



REUSE OPERATING GRANTS

Program Overview & Application Packet

Fiscal Year 2016-2017

**Due:
Monday, April 10, 2017
5:00 PM**

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www.stopwaste.org

StopWaste is governed jointly by three Boards, the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

Table of Contents

Background	3
Eligibility Requirements & Project Criteria	3
Funding Levels	4
Allowable Expenses	4
General Conditions	4
Submittal Requirements	5
Evaluation Process	5
Evaluation Criteria	5
Grant Awards	6
Contract Specifications	6
Acknowledgements	6
Proposal Content and Organization	7
Application Deadline	7
Form A: Application Cover Page	8
Form B: Project Summary & Narrative	10
Form C: Project Budget	11
Form D: Insurance and Statement Of Economic Interest	12
Form E: Review And Acceptance Of Contract	13

Background

StopWaste is a public agency responsible for reducing waste in Alameda County. We help local governments, businesses, schools and residents reduce waste through:

- Source reduction and recycling
- Market development
- Technical assistance
- Public education

We are governed jointly by three Boards, the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

The Initiative Charter Amendment (Measure D) was adopted by the voters in November 1990. Measure D sets forth countywide goals for the reduction and diversion of non-hazardous solid wastes from landfill, creates a framework for comprehensive source reduction and recycling programs, imposes a surcharge on landfilled wastes to fund these programs. Measure D established The Alameda County Source Reduction and Recycling Board (Recycling Board) to oversee the distribution of funds and the conduct of countywide programs.

This Reuse Operating Grant Program was developed to provide funding that can be used for ongoing expenses for non-profit reuse organizations. Reuse is at the top of the recycling hierarchy and therefore the most desirable end use, however, it also tends to be labor intensive with low retail sales prices, making it difficult to sustain over time. While reuse activities can generate revenue, non-profits typically need supplemental funding to continue these activities and/or expand them. The Reuse Operating Grant Program complements the Alameda County Source Reduction and Recycling Board's competitive Grants to Non- Profits Program.

The Reuse Operating Grant Program is available for reuse projects in Alameda County who are in need of funding for staff salaries and supplies related to promotions, educational and outreach programs and/or collection improvements. There is a maximum of \$15,000 per request, per year.

Eligibility Requirements and Project Criteria

This Reuse Operating Grant Program is open to non-profit organizations that are operating in Alameda County who are reusing materials generated in Alameda County and/or providing services and/or products to Alameda County residents, businesses and consumers.

Reuse is defined as using an item over again in its current form without significant processing that alters its material structure. (Food reuse organizations such as food banks are eligible.)

To be eligible for funding, proposed projects must be in compliance with all federal, state and local land use, regulatory and permit requirements; and must either be based in Alameda County, reuse discarded materials generated in Alameda County, or involve educational campaigns about reuse targeting Alameda County residents or businesses. Applicants must have current federal 501(c) tax exempt status.

Applicants will be expected to estimate the quantity of materials that will be reused.

Funds for this grant program are limited. Applicants who have been awarded reuse grants in past years should not presume award of funding for every year.

Applicants may NOT apply for both a Reuse Operating Grant and a Non-profit Competitive Grant in the same fiscal year. Funding for this program may change on a yearly basis.

Funding Levels

A maximum of \$15,000 per applicant is available. This pool of funds is to provide support to reuse organizations and programs that divert and reuse materials destined for Alameda County landfills.

Reuse organizations can still apply through the competitive application process for larger funding requests for new programs and/or significant expansions of existing programs but can not apply for both grants in the same Fiscal Year.

Allowable Expenses

Staff salary (up to 50% of each individual staff person) activities, and/or supplies related to promotions, educational and outreach programs, and/or collection improvements for reuse projects within the organization.

The funds cannot be used for general support of the organization; they must be used for specific activities associated with reuse projects which are related to promotions, educational programs, and/or collection improvements.

Funding request cannot be greater than 20% of the organization's operating budget.

Ineligible Uses of Grant Funds

StopWaste grant funds may not be used for the following purposes:

- Repayment of existing debt or pre-existing tax liens or obligations
- Payment of organizational overhead
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts

General Conditions

All materials submitted become the property of StopWaste, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this grant solicitation at any time prior to awards.

A final report documenting the activities/deliverables attained due to funding is due at the conclusion of the project, and a mid-term progress report may be required. For inquiries or clarification of this Reuse Operating Grant Program, contact Meri Soll at (510) 891-6500 or via e-mail at msoll@stopwaste.org.

Submittal Requirements

Electronic submittals need to include proposal and all supporting documents. Submissions should be made as a SINGLE PDF file and sent directly via email to npgrants@stopwaste.org. PDF must not be more than 10 Megabytes (MB). Links to external download sources for application materials will not be accepted.

