
REGIONAL RECYCLING AND WASTE DIVERSION GRANT PROGRAM
FY 08-09 Cycle

PROGRAM OVERVIEW

The **Regional Recycling and Waste Diversion Grant Program** (Program) is designed to better promote, enhance and effectuate sustainable regional outcomes related to recycling and waste diversion throughout Orange County.

The Program has \$2 million in funds to be awarded to successful applicants, up to \$400,000 per applicant, based upon merit. Funds in the amount of \$50,000 - \$75,000 will be included in the total award of up to \$400,000 for those applicants that include unincorporated County areas in their proposed projects/programs. The source of funding is the AB 939 Self-Haul Surcharge. This is a one-time grant. Future grant funding is contingent upon appropriations by the Board of Supervisors and should not be relied upon for the ongoing success of the proposed activities/programs.

OC Waste & Recycling has been directed that this funding be used for increasing new programs/activities, or significantly expanding existing programs/activities, to enhance recycling efforts and the diversion of waste from Orange County landfills.

GRANT PROGRAM OBJECTIVES

OC Waste & Recycling will review and evaluate each proposal based on the objectives established for the regional recycling and waste diversion grant program.

Eligibility requirements and criteria for evaluating grant applications are as follows:

1. Requests Must Address A Need

- ✓ Program or activity should divert materials from landfill disposal.
- ✓ Program or activity should be regionally-based, address a regional need, and/or be multi-jurisdictional.
- ✓ Program or activity, to the maximum extent practicable, should demonstrate a nexus between the proposed activity and the diversion of waste.

2. Requests Must Include A Feasible Strategy To Increase Participation And Diversion In These Areas

- ✓ Increase waste reduction and/or recycling in the business sector.

- ✓ Increase food waste composting and utilization.
- ✓ Increase the level of recycling at special events and other away-from-home venues (e.g. conferences, shopping malls, convenience stores).
- ✓ Increase construction/demolition debris diversion.

3. Requests Must Explain The Expected Impact

- ✓ Program or activity should, to the maximum extent practicable, provide diversion “credits” to jurisdictions.
- ✓ Program or activity should have a clear desired outcome with an estimated impact and the ability to measure its effectiveness.
- ✓ Program or activity should take advantage, to the maximum extent practicable, of existing resources in order to ensure the greatest impact for the smallest cost.

4. Requests Must Be Business/Resident/User-Friendly

- ✓ Program or activity should, to the maximum extent practicable, be mindful of the cost and operational implications of any new/improved program or activity.

5. Requests Must Be Measurable

- ✓ Program or activity should have a clear beginning and end with a built in tool to measure impact and effectiveness.

6. Requests That Identify Leveraging Opportunities

- ✓ Program or activity should highlight leveraging opportunities such as matching/additional funding, in-kind services, and public and/or private partnerships.

GENERAL CONDITIONS

Application and Submittal Requirements

Applications must be submitted to OC Waste & Recycling with a Council/Board-approved Minute Order and a copy of a Council/Board resolution that outlines the jurisdiction’s intended use of the grant funds and explicitly state that it agrees to comply with the conditions outlined in this document.

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

A completed and signed application must be submitted by **April 23, 2009**. Failure to complete and return the application may jeopardize the ability to receive funds.

New or Significantly Expanded Programs/Activities

Only new or significantly expanded existing, short or long-term projects, programs or activities that meet the established criteria will be awarded funding. Applications that do not clearly state whether this is new or existing and justify its proposed expansion may be rejected.

Completion of a Grant Recipient Fulfillment Report

A completed and signed Grant Recipient Fulfillment Report must be returned upon completion of the program/project. Failure to complete and return this report may affect eligibility for future grant funding. Funded projects are tracked to ensure compliance with the established criteria.

Attendance of County-Hosted Bi-Monthly Recycling Coordinators Meetings

Recipient agrees to regularly attend the County Bi-Monthly Recycling Coordinators meetings. Missing more than two of these meetings per year could affect eligibility for future grant funding.

Funded Program Changes

Any proposed changes to a County-sponsored program or project utilizing these grant funds, including an extension of the program/project timeline, shall be approved at the sole discretion of the Director, OC Waste & Recycling. The County takes into consideration that other government and private funding may need to be coordinated to facilitate the completion of inter-agency programs and public-private partnerships. Proposed changes must fall under granting guidelines and criteria and provide a benefit to regional diversion or recycling efforts. It is important that the recipient initiate contact with the Manager of Recycling and Environmental Programs prior to making program changes.

Extension Requests

Extensions may be granted on a case-by-case basis in the sole discretion of the County. An extension is 6 months beyond the initial 12 months after award of Program funds and may be approved by the Manager of Recycling and Environmental Programs. The Director of OC Waste & Recycling may consider construction or multi-year projects separately and approve additional extensions of up to 12 months, not to exceed a total period of 3 years

FUNDING RESTRICTIONS

If the program or project is approved, funds will be distributed only to the name of the organization that applied and may be used only for the program/project described in the application.

Ineligible Program or activity

The Regional Recycling and Waste Diversion Grant Program will not fund any program or activity that involve items or materials not accepted at Class III Landfills. Therefore, recycling and waste diversion programs or activities that involve items or materials not accepted at Class III Landfill facilities, such as sharps, fluorescent bulbs, batteries, tires, e-waste, universal waste or treated wood are **not eligible** for this grant cycle.

The County WILL NOT fund expenses for staff, travel/transportation, office space, equipment, scholarships, internships, legal, lobbying or consulting fees.

