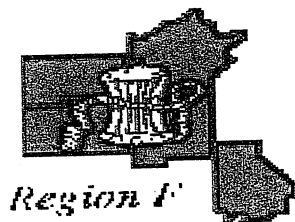


West Central Missouri Solid Waste Management District

Region F



Policy and Procedures Manual

Adopted: March 2009

Amended: January 26, 2010

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INTRODUCTION

This Policies and Procedures Manual is designed to implement and assure that policies and procedures surrounding the operation and accounting system for the West Central Missouri Solid Waste Management District are adhered to. The implementation and enforcement of the policies and procedures outlined in this manual will assure that records are maintained in an auditable condition. The District shall maintain a system that meets all current generally acceptable accounting procedures.

This manual will provide for a strong internal control system. Economy of man-hours and efficiency were taken into consideration when developing these procedures and the minimum requirements should not significantly restrict management alternatives.

This manual will be updated as necessary to ensure compliance with all funding sources.

Ultimately, adherence to the policies and procedures set forth in this manual are the responsibility of the West Central Missouri Solid Waste Management District and the West Central Missouri Solid Waste Management District Executive Board. The District and the Executive Board may delegate some responsibilities for compliance to the Administrative Agency and the District Planner.

TERMS

When used in this document, the following terms shall have the following meanings.

Department: the Missouri Department of Natural Resources Solid Waste Management Program

District: the West Central Missouri Solid Waste Management District (Region F)

Executive Board: the Executive Board of the West Central Missouri Solid Waste Management District

FAA: Financial Assistance Agreement

QSR: Quarterly Status Report

RSMo: Revised Statutes of the State of Missouri, 1986 and supplements

State fiscal year quarters

First Quarter-	July, August, September
Second Quarter-	October, November, December
Third Quarter-	January, February, March
Fourth Quarter-	April, May, June

SECTION 1: DISTRICT OPERATIONS

1.1 General Records

- a) A copy of the Policies and Procedures Manual shall be on file at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020
- b) A file plan/index will be located at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020. At a minimum it will identify the files, location and point of contact.
- c) Once quarterly, a member of the Executive Board's Policy and Procedure's sub-committee will review the Policies and Procedures Manual.

1.2 Asset Management

It is the responsibility of the District Planner to maintain proper equipment records. The responsibility for equipment accountability is assigned to the Executive Board, Executive Director and District Planner.

- a) District personnel shall keep a copy of all UCC-1 filings and proof of insurance for equipment, buildings, or site improvements funded in whole, or in part, with funding provided by the District in each sub-grantee project file.
- b) All equipment purchased by the District or purchased with funds from the District will be marked with a numbered inventory tag and added to a master inventory listing. The master inventory listing will be maintained at the District office. A physical inventory of all items shall be conducted at least once every two years. The master inventory listing will include the following information for each item.
 - I. Description
 - II. serial number
 - III. original cost
 - IV. acquisition date
 - V. disposition date
 - VI. person, staff member, or sub-grantee the equipment is assigned to
 - VII. physical location
- c) District personnel shall conduct an annual visit with each sub-grantee to physically inspect and report on all equipment, buildings, or site improvements funded in whole, or in part, with funding provided by the District. Reporting shall continue for as long as the District has a securing interest in the project.

1.3 Meetings

All meetings of the West Central Solid Waste Management District and its Executive Board shall be held and posted in conformance with the Missouri Sunshine Law (RSMo 610). All public meetings, including meetings conducted by telephone, Internet, or other electronic means are to be held at reasonably convenient times and must be accessible to the public. Meetings should be held in facilities that can accommodate the anticipated attendance and are accessible to persons with disabilities.

