DEPARTMENT: Public Works Solid Waste & Recycling

RECOMMENDED ACTION AND JUSTIFICATION:
Approve Mariposa Public Works (MCPW) Solid Waste & Recycling Division’s request to apply for the Department of Conservation (DOC) Beverage Container Recycling Grant to expand the community’s beverage container recycling program by locating recycling bins at multifamily housing communities such as trailer parks, senior housing, and apartment complexes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors has always promoted recycling in Mariposa County. The proposed DOC grant would help expand recycling opportunities and increase the recycling rate in Mariposa County.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Currently the state mandates a 50% recycle rate which Mariposa county is having difficulty achieving. This program will show a good faith effort to increase recycling and defer any fines that may be imposed.
The California Department of Conservation (Department) is providing a maximum of $15 million to individuals, government entities, businesses and non-profit organizations in California to establish a beverage container recycling collection program that will place source-separated (materials that have been separated or kept separate from the solid waste stream, including commingled recyclables, for the purpose of additional sorting, processing, or recycling) beverage container recycling receptacles in multifamily housing communities in California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(17)(A).

The Department awarded $6,128,504 of the $15 million through the June-August 2008 competitive grant cycle. Up to $8,871,496 is available for the same purpose as identified in the above paragraph through this grant solicitation.

Organizations interested in applying must submit a Proposal Package to the Department by 5:00 pm PDT, Friday, October 24, 2008.

BACKGROUND
The California Department of Conservation, Division of Recycling administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The primary goal of the recycling program is to achieve an 80% recycling rate for all aluminum, glass, plastic and bi-metal beverage containers sold in California. The Department also supports efforts to reduce greenhouse gas emissions, such as those exemplified in the California Global Warming Solutions Act of 2006 (Chapter 488, Statutes of 2006).

WHO CAN APPLY?
Individuals, government entities, businesses and non-profit organizations in California may apply.

QUESTION/ANSWER PERIOD
Questions must be submitted in writing to:
Grants@conservation.ca.gov.

GRANT FOCUS
The Department is seeking proposals for the purpose of establishing a beverage container recycling collection program that will place source-separated beverage container recycling receptacles in multifamily housing communities in California.

Projects may include recycling education and outreach activities to encourage awareness and use of the recycle bins.

or:
Department of Conservation
Statewide Technical Assistance & Resources Branch
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Questions and answers will be posted weekly on the Department’s website at http://www.consrv.ca.gov/dor/grants/Documents/QandA.pdf and may be mailed or faxed upon request to applicants without internet access. In order to maintain fairness, questions regarding specific projects cannot be answered. Please refer to the anticipated schedule on page 3 for specific dates.
PROPOSAL REQUIREMENTS

To qualify for review, proposals must meet all of the following requirements:

- Received by the Department no later than 5:00 pm PDT, Friday, October 24, 2008.
- Submitted on the Proposal Form provided by the Department and not exceed three (3) double-sided pages. The text should be a minimum 10-point type size and printed on 8 1/2" x 11" office paper. Maps, graphs, charts, letters of support, diagrams, audits, or other supporting documentation are not counted as part of the maximum page requirement.
- Support the specific grant focus.
- Submitted by an entity in good standing with the Department (no outstanding fines, penalties or audit findings due to the Department).
- Provide proof of nonprofit status if a nonprofit organization. Governmental agencies are not required to provide proof of nonprofit status.
- Include one original and four (4) copies of the Proposal Package (form and supporting documentation).
- Proposal Form must be signed by a person with authorization to bind the individual, entity, or organization to a grant agreement.

The Department will disqualify Proposal Packages not meeting the proposal requirements.

Organization's Experience

- Briefly describe the organization, including the knowledge and experience that qualify it to conduct the project successfully.

Project Description

- Provide a detailed overview of the project. Include target audience and the region where project activities will take place.
- Provide estimated number of collection locations.
- Provide estimated number of collection bins needed to implement project.
- Provide estimated number of residents or businesses (mixed use developments) served.
- Provide material types to be collected at each location.
- Identify entity that will provide the collection service.
- Identify education and outreach activities to encourage awareness and use of the recycle bins.
- Identify any partners, their roles, financial commitments, matching funds, and/or in-kind services dedicated to the project, if applicable.
- Provide letters of support from the partners, outlining their role(s) and/or financial commitment in the project.

Need

- Provide detailed information on why the project is needed.
- Describe the multifamily communities to be served.
- Explain how the project will not duplicate existing recycling services.
- Identify challenges the project will address and the steps to overcome them.
- Provide evidence to support the need and the estimated amount of CRV materials that will be recycled (i.e., waste audit findings, potential impact, studies, or surveys).
- Describe efforts to prepare for the project such as pilot projects conducted or research on similar projects.

Explain how the project will result in the reduction of greenhouse gas emissions.
(Greenhouse gas emission: a gas, such as carbon dioxide, methane or nitrous oxide which has the potential to contribute to climate change.)

Example: This project will reduce greenhouse gas emissions by 5 tons per year by using collection trucks fueled by natural gas.

Example: We estimate this technology will reduce greenhouse gas emissions by 5 tons per year.

Example: The increase in recycling (or number of containers) is the equivalent of:

- reducing 5 tons of greenhouse gas emissions
- removing 5 passenger cars from the roadways per year
- reducing the use of 5 barrels of oil

Calculate the estimated amount of greenhouse gas emission reduction using the calculator on the California Environmental Protection Agency’s website: http://www.epa.gov/cleaneenergy/energy-resources/calculator.html

For more ideas on reducing greenhouse gas emissions visit the California Environmental Protection Agency’s website at: http://www.epa.gov/climatechange/

Goals and Objectives

- Describe specific goal(s) or outcome(s) that will result from this project.
- Identify objectives to help accomplish the goal(s). Each objective should be realistic, measurable, and support the grant focus.

