

**REUSE AND REPAIR GRANTS**

**Application Packet**

**DEADLINE:**

**Friday, April 3, 2020**

**5:00 PM**

StopWaste  
1537 Webster Street, Oakland, CA 94612  
(510) 891-6500 • www.StopWaste.org

Table of Contents

[Background 3](#_Toc32237333)

[Eligibility Requirements for Reuse and Repair grants 4](#_Toc32237334)

[Ineligible Uses of Grant Funds 4](#_Toc32237335)

[Proposal Evaluation Criteria 5](#_Toc32237336)

[Grant Awards Notification and Contract Process 6](#_Toc32237337)

[Contract Specifications 6](#_Toc32237338)

[Monitoring Program 7](#_Toc32237339)

[Proposal Content and Application Process 7](#_Toc32237340)

[Project Details 8](#_Toc32237341)

[Project Budget 13](#_Toc32237342)

[Applicant’s Statement of Qualifications 14](#_Toc32237343)

[Additional Requirements 16](#_Toc32237344)

[Application Submission Directions 17](#_Toc32237345)

# Background

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

* Prevention, Reuse, Compost and Recycling programs,
* Market Development,
* Technical Assistance and Funding Support,
* 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.

This Grants Program provides funding to organizations for innovative projects that will increase individual, business and community involvement in prevention, reuse, recovery, and source reduction efforts; encourage the development, marketing and use of recovered products while decreasing the amount of waste generated and sent to the County's three landfills. The anticipated long-term benefits to Alameda County are protection of the environment, conservation of natural resources, reducing the waste stream, and the stimulation of economic activity through the growth of conservation-related practices.

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. In specific instances, certain financial information may be deemed confidential and not subject to public disclosure. Prior arrangements may be made for the return of such information.

This packet may be modified at any time during the application period and may, where necessary, allow applicants adequate time to submit additional requested information. StopWaste 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.

Each applicant understands that there is **no appeal process** for proposals that are not accepted for funding and that all decisions are final.

Any equipment funded at $15,000 or more will be subject to a lien filed by the Recycling Board.

Resale of equipment purchased with grant funding is prohibited.

# Eligibility Requirements for Reuse and Repair grants

Funding is available for both non-profit and for-profit organizations; this grant program funds **innovative projects that incorporate reuse, repair, deconstruction, product or process redesign, reduction, recovery, and redistribution of goods, and other materials.** The goal is to minimize the need for disposal or recycling, and instead foster waste prevention to support environmental sustainability and conservation of natural resources, and stimulate economic activity in the reuse and recovery sectors.

Organizations with open grants must contact their grant manager to assess if they are eligible for additional funding. Applicants who have been awarded grants in past years should not presume award of funding for every year. Priority will be given to applicants with strong application, who have not received funding in the past and incorporate multiple partners.

Applicants will be expected to estimate the quantity of materials that will be prevented, reused, recovered, re-distributed or otherwise diverted. Education and outreach programs are expected to estimate the number of people educated through various means.

To be eligible for funding, proposers:

* Must be in compliance with all federal, state and local land use, regulatory and permit requirements.
* Projects must not duplicate existing Agency programs or services and focus on reuse.
* Recycling and/or composting based projects **are not** eligible projects under this grant program.
* Projects must be based in Alameda County, divert discarded materials generated in Alameda County, or involve educational campaigns targeting Alameda County residents or businesses.
* Proof of 501c3 and/or a valid business license.
* Any equipment funded at $15,000 or more will be subject to a lien filed by the Recycling Board.

# Ineligible Uses of Grant Funds

Grant funds through this program may not be used for the following purposes:

* Funding for any staffing position (full or part time) in excess of 50%.
* Recycling and/or composting based projects **are not** eligible projects under this grant program.
* Repayment of existing debt or pre-existing tax liens or obligations.
* Payment of organizational overhead exceeding 15% of project budget.
* Legal fees.
* Loan or bank fees.
* Subsidization of existing contracts.
* Fines or penalties.
* Payment for any activities before contract execution.