All meetings of the West Central Solid Waste Management District and its Executive Board shall be properly posted to encourage public participation. All meetings shall have an agenda posted at least 24 hours in advance that at a minimum shall include the date, location and time of the meeting, the items to be discussed, whether the meeting is open or closed to the public and the reason for holding a closed session by reference to the specific exception allowed pursuant to the provisions of Section 610.021 RSMo. Meeting notices shall be posted at the District Offices at 802 S. Gordon St., Concordia, MO and may be posted at other locations as needed. If the District plans to hold a meeting by conference call or other electronic means, the District's notice will specify the location where the public may observe and attend that meeting.

At the conclusion of all meetings of the West Central Solid Waste Management District and its Executive Board, minutes of the meeting shall be drafted for review and approval by the Executive Board. Upon approval of the minutes by the Executive Board, the Chairman or his/her designee and the elected Secretary shall sign the approved minutes. Minutes of all meetings shall be retained at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020 or other locations as authorized by the Chairman. At a minimum, the minutes shall contain the following information.

- a) A copy of the agenda
- b) The date and start time of the meeting
- c) Location of the meeting
- d) A list of the members present and absent
- e) Motions made and voted on
- f) The motion and vote to adjourn the meeting
- g) The time of adjournment

1.4 Executive Board Involvement

The District bylaws require the Chairman, Vice-Chairman, Secretary and Treasurer to be elected annually from its members. Nominations will be received and election of officers will take place in October of each year. The new officers will take over at the December annual meeting of the District Council. Each new officer will read and make himself/ herself aware of the duties of the office as prescribed in the bylaws prior to taking office at the December meeting.

1.5 Release of Information

The custodian of records for the West Central Missouri Solid Waste Management District is the Secretary of the Executive Board of the District and all records are maintained at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020. All requests for information or access to a public record must be made in writing. The custodian of record shall act on each request for information or access to a public record no later than the end of the third business day following the date the request is received by the custodian. If copies of such records are to be provided at a later time required for research and copying a reasonable date will be identified in the response to the requester by the end of the third day specified above. If access is denied, the custodian must explain in writing and must include why access is denied, including the statute that authorizes the denial.

Unless otherwise provided by law, records of the District are open and available to the public for inspection and copying. The District will charge up to ten cents (10C) per page for standard copies and the actual cost of the copy for larger or specialized documents (such as maps, photos and graphics). The District also may charge a reasonable fee for the time necessary to search for and copy public records. Research time may be charged at the actual cost incurred to locate the requested records. Copying time will not exceed the average hourly rate of pay for clerical staff of the District. The District may reduce or waive costs when it determines the request is made in the public interest and is not made for commercial purposes.

When the District maintains electronic records, such records will be provided upon public, written request. However, when a requester demands records in a format beyond the scope of staff expertise, the District will charge for the actual rate of programming necessary to comply with the request.

The term "public record" includes records created or maintained by private contractors under an agreement with the District or on behalf of the District. Additionally, if a member of the Executive Board transmits an e-mail relating to public business to at least five other members of the body so that, when counting the sender, a majority of members of the Executive Board are copied, a copy of the e-mail shall be sent to the District's custodian of records. Any such message, subject to the exceptions of Section 610.021 RSMo, will be considered a public record upon receipt by the custodian.

1.6 Conflict of Interest

All West Central Missouri Solid Waste Management District members, Executive Board members, staff of the District and contract providers shall scrupulously avoid conflicts of interest between the interests of the District, and their personal, professional and business interests. This includes avoiding potential and actual conflicts of interest. The purpose of this policy is to protect the integrity of the District's decision-making process, to enable our constituencies to have confidence in our honor, and to provide a mechanism to safeguard the honesty and reputations of the Executive Board Members and staff.

No person shall serve as a member of the Executive Board or be staffed by the District who is a stockholder, officer, agent, attorney or employee or who is in any way peculiarly interested in any

business which engages in any aspect of solid waste management regulated under Section 260.200 to 260.345 RSMo; provided however, that such member may hold stock in a publicly traded corporation which may be involved in waste management as long as such holdings are not substantial.

