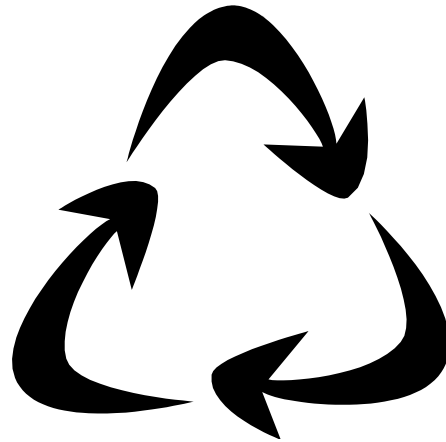


FY 2012

District Grant Application for Waste Reduction, Reuse and Recycling Projects



Re•think Re•do Re•new



Mid-America Regional Council
Solid Waste Management District

The MARC Solid Waste Management District manages a grant program to support, recycling, reuse, market development and composting projects in Cass, Clay, Jackson, Platte and Ray counties.

Questions regarding project eligibility or the application process should be directed to Nadja Karpilow at 816/701-8226 or karpilow@marc.org.

APPLICATION PROCESS

The MARC Solid Waste Management District 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. For state fiscal year 2009, 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 MARC Solid Waste Management District. District members include Cass, Clay, Jackson, Platte and Ray counties and the cities within those counties.

The district's objective is to provide start-up costs for sustainable projects that will divert waste from the landfill. To see a list of previously funded projects, go to: <http://www.marc.org/Environment/SolidWaste/Grants/>.

The district's list of targeted materials is based on the state targeted materials list (refer to Attachment A). In addition the district has established the following project areas to address specific needs in the district.

2012 District Grant Targets

Drop-off recycling – Projects which expand or enhance existing drop-off recycling centers or establish new drop-off centers.

Curbside Recycling – Projects which enhance curbside recycling to increase access and participation.

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– 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. Note: a targeted grant call has been established for local governments interested in starting or expanding parks and special event recycling programs.

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 preferably based on a recent waste audit/waste assessment of one or more of the project's facility locations.

High-Volume Waste Streams – Projects which target the recovery of high-volume land-filled materials such as paper, plastic, food waste and emerging markets. Information is available from recent waste composition studies conducted in Missouri and Kansas.

Grant Information Sessions

Learn more about the grant program objectives and application process at one of three sessions offered:

Thursday, June 16, 2011 2:00 pm – 3:30 pm

Tuesday, June 21, 2011 2:00 pm – 3:30 pm

Wednesday, July 13, 2011 9:30 am – 11:00 am

All sessions will be at MARC, Rivergate Center, 600 Broadway, downtown Kansas City, Mo.

For more information or to RSVP, contact Nadja at (816) 701-8226 or karpilow@marc.org

APPLICATION INSTRUCTIONS

STEP 1: Complete the Pre-Application online no later than **5:00 pm, Friday, August 5, 2011**. A pre-application is a brief description (two to three paragraphs) of the project. Go to <http://www.marc.org/Environment/SolidWaste/Grants/> to access the pre-application form. Describe your project idea and anticipated budget in sufficient detail to receive feedback from the grant review committee. This required step does not determine whether the project will be awarded but merely offers guidance to the applicant.

STEP 2: Complete a final application no later than **4:00 pm on Thursday, October 6, 2011** - HARD COPIES ONLY. (Extra copies of financial statements/audits are not necessary.) **NO LATE APPLICATIONS WILL BE ACCEPTED.**

Submit one original, signed, completed application with eight double-sided copies to:

Nadja Karpilow
MARC Solid Waste Management District
600 Broadway, Suite 200
Kansas City, Missouri 64105

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 and qualitatively.
7. Budget – Complete the Project Budget Form:

The district requires cash or in-kind matching contributions equal to 20 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, or previous receipts 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. 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. Financial Information:

For all projects requesting \$50,000 or more, complete in Section 8 numbers 8.1-8.7 on page 13.

