

Mark Twain Solid Waste Management District “G”

FY 2018 Grant Application Package

**Mark Twain Solid Waste Management District
42494 Delaware Lane
Perry, MO 63462
573-565-2203**

Funded by:



**Missouri Department of
Natural Resources**

APPLICATION PROCESS

The Mark Twain Solid Waste Management District (MTSWMD) was formed in 1991 in accordance with the Missouri Omnibus Solid Waste Management Law (SB 530). The law created a solid waste disposal fee to help finance waste reduction efforts. The district will accrue on a quarterly basis grant funds for solid waste management, waste minimization, reuse and recycling projects.

Funds are available to local governments, businesses, schools, non-profits and individuals located in the Mark Twain Solid Waste Management District. The District includes the counties of Macon, Randolph, Shelby, Monroe, Marion, Ralls, Pike and the cities within those counties.

A very strong preference will be given for projects that will be self sustaining and lead to long term diversion. Priority will not be given to grant applications that have received grant funding in the past, are for salaries, other annual operating expenses and projects with a low stated amount of diversion.

2018 District Grant Targets

Household hazardous waste and e-waste collections- projects which collect household hazardous waste and e-waste

Recycling trailers- projects that will establish new recycling programs in communities by utilizing recycling trailers.

Drop-off and/or curbside recycling – projects which establish new programs or expand or enhance existing recycling programs.

Glass recycling – projects which support the collection, processing, and/or end markets for glass.

Regional recycling facilities – projects which support the development of facilities to process recyclables for marketing.

Regional yard waste/storm debris drop-off and composting – projects which expand or develop cooperative yard waste drop-off locations for residents and municipalities.

Special venue recycling – projects which establish recycling programs at special venues such as theatres, county fairgrounds, parks and business districts.

Public awareness – projects which support public education on the “how-to’s” of recycling and waste reduction. Local governments are encouraged to apply.

Food Waste – projects which establish food waste reduction/diversion programs and/or expand the composting infrastructure capacity to collect and process the material for resale marketing or on-site reuse.

Zero Waste – projects designed to achieve significant levels of waste reduction and recycling in area schools, businesses or institutions.

High-Volume Waste Streams – projects which target the recovery of high-volume land-filled materials such as paper, plastic and food waste as identified in recent waste composition studies conducted in Missouri and Kansas.

Collection of Recyclables- Collect Recyclables and process to a saleable/usable product.

Eligibility Information

Maximum Eligible Grant Amount

An applicant may choose to apply for more than one grant. The total dollar amount of all funding requested from any one applicant shall not have a limitation amount. All requests from an individual city, county, business, or institution are considered to be from a singular applicant, even if they originate from different departments or divisions.

Eligible Costs

The following list of eligible costs and ineligible costs is provided to assist the applicant with budget development. Budget development is an important part of the application process.

The following is taken from the Code of State Regulations (10 CSR 80-9.050), (2) (D):

<u>ELIGIBLE COSTS</u>	<u>INELIGIBLE COSTS</u>
A. Collection, processing, manufacturing or hauling equipment;	A. Operating expenses, such as salaries and expenses that are not directly related to district operations or project activities;
B. Materials and labor for construction of buildings	B. Costs incurred before the project start date or after the project end date;
C. Engineering or consulting fees;	C. Taxes;
D. Salaries and related fringe benefits directly related to the project;	D. Legal Costs;
E. Equipment installation costs including installation, freight or retrofitting of the equipment;	E. Contingency funds;
F. Development and distribution of informational materials	F. Land acquisition;
G. Planning and implementation of Informational forums including, but not limited to, workshops;	G. Gifts;
H. Travel as necessary for project completion;	H. Disposal costs, except for projects as indicated in 10 CSR 80-9.050(2)(B)(6)
I. Overhead cost directly related to the project	I. Fines and penalties;
J. Laboratory analysis costs; or	J. Food and beverages for district employees, board members and subgrantees at non-working meetings;
K. Professional services.	K. Memorial donations for board members, district employees or subgrantees;
	L. Office decorations, except as indicated in paragraph 10 CSR 80-9.050 (3)(A)(4); or
	M. Lobbyists, pursuant to section 105.470, RSMo.

