

Regional Recycling and Waste Diversion Grant Program
FY 2008/09
Responses to Applicants' Questions (March 31, 2009)

This list will be updated periodically as questions are received from applicants. The last day to submit questions to submit questions was Thursday, March 26, 2009.

- 1. The Regional Recycling Waste Reduction (RR&WD) grant states that it will not fund expenses for purchase of equipment. Will composting equipment and/or related equipment qualify as a possible expense from the grant?**

RR&WD grant money will not be used to purchase office equipment. However, RR&WD grant money may be used for special equipment that is integral to the success of the proposed grant project in meeting the grant objectives related to recycling and waste diversion throughout Orange County.

- 2. Can a grant proposal have a multi-phase approach, and an applicant apply jointly with another region for an additional \$400,000?**

No, the limit award request for each regional grant applicant is \$400,000.

- 3. If one region applies for one grant, can another region, or group of cities, apply for another \$400 K for another phase?**

A single project may not be broken into phases for additional funding. If eligible expenses are more than the awarded grant, an applicant may cover the difference and show this as cost sharing in the project's proposed budget.

- 4. Are agency matching funds required? If so, what is the percentage of the required agency matching funds?**

No. Agency matching funds are not required. Refer to budget section.

- 5. Who may apply for the RR&WD Grant?**

County of Orange cities, special districts, unincorporated county and local agencies with direct responsibility for solid waste management, may apply individually or as a regional group. Businesses and not-for-profit groups may partner with an eligible applicant, but are **not** eligible to apply on their own.

6. **On the budget form, should the planning, design and permitting costs for equipment be included in the application?**

Yes, the planning, design, and permitting costs should be included under the work plan category.

7. **My local government does not hold a Council Meeting until after the application deadline. Therefore, I am unable to obtain a resolution before submitting the application. May resolutions for the grant be turned in after the application package is submitted? What is the final deadline?**

Yes. The approved Resolution for jurisdiction and all supporting documents for a regional program, such as letters of Authorization for each participating city, special district, and private entity (hauler) should be submitted with the application by **April 23, 2009**. If the resolution is not submitted with the application, the resolution must be received no later than **May 14, 2009**. Submitting an incomplete application will affect the application's "Completeness" score.

8. **My Board currently has an approved Resolution that authorizes the submittal of grant applications for up to a maximum of five years. Is that Resolution still valid for this application?**

The five-year Resolution is acceptable, if it is in effect when the Grant application is submitted and includes authorization to apply for the grant.

9. **Under "Funding Restrictions" of the criteria, it notes that consulting fees will not be funded by the grant. Can you please explain this a bit further? Outside companies are routinely brought in to grant programs to assist staff in developing, implementing, and monitoring programs, and to prepare outreach materials. DOC and CIWMB allow for outside staff time to be covered under their grant programs.**

Consulting Services are an ineligible expense for the RR&WD grant, however this does not preclude the lead applicant or grant partners from funding the consulting activity as part of the program.

10. **If multiple cities join together to apply for the grant with one lead city, is any additional documentation required for the supporting cities such as support letters? Would the lead city be the only city required to submit a resolution?**

Yes. The lead city is required to submit a resolution and a Letter of Authorization is for use by participating jurisdictions and private entity partner in a regional/multi-jurisdictional grant.

Please note that the Letter of Authorization must include the audit/Records access provisions.

Lead Jurisdiction

In addition to the standard resolution provisions required of an RR&WD grant applicant, a lead jurisdiction must include an additional provision that authorizes it to apply as the lead jurisdiction on behalf of its participating-jurisdiction(s) and private entity partner. The resolution does not need to specifically identify the names of the participating-jurisdictions and entity partner. These names can be provided in an attachment or by attaching the Letters of Authority to the resolution.

Sample Provision

Now therefore, be it resolved, that the (lead applicant's governing body) authorizes the submittal of a regional/multi-jurisdictional application for the RR&WD grant, FY 2008/09 on behalf of itself and the eligible participating jurisdictions identified as follows or in the attached list or in the attached Letters of Authority and letters of Partnership.

The inclusion of the names of the participating-jurisdictions in this resolution or its attachment does not take the place of a participating jurisdictions' required authorizing document (see below).