Additionally, whenever any member of the Executive Board or staff of the District becomes aware of an actual or possible conflict of interest, such member or person shall immediately disclose same to the Executive Board and shall not participate during the discussion of, or vote on, any action to be taken by the Executive Board in connection with any transaction that may involve such actual or possible conflict of interest. Such disclosure, if made during an Executive Board meeting shall be recorded in the minutes of the meeting.

This would also include, any member of the Executive Board or staff of the District, or the business or institution to which the member is affiliated, who applies for District grants. The Executive Board or staff shall not participate in the evaluation, reviewing, scoring, ranking, or approval of any sub grantee applications for the District's grant call.

On an annual basis, Executive Board members and District staff will make a full, written disclosure of interest, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually. Also, during the course of meetings or activities, Executive Board members and staff will disclose any interest in a transaction or decision where family and/or significant others, employer, or close associates will receive a benefit or gain. After disclosure, the individual (s) will be asked to leave the room for the discussion and will not be permitted to vote on the questions. Such recusal, due to conflict or potential conflict of interest, shall be recorded in the minutes of the meeting.

A copy of the adopted Conflict of Interest statement is attached in Exhibit 1.

1.7 Administrative Services & Cost

Pursuant to 10 CSR 80-9.050 (7) (I), the West Central Solid Waste management District, will enter into a contract for administrative services through a competitive bid process. The Board will prepare and issue a formal request for qualifications (RFQ) for administrative services. At a minimum, the RFQ will include the service goals of the District, submittal requirements, qualifications of the firm, firm's approach to providing services, resumes of professional staff, location and rent for a main office, references, and evaluation criteria. An ad-hoc Selection Committee or the Board will analyze all proposals submitted by the deadline and may develop a short list of candidates to interview. Final selection of the firm or candidate will be made by a vote and approval of the Executive Board. The District will notify all candidates of the results of the selection process. Following verbal notification, the District will negotiate a standard professional service agreement with the selected candidate. The term of the contract shall be for 1 year and may be renewed annually for up to four additional years. The District will not pay for costs for administrative services without an administrative contract or grant authorization from the Department.

1.8 Printed Materials

District staff will review all District related and sub-grantee materials prior to printing to ensure the MDNR and its logo are identified and credit is given for funding the project, when applicable, and specifically in reports, publications, news releases, public service announcements, outreach materials, paid advertising, banners, and display boards. The same requirement applies to the sub-grantees. A certificate (Exhibit 2) listing MDNR as the funding source will be given to each sub-grantee for display in their office or place of business. Also a sticker (Exhibit 3) will be placed on all equipment and items purchased with MDNR funds.

1.9 Sunshine Law

The Executive Director be and hereby is appointed custodian of the records of Pioneer Trails Regional Planning Commission and that such custodian is located at Concordia Community Center, 802 S. Gordon, Concordia Mo 64020, Room 102.

2) That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

3) That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided:

Copies	B&W-\$.10/ea	Color-\$.25/ea
Research time	\$30/hr	
Clerical time	\$10/hr	

4) That it is the public policy of Pioneer Trails and Region F Solid Waste District that meetings, records, votes, actions, and deliberations of this body shall be open to the public unless otherwise provided by law.

SECTION 2: FINANCIAL MANAGEMENT

2.1 Accounting Records

- a) A copy of each financial report shall be maintained in by the District Planner at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020 for audit.
- b) A copy of each financial assistance agreement and all amendments of line item budget changes shall be maintained by the District Planner at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020 for audit.
- c) Canceled and voided checks shall be maintained and filed in numerical order by the District Planner at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020 for audit.
- d) Filing of documents shall be by each grant by year.
- e) Any document which refers to more than one program shall be copied for each file with a memo note of the location of the original document.
- f) Cash receipts shall be filed separately from disbursement.
- g) A file of explanations for journal entries shall be maintained for audit by the District Planner at the District offices at Pioneer Trails Regional Planning Commission Solid Waste Division, 802 S. Gordon St., Concordia, MO, 64020.