# Proposal Evaluation Criteria

Proposals are reviewed and evaluated on a competitive basis by StopWaste staff members. Outside experts may be consulted as needed. During the review process, program staff may contact the applicant for additional information, and may elect to interview applicants or conduct 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. Projects are reviewed using the following criteria:

1. **Project Conception** – Proposal is clear and comprehensible; project activities are well defined and technically feasible; milestones and timeline are realistic; project is innovative, non-duplicative of existing Agency projects, programs and services. Innovative, expansion and new projects are a priority.
2. **Outcomes/Measurement** - Objectives clearly stated, specific, realistic, and measurable through an identified methodology; project monitoring and evaluation strategies thoughtfully planned.
3. **Leadership and Organizational Capacity** –Management and staff are qualified to implement project and achieve stated objectives; facilities, equipment, resources, and community support are adequate and appropriate. *Organizational capacity is one of the most critical indicators of future project success.*
4. **Financial Viability** - Organization demonstrates sound fiscal management; project budget is realistic and appropriately leverages other resources; project is cost effective, financially feasible and sustainable; there is adequate oversight and accountability of project income and expenses.
5. **Impact** - Significant contribution to reuse and recovery programs and infrastructure in Alameda County; transferability of successful waste prevention/reuse tasks and strategies, economic development, public education or technical advancements; desirable and sustainable benefits.
6. **Partners** – Applicant clearly identifies partners in the proposed project, their specific roles and deliverables for the project as well as provides letters of support from each identified partner. Partners are a direct recipient of the proposed project and participate in project activities that are new or an expansion of existing programs/services.
7. **Business and Marketing Strategy** – Business plan and/or marketing strategy developed which supports the proposed project (if applicable). Proposed products/services are clearly articulated, including targeted audience and strategies, markets and delivery strategy, promotion, and supply chain issues.

**Additional Evaluation Factors** - Assessment of proposals may also include consideration of such issues as innovation, geographic distribution of services, increased diversion, replicable, demographic diversity, extent of collaborative and community support, public education potential and matching funds.

Sustainability of Projects

StopWaste aims to invest in projects that demonstrate a commitment to sustainability that do not rely on continuous ongoing support from the Grants funding source. In the application, projects are expected to demonstrate how funding to support the project from one or more of the following sources will be achieved:

* **Sale of a product or service.** Income from the proposed activity. Project needs to demonstrate realistic assumptions regarding quantities of units sold, pricing, timelines, and ability to deliver product or service and experience with the relevant markets.
* **Grants from private foundations, other public agencies, and businesses.** Include a realistic fundraising plan based on knowledge of these funding sources, priorities and their track records.
* **Memberships, events, or group or individual contributions.** Include realistic assumptions, timelines, and experience with this type of fundraising.
* **Absorption of the project into the overall budget of the organization**, becoming part of the core services delivered by the applicant organization.

# Grant Awards Notification and Contract Process

All applicants will be notified of the results of the grant review process by May 16 2020. It can take up to a total of three months after notice of funding award for contract execution and start of project.

There is no appeals process for proposals that are not accepted for funding by staff and/or a StopWaste Board and all decisions are final.

For successful applicants, funds will be available for expenditure only after a funding agreement (contract) between StopWaste and the grantee is signed and fully executed. StopWaste will not be liable for any project costs incurred prior to the legal execution of the contract.

StopWaste reserves the right to revoke any grant for which a contract is not executed, due to delays on the part of the grantee. Funded projects must be initiated within three (3) months of execution of the contract or grant funds will revert back to StopWaste, unless specific approval is granted by staff for delays due to extenuating circumstances.

For more information on the awards process, refer to the funding agreement overview at: <http://www.stopwaste.org/resource/grants-financial-reporting-overview>

# Contract Specifications

### Contract Execution

Applicants who have been selected to receive grant funding, the project begins only after full execution of the contract by all parties. StopWaste will not pay for any project costs incurred before execution of the contract. Please review StopWaste’s [standard funding agreement](http://www.stopwaste.org/resource/recycling-board-sample-funding-agreement). This is the Agency’s approved funding agreement. Only Exhibit A of the funding agreement can be customized to the grant project as it relates to scope of services, deliverables and timelines associated with funding request. Items 1- 10 and all other Exhibits (except Exhibit A) cannot be altered. No other changes to the standard funding agreement will be made. All contracts tie grant disbursements to deliverables and performance measures. A standard contract or funding agreement will be entered into by both parties following the grant award.

### Payment and Reporting Schedule

Funds must be used by the grantee in accordance to funding agreement payment and deliverables schedule. Any changes to budget or deliverables must be approved in advance by StopWaste.

Expenditures will be reimbursed not more often than once a month with submittal of invoices and supporting documentation identified in funding agreement. Generally, a minimum of ten percent of the total funds will be withheld pending submission of a Final Report. Under special circumstances, a significant percentage of grant funds may be released for start-up costs prior to receipt of invoices.

Turnaround time for payment is approximately four weeks after an invoice has been received and approved. A schedule for Progress Report submittals will be established as part of funding agreement in consultation with StopWaste staff.

