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Attachment B: Policies

Northwest Missouri Regional Solid Waste Management District

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SWMP OPERATIONS

Policies for the Northwest Missouri Regional Solid Waste Management District

Policies approved on June 17, 2008 by the Northwest Missouri Regional Solid Waste Management Board.

I. Conflict of Interest: No party shall participate in a decision which could result in a real or apparent conflict of interest, including any decision which would affect their personal or pecuniary interest, directly or indirectly. When evaluation of grants occurs, any party with an affiliation to the applicant shall not review, score, rank, or approve any of the sub-grantees applications in the same grant call. 2 a
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II. Minimum Standards for Funding Grants: To be eligible for grant funding, proposals must receive at least fifty percent (50%) of the points available during evaluation. The board also has the discretion to partially fund projects. The board reserves the right to deny any and all grant applications, regardless of application score, based upon the likelihood of project success and alignment with the Regional Solid Waste Management Plan. If no projects meet the board's expectations, the board may choose to reopen the proposal process; normal grant procedures will apply. 13 a

III. Sub-grantee Penalties and Extension: If a sub-grantee is late in submitting quarterly or final reports, the board may suspend the grant and reduce the grant award by five percent for each incident. In the case of a grantee failing to submit a grant report on time, district staff will notify MDNR that the grant has been suspended and the grant award is being reduced for failure to comply with grant requirements. If the sub-grantee requires additional time to finalize a project, the executive board will review extensions on a case-by-case basis.

IV. Program Income: If a project generates program income, the sub-grantee is required to roll program income back in to the project receiving grant funds.

V. Direct Payments to Vendors: The Northwest Missouri Regional Solid Waste Management District board discourages the practice of direct payment to vendors. In order to be flexible, however, the board will review requests for direct payment to vendors on a case by case basis. The grantee must make a formal request for the district to make direct payment in their grant application. If the board decides to fund the project, the board will review the request and determine whether or not to support it before submitting the application to MDNR for final review and approval. The district will attach a letter of support for direct payment with the submittal, if the executive board approves. If the request for direct payment is denied by either the district or the MDNR, the applicant will be notified and given the option of continuing with the application.

VI. Matching Funds: The district does not require match in the district grant program. However, grant proposals can include matching funds in their application. The grant application will score higher during evaluation if matching funds are included. If a grantee states in the Financial Assistance Agreement that match will be provided, the match must be properly documented and reported to the district. If match cannot be documented, the sub-grantee may lose the fifteen percent retainer at the end of the project. 13 a

VII. Grant Evaluation: District grants will be reviewed, evaluated, and ranked by the Executive Board. 13 a

VIII. Incomplete and Ineligible Applications: If the executive board determines that the applicant or project is ineligible or incomplete, the board may reject the proposal and shall notify the applicant. A project may be resubmitted up to the application deadline. 13 a

IX. Ongoing Disposal Projects: The district will not fund proposals that collect solid waste for disposal on a continuous basis.

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