Work Plan

- List the major activities, steps, or tasks to implement your project, including start and completion dates.
- Provide a logical timeframe for...
activities, taking into consideration the potential for delays.
- Use the anticipated schedule provided to determine start dates.
- Include 12 months of CRV volume reporting.

Performance Measures

- Identify measurable data to be collected and the methods for collecting and tracking it.
- Describe the methods that will be used to evaluate and measure the interim progress and final outcome(s)/success of the project (i.e., monthly volume reports, greenhouse gas emissions).
- Explain how evaluation findings will be used to modify or improve the project.

Budget

- Complete the budget section.
- Provide an itemized breakdown associated with project activities (personnel, equipment and operating expenses).
- All line items must be necessary, reasonable, and cost-effective.
- In narrative format, justify and support all expenditures in the space provided.
- Applicants are encouraged to obtain a minimum of three (3) bids for products and services over $500 and to retain copies of all bids for review if the grant is awarded.
- Applicants are strongly encouraged to request funds for costs relating to project start-up and not for ongoing operation, salaries, or maintenance.
- Identify any budgetary contributions or matching funds (other than the Department’s) and cost savings derived from volunteers or in-kind services.
- Consider the cost of signage for collection bins, future price increases, sales tax, shipping/delivery, and other fees.
- Overhead and administrative costs are not allowed.
- Whenever possible, applicant should consider purchasing recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material.

Proposal Packages will not be accepted electronically or by fax. Information provided by the applicant after the final filing date of October 24, 2008, will not be accepted.

ANTICIPATED SCHEDULE

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>October 1, 2008</td>
<td>Release Solicitation</td>
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<tr>
<td>October 1-20, 2008</td>
<td>Question and Answer Period</td>
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<td>October 24, 2008</td>
<td>Proposals Due</td>
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<tr>
<td>November 26, 2008</td>
<td>Awards Announced</td>
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<tr>
<td>January 2009</td>
<td>Projects Begin</td>
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EVALUATION AND SCORING

An evaluation committee will review and score proposals according to the proposal scoring evaluation criteria. Scores will be based on the merits of information submitted in the proposal. The evaluation committee may suggest modifications in the budget and work plan. The recommendation from the evaluation committee will include a funding level for each proposal. Proposals recommended for funding must receive final approval by the Department Director.

How to Submit Proposal

Proposal Packages must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

Department of Conservation
Statewide Technical Assistance & Resources Branch
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Recycle

(Continued on page 4)
**PROPOSAL SCORING EVALUATION CRITERIA**

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<th>Points</th>
<th>Description</th>
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<tr>
<td>10</td>
<td><strong>Project Description:</strong>&lt;br&gt;Description is clear, includes target area and region where project will take place. Provides estimated number of: 1) collection locations, 2) bins needed, 3) residents or businesses served, as in mixed use developments, and 4) material types to be collected. Identifies education/outreach activities. Identifies collection service provider. Identifies partner(s), their role(s), financial commitment, matching funds, and/or in-kind services dedicated to the project, if applicable. Provides letter(s) of support from partner(s).</td>
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<td>20</td>
<td><strong>Need:</strong>&lt;br&gt;Clearly and convincingly demonstrates why the project is needed. Describes the multifamily communities to be served. Explains how the project will not duplicate existing recycling services. Describes challenges the project will address and the steps to overcome them. Provides evidence to support the need (i.e., waste audit findings, volume information, potential impact, studies, survey(s), and estimated amount of CRV materials that will be recycled). Describes efforts to prepare for the project (i.e., pilot project, research on a similar program). Explains how the project results in the reduction of greenhouse gas emissions.</td>
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<td><strong>Goals and Objectives:</strong>&lt;br&gt;Clearly describes what the project is going to accomplish and how it relates to the need. Identifies realistic and measurable objectives to help accomplish the goal(s). Goal(s) and objective(s) support the grant focus.</td>
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<td>10</td>
<td><strong>Work Plan:</strong>&lt;br&gt;Identifies major activities and deliverables needed to successfully complete the project. Provides a logical timeframe for accomplishing the activities with start and completion dates, including 12 months of CRV data collection.</td>
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<td>15</td>
<td><strong>Performance Measures:</strong>&lt;br&gt;Identifies measurable data to be collected, and methods for collecting and tracking it. Identifies methods that will be used to evaluate and measure the progress and final outcome(s)/success of project. Describes how evaluation findings will be used to modify/improve the project.</td>
</tr>
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<td>10</td>
<td><strong>Budget:</strong>&lt;br&gt;Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable, and cost-effective. Provides quotes, estimates, or other documents to support the cost requested. Identifies budgetary contributions and/or matching funds (other than the Department’s) and cost savings derived from volunteers or in-kind services. Clearly justifies and supports all expenditures.</td>
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<td>15</td>
<td><strong>Sustainability:</strong>&lt;br&gt;Provides a reasonable and detailed plan for sustaining the project after the grant term. Project requires start-up costs only and provides letters of commitment and/or financial resources for continuing the project after the grant term. Describes how the project will continue to be evaluated, monitored, and who will be responsible for doing so after the grant term ends. Provides copy of land use or permitting policy on recycling opportunities.</td>
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**GRANT ADMINISTRATION**

Grants awarded by the Department are administered through grant agreements. Grant agreements consist of terms and conditions, grant summary, budget and work plan. A sample grant agreement can be downloaded from the Department website by clicking on the Sample Grant Agreement Terms and Conditions link: [http://www.consrv.ca.gov/dor/grants/Documents/mfsagac.pdf](http://www.consrv.ca.gov/dor/grants/Documents/mfsagac.pdf) Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursable in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.