# Monitoring Program

StopWaste conducts an ongoing monitoring program designed to provide timely and pertinent information regarding the status and progress of funded projects. The monitoring process helps determine the progress that grantees have made toward achieving their grant objectives, provides a means for identifying problems which may need to be addressed, and assures fiscal accountability relative to the disbursement of public funds. In addition, project monitoring provides information that is useful in fine-tuning and modifying StopWaste’s grant making policies and procedures.

Project monitoring is accomplished through a variety of activities that may include site visits, phone interviews, third party contacts and periodic progress reports. The extent, nature and implementation of monitoring activities are tailored to each project. Site visits are scheduled in advance with grantee.

# Proposal Content and Application Process

Applicant's Check List

A complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration. All items to be compiled into one PDF document, not to exceed 20 MB. Use the list below to ensure all required items are included in your application.

### 1. Application Content

Completed Application Document (Project Details & Statement of Qualifications)

Project Budget (<http://www.stopwaste.org/resource/grant-budget-template>)

Financial Documentation

* + Last fiscal year AND most current fiscal year-to-date financial documents:
    - Statement of Financial Position (Balance Sheet)
    - Statement of Activities (Profit and Loss)
    - Statement of Functional Revenue & Expenses (if available)

*(Agency may request additional financial information including Tax Returns on an as needed basis).*

Non-Profit Entity: Proof of 501 (c) status, including incorporation date, or

For-Profit Entity:Valid Business License

Proof of Insurance – submit ACORD document or equivalent proof of insurance.

Letters of Support or Memorandum of Understanding from each outside organization that is a project participant (Required for projects with identified partners).

# Project Details

### 1. Project Summary

Briefly summarize (in 50 words or less) the specific purpose for which are you requesting funds:

|  |
| --- |
|  |

### 2. Project Background

Please provide detailed but concise responses to the following items relative to your organization and the proposed project. Each response should not exceed 300 words.

**Organization Overview** - Briefly describe the history, purpose and primary activities of your organization or business. Indicate the qualifications of your organization to provide the proposed services and note any similar projects previously implemented by your group. Indicate your geographic area of operations, community providing services to and the primary sources of financial support for your organization.

|  |
| --- |
|  |

### 3. Project Details

Describe the specific purpose for which you are requesting funds. Your response should not exceed 500 words.

* Include project design, primary activities and essential equipment involved. Past grantees seeking additional grant funding to include how outcomes build on previous accomplishments.
* Indicate overall goals of the project, project implementation timeline (from start to end) and the anticipated impact of the project. Goals should be specific, realistic, timely, and measurable.

Define the target focus of your project, including materials, waste generating sectors, and populations.

|  |
| --- |
|  |

**4. Statement of Need**

Identify the issue or need your project seeks to address. Include available data relative to these unmet or underserved needs in the area/sectors targeted. List any similar projects, locally or elsewhere.

|  |
| --- |
|  |

**5. Waste Diversion**

* 1. Quantify the amount and types of material(s) that will be prevented, reused or recovered. Explain the methodology by which you will measure diversion, e.g., use of scales, counts of containers or materials, software, estimated waste based on volume, etc.
  2. For education-based projects, include audience, geographic area and number of people expected to be reached due to outreach efforts.

|  |
| --- |
|  |

1. **Project Operations**
   1. List the personnel, with position titles, who will work on the project. Indicate their relevant past experience and their primary responsibilities under this grant.
   2. List any applicable permits or licenses needed for project activities

|  |
| --- |
|  |

1. **Project Monitoring** - Indicate how program performance will be monitored and measured and how you will determine the success of the project.

|  |
| --- |
|  |

1. **Cost Effectiveness** - Describe why the project is an efficient use of public funds and resources. Where applicable, state the estimated cost savings in solid waste diversion, the extent of economic activity generated through the reuse / recovery of goods or other materials, the savings realized through a recovery program, the number of jobs created by this project, etc.

|  |
| --- |
|  |

1. **Partnerships** - Describe any cooperative or collaborative efforts with other organizations functioning in the targeted area or providing a similar service or product. Describe other project participant roles and indicate how resources are shared and service duplication avoided. Required: Submit letters of support and/or Memorandum of Understanding for any partner organizations integral to the project activities, letter should include partner’s role, deliverables and other activities relating to the grant request.

|  |
| --- |
|  |

1. **Long Term Self-Sufficiency** - Discuss how the project will become financially viable and self-sustaining after the expiration of the current grant. How will future expenses be met? E.g., fee for services/products or funding from other organizations.

|  |
| --- |
|  |

# Project Budget

All applicants must utilize standard budget form that shows the proposed project includes a reasonable itemized budget and leverages other resources (matching grants, in-kind support, service fees, sales, etc). Applicant to provide details on how requested funds for this grant will be used. If the proposed grant request is a portion of the total project budget, applicant to include project budget details in the standard budget form.