Targeted Materials List

Projects should be consistent with the district's targeted materials list. Preference will be given to projects that reduce, reuse, recycle or strengthen consumer demand for the following post-consumer wastes:

Cardboard	Bi-Metal Containers
Old Newspaper	Ferrous Metals
Old Magazines	Non-Ferrous Metals
Other Paper (office paper, mixed paper, etc.)	Waste Tires
Plastics (all resins)	Major Appliances
Mixed Glass	Yard Waste
Household Hazardous Waste	Waste Oil
Non-hazardous Wastes From Industrial, Commercial, and Institutional Operations	Lead-Acid Batteries
Demolition Waste	Consumer Electronics (computers, VCRs televisions, etc.)

Requirements and Obligations

Match Requirement

Grant recipients will be required to provide at least 10% of the total project budget in matching funds (10% match + 90% grant funds = 100% total project budget). The applicant must document the availability of matching funds.

Expenditure of matching funds must be documented in the same manner as grant fund expenditures. Matching funds must be for eligible project costs incurred during the project period. Matching funds may include cash outlays or in-kind contributions. A signed affidavit certifying the availability of matching funds (Attachment A) is the preferred method of demonstrating match availability.

Financial Assistance Agreement

After the selection process is completed, the district will enter into a financial assistance agreement (FAA) with approved applicants. It is important that applicants understand all obligations as identified in the FAA and its attachments prior to signing this document. Applicants must comply in full with all terms of the Department of Natural Resources' General Terms and Conditions. A copy of the Missouri Department of Natural Resources' General Terms and Conditions, and Special Terms and Conditions will be provided to applicants by email, or applicants can request a paper copy from MTSWMD.

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

Accountability

Quarterly Reports: Subgrantees receiving financial assistance shall submit quarterly reports to the district by the reporting deadlines established in the financial assistance agreement.

Final Report: Subgrantees receiving financial assistance shall submit a final report to the district within twenty-one (21) days of the project completion date. The report shall contain the same information as described for quarterly reports, as well as a comparison of actual accomplishments to the goals established, and reason why the goals were either not met or were exceeded.

Retention and Custodial Requirements for Records: The recipient shall retain all records and supporting documents for at least three (3) years from the closing of the grant, or longer if needed for any litigation, claim, negotiation or audit.

Time Period

Funding may be requested for periods of up to 24 months. Activities must be completed within the time frame specified in the grant award. Amendments to the financial assistance agreement that extend the project period, or to adjust the budget may be made if properly justified by the subgrantee and approved by the District's Executive Board. No grant may be extended beyond twenty-four (24) months. Grants will be closed and all funds will be carried over to future grants after the close of a grant or 24 months.

Expenditure of Funds

Expenditure of funds must be for costs incurred during the project period in accordance with the approved Financial Assistance Agreement and Budget. This means no expenditures may be made, or bids accepted before the start date named in the FAA. Recipients of Solid Waste Management funds are required to obtain bids for all purchases according to the schedule defined in the Revised Statutes of Missouri (RSMo) 34.040. To paraphrase this statute:

Purchases of:	
\$0-\$2,999.99	Do not require bids
\$3,000.00 – 24,999.99	Require a minimum of three (3) competitive bids or proposals, but do not have to be advertised.
\$25,000.00 or more	Require a minimum of three (3) competitive bids or proposals, advertised in at least two daily newspapers at least five days before bid opening.

In order to be reimbursed for items requiring a competitive bid, the recipient must submit bid documentation to MTSWMD to show proof that multiple bids were solicited and/or proper notice was given.

Reimbursement Procedures

Grant payments will be made on a reimbursement basis only: Reimbursements will be made in accordance with the terms of the financial assistance agreement. Documentation of expenditures is required and shall include invoices, contracts, canceled checks, monthly employee time records, etc., as appropriate. Requests for payment shall identify the recipient's share of matching funds and shall provide proper documentation of expenditure of such funds. Reimbursements will be made on a cost share basis as identified in the financial assistance agreement. If MTSWMD is entitled to a lien on a piece of equipment or should be shown on a vehicle title, the lien must be filed before any reimbursements are paid for the particular piece of equipment.

