline data and projections data for expected outcomes. • Identifies type, quantity, source and location of material to be used as feedstock for this project. • Shows adequate feedstock to support the long-term feasibility of the recycling operations. • Describes end-markets or local uses for recycled materials. • Identifies type of wastes targeted, amount to be recycled, area affected by project and population to be served.
15	<p>WORK PLAN AND SCHEDULE: Grant proposal clearly explains the plan of action and experience of Sheltered Workshop staff or consultants accomplishing the project. The proposal meets the following criteria: ·</p> <ul style="list-style-type: none"> • Explains the tasks/activities required to successfully complete the project and experience of those assigned.· • Provides a definite and realistic timeline as to the tasks/activities duration. • Provides a logical timeframe for activities completion. Sequence is appropriate • Identifies staffing responsible for completing the tasks/activities and managing the project. • Demonstrates how the tasks/activities will achieve the expected outcomes. • Demonstrates the reasonableness of the plan to obtain suppliers or contractors.

15	<p>EVALUATION: Grant proposal clearly explains how the project’s success/results will be measured and evaluated. The proposal meets the following criteria:</p> <ul style="list-style-type: none"> • Demonstrates direct and measurable results. • Identifies measurable data to be collected and methods for collecting and tracking it. • Explains the methods that will be used to evaluate and measure the progress and final outcomes/success of the project. For example: The proposal includes a reasonable means for measuring the increase in waste diversion. • Identifies who will be responsible for collecting data and measuring progress.
15	<p>BUDGET: Grant proposal clearly explains how funds will be used to complete the project. The proposal meets the following criteria:</p> <ul style="list-style-type: none"> • Provides a complete, accurate and realistic cost breakdown consistent with the proposed work plan. • Provides sufficient details to demonstrate all line items are necessary, reasonable and cost effective. • Shows detailed calculations and assumptions used to derive the cost for each budget category. • Includes complete and adequate documentation showing how each cost estimate was determined. • Clearly identifies which costs will be paid with grant funds and other funds.
10	<p>COMPLETENESS: Grant proposal is clearly presented and completed as required in the application instructions. Application is concise and includes strong detail and justification.</p> <p>TECHNICAL SERVICES PROJECT: Grant proposal clearly explains the procedures and criteria that will be used to select the consultant. Explains the specific tasks the consultant would be expected to perform including bid specifications. Explains the applicant’s procedures for overseeing the project and providing guidance to the contractor.</p> <p>or</p> <p>EQUIPMENT PROJECT: Grant proposal provides a detailed description, including bid specifications, equipment brochures, drawings, illustrations, etc. Provides the days and hours of operation and the physical location for the equipment.</p>
10	<p>RURAL AREA - PREFERENCE CRITERIA: 10 points will be given to a sheltered workshop serving small and remote communities with limited recycling programs or long distance to market.</p>

Rating Scale

The following numerical rating values will be assigned: 15, 10, 5 and 0. The scoring of each criterion must be based on the strengths and weaknesses of the application. To assist in assigning an appropriate score, the following will be used as a guideline:

Rating	Descriptive Statement
15	Application fully addresses all aspects of the criteria and demonstrates no weaknesses.
10	Application addresses most aspects of the criteria or demonstrates only a few minor weaknesses.
5	Application only addresses some aspect of the criteria or contains a significant weakness and/or several minor weaknesses.
0	Application does not address the criteria or demonstrates significant weaknesses.

For more information

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-5401
573-526-3902 fax
www.dnr.mo.gov/env/swmp