Applicant to include a description of each line item that is greater than 10% of the requested grant funds.

Download template spreadsheet here: <http://www.stopwaste.org/resource/grant-budget-template>

# Applicant’s Statement of Qualifications

1. Number of years applicant has been operating under the present business name:

2. Is the organization currently in compliance with all local, state and federal permit, zoning and safety regulations?

Yes

No (explain):

3. Within the past three years, has the organization been cited for any violations of local, state or federal Permit, zoning or safety regulations?

No

Yes (explain):

4. Are there currently any unpaid liens or judgments of any nature filed against the company or it is Principals?

No

Yes (explain):

5. Are there any commitments, potential commitments or pending litigation, which may affect assets, lines of credit or otherwise affect the applicant’s ability to successfully complete the proposed project?

No

Yes (explain):

6. Has the applicant failed to or refused to complete any contract or grant award in the past three years?

No

Yes (explain):

7. Who administers your organization’s fiscal system?

Name: Phone:   
Title: Email:

8. Indicate the accounting firm that prepares your organization’s annual audit (If applicable):

Name: Phone:

Address:

Applicant’s Statement of Qualifications (continued)

Please indicate relevant key contracts and grants that you either currently hold or anticipate that relate to the proposed project, include any others that have been completed in the last three years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Grantor or Contract, Contact Person and Phone Number** | **Services Provided/Proposed Under Grant/Contract** | **Amount** | **Anticipated or Secured? Dates of grants/contract** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Applicant specifies that all answers and information provided above are complete and accurate. Applicant also agrees to allow StopWaste to contact listed contractors for information relative to the applicant's performance, to run a credit check, and to provide StopWaste with any other materials deemed necessary to fully determine the applicant's ability to perform the services proposed under this application.

# Additional Requirements

1. Insurance Requirements

It is a requirement of StopWaste that any business, individual or organization selected to receive grant funding maintain the following minimum insurance during the term of the Grant contract. ***As part of the application, grantee shall submit to StopWaste certificates of insurance for the policies listed below.*** The certificates shall provide that the grantee give written notice to StopWaste at least 10 days prior to cancellation of or any material change in the policy.

* **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 and 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.)
* **IF AWARDED FUNDING**: Name the Alameda County Waste Management Authority and Recycling Board as *an additional insured.* The Agency, its officers, officials, employees, agents and volunteers are to be covered as insureds with the same coverage and limits available to the named insured regarding: liability arising out of activities performed by or on behalf of the Contractor; premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor.

If applicant does not currently maintain insurance that meets the Agency’s requirements, a submittal of a current insurance quote that meets these requirements will suffice for application purposes only. Any applicant selected for grant funding must procure insurance that meets the above requirements. Insurance costs may be included in project budget as a line item.

If applicant does not currently maintain insurance that meets the Agency’s requirements, a submittal of a current insurance quote that meets these requirements will suffice for application purposes only. Any applicant selected for grant funding must procure insurance that meets the above requirements for the duration of the grant. Insurance costs may be included in project budget as a line item.

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

2. Standard Funding Agreement

By submitting this application, you certify that:

You have reviewed the Agency’s standard funding agreement available at <http://www.stopwaste.org/resource/recycling-board-sample-funding-agreement> and, if awarded funding, your organization will comply with all of the terms set forth in the funding agreement. You will not request any changes to the basic agreement, items 1 – 10, Exhibits B and C.

* You 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.
* You understand that failure to comply with any of these requirements will result in StopWaste’s refusal to enter into a Grant contract with your organization.
* If selected for grant award, the individual or organization’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> . You will *be notified if you are required to complete this form upon award of funding – you do not need to complete as part of application process.*

# Application Submission Directions

* Complete this document and save as a PDF.
* Complete any additional required documentation and save as PDFs.
* Combine all files into a single PDF and **submit via the online submission page** here:  
  <http://www.stopwaste.org/grants/online-grant-submissions>
  + Help combining multiple PDFs into one is [available here](http://www.stopwaste.org/help/combining-pdfs).

Note:

* Links to external download sources for application materials will not be accepted.
* Incomplete and faxed applications will not be considered.
* **Any applications received after 5:00 p.m. on FRIDAY APRIL 3, 2020 will not be accepted.**