Participating Jurisdiction and Private Entity

Authorization Document

The participating jurisdiction(s) must provide one of the following documents to the lead applicant for timely submittal with the regional application or to meet the **April 23, 2009** deadline for regional supporting documents:

A Letter of Authorization should be on the participating jurisdiction's letterhead, for a participating jurisdiction in a regional/multi-jurisdictional grant (Letter of Authorization) signed by a person with program decision-making authority, e.g., City Manager, County Administrator and (Letter of Authorization) for the participating private entity should be on private entity's letter head and signed by a person with program decision-making authority.

Sample Letter of Authorization from a Participating Jurisdiction Authorizing a Regional/Multi-jurisdictional Grant Application

- I am (job title) of (name of Participating Jurisdiction). I have program decision-making authority on behalf of (name of Participating Jurisdiction). Pursuant to this authority, I have read the Regional Recycling and Waste Reduction Grant Application and Guidelines and

Instructions and am familiar with their contents and the proposed project. I hereby 1) authorize (name of Lead Applicant) to submit a RR&WD Grant application on (name of Participating Jurisdiction's) behalf as a participant in the proposed grant project; and if awarded the Grant, (name of Participating Jurisdiction) recognizes (name of Lead Applicant) as the Grant Lead for all purposes including, but not limited to, execution of all grant documents necessary to secure grant funds and implementation of the approved grant project. Further I acknowledge that if (name of Lead Applicant) receives a Grant, (name of Participating Jurisdiction) is subject to audit as it relates to the performance of the Grant, specifically:

- Audit/Records Access. The County of Orange Auditor or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Regional Recycling and Waste diversion Grant FY 2008/09. The Grantee and Participating Jurisdiction(s) and private entity (hauler) agree to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee and Partner(s) agree to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

Job Title
Name
Mailing Address
City, State, ZIP
Phone Number

11. Is there a suggested approach to solidify the partnership for the joint application effort between the lead city and supporting cities?

The Letter of Authorizations are required for RR&WD grant submittal application by **April 23, 2009** to show the intent of each partnering jurisdiction and private entity partner to participate in the proposed grant project. The lead applicant may choose independently to enter into separate agreement(s) with the partnering jurisdictions and private entity partner.

12. If multiple cities join together to apply for the grant with one lead city, how will the funds be distributed equitably?

The RR&WD grant funds will be distributed to the lead applicant in a one time grant award. The Grantee and will be responsible for the performance of the grant, record keeping and for submission of all required documentation. The lead applicant may choose independently to enter into a separate financial assistance agreement with the partnering jurisdictions and private entity partner.

13. Who is a lead applicant?

A lead applicant may be a Lead jurisdiction and/or Lead Sanitation District.

14. Does the funding agreement apply only to the lead city if multiple cities join together to apply for the grant?

Yes. This is a one-time grant to be awarded to the lead applicant that is party to the financial assistance agreement with the County. OC Waste & Recycling will monitor that the funds are used for the stated grant purposes; however, dissemination of funds among partners is an administrative function of the proposed partnership. The lead applicant may choose independently to enter into a separate financial agreement with the partnering jurisdictions and private entity partner.

15. If funding is used to purchase specialized equipment for composting or food waste processing, who retains ownership of equipment, especially if multiple cities are applying for the grant?

Equipment purchased under the RR&WD grant shall be owned by the lead city and therefore, the grantee is responsible for maintaining good tracking of equipment. At a minimum, the lead city shall keep records of purchase price and the location of equipment. The lead city may choose to enter independently into a separate agreement with the partnering jurisdictions and private entity partner.

16. If ownership remains with the city, would the city need to establish an agreement for use of the equipment to address liability, maintenance, etc.?

Yes. Ownership remains with the lead city. The lead city may choose independently to establish a separate agreement with the partnering cities and private entity partner.

17. There is some concern among recycling coordinators that cities will be competing with one another. Are these funds being distributed along supervisorial district lines (i.e., is there only a total of \$400,000 available for each district? What if several cities are considering partnering with a city from a different district then how would the funds be distributed?

No. The RR&WD grants funds will not be disbursed by supervisorial district. Therefore, the applicants may choose to partner with jurisdictions that are located in different supervisorial districts for the regional/multi-jurisdictional RR&WD grant. The RR&WD is a competitive grant and all proposals will be competitively evaluated based on merit. There will be multiple RR&WD grant awards, and more than one proposed RR&WD grant project may be selected. Each applicant may request up to \$400,000 for the regional/multi-jurisdictional grant.