To be eligible for reimbursements, recipients must be in compliance with all quarterly and final reporting requirements. A minimum of 15% of the grant award will be retained until submission and Executive Board approval of the final report. Upon satisfactory completion of the scope of work as set forth in the agreement, completion of all necessary reporting, recording all required liens and any other requirements in the agreement, the remaining grant funds due, if any, will be released.

Conflict of Interest

Applicants are ineligible if they are directly involved in the selection and award of financial assistance under the administrative rule 10 CSR 80-9.050, or have a conflict of interest. For the purpose of this application, a conflict of interest occurs when an applicant's employee, spouse or partner participates in the selection, award or administration of financial assistance under 10 CSR 80-9.050, and receives an award, contract, gratuity or favor from such participation. Furthermore, district funds shall not be awarded for a project whose applicant has a conflict of interest with the District.

Program Income

Income derived from the use of grant funds must be documented and reported to the Mark Twain Solid Waste Management District.

Stated Diversion

Applicant is required to state the amount of diversion that may be met with this grant. Failure to meet the stated amount of diversion could result in the District withholding the 15% retainage. If stated diversion amount is not met, the subgrantee will provide an explanation describing why the stated diversion was not met.

APPLICATION INSTRUCTIONS

Complete an application and submit the original application and supporting documentation no later than **4:00 pm on Tuesday, October 10, 2017** - HARD COPY WILL ONLY BE ACCEPTED. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

Submit one original, signed, completed application to:

Cindy Hultz
Mark Twain Solid Waste Management District
42494 Delaware Lane
Perry, Missouri 63462

Go to <http://www.marktwainsw.com> to access the application form.

Please do not use binders, folders, or cover pages. Application components must be submitted in the order listed:

1. Applicant Profile Cover Sheet – Complete the form.
2. Applicant Checklist – Please check that all components of the application are provided and indicate page numbers.
3. Executive Summary – Briefly describes your project and anticipated budget
4. Project Narrative –Complete questions and provide sufficient detail to adequately describe your project.

5. Work Plan and Timetable – Complete the timetable provided with the project tasks. Refer to sample timetable
6. Project Evaluation Procedures – Explain how the success of the project will be measured quantitatively (how many tons will be diverted) and qualitatively (what will be the affect of the project and how will this be measured).
7. Project Budget – Complete the Project Budget Form:

The district requires cash or in-kind matching contributions equal to 10 percent of the **total project cost**.

Documentation for funds requested and match is required for all expenditures of \$5,000 or more. Written documentation such as quotes for consultant services or equipment, letters of commitment, Web site and catalog pages can be used. Please include budget notes for all other items unless self-explanatory.

For those projects requesting funds to support staff salaries, a breakdown of the hourly wage per project hours anticipated for each staff person is required. Fringe benefits include but are not limited to, the cost of leave, employee insurance, pensions, and unemployment benefit plans. For salary match, a letter of commitment from the authorized official stating the organization's commitment to provide staff salary and time described in the project is required.

8. Required Supporting Documents:

1. **A current letter of support from a local government representative where the project is located is required.** In addition, current support letters from project partners and clients will strengthen your application when applicable.
2. **For Projects Over Fifty-Thousand Dollars (\$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 (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 products necessary for sustained business activity.
 - 2) A description of project financing, including projected revenue from the project.
 - 3) A credit history.
 - 4) Up to three (3) years previous financial statements or reports.
 - C. Demonstrate a market and cash flow can be generated for the final project

1. Applicant Profile Cover Sheet

Name of Project

Name of Applicant

Address

Project Type:

- _____ Waste Reduction
_____ Reuse
_____ Recycling
_____ Composting
_____ Market Development
_____ Education

State

Zip Code

Telephone Number

Federal Employer Identification Number

District-wide/Counties/Communities/Organizations Served by Proposed Project:

Amount Requested from District: \$ _____

Amount of Cash and In-Kind Match: \$ _____

Total Cost of Project: \$ _____

Authorized Official:

Project Manager:

Name

Name

Title

Title

Address

Address

City, State, Zip Code

City, State, Zip Code

Telephone

Telephone

Fax

Fax

E-mail

E-mail

X

Signature of Authorized Official

Date

List all funding that has been received by applicant from the Mark Twain Solid Waste Management District:

Grant Number

Project Name

Award Amount

Grant Number

Project Name

Award Amount

2. Applicant Checklist

Before submitting a district grant proposal, you **MUST** complete 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 the proposal, immediately behind the Applicant Profile Cover Sheet.**

I. Does the grant proposal include:	<u>Section # in Application</u>	<u>PG.#</u>	<u>YES</u>	MTSWMD DOCUMENTED (Internal use only)
1. Executive Summary	(3)	—	_____	_____
2. Project narrative	(4)	—	_____	_____
3. Applicant profile sheet	(1)	—	_____	_____
4. Location of the project	(4.4)	—	_____	_____
5. Qualifications of key personnel (4.12)	(4.12)	—	_____	_____
6. Work plan	(5.0)	—	_____	_____
7. Timetable	(5.0)	—	_____	_____
8. Evaluation procedures	(6)	—	_____	_____
9. Line-item budget	(7.0)	—	_____	_____
10. Documentation of match funds (7.0)	(7.0)	—	_____	_____
11. Verification or waivers	(9.3)	—	_____	_____

II. Other considerations:

- | | | |
|--|-------|-------|
| 1. Is a current letter of endorsement from a local government included? (9.1) | _____ | _____ |
| 2. Is the Applicant Profile Cover Sheet signed and dated by the authorized official? | _____ | _____ |
| 3. Is the Applicant Checklist signed and dated by the authorized official? | _____ | _____ |

I hereby certify that the information above is true:

Signature of grant applicant

Date

3. EXECUTIVE SUMMARY

- 1.** In 100 words or less, describe the current problem(s) the proposal addresses.

- 2.** In 300 words or less describe:
 - How your project will address the problem described above;
 - How much your organization is seeking in grant funding;
 - The amount of match funds that will be provided and its source.

4. PROJECT NARRATIVE

1. Describe how the project will be implemented. Include relevant details and refer to tasks by using the completed time table in work plan and time table.
2. A. Describe the materials the project is targeting for waste diversion.

B. For **education** projects, what behavior does the project intend to influence?
3. Describe the geographical area the project will serve.
4. From where will the project be conducted? Include the mailing address and project physical locations and ownership status of the project site.
5. A. Describe your organization or business:

_____ Local Government _____ Non-Profit Organization _____ Individual
_____ Private Business _____ School/Educational Facility _____ Other _____

B. Describe experience relevant to project:

C. If business or non-profit, describe services or products currently offered and indicate number of years in business:
6. Describe and correlate how the problem the project addresses is currently being approached in the Mark Twain Solid Waste Management District.

Explain if your project will offer the same product, services, or educational strategies as other organizations or businesses in the area. Will the project collaborate or compete with these existing efforts?
7. Estimate the quantity of materials the project will reduce, recover or divert from the waste stream in tonnages.
8. If this project is already in existence, describe how the quantity estimated compares to amounts that are currently being diverted.
9. Demonstrate that the project can secure both the necessary supply of recovered materials (feedstock) and end product markets necessary for sustained business activity.

If the project relies on an outside source or company(s) to process the materials recovered, list the company(s) that the applicant has contacted to provide this service and include current letters of support acknowledging their involvement in the project specific to this application, their willingness to accept materials, and the fees paid or fees charged.

- 10.** Explain how your services will be marketed.
- 11.** Estimate the number of individuals, schools, classrooms, or businesses this project will reach.
- 12.** Identify the project manager responsible for conducting the project and his or her specific qualifications, such as managerial, operational or technical capabilities. Include qualifications for other key staff involved in the project. Resumes may be attached.

5. WORK PLAN AND TIMETABLE

Incorporate project work plan tasks into the timetable below. Include anticipated dates for major planned activities and expenditures, **including the submittal of quarterly reports and the final report.**

Indicate task below, who will be completing the task and mark with an X month of occurrence.	January	February	March	April	May	June	July	August	September	October	November	December
1)												
2)												
3)												
4)												
5)												
6)												
7)												
8)												
9)												
10)												
11)												
12)												
13)												
14)												
15)												

6. PROJECT EVALUATION PROCEDURES

- 1.** Describe the evaluation procedures that will be used to **quantitatively** measure the success or benefit of the project. Measurements should include estimated weight in tonnages or volume of waste recycled or diverted.