2.2 Internal Controls

The financial duties shall be separated to the extent necessary to maintain good internal control. The following separations are the minimum requirements.

ACTIVITY	BOARD MEMBER (S)	EXECUTIVE DIRECTOR	DISTRICT	OFFICE MANAGE
Sign Checks (requires two authorized signatures)	X	X		
Reconciles Bank Statements/accounts		X	X	X
Prepares withdrawals And deposits		X	X	
Prepares financial Statements		X	X	
Authorizes purchases	X	X	X	
Verifies receipt of merchandise	X (financial committee member)	X	X	
Pays vendors/suppliers	X	X	X	
Records receipts and disbursements	X (financial committee member)	X	X	
Initiates Purchase order		X	X	X
Verifies/approves vendor invoices	X (financial committee member)	X	X	

Selects/approves vendors	X	X	X	
Programs Budgets	X	X	X	
Reviews record keeping	X (committee members from financial, policy or procedure and grants)	X		
Review bylaws and policies	X (policy and procedure committee)	X	X	

2.3 Deposits

Receipts arriving by mail are recorded on a cash receipts ledger by the office manager. Each check is identified as to the payer, date, amount, and check number. The office manager makes copies of each check, prepares the bank deposit, and takes or mails the deposit to the bank. A voucher, copy of the check, and deposit slip are given to the District Planner or Executive Officer who will then record the transaction in the District accounting system.

2.4 Bank Reconciliation

Within five working days of the receipt of bank statements the office manager of the District will reconcile the bank account to the bank statement. Accounts are to be promptly reconciled and will involve the following:

- a) An examination of paid checks for date, name, cancellation, and endorsements.
- b) Arranging of canceled checks in numerical order, accounting for all voided checks.
- c) Preparing a list of outstanding checks, including those from prior months.
- d) Preparing a list of deposits in transit.
- e) Accounting for bank charges or interest earned per bank statement.
- f) Preparing a reconciliation of the balance per check book with the balance per bank.
- g) Adjusting and correcting entries are prepared for entry to the accounting system.
- h) Canceled checks, if received, will be filed in numerical sequence and bank statements are filed chronologically by bank account.
- i) Reconciliations will be reviewed and initialed by the Executive Director and District Planner. At the end of each month, the District's General Ledger Cash Accounts are reconciled to the balances shown by the Bank Reconciliation procedure.

2.5 Disbursements

All disbursements will be made by check and will only be made on the basis of an invoice, Request for Reimbursement, or check request. Invoices will be presented to the District Planner or Executive Officer who will prepare a check for payment. The check will be attached to the invoice and submitted for two authorized signatories of the District who shall signify their approval for payment by initialing the invoice and signing the attached check. The office manager will then make copies of the check and invoice and the original check and invoice mailed.

District bank signature cards at the depository bank will be updated when a change occurs concerning the District's authorized signatories within five (5) business days of the occurrence.

2.6 Financial Reporting

A check register reflecting all expenses and income of the District will be provided to each member of the Executive Board upon request. Additionally, District staff should prepare a statement of financial activity to present at each meeting of the District Council or the Executive Board. At a minimum, the statements are to include a report of planned versus actual expenditures, a statement of receipts and disbursements, a statement of assets and liabilities, a check register of all transactions, and a bank reconciliation report. All financial statements shall be kept along with the meeting minutes.

The District staff shall be properly prepare and submit to MDNR the Quarterly Project Financial Summaries which, in addition to other items, shall include a cumulative interest income reporting be reconciled to cash balances, and reflect the dollar amount of actual expenditures exactly.

The District staff shall generate to the Executive Board a year-end financial statement of receipts, disbursements, assets, account balance and liabilities. The year-end financial statement will also include a listing of all deposits and disbursements for the fiscal year. The statement shall also be mailed to each county, presented at the annual meeting, published in at least one newspaper in each county the district represents and shall be maintained for audit purposes.

2.7 Retention and Custodial Requirements for Records

Financial records, supporting documents, and other pertinent agreement records shall be retained for a period of three (3) years starting from the date of submission of the final financial status report. Authorized representatives of Federal Awarding Agencies, the Comptroller General of the United States, and the MDNR shall have access to any pertinent books, documents, and records of recipients to make audits or examinations. The recipient will further agree to permit monitoring by the MDNR and/or authorized representative. If any litigation claim, negotiation, audit or other action involving the records has been started before the expiration of the three (3)-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three (3) year period, whichever is later.

2.8 Bonding

In order to adequately protect against the loss of public funds and assets acquired with public funds entrusted to the District, the District will at all times maintain fidelity and other insurance coverage to shield the District from loss of money, securities, inventory, or other assets resulting from crime. The Executive Board shall require good and sufficient fidelity bonds and errors and omissions insurance on all active officers and employees, whether or not they draw salary or compensation, which bonds or insurance shall provide for indemnity to the District on account of any losses sustained by the district as the result of any dishonest, fraudulent, or criminal conduct by an active officer or employee acting independently or in collusion or combination with any person or entity. The premiums for the fidelity insurance or bonds shall be paid by the District.

The Executive Board shall also require suitable insurance protection for the District against burglary, robbery, theft, and other insurable hazard to which the District may be exposed in the operations of its business on the premises or elsewhere.

The Executive Board shall be responsible for reviewing and approving any needed modifications to such coverage, at least once each calendar year, to ensure the amount or sum of the bonds and insurance

specified in this policy and the sureties or underwriters thereon after giving due and careful consideration to all known elements and factors constituting such risk or hazard to the district are adequate to protect the District's interests. Such action shall be recorded in the minutes of the Executive Board.

The amount of fidelity coverage will be at least one and a half (1.5) times the amount of funds granted to the District on an annual basis. A copy of the Declaration of Coverage will be made available to MDNR Solid Waste Management Program, upon request.

2.9 Audits

The District shall have prepared an annual, or multi-year, audit report by an independent certified public accountant and shall meet and submit a draft report to the Executive Board within 90 days of the end of the fiscal period. The final audit report shall be completed in conformance with related auditing guidelines and state requirements. The independent certified public accountant completing this report shall be procured in accordance with the District's procurement policies.

(This section left intentionally blank.)

SECTION 3: SUB-GRANTEE AWARDS AND MANAGEMENT

All funds for sub-grantees shall be distributed in accordance with the laws and regulations of the Solid Waste Management Program called out in 10 CSR 80-9.050 (5) through (8). All funds provided for sub-grantees shall be allocated via an annual grant application process.

3.1 Requests for Proposals

The District shall request project proposals by given written notification of funding availability no later than 30 days prior to the application deadline. Notices will contain a list of Targeted Projects for that application cycle as determined by the Executive Board. Minimum notice shall be given in the following manner.

- a. Written notification to the Presiding Commissioner of Lafayette, Pettis, Saline, Johnson and Morgan counties.
- b. Written notification to the governing officials of all cities over five hundred (500) in population in Lafayette, Pettis, Saline, Johnson and Morgan counties.
- c. Publishing notice in a newspaper officially designated by the Chief elected official of each of Lafayette, Pettis, Saline, Johnson and Morgan counties.

