



SAINT LOUIS COUNTY
Public Health

MUNICIPAL WASTE REDUCTION GRANT DOCUMENT SHREDDING COLLECTION APPLICATION INSTRUCTIONS

The Saint Louis County Department of Public Health Waste Management Program (DPH) is tasked with developing requirements and guidelines for grant programs to provide landfill surcharge dollars to municipalities. The grant program is designed to encourage municipalities to seek assistance for improving residential recycling and waste diversion programs in their communities by simplifying the application and reporting process.

Eligibility

Any municipality located in Saint Louis County is eligible to apply once in a calendar year. \$200,000 has been allocated for the 2024 grants. Grant requests for more than \$25,000 need to include a detailed justification and will need to be approved by Saint Louis County Council. Municipalities can apply for funding for more than one project in the same application. Municipalities are limited to one per year. Approved projects not funded in 2024 may be funded in 2025. An itemized budget must be included for the grant application to be considered. Factors such as recycling rates and economic demographics may be used to determine funding. Past grant performance will also be considered. Please note that any application in the “other” category is scored by a committee and may need Saint Louis County Council approval.

Eligible Projects

Interested applicants have the option to select from the following list of community projects or to submit a proposal under the “other” category. The community projects were selected to align with DPH waste diversion goals and were based on feedback obtained from municipalities.

1. **Backyard Composting:** Promote waste reduction through backyard composting of food scraps and yard waste. This may include training resident volunteers, outreach, and equipment.
2. **Electronics Collection Events:** Funding may include education and outreach materials, hosting an electronics collection at municipal venues, subsidizing costs for CRT and television recycling, etc.
3. **Community Festival Recycling:** Implement recycling or composting at outdoor events, festivals, and concerts. Funding can be used for purchasing equipment, signage, and/or contracting for special event recycling and/or composting services.
4. **Community Festival Recycling Outreach:** Funds will cover giveaway items paired with education at events and festivals.
5. **Document Shredding:** Funds will cover the activation fee and cost of advertising.
6. **Other:** Use this category for any project that will improve waste reduction in your community that does not fall into options 1-4 above.

NOTE: Funding cannot be used for hazardous waste collections or community cleanups. Projects that target items already banned from landfill disposal (yard waste, appliances, and tires) are not eligible for waste diversion grant funds. If a municipality has a solid waste issue related to the banned items, that pose a public health threat to the community, please contact the Waste Management Program at 314-615-4032 or by email at waste.dph@stlouisco.com.

Contact Information

1. Upon County approval of recommendations for funding, DPH staff will work one-on-one with grant applicants to discuss the amount of technical and financial assistance required for the grant project and to finalize the scope of work.
2. Grant applications will designate a grant project manager and secure collaboration with those outside of your organization involved in the project.
3. Grant applicants shall pass a municipal resolution before the contract can be signed. (See sample language.)
4. The county shall issue a grant contract agreement for signature. St. Louis County Council approval is required for municipalities applying to receive grant funding that exceeds \$25,000, per Saint Louis County ordinance. If the project will exceed \$25,000 you may need to apply using the “other projects” application. Please contact our program. The application will need to include a detailed justification. Please be advised that the council approval process adds six weeks or more to the grant approval process.
5. The project will follow the agreed-upon timeline. To ensure that the grants stay on schedule, grantees shall communicate with DPH monthly.
6. County funds are released on a reimbursement basis. Project costs incurred before an executed contract or costs not identified in the contract budget are ineligible for reimbursement. The grantee should contact DPH with questions before any money is spent.
7. Changes in the grant budget categories or timeline require an amendment to the grant. You cannot be approved for additional money.
8. Acknowledgement of the county’s financial support including placement of the Saint Louis County Department of Public Health’s “Reduce, Reuse, Recycle...Go Green!” Logo or funding statement must be included on all equipment, signage, promotional, educational, and advertising materials paid for by the county funds during the grant timeframe. Use of the logo or funding statement will require pre-approval.
9. All grant recipients are required to submit a final report at the end of the grant period summarizing the results of the project and measurements of success. Additional reporting may be required depending on the project.