Note 8.6 is for projects that only involve waste reduction and /or education and 8.7 if for projects that involve only recycling, reuse, compost and/or market development.

9. Supporting documents:

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.

STEP 1 - PRE-APPLICATION

The pre-application is due **FRIDAY, AUGUST 5 by 5:00 pm** and must be submitted **online**. Go to <http://www.marc.org/Environment/SolidWaste/Grants/> to access the form. The pre-application step is required in order to submit a full application. District staff will contact you in mid-August with Grant Review Committee feedback. The pre-application step, although required, is for feedback only.

REFERENCE ONLY. You will complete this form online.

Please do not submit the pre-application with the final application.

Name of Applicant/Organization

Contact Name

E-mail address

Address

State

Zip

Telephone Number

Project Type: Waste Reduction Reuse Recycling Composting
Market Development Education Other

Amount Requested

\$ _____

This amount can change in your final application

Amount of Match

\$ _____

(20% match of total project cost is required)

In two or three paragraphs, describe your project idea, how you will implement the project and how it will reduce waste.

Preliminary Budget for Requested Funds:

Your final application may have a different amount than indicated here.

DO NOT INCLUDE MATCH FUNDS

Staff Time \$ _____ Describe _____

(i.e. FTE, # of persons)

Professional Services \$ _____ Describe _____

(i.e. training, consulting, printing)

Supplies \$ _____

Equipment \$ _____

Other \$ _____ Describe _____

TOTAL AMT. REQUESTED \$ _____

In final application, documentation of expenses of over \$5,000 is required and staff salaries will need to include a breakdown of an hourly wage per project hours anticipated for each staff person.

1. Applicant Profile Cover Sheet

Name of Project

Name of Applicant

Address

Telephone Number

Project Type:

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

State

Zip

Federal Employer Identification Number

Communities/Organizations Served by Proposed Project:

Amount Requested from District: \$ _____

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

Total Cost of Project: \$ _____

Authorized Official:

Name

Title

Address

City, State, Zip

Telephone

Fax

E-mail

Project Manager:

Name

Title

Address

City, State, Zip

Telephone

Fax

E-mail

X

Signature of Authorized Official

Date

2. Applicant Checklist

I. Was a pre-application (Step 1) submitted on-line by 5:00 pm August 5, 2011? Yes ___ No ___

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.**

| II. Does the grant proposal include: | <u>PG.#</u> | <u>YES</u> | SWMD DOCUMENTED (Internal use only) |
|---|---------------------------------|------------|---|
| | <u>Section # in Application</u> | | |
| 1. Executive Summary | (3.1-3.2) | _____ | _____ |
| 2. Project narrative | (4.1-4.12) | _____ | _____ |
| 3. Applicant profile sheet | (2) | _____ | _____ |
| 4. Location of the project | (4.4) | _____ | _____ |
| 5. Qualifications of key personnel | (4.12) | _____ | _____ |
| 6. Work plan | (5.0) | _____ | _____ |
| 7. Timetable | (5.0) | _____ | _____ |
| 8. Evaluation procedures | (6.1-6.2) | _____ | _____ |
| 9. Line-item budget | (7.0) | _____ | _____ |
| 10. Budget notes for items over \$5,000 | (7.0) | _____ | _____ |
| 11. Documentation of match funds | (7.0) | _____ | _____ |
| 12. Verification or waivers | (9.3) | _____ | _____ |

III. In addition to the information listed above, for project requesting over \$50,000, does the proposal include:

| | | | |
|--|-------|-------|-------|
| 1. Engineering plans/specification for facilities or equipment (8.1) | _____ | _____ | _____ |
| 2. A financial report including: | | | |
| a) Three-year profit and loss statement (8.7) | _____ | _____ | _____ |
| OR | | | |
| for educational projects, | | | |
| a two-year vision (8.6) | _____ | _____ | _____ |
| b) Description of project financing (8.4) | _____ | _____ | _____ |
| c) Credit history (8.3) | _____ | _____ | _____ |
| d) Up to three year's previous financial statements/audits (8.2) | _____ | _____ | _____ |

IV. Other considerations:

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

I hereby certify that the information above is true:

X _____
Signature of Authorized Official Date

3.0 EXECUTIVE SUMMARY

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

3.2 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.

4.0 PROJECT NARRATIVE

4.1 Describe how the project will be implemented. Include relevant details and refer to tasks using the completed time table in Section 5.

4.2 A. Describe the materials the project is targeting for waste diversion.

B. For **education** projects, what behavior changes does the project intend to influence?

4.3 Describe the geographical area the project will serve.

4.4 From where will the project be conducted? Include the address and ownership status of the project site. [This is generally an office site.]

4.5 A. Describe your organization or business:

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

B. Demonstrate experience relevant to project:

C. If business or non-profit, describe services or products currently offered and indicate number of years in business:

4.6 A. Describe how the problem the project addresses is currently being approached in the MARC Solid Waste Management District.

B. 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?

4.7 Estimate the quantity of materials the project will reduce, recover or divert from the waste stream in tonnages.

4.8 If this project is already in existence, describe how the quantity estimated compares to amounts that are currently being diverted.

4.9 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.

4.10 Explain how your services will be marketed.

4.11 Estimate the number of individuals, schools, classrooms, or businesses this project will reach.

4.12 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.

5.0 WORK PLAN AND TIMETABLE

Incorporate project 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 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) | | | | | | | | | | | | |
| 16) | | | | | | | | | | | | |
| 17) | | | | | | | | | | | | |
| 18) | | | | | | | | | | | | |
| 19) | | | | | | | | | | | | |
| 20) | | | | | | | | | | | | |
| 21) | | | | | | | | | | | | |
| 22) | | | | | | | | | | | | |
| 23) | | | | | | | | | | | | |
| 24) | | | | | | | | | | | | |
| 25) | | | | | | | | | | | | |

6.0 PROJECT EVALUATION

- 6.1** 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 schools or assemblies reached; businesses participating, etc.

- 6.2** 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.

7.0 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.

Attach additional pages if necessary.

- 1)
- 2)
- 3)

8.0 FINANCIAL INFORMATION FOR PROJECTS REQUESTING \$50,000 OR MORE

- 8.1** For facilities and equipment grants, attach a preliminary project design, engineering plans and specifications.
- 8.2** Provide three years' previous financial statements, audits or reports. For governmental entities, a bond rating is acceptable. An audited summary of assets and liabilities is acceptable. If a business has not been in operation for three years, individual income tax returns of the principal owner are acceptable. (Please only provide one copy per year.)
- 8.3** Provide contact information from three credit references or a letter of reference from a bank. This criterion is not required for government entities.
- 8.4** Project Financing: Describe sources of financial support, both existing and planned, for the next three years.
- 8.5** Trade Secrets. Any applicant may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information to be protected from disclosure. Confidentiality shall be determined or granted in accordance with Chapter 610, RSMo. If no such claim is submitted with the application, the information may be made available to the public without further notice.
- 8.6** For **WASTE REDUCTION OR EDUCATION PROJECTS ONLY**, describe the organization's vision for two years following this grant period. Include how the project will continue to be promoted and acquire new audiences.
- 8.7** For **RECYCLING, REUSE, COMPOSTING AND MARKET DEVELOPMENT PROJECTS ONLY**, complete the profit-loss table on the next page (p.14). Please indicate anticipated project expenses and income on a yearly basis. Itemize expenses and income related to the project, including requested funds, cash match and in-kind match.

PROFIT-LOSS TABLE

| BUDGET CATEGORY | NOTES | YEAR 1: 2012 | YEAR 2: 2013 | YEAR 3: 2014 |
|------------------------------|-------|--------------|--------------|--------------|
| REVENUE | | | | |
| INCOME FROM SALES | | | | |
| Sales from item #1 | | | | |
| Sales from item #2 | | | | |
| GRANTS | | | | |
| Grant #1 | | | | |
| Grant #2 | | | | |
| OTHER UNEARNED INCOME | | | | |
| Donations | | | | |
| Other | | | | |
| Total Revenue: | | | | |
| EXPENSES | | | | |
| PERSONNEL | | | | |
| Employee 1 | | | | |
| Employee 2 | | | | |
| 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 | | | | |
| Rent | | | | |
| Utilities | | | | |
| Phone | | | | |
| Other | | | | |
| TOTAL EXPENSES: | | | | |
| PROFIT OR LOSS: | | | | |

9.0 REQUIRED SUPPORTING DOCUMENTS

- 9.1** Attach a current letter of support from a local government representative where the project is located such as a county commissioner, mayor, solid waste district management council member or other government official.

List attachments provided:

- 9.2** Attach current letters from potential clients served by the project. Letters should include a statement indicating their willingness to work with the applicant and if applicable, the prices they will pay or charge for the materials.

List attachments provided:

- 9.3** Describe any federal, state or local permits, licenses, or waivers required to complete this project. Attach copies, describe process for obtaining necessary permits, licenses or waivers, or provide an explanation as to why these documents are not required for this project.

Attachment A:

Missouri Policy on Resource Recovery and State Target Materials

Statement

It is the policy of the State of Missouri to integrate appropriate resource recovery philosophies and practices into all relevant activities in order to minimize the amount of solid waste that requires disposal, reduce environmental and public health threats, increase the manufacture and use of products made from recycled materials and preserve our natural resources.

Goals

The goals of the policy are as follows:

- To incorporate solid waste reduction, recycling and resource recovery into the solid waste management activities of state and local governments, industries and citizens.
- To apply an integrated waste management hierarchy when managing local and regional solid waste streams to minimize possible environmental impacts associated with any one technology and to achieve the maximum feasible use of waste reduction, recycling and resource recovery. This hierarchy is as follows:
First - reduce the amount of solid waste created
Second - reuse, recycle and compost
Third - recover and use energy from solid waste
Fourth - incinerate or dispose of in a sanitary landfill
- To facilitate the use of recycled materials by Missouri manufacturers and encourage the development of markets for recycled materials by incorporating solid waste reduction, recycling and resource recovery concepts into programs involving procurement, industrial development, capital works and other appropriate areas.
- To coordinate technical and financial assistance for solid waste reduction, recycling and resource recovery in accordance with state and local solid waste management plans.

Objectives For State Government

State government shall assure that the implementation of state, regional and local solid waste management systems and plans support the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and Missouri Resource Recovery Feasibility and Planning Study.

State government shall coordinate financial assistance to promote programs for waste reduction, resource recovery, market development for recovered materials, recycled materials procurement and solid waste management programs that are in accordance with the Missouri Policy on Resource Recovery, the Missouri Solid Waste Management Law and Rules and Missouri Resource Recovery Feasibility and Planning Study.

State government shall provide a clearinghouse of consumer information regarding the need to support resource recovery; to utilize and develop new resource recovery programs around existing enterprises; to promote the development of markets for recovered materials; to request and purchase recycled products; and to participate in resource conservation activities and other relevant issues.

State government shall update the state's solid waste management plan so it addresses the state resource recovery policy.

State government shall assure that the implementation of state and local solid-waste management systems and plans are based upon the integrated solid-waste management hierarchy.

Objectives For Local Government

To promote waste reduction, market development for recovered materials and resource recovery, local governments, industries and citizens shall coordinate and implement economically feasible policies for integrated waste-management systems, and shall increase procurement of products made from recycled materials.

Local and regional solid-waste management shall be mutually supportive and consistent with the Missouri Policy on Resource Recovery, Missouri Solid Waste Management Law and Rules and the Missouri Resource Recovery Feasibility and Planning Study.

Local solid-waste management plans shall implement solid-waste management systems based upon the integrated solid-waste management hierarchy, protect the public health and the environment and meet the residential, commercial, industrial and agricultural needs of the region.

Objectives For Legislative Action

The state legislature shall appropriate funds to fully implement the Missouri Solid Waste Management Law, especially those areas that implement the state's resource recovery policy.

The state legislature also shall promote legislation consistent with the state resource recovery policy.

State Targeted Material List

Purpose: The following targeted material list was devised to assist during the review of applications for section 260.335.2, RSMo financial assistance.

Preference shall be given to projects that reduce, reuse, recycle or strengthen consumer demand for the following post-consumer wastes based upon the following:

Targeted Materials List

- Cardboard
- Old Newspaper
- Old Magazines
- Other Paper (office paper, pasteboard ,mixed paper, etc.)
- Nonhazardous wastes from industrial/commercial/institutional operations
- Organic waste (food wastes)
- Yard waste
- Mixed glass
- Major appliances
- Plastics (all resins)
- Electronics
- Household hazardous waste
- School lab waste
- Demolition waste (wastes from construction/demolition activities)
- Bi-metal containers
- Non-Ferrous Metals
- Ferrous Metals
- Waste oil
- Lead-Acid batteries
- Scrap tires

Note: Each district is required to develop a District Targeted Materials List.

Evaluation Criteria – Attachment B

A point-system is used to rank proposals based on the following criteria as required by Solid Waste Management Law 10 CSR 80-9.050(5)(D)3.A-S. **This is listed for reference. Do not include with the application.**

- 1. Conformance with the integrated waste management hierarchy as described in the Missouri Policy on Resource Recovery.**
- 2. Conformance with the District Targeted Materials List**
- 3. Degree to which the project contributes to community-based economic development.** Criterion will be judged by the evidence of efforts to promote sustainable economic development in the District.
- 4. Degree to which funding to the project will adversely affect existing private entities in the market segment.**
- 5. Degree to which the project promotes waste reduction or recycling or results in an environmental benefit related to solid waste management through the proposed process**
- 6. Demonstrates cooperative efforts through a public/private partnership or among political subdivisions** Criterion will be judged by the evidence of efforts to work cooperatively with local governments and other partner organizations in the district
- 7. Compliance with federal, state or local requirements.** Criterion will address permits, waivers and licenses.
- 8. Transferability of results.** Criterion will be evaluated by the extent to which project innovations and successes may be applied elsewhere in the district.
- 9. The need for the information.** Criterion measures the potential of project to provide useful information
- 10. 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. project.
- 11. Managerial experience of applicant.** Criterion measures the ability of the applicant to manage the project (i.e. personnel, financial administration, etc.) based on previous work experience and demonstrated expertise in the field.
- 12. Ability to implement in a timely manner** Criterion measures the technical feasibility of completing the project in a realistic time frame.
- 13. Technical Feasibility –** Criterion will include evaluation of chosen technologies and effectiveness, processes, availability of materials
- 14. Level of commitment for financing** Criterion will be judged on the strength of commitments for financial resources, as indicated by: letters, contracts or other verifiable documents
- 15. Type of contribution by applicant** Criterion will be evaluated on cash, in-kind, or combination of match
- 16. Effectiveness and quality of marketing strategy.**
- 17. Quality of budget.** Budget must delineate percentage of requested funds and match (20 percent match minimum). Budget must itemize expenses and provide budget notes for expenses over \$5,000.
- 18. Selected Financial Ratios**
- 19. Completeness of application.** Criterion will be evaluated on inclusion of the required attachments enumerated in the application package including checklist, application form, budget form, timeline, project site identification, qualifications, and project narrative
- 20. Past performance rating.** Criterion will be evaluated on past district grantee performance including timeliness of reports, financial management and technical ability to complete.
- 21. Banned Items.** Criterion will be evaluated on whether project effectively manages a banned item (Appliances, whole tires, lead acid batteries, yard waste, and motor oil).