3.2 Proposal Content and Submission

- a. Proposals shall be submitted on forms approved by the District F Executive Board. The District Planner shall submit forms to the Executive Board for approval at least sixty (60) days prior to the application deadline. At a minimum all proposals shall contain the information required in 10 CSR 80.9.050 (5) (B). A 15% cash matching fund is required. Exceptions can be granted on a case by case basis by Executive Board for projects that clearly demonstrate district-wide applicability.
- b. All sub-grantee proposals shall be submitted to the office of the Solid Waste District F, and, upon receipt shall be date and time stamped for recording purposes.
- c. Any sub-grantee proposals submitted after the closing date will not be considered.
- d. District grants to private businesses for the sole benefit of that business is discouraged. The District is concerned that such grants which solely benefit a private business with no benefit to the public, job creation, and diversion of waste from landfill is not appropriate use of Solid Waste Funds.
- e. Attendance at a pre-grant submission training is required. Grant evaluation may be adversely effected if absent.

3.3 Evaluation of Sub-Grantee Project Proposals

- a. The Executive Board shall form an ad-hoc Grant Committee of two (2) Executive Board Members

and the District Planner to review each proposal for eligibility and completeness. The Grant Committee shall forward all complete and eligible proposals to the Executive Board for evaluation.

- b. The Executive Board will evaluate proposals based upon the nineteen (19) criteria outlined in 10 CSR 80-9.050 (5) (D) (3) and any additional criteria as determined by the Board. The attached form Exhibit 4 will be used by Board members for the evaluation process. Individual forms for each sub-grantee proposal from each reviewer will be maintained by the District for the life of the grant project.
- c. All Executive Board discussions and votes for evaluating and approving sub-grants shall take place in an open meeting in accordance with the Missouri Sunshine Law.
- d. Any member of the Executive Board or staff of the District, or the business or institution to which the member is affiliated, who applies for district grants shall not participate in the evaluation, scoring, ranking or approval of any sub grantee applications for the District's grant call.

3.4 District Documentation

- a. The District Planner shall submit the required sub-grantee documentation and the aggregate executive board rankings to the Missouri Department of Natural Resources as required by 10 CSR 80-9.050 (6) prior to any sub-grants being awarded or expenses incurred.

In accordance with 10 CSR 80-9.050 (6) (B), the District Planner shall prepare and submit project status and financial summary information to the Missouri Department of Natural Resources on a quarterly basis. Quarterly status reports shall be submitted on forms provided by the Missouri Department of Natural Resources no later than thirty days after the end of each state fiscal year quarter. Reporting to the Department shall occur quarterly even if no activity has occurred. Financial reporting shall include the appropriate quarterly progress report

3.5 Sub-Grantee Responsibilities

A) Projects receiving financial assistance will be reimbursed only after all documentation specified in the Financial Assistance Agreement (FA) is submitted by the applicant. Additionally, projects receiving financial assistance shall comply with the following reporting requirements:

- vii Submittal of quarterly reports no later than 10 days after the end of each state fiscal year quarter.
- viii Submittal of a final report within twenty-one (21) days of grant completion. Failure to comply could result in 15% retainage fee being permanently held.

- xi. Maintaining an accounting system of project activities.
 - i. Submittal of 15% matching funds documentation on a quarterly basis to coincide with the submittal of the quarterly reports.
 - ix Submittal of an annual statement certifying that equipment purchased with district funds is being used for project activities delineated in the FAA and scope of services.
 - x Sub-grantees of district funds are required to file a UCC-1 with the Missouri Secretary of State if district funds were used to purchase equipment. A UCC-1 form is attached in Exhibit 5 and is available on the Secretary of State's website at www.sos.mo.gov/ucc/forms.asp
 - f. The District reserves the right to request additional documentation, or perform an announced or unannounced audit or on-site inspection to verify any aspects of the project, at any time.
- B) Sub-grantee is required to attend pre-grant submission training as well as post grant training. Retainage fee may be adversely affected if absences are reported

3.6 Reimbursement Procedures

All requests for reimbursement must contain supporting documentation, including invoices, timesheets, mileage records, cancelled checks or other proof of expenditure as applicable. In order for costs to be eligible for reimbursement, they must meet the conditions listed below.

- a. Costs must be incurred within the project period identified in the FAA. Expenditures occurring after the project time period identified in the FAA expires will not be reimbursed without a project extension. All project extensions must be approved by the Executive Board.
- b. All costs must be identified in the project budget sheet and must relate directly to the project.
- c. All costs must conform to the eligible costs detailed in 10 CSR 80-9.050 (2) (D). Ineligible costs detailed in 10 CSR 80-9.050 (2) (D) will not be reimbursed by the District. Items not listed in 10 CSR 80-9.050 (2) (D) should be discussed with the District and ultimately the Department prior to signing the FAA and any expenditure for said items.

3.7 Submittal of Quarterly Status Reports

A Quarterly Status Report (QSR) shall be submitted to the District no later than 10 days after the end of each state fiscal year quarter on the form provided by the District. A QSR form is attached in Exhibit 6

and is also available electronically as a PDF document on the District's website at www.trailsrpc.org/solidwaste.htm. The QSR form is divided into three categories as follows:

- a. Project Tasks must delineate the activities, or inactivity, associated with the project tasks and work plan listed in the FAA, as defined by the Scope of Work submitted with the original grant proposal. If the tasks listed in the FAA differ from those originally submitted with the grant proposal, the tasks in the FAA take precedence. All project tasks must be completed before a final report may be submitted.
- b. Diversion reporting showing the amount of waste stream materials diverted from landfills must be tracked by all sub-grantees. Tonnage of diverted materials must be recorded on a QSR and must be listed by category, such as brown glass or plastic. For each category of material the amount of diverted material must be listed in tons. No other measurement will be accepted.

Job creation reporting showing the number of jobs created and retained as a result of the sub-grant. A job created" must be a person not on the entity's payroll prior to the grant being awarded. "Retained employees" would be those currently employed that will remain on the payroll as a result of the grant award, and also those employees who receive additional paid hours as a result of the grant award. Specific information to be reported includes:

- i. Number of jobs created
- ii. Number of new full-time jobs created
- iii. Number of new part-time jobs created
- iv. Number of jobs retained
- v. Number of full-time employees retained
- vi. Number of part-time employees retained

Number of employees with additional paid hours When completing the QSR the same form should be used throughout the entire grant period. Each quarter complete the form as needed and make a copy. The sub-grantee will keep the original, sign a copy and submit the copy to the District via email. Repeat the process each quarter.

The District reserves the right to withhold funding until the project is in compliance with the FAA, meaning all quarterly reporting must be up to date.

3.8 Submittal of a Final Report & 15% Retainage

- a. A Final Report is due to the District within 20 days of the project completion date. This report should also be submitted on the QSR form and will include a narrative portion that recaps all aspects, positive and negative, of the project.

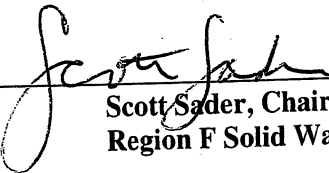
- b. The final fifteen percent (15%) of funding will be withheld until a final report and a final accounting of the project's expenditures and match commitment has been submitted to and approved by the Executive Board. Upon approval, the project is considered successfully closed and the final fifteen percent (15%) of funding will be automatically released.

Minutes of Policy & Procedure Committee Meeting
West Central Missouri Solid Waste District
Concordia Community Bldg, Concordia, MO
January 26, 2010

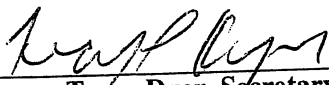
The following Procedures were amended:

- Section 3 3.5 Sub-Grantee Responsibilities
Section 3 3.8 Submittal of Final Reports

The Committee felt strongly that the proposed procedures are necessary and will enhance district operations. These changes were presented by the Region F Solid Waste Management District on January 26, 2010.

BY: 
Scott Sader, Chair
Region F Solid Waste Management District

Date: 6-15-10

ATTEST: 
Tracy Dyer, Secretary-Treasurer
Region F Solid Waste Management District

Date: 6-15-10