How to Submit an Application

1. Complete the application form.
2. Pass a resolution committing to; providing data pertinent to the grant's success, gaining cooperation from residents to support the grant, identifying the authorized signatory, and executing the grant contract. Sample resolution language is attached.
3. Obtain the authorized official's signature on the application form.
4. Apply electronically to Ashley Matula, amatula@stlouiscountymo.gov. If electronic submission is not feasible, the application can be mailed or delivered in-person to the Public Health Department:

Saint Louis County Department of Public Health
Waste Management Program
6121 N. Hanley Rd.
Berkeley, MO 63134

Sample Resolution Language

RESOLUTION No. _____

RESOLUTION OF THE _____ CITY COUNCIL ENDORSING SAINT LOUIS COUNTY’S GRANT PROGRAM FOR THE CITY’S WASTE REDUCTION EFFORTS

WHEREAS, the City of _____ is desirous of expanding the level of participation that the citizenry currently utilizes with regards to recycling and waste diversion; and

WHEREAS, goals have been set to reduce the amount of solid waste in the landfills; and

WHEREAS, the Saint Louis County Department of Public Health, Waste Management Program, had made funds available through the 2024 Saint Louis County Waste Reduction Grant Program to municipalities; and

WHEREAS, the City of _____ has submitted an application for this grant program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____, SAINT LOUIS COUNTY, MISSOURI AS FOLLOWS:

Section 1: The City Council of the City of _____ supports the application to the 2024 Waste Reduction Grant and commits to provide *data pertinent to the grant project* to measure success of the grant project.

Section 2: Commit to gaining cooperation and input from residents to support the grant project.

Section 3: The governing body hereby authorizes the (title of person) to sign and execute the contract accepting grant funds from the Saint Louis County Department of Public Health if awarded.

Adopted this _____ day of _____, 2024

President of the Council
City of _____

ATTEST:

City Clerk



Document Shredding Grant Application

Each field must be filled. Use N/A as needed.

Municipality:	Date:
Address:	
Project Manager (Contact Person):	
Title:	Phone:
Email:	
<p>Please complete the itemized budget page outlining projected costs. The itemized budget is required as a part of the application. Staff will meet with applicant after the application is recommended for funding to address any budget concerns before the approval and signature process.</p> <p style="text-align: center;">Grant Funding Requested: \$</p>	
What is the municipal population:	
Number of one-and two-family households:	Number of multi-family households:

- Only St. Louis County residents can utilize document shredding. Municipalities cannot use this for any of their office documents. A ZIP code sheet will be provided to help verify residency.
- Businesses cannot utilize shredding services.
- Drive-thru location is required.
- Number of households using document shredding must be recorded.

Project Description

These are some of the major activities associated with document shredding events. Please give details for the activities below:

1. Will this be the municipality's first document shredding event(s)?

2. Will this be combined with another event?

1. When will the event be held (estimated dates are acceptable)?

2. Will you advertise to other municipalities in the surrounding area? If so, list them.

3. Where will the event be held?

4. Is your chosen site large enough to allow vehicles to drive through safely?

5. On the day of the event, who from your municipality will be there to greet residents?

6. How many bankers' boxes will residents be able to drop off?

7. How will the event be promoted?

Labor

- Only hours of the event and reasonable set-up and takedown time will be covered. Other work is considered an in-kind contribution to the grant project.
- Hourly rate plus benefits covered.
- Overtime pay will NOT be covered. Exceptions may be made for public safety if a need can be established.
- Reimbursement for temporary employees' hourly labor rate will be capped at \$18 per hour.
- Grant may cover the cost of up to three people to work events.
- Volunteers are not paid.

Identify personnel involved in your project and describe their tasks:

Labor	Position (mayor, clerk, etc.)	Hourly Rate & Benefits	Tasks
City Staff /Personnel (In-Kind / Paid)			
Volunteers (unpaid)		N/A	
Other			

Reporting

As a part of your grant funding, you are required to provide the following in a final report:

- A short description of what worked well, and what did not, and advice to others doing a similar project.
- Number of cars.
- Tallied zip code sheet.
- The number of tons/pounds recovered from the event(s).
- Example of advertising.
- A photo from each event.

Invoicing

- Payroll statements, receipts, and canceled checks will be required for reimbursement.
- Invoices may not be submitted more than once per month.

Budget		
For each category, itemize all costs		
Direct Costs:		
a.		
b.		
c.		
d.		
Total Direct Costs (\$) =		
Personnel Costs:		
a.		
b.		
c.		
Total Personnel Costs (\$) =		
Subcontractor Costs:		
a.		
b.		
c.		
Total Subcontractor Costs (\$) =		
Other:		
a.		
b.		
c.		
Total Other Costs (\$) =		
Total Costs (\$) =		

Should a grant award be made for this project this grant application will be included in the final grant contract agreement, Signature indicates that applicant understands that all information they have provided in this application is accurate to the best of their knowledge and that they are committed to:

- a. Submitting a Resolution supporting the grant passed by their governing body. The Resolution can be attached to the application or submitted during the contract process.
- b. Securing cooperation from others involved in this project and providing letters of support as needed.

Authorized Official:

Signature: _____

Date: