

Ozark Rivers Solid Waste Management District Policies

District Grant Review and Evaluation

CONFLICT OF INTEREST: Any executive board or full council member who participates in the grant review process will remove themselves from the review, evaluation and final approval of any grant with which they have an association, including representing the applying entity on the Ozark Rivers board. In addition, any executive board or full council member will abstain from voting on any issues pertaining to any grant with which they have an association.

MINIMUM STANDARDS FOR FUNDING GRANTS: The board may, at its discretion, deny funding to those grants that do not score well in the evaluation process even if there are grant funds available. The board also has the discretion to partially fund projects.

MATCHING FUNDS: The district does not require match in the district grant program. However, grant proposals can include matching funds in their proposals. The grant evaluation process allows for bonus points and grant reviewers can give bonus points to proposals with matching funds if they choose to do so.

Policies for Subgrantee Administration

SUBGRANTEE PENALTIES: If a 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 not submitting 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.

PROGRAM INCOME: If a project generates program income, the subgrantee is required to roll program income back into the project receiving grant funds. The income must be reported to the district with adequate documentation demonstrating how the income is being used to benefit the project.

GRANTEE REIMBURSEMENTS: Per the executive board, if a grantee submits all required documentation and reports and staff determines that the project is completed, staff has the authority to release final payment to the grantee. If there are any questions or issues regarding a grantee or project, staff will bring those issues to the executive board for discussion and a vote on releasing final payments.

DIRECT PAYMENTS TO VENDORS: The Ozark Rivers District executive board discourages the practice of direct payment to vendors. In order to be flexible, however, the board will review request 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 application and request MDNR approval. If the request for direct payment is denied by either the district or the MDNR, the applicant will be notified and asked if they want to continue with the application.

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If a grantee states in the Financial Assistance Agreement that match will be provided, that match must be properly documented and reported to the district. If match cannot be documented, the grant award will be reduced by the amount of matching funds that could not be verified.

GRANT EVALUATION: District grants will be reviewed, evaluated and ranked by the Executive Board.

ADVERSE AFFECT ON EXISTING BUSINESS: The district will not fund grant proposals which will have a negative impact on existing similar businesses or programs within the district. For instance, the district will not fund a private business proposal that will give that business an unfair advantage over a competitor in the same business. Furthermore, the district will not fund proposals which will displace existing resource recovery services, unless the proposed project demonstrates how it will result in improvement or expansion of service.

ONGOING DISPOSAL PROJECTS: The district will not fund proposals that collect solid waste for disposal on a continuous basis with the exception of cleaning up illegally dumped solid waste.

FUNDING REPEAT APPLICANTS: When receiving repeat applications from an entity, the district looks for new programs developed by the entity or expansions of existing programs. The grant application includes a section where the applicant identifies whether or not the project is a new venture, an expansion or the continuation of an existing program. The grant profile sheet includes a section where grantees must list all previous grants awarded by the district to the applying entity. The district may fund a project more than once, but encourages subgrantees to only apply for new projects or expansions of existing projects.*

REIMBURSEMENT OF FINAL 15% RETENTION: The district will withhold 15% of the total subgrantee award until the end of the grant period and after all final reports have been submitted. The only exception, which requires board action, is if the project is a one-time collection, such as HHW or special wastes, where no further diversion will be made. In such a case, the final report must still be submitted for the project before the final reimbursement is made.*

Policies for District Operations

ADVISORY COMMITTEE: The district executive board shall establish an advisory committee composed of (at a minimum) representatives of commercial generators, solid waste management industry and at least two citizens unaffiliated with a solid waste facility or operation to assess and make recommendations on solid waste management. The advisory committee can provide recommendations to the executive board for further consideration and action.

DISTRICT RESERVES: The district will maintain the maximum operating reserves as allowed by MDNR rules and regulations.

RECORD RETENTION: The district will retain district grant records for three years following the close of the project period for grants that do NOT include equipment, buildings or site improvements. For those projects that do include purchases of equipment, construction or

purchase of buildings or site improvements, the district will retain records for a total of seven years following the close of the project period.

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