For education projects, measurements should include for example the number of students and schools or assemblies reached; businesses participating, etc.

- 2.** Describe the evaluation procedures that will be used to **qualitatively** measure the success of the project. For example community surveys can determine quality of service and anecdotal stories reflecting project success can be used.

7. PROJECT BUDGET

BUDGET CATEGORY	NOTES*	REQUESTED FUNDS	MATCH FUNDS**	MATCH IN-KIND	TOTAL
PERSONNEL					
Employee 1					
Employee 2					
Employee 3					
Fringe					
Training					
Other					
PROFESSIONAL SERVICES					
Consultants					
Bulk Mailings					
Printing					
Subcontractors					
Other					
EQUIPMENT					
Computer Hardware					
Machinery					
Vehicles					
Copier					
Other					
SUPPLIES					
Computer Software					
Paper					
Miscellaneous					
Other					
TRAVEL					
Mileage					
Lodging					
Meals					
Other					
OTHER					
Rent					
Utilities					
Phone					
Miscellaneous					
TOTAL BUDGET					
PERCENTAGE OF TOTAL					100%

* **Notes:** Budget items \$5,000 or more for **both requested and match funds** must be supported by documentation showing how each cost estimate was determined. Salary must show hourly wage and estimated hours spent on project.

**Commitment of match funds must be included. For example if salary is used as match, a letter from director/CEO must be provided indicating staff support for the project. (Attachment A)

Attach additional pages if necessary.

8.REQUIRED SUPPORTING DOCUMENTS

- 1.** Attach a current letter of support preferable on official letterhead stationery from a local government representative where the project is located such as a county commissioner, mayor, or other government official.

List attachments provided:
- 2.** Attach proof of matching funds. Attachment A may be used for supporting documentation.

List attachments provided:
- 3.** Describe any applicable federal, state, and local permits approvals, licenses or waivers necessary to implement the project and confirm they will be obtained prior to receiving grant funds.
- 4.** Attach documents to demonstrate compliance with local zoning ordinances or a statement from the local jurisdictional authority declaring that there is no Planning and Zoning requirement for the area.

Attachment A:

**FISCAL YEAR 2018 DISTRICT GRANTS
CERTIFICATION OF MATCHING FUNDS**

The applicant, _____, hereby certifies that \$ _____ in the form of cash or other eligible matching funds is hereby obligated* as matching funds pursuant to section 260.335, RSMo, and 10 CSR 80-9.050. These funds are obligated** in order to enable the applicant to receive district grant funds from the Mark Twain Solid Waste Management District (MTSWMD) in the amount applied for as specified in the MTSWMD Application Budget Document here attached. The applicant hereby certifies that these funds are not obligated as matching funds for any other grant and that these matching funds have come from a source(s) other than MTSWMD district grant funds or other MDNR grants.

Name of Authorized Official (type or print)

Title

Signature

* Applicants may substitute available if they cannot legally obligate funds at this point.

** Applicants may substitute required if they cannot legally obligate funds at this point.

Subscribed and sworn to be on this _____ day of _____, 2017.

I am commissioned as a notary public within the county of _____, State of Missouri,
and my commission expires: _____

(Signed and Sealed)

Notary Public

Attachment B:

The page is for Reference Only. Do NOT submit this form with the application.