Unused Funds

The County reserves the right to request unused grant funds be returned within 60 days following the 12 month anniversary of Program grant funding, if the recipient is unable to complete its project or is unsuccessful in any part or portion of its project or to fully utilize all program funds for the purposes of project within the 12 month period.

No Retroactive Funding

Programs will not be funded retroactively. If the program completion date precedes the application and approval deadlines, funding request will be declined.

EVALUATION CRITERIA

Applicants are requested to state the minimum grant award requested and a maximum grant award requested and highlight the levels of service provided for each level of funding.

Special consideration will be given to those applications that partner, or reach an underserved community, or provide an opportunity that would not otherwise exist. Additional funds may be awarded to projects involving partnerships that lead to increased diversion from the solid waste flow of unincorporated Orange County.

The evaluation committee will be comprised of panelists knowledgeable about recycling and waste diversion programs. The panelists will be asked to assess the applications according to the following criteria:

The proposed activity and the justification of its regional impact.

- Has the applicant clearly identified the issue or need the proposed project seeks to address?
- How adequately has the applicant described the focus of the project? Is there a detailed description of the strategy and expected results?
- How persuasively has the applicant made its case that the proposed program is important at a regional level for recycling and waste diversion purposes, such as measurable activities to achieve the diversion rate goals?

The feasibility of the proposed project to achieve measurable results.

- Are the proposed activities clearly described and are they feasible?
- How will this project contribute to diversion of solid waste to OC landfills?
- Has the applicant quantified the anticipated number of tons to be diverted, expected participants or means to show the potential impact of your project?

The adequacy of the scope of work.

- Has the applicant provided a feasible and clearly described scope of work, project schedule and budget?
- Have equipment and technologies been clearly described and are these within the applicant's ability to obtain and have control of their utilization?
- Are the roles of the principal staff and contractors defined and appropriate to the project's goals? (attach detailed resume for each, if applicable)
- Do they have the experience qualifications appropriate to the project's objectives and does the proposal reflect adequate commitment of staff and resources to implement the project from beginning to end?

Thoughtful planning and organized project management steps to show experience and understanding of the entire process.

- Does the project present a reasonable project timeline with an implementation schedule and anticipated starting and ending dates? (attach detailed schedule if applicable)
- Has the applicant listed any applicable permits, licenses or insurance coverage that must be obtained for the project implementation?

The proposed utilization of the grant funds to achieve significantly expanded or new services.

- Has the applicant clearly identified the issue or need the proposed project seeks to address?
- Has the applicant clearly stated how the requested grant funds will accomplish increased levels of service or provide services in an underserved area?
- Has the applicant demonstrated sound fiscal management and provided a project budget that is realistic and cost effective?

AWARD INFORMATION

This is a competitive grant. Applications will be reviewed by OC Waste & Recycling for completeness, and adequacy in answering the questions above. Based upon the initial assessments and ranking of proposed projects by merit and regional significance in recycling and waste diversion, the Orange County Board of Supervisors will make the final funding decisions and award the grant(s).

ELIGIBILITY

Any city or special district responsible for municipal solid waste collection within the County of Orange, California, is eligible. Grants are not awarded to individuals. Only one application for a Regional Recycling and Waste Diversion Grant may be submitted annually by a city or special district as the lead jurisdiction. A city or special district may be listed on another application as a partner or supporter of the grant project and still apply separately for a different proposed project. Multiple applicants may partner with the County to serve unincorporated areas within the scope of the proposed program or project.

BUDGET

Provide an itemized budget showing the project's expenses. Applicants are requested to state the minimum grant award requested and a maximum grant award requested up to a \$400,000 limit and highlight the levels of service provided for each level of funding.

Proposals that involve partnerships and can demonstrate increased diversion from County unincorporated area's solid waste flow are eligible for \$50,000 - \$75,000 as part of the total award, not to exceed \$400,000.

Cost sharing is not required. If eligible expenses are more than the awarded grant amount, an applicant may cover the difference and show this as cost sharing in the project's proposed budget.

DEADLINE & SUBMITTAL

Applications must be received by OC Waste & Recycling by **April 23, 2009**. Applications submitted after that date will not be accepted for consideration. Supplementary materials must also arrive at OC Waste & Recycling by the deadline to be considered as part of the application.

Date	Timeline
02/26/09	Board of Supervisors Briefings: Issuance of grant RFP
03/05/09	Release Grant Application: www.oclandfills.com
03/05/09 – 03/26/09	Question and Answer Period: Questions must be submitted only by e-mail or mail.
03/26/09	All answers will be posted (tentative).
04/23/09	Application Deadline: Mailed applications must be postmarked by this date.
04/23/09	Hand-delivered applications must be received and date-stamped by the OC Waste & Recycling by 3:00 p.m. on this date.
04/23/09 – 05/14/09	Evaluation of Grant Award Recipients: Evaluation committee reviews applications and selects grant projects for recommendation to the Board of Supervisors.
05/14/09	If resolution is not submitted with the application: OC Waste & Recycling must receive resolution by this date.
05/14/09 – 05/26/09	Negotiate Financial Agreement: Grant Applicant and OC Waste & Recycling to enter into financial agreement for Board adoption to allocate grant funding.
06/23/09	Present Recommended Grant Projects to Board of Supervisors: Board to consider award of funds to proposed grant recipients.

Submit application to:

County of Orange
OC Waste & Recycling
Regional Waste & Recycling Diversion Grant
300 N. Flower Street, Suite 400
Santa Ana, Ca. 92703

Regional Recycling and Waste Diversion Grant Program Contact:

Isabel Rios, Manager of Recycling and Environmental Programs, at (714) 834-4118 or via email at Isabel.Rios@iwmd.ocgov.com.