Email submissions will generate an auto response stating that the email has been received by our system.

If unable to submit a PDF copy, a hard copy will be accepted. Submittals need to include one original copy of the proposal, with all relevant documents attached. All materials are to be printed double-sided on 8 1/2" x 11" recycled content paper.

All costs incurred in the preparation of a proposal are the responsibility of the applicant.

Evaluation Process

During the review process, program staff may contact the applicant for additional information or to clarify proposal content, and may elect to interview applicants or do a site visit prior to making a funding recommendation. However, an expression of interest by staff should not be construed as an indication of forthcoming grant approval.

Staff recommendations will be presented to an internal review committee and then to the Agency's Executive Director for approval. Each applicant understands that there is no appeal process for proposals that are not approved for funding.

Evaluation Criteria

All submitted proposals which are in compliance with the RFP requirements will be evaluated and rated, according to the following criteria:

- **Project Conception** - Proposal clear and comprehensible with a realistic timeline; project activities well defined and technically feasible.
- **Outcomes** - Objectives clearly stated, specific, realistic, and measurable.
- **Organizational Capacity** - Management and staff qualified to implement project and achieve stated objectives.
- **Financial Viability** - Organization demonstrates sound fiscal management; project budget is realistic and cost effective.
- **Impact** - Extend of contribution to solid waste reduction and diversion in Alameda County; transferability of successful waste prevention/recycling tasks and strategies.

Additional evaluation factors - Assessment of proposals may also include consideration of such issues as geographic distribution of services, demographic diversity, extent of collaborative and community support and public education potential.

Grant Awards

All applicants will be notified of the results of the grant review process and the Agency decisions after the receipt of their proposals. For successful applicants, funds will be available for expenditure only after a funding agreement between the Agency and the grantee is signed and fully executed, and required insurance coverage and W-9 forms are provided. The Agency will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing.

Should the grant recipient fail to sign the agreement, provide current proof of insurance coverage, sign and provide W-9 forms, and implement the program within 60 days, unless previously stated in the grant application, funds will be revoked and revert back to StopWaste. Refer to the funding agreement overview at www.stopwaste.org/grants for more information on the awards process. Reuse Operating Grant funding agreements take approximately 4-10 weeks to process once the application has been approved.

Contract Specifications

Review StopWaste's standard funding agreement at www.stopwaste.org/grants. This is the Agency's approved funding agreement. Items 1 – 10, Exhibit B and Exhibit C cannot be altered. Only Exhibit A of the funding agreement can be customized to the grant project as it relates to scope of services, deliverables and time lines associated with funding request. No other changes to the standard funding agreement will be made.

Acknowledgement

All publicity or promotional materials concerning the Project, including press releases, feature stories, public service announcements, brochures and product literature produced during the term of this Agreement must be submitted to the StopWaste representative(s) for review and approval prior to distribution. StopWaste shall be acknowledged as a supporter in all aforementioned materials for the duration of this Agreement.

Proposal Content and Organization

Applicant's Check List

A complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration.

Proposal should include the following:

- Form A: Application Cover Page
- Form B: Project Summary & Narrative
Project Narrative, one double-sided page maximum
- Form C: Project Budget
- Form D: Contract Insurance Documents and Statement of Economic Interest
- Form E: Review and Acceptance of Standard Funding Agreement
- Current Acord Insurance Statement (or equivalent)
- Proof of 501(c) status, including incorporation date
- Organizational Budget for the current fiscal year indicating expenses and revenues
- Governing Board roster, indicating officers, addresses and affiliations
- List of key project personnel

Application Deadline

Applicants initiate the process by completing the application attached at the end of this document. Applications may be submitted on or before **April 10, 2017**

Please note the following:

- Incomplete applications will not be considered.
- Faxed responses will not be accepted.
- Applications (both electronic and hard copy) received after 5:00 p.m. on the dates above will NOT be accepted.
- Submissions should be made as a SINGLE PDF file – and sent directly via email to npggrants@stopwaste.org.
- Links to external download sources for application materials will not be accepted.
- Attachment file size must not be more than 10 Megabytes (MB).
- Email submissions will generate an auto response stating that the email has been received by our system.

If unable to submit an electronic application, send one, double-sided hard copy application to:

StopWaste
Meri Soll
1537 Webster Street
Oakland, CA 94612

FORM A - Application Cover Page

APPLICANT INFORMATION

Applicant: _____

Year Established: _____ Federal ID Number: _____

State and Date of Incorporation: _____

Address: _____

City, ZIP Code: _____

Website: _____

Contact Person: _____ Position: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

PROJECT INFORMATION

Project Name: _____

Amount Requested: _____

Project Duration: _____ to: _____

Project Geographic Service Area: _____

Other Participating Agencies/Organizations: _____

How did you hear about the ReUse Grants?