PROJECT TITLE: _____
PROJECT CATEGORY _____

WASTE REDUCTION - **WR**
COMPOSTING - **CO**
EDUCATION - **ED**
RESEARCH & DEVELOPMENT - **RD**

COLLECTION/PROCESSING - **CP**
MARKET DEVELOPMENT - **MD**
ENERGY RECOVERY - **ER**
RECYCLING - **RC**

MARK TWAIN SOLID WASTE MANAGEMENT DISTRICT GRANT EVALUATION CRITERIA

Conformance to State Policies and Targets

- 1. Conforms with State Resource Recovery Priorities:** *priority is granted to projects which work toward implementing Missouri's Policy on Resource Recovery.*
 - 10 points - The project promotes and/or practices waste reduction or reuse.
 - 5 points - The project promotes and/or practices collection/processing, market development or composting.
 - 2 points - The project promotes and/or practices recovery and use of energy from waste materials.____ **Points**
- 2. Reduces, reuses or recycles materials included on the District Targeted Materials List (enclosed):**
 - 6 points - The project reduces reuses or recycles a targeted material.
 - 3 points - The project reduces, reuses or recycles a material not targeted by the District.
 - 0 points - The project does not reduce, reuse or recycle any specific material.____ **Points**
- 3. Degree of waste reduction or recycling diversion or solid waste environmental benefit:** *criterion will be judged by the amount of waste reduction or recycling diversion, with consideration given to cost per ton, resulting through the proposed process or service over the short or long term.*
 - 10 points - Proposal will lead to significant diversion rates of targeted materials and provides credible evaluation measurements to determine if project goals are met;
 - 5 points - Proposal will lead to moderate diversion rates and provides credible evaluation measurements;
 - 0 points - Proposal will lead to marginal diversion rates and does not provide credible evaluation measurements.____ **Points**
____ **SUBTOTAL for Conformance to State Policies**

Cooperative Efforts/Community Impacts

- 4. Availability of Information/Service:** *criterion will be judged on the quality and accessibility of the method the project uses to disseminate information or services.*
 - 5 points - High quality information/service will be readily available at no fee.
 - 2 points - Information/service of medium quality or will be available for a fee.
 - 0 points - Information is of low quality or will be kept proprietary.____ **Points**
- 5. Need for service, information or market:** *criterion will be evaluated by the evidence documenting the need for: i) the proposed service, information or market or ii) for the strength of commitments from the end-markets.*
 - 10 points - Proposal provides compelling evidence of continued need which provides information/service/ market in target area.
 - 5 points - Proposal demonstrates intermediate level of need which provides information/service/market in target area.
 - 0 points - Proposal does not demonstrate need in the target area.____ **Points**

6. **Supply of Recovered Materials or Target Audience:** *criterion measures the strength of commitment for feedstock needed to complete a manufacturing or collection project or the documented availability of targeted materials or targeted audience in a waste reduction or education project, as documented by: letters of commitment, contracts or other verifiable documents.*
 15 points - Proposal identifies a committed supply of feedstock or available audience within the district necessary to complete the project goals.
 5 points - Proposal identifies a sufficient and regular supply of feedstock or available audience from within and outside of the district.
 0 points - Supply of feedstock or available audience is inadequate or questionable.
 ___ **Points**
7. **Cooperative Efforts:** *criterion will be judged by the evidence of efforts to work cooperatively with local governments and other partner organizations in the district, as documented by a letter, ordinance or resolution from the local governing body from the jurisdiction in which the project will be located.*
 10 points - Proposal includes documentation of support and approval of local governing body and support of other partner organization(s).
 5 points - Proposal includes documentation of support and approval of local governing body.
 0 points - Inadequate documentation of cooperative efforts is included in the proposal.
 ___ **Points**
8. **Community-based economic development:** *criterion will be judged by the evidence of efforts to promote sustainable economic development in the District.*
 10 points - Proposal promotes community-based economic development.
 5 points - Proposal promotes economic development.
 0 points - Proposal provides no documentation to support economic development.
 ___ **Points**
9. **Transferability of results:** *criterion will be evaluated by the extent to which project innovations and successes may be applied elsewhere in the district.*
 10 points - Proposal clearly demonstrates how program concept may be applied in other communities.
 5 points - Proposal demonstrates the possibility of transferring project results to other communities.
 0 points - Proposal does not demonstrate transferability.
 ___ **Points**
10. **Education** – *Criterion will be judged by the degree of community outreach which promotes the project and/or improves participation in waste reduction, reuse and recycling practices.*
 10 points – Proposal clearly demonstrates community outreach methods identifying audience and number reached .
 5 points – Proposal includes a community outreach component identifying audience.
 0 points – Proposal does not include or demonstrate community outreach component.
 ___ **Points**
11. **Local Impact-** Degree to which funding the project will adversely affect existing private entities within the district.
 10 points- The project will have no affect on existing private entities within the district.
 5 points- The project will have minimal affect on existing private entities within the district.
 0 points- The project will have significant affect on existing private entities within the district.
 ___ **Points**
- ___ **SUBTOTAL for Cooperative Efforts/Community Impact**

