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**REGIONAL SCHOOL WASTE REDUCTION AND ENVIRONMENTAL EDUCATION  
GRANT PROGRAM  
FY 08-09 Cycle**

**PROGRAM OVERVIEW**

The **Regional School Waste Reduction and Environmental Education Grant Program** (Program) is designed to improve the campus' environmental performance and benefit in cost reductions by decreasing the waste disposal services needed through implementation of school waste reduction programs. Such programs are intended to contribute to sustainable regional outcomes related to recycling and waste diversion throughout Orange County, and to increase environmental literacy by aligning curriculum-based environmental education programs to learning activities that engage students in making informed waste prevention choices.

The Program has \$500,000 in funds to be awarded to successful applicant(s), based upon merit. 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 School Waste Reduction and Environmental Education grant program.

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

**1. Requests Must Address A Need**

- ✓ Program or activity should provide a comprehensive approach to teaching and innovative curriculum that connects the student learning to their everyday lives and teaches them successful waste prevention, composting, and recycling practices.
- ✓ Program or activity, to the maximum extent practicable, should demonstrate a nexus between the proposed activity and the diversion of waste to landfills and cost reduction for schools through reduced disposal costs.

**2. Requests Must Include A Feasible Strategy To Achieve the Results**

- ✓ Increase waste reduction and/or recycling in the school.
- ✓ Increase food waste composting and utilization.
- ✓ Increase the level of recycling at the campus and other away-from-school venues (e.g. sports events, field trips).
- ✓ Increase school waste diversion.

**3. Requests Must Explain The Expected Impact**

- ✓ Program or activity should, to the maximum extent practicable, integrate environmental education to relevant learning through active waste reduction programs in the school.
- ✓ 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.
- ✓ Program or activity should reach the greatest number of students possible to broaden the environmental education outreach and involve more participants in waste prevention, composting and recycling practices.

**4. Requests Must Be Consistent With CIWMB, Office of Education and the Environment Goals**

- ✓ Program or activity should, to the maximum extent practicable, be mindful of the goals of CIWMB to educate waste generators of the need to be respectful of the environment, to conserve resources and to make informed choices to prevent waste.

**5. Requests Must Be Measurable**

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

**6. Requests That Identify Leveraging Opportunities**

- ✓ Programs or activities 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 School Board-approved Minute Order and a copy of a School 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 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 are granted on a case-by-case review. The maximum extension is 6 months beyond the initial 12 months after sponsorship funding 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 Programs or Activities**

The Regional School Waste Reduction and Environmental Education Grant Program will not fund programs or activities 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 after review of the program status, if the date of completion as mutually agreed upon in the Financial Agreement is not met.

### **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.

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 school district waste reduction 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 student participants or means to show how the state academic standards are met by the 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, resources 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 facilitators defined and appropriate to the project's goals? (attach detailed resume for each, if applicable)
- Do they have the experience and 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 improved economic and environmental performance in the area of solid waste reduction or increased environmental education programs that are integrated with active waste reduction or recycling services at the school?
- 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 school or school district responsible for environmental education within the County of Orange, California, is eligible. Grants are not awarded to individuals. Only one application for a Regional School Waste Reduction and Environmental Education Grant may be submitted annually by a school or school district as the project lead. A school or school 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 together to serve broader numbers of students 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.

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	<b>Board of Supervisors Briefings:</b> Issuance of grant RFP
03/05/09	<b>Release Grant Application:</b> <a href="http://www.oclandfills.com">www.oclandfills.com</a>
03/05/09 – 03/26/09	<b>Question and Answer Period:</b> Questions must be submitted only by e-mail or mail.
03/26/09	All answers will be posted (tentative).
04/23/09	<b>Application Deadline:</b> 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	<b>Evaluation of Grant Award Recipients:</b> Evaluation committee reviews applications and selects grant projects for recommendation to the Board of Supervisors.
05/14/09	<b>If resolution is not submitted with the application:</b> OC Waste & Recycling must receive resolution by this date.
05/14/09 – 05/26/09	<b>Negotiate Financial Agreement:</b> Grant Applicant and OC Waste & Recycling to enter into financial agreement for Board adoption to allocate grant funding.
06/23/09	<b>Present Recommended Grant Projects to Board of Supervisors:</b> 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 School Waste Reduction and Environmental Education Grant Program Contact:**  
Isabel Rios, Manager of Recycling and Environmental Programs, at (714) 834-4118 or via email  
at

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