CERTIFICATION

I certify that the information contained in this proposal is true and accurate to the best of my knowledge and belief. I further certify that this grant application is submitted with the full knowledge and endorsement of the governing board of this organization, which is empowered to enforce compliance with all contract conditions.

Signature(s): _____

Name and Title: _____

Date: _____

FORM B - Project Summary & Narrative

PROJECT SUMMARY

Applicant: _____

Briefly summarize (2-3 sentences) the specific purpose for which you are requesting funds:

PROJECT NARRATIVE

On a separate sheet of paper, please provide responses to the following items relative to your proposed project. Use no more than one page, single-spaced, double sided, for your proposal narrative, with the sections sequentially numbered and titled as indicated below:

- 1. Agency or Business Overview** - Briefly describe the purpose and primary activities of your organization or business, your geographic area of operations and the primary sources of financial support for your organization.
- 2. Statement of Need** - Identify the issue or need your project seeks to address.
- 3. Project Description**
 - a. Describe the project for which funds are requested, including program design and relevant tasks and activities.
 - b. Indicate program goals and outcome objectives.
 - c. Present your project timeline, with an implementation schedule and anticipated starting and ending dates.
 - d. List any applicable permits, licenses or insurance coverage which must be secured for this project.
- 4. Project Evaluation and Accountability**
 - a. Tonnage of materials to be reused; include diversion/reuse methodology used to arrive at tonnage diversion
 - b. Indicate how program performance will be monitored and measured and how you will determine the success of the project.
- 5. Cost Effectiveness** - Describe why the project is an efficient use of public funds and resources.

FORM C - Project Budget

Applicant: _____

Funding Request is for \$ _____ for _____ months

Total Agency/Organization Budget _____ (current fiscal year)

Total Project Budget _____

PROJECT EXPENSES

List project total budget and all expenses associated with project. **Specify the types and amounts of requested funds and how they will be incorporated into grant project to be conducted.** Allowable expenses include staff salary (up to 50% of each staff person) and supplies related to promotions, educational and outreach programs, collection and diversion improvements and diversion for reuse projects.

PROJECT INCOME

If the funds requested do not constitute full support for your project, please list other sources of income.

Indicate whether funds are committed or anticipated.

Budget prepared by: _____ Phone: _____

FORM D - Insurance and Statement of Economic Interest

Please sign and return the statement below to indicate that you and your firm understands and will comply with StopWaste’s insurance policy requirements and will submit a Statement of Economic Interest Form if requested by StopWaste staff. Applicant must submit current Acord Insurance Statement (or equivalent) meeting the below requirements with the application.

Insurance Requirements

It is a requirement of StopWaste that any individual or firm selected to receive a Reuse Operating Grant maintain the following minimum insurance during the term of the Reuse Operating Grant contract. Applicants are required to submit a current Acord (or equivalent) document which verifies the following insurance coverage is in place:

- **REQUIRED: Comprehensive general liability insurance**, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be not less than \$2,000,000.
- **REQUIRED: Automobile bodily injury and property damage liability insurance** covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
- **REQUIRED: Statutory workers' compensation & employer's liability insurance** as required by state law.
- **Professional liability insurance:** The limit of liability shall be not less than \$1,000,000. (Depending on the scope of services agreed to under the terms of a contract, this requirement may be waived at the discretion of Agency staff.)
- **Organization shall submit to StopWaste certificates of insurance for the policies listed above.** The certificates shall provide that the Contractor give written notice to StopWaste at least 10 days prior to cancellation of or any material change in the policy.

(Under special circumstances, exceptions may be made to the minimum insurance requirements, but only upon prior agreement by StopWaste).

Statement of Economic Interest

The individual or firm’s project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

The budget submitted to StopWaste includes any costs associated with complying with these insurance requirements unless otherwise noted.

I understand that failure to comply with any of these requirements will result in StopWaste’s refusal to enter into a Reuse Operating Grant contract with my firm.

Signature(s): _____

Name and Title: _____

Date: _____

FORM E - Review and Acceptance of Standard Funding Agreement

I have read the standard funding agreement available at www.stopwaste.org/npgrants and, if awarded funding, will comply with all of the terms set forth in the funding agreement. I will not request any changes to the basic agreement, items 1 – 9, Exhibit B and Exhibit C. I understand that Exhibit A of the funding agreement will be customized to the grant project in regards to scope of services, deliverables and time lines associated with funding request but that no other changes to the standard funding agreement will be made.

Signature(s): _____

Name and Title: _____

Date: _____