Administrative Considerations

12. Past Performance Rating:

NEGATIVE POINTS

- 0 points - Applicant has demonstrated satisfactory performance in the administration of a previous grant project.
- 10 points - Applicant has demonstrated less than satisfactory performance in the administration of a previous grant project
- 25 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.
- 50 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**

13. Completeness of Application: including applicant profile cover sheet, applicant checklist, budget form, time line, project site identification, executive summary, and the required attachments enumerated in the application package.

NEGATIVE POINTS

- 0 points - Specified areas are complete and no additional data is required to complete the review of the application.
- 5 points - Specified areas are substantially complete, but additional data is required to complete the review.
- 20 points - Specified areas are not complete and the data provided is insufficient for consideration of the entire application

___ **Points**

14. Quality of Budget: Budget must delineate percentage of requested funds and match (20% match minimum). Budget must itemize expenses and provide budget notes for all expenses over \$5,000.

NEGATIVE POINTS

- 0 points - Budget is complete.
- 5 - Expenses are not itemized and budget notes for expenses over \$5,000 not included.
- 15 - Requested funds are not directly related to scope of work .

___ **Points**

15. Type of Match:

- 10 points - 100% cash commitment.
- 7 points - Combination cash/in-kind commitment.
- 5 points - 100% in-kind commitment.

___ **Points**

16. Committed Financing: criterion will be judged on the strength of commitments for financial resources, as indicated by: letters, contracts, other verifiable documents.

- 10 points - All financing for the project is committed and documented except for grant request.
- 3 points - Sufficient financing is likely, but not yet committed.
- 0 points - Project financing is questionable.

___ **Points**

17. Managerial Experience of Applicant: criterion measures the ability of the applicant to manage (i.e. personnel, financial administration, etc.) the project based on previous work experience and demonstrated expertise in the field. Are qualifications/resume provided for those managing the project?

- 7 points - Extensive experience (5 years or more).
- 3 points - Limited experience.
- 0 points - No experience.

___ **Points**

18. Compliance with federal, state or local requirements.

- 10 points- The project demonstrates that all federal, state and local permits, approvals licenses or waivers necessary to implement the project have been obtained and/or demonstrates that none are needed.
- 5 points- The project indicates awareness of necessary permits, but applications have not been submitted.
- 0 points- The project submitted has no evidence of obtaining needed permits and no documentation that permits are needed.

___ **Points**

19. **Effectiveness of marketing strategy.**

10 points- The project has a strong marketing strategy.

5 points- The project has an acceptable marketing strategy.

0 points- The project has a questionable or no marketing strategy.

____ **Points**

20. **Rate of Return on Investment**

15 points- One to three years.

5 points- Three to six years.

0 points- Six to ten years.

____ **Points**

____ **SUBTOTAL for Administrative Considerations**

Technical Considerations

22. **Technical Capability of Applicant:** *criterion measures the ability of the applicant to implement and operate the project based on previous work experience and demonstrated expertise in the field.*

7 points - Extensive experience (5 years or more).

3 points - Limited experience.

0 points - No experience.

____ **Points**

23. **Project Implementation:** *criterion measures the technical feasibility of completing the project in a realistic time frame.*

10 points - The project is likely to be implemented based on the timeline, technical specifications and budget provided in the application.

5 points - There are concerns that the project may not be implemented in a timely manner, based on the timeline, technical specifications and budget provided in the application.

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

____ **Points**

____ **SUBTOTAL for Technical Considerations**

24. **District Wide Projects:** A project that has been developed to serve the entire district and is not part of the special program.

5 points- The grant serves the entire district and is not part of the special program

____ **Points**

____ **TOTAL POINTS 190 points possible**