

# BOULDER COUNTY RESOURCE CONSERVATION DIVISION



## *Zero Waste Funding* **2020**

## Application Packet

BOULDER COUNTY RESOURCE CONSERVATION DIVISION

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[www.BoulderCountyRecycles.org](http://www.BoulderCountyRecycles.org)

# Boulder County Zero Waste Funding 2020

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# Boulder County Resource Conservation Division

## Zero Waste Funding 2020

### Background

Zero Waste Funding is provided by an allocation of funds by the Board of County Commissioners. Applications may be submitted from all of Boulder County, City & County of Broomfield and the Town of Erie, including the part of Erie that is outside of Boulder County (Service Area).

The amount of \$100,000\* has been allocated for education programs and the infrastructure required to support resource diversion programs. The 2020 focus will be on: municipal zero waste programs, electronics recycling, reuse, commercial single stream recycling, organics collections or processing, and construction and demolition material diversion. The minimum award is \$1,000 and the maximum is \$15,000.

An emphasis on demonstrated resource diversion (new tons diverted from disposal) is recommended.

Examples of programs that might be considered are listed below. We will continue to accept and consider applications for programs that fall outside of this focus.

- Curbside toters
- New transportation for single-stream recyclables or organics
- New bins for single-stream or compost collection of materials within municipal buildings
- Zero Waste education
- New technologies
- Reuse

### Eligibility Requirements and Project Criteria

Boulder County's Zero Waste Funding 2020 is open to communities in Boulder County, City & County of Broomfield and Town of Erie, including the part not in Boulder County (Service Area), other incorporated and unincorporated communities within the service area, non-profit organizations, school districts, schools, private companies and individuals.

To be eligible for funding, projects must be in compliance with all federal, state/local land use regulations and permit requirements. Project applicants must be registered as a business, an official non-profit organization, or a governmental entity. Projects must also be based in the Service Area, divert materials generated in Service Area from the landfill, or involve educational campaigns targeting residents or businesses within the Service Area. Projects must not duplicate existing programs or services.

### Funding Categories

There are two categories in which applicants may apply. **If you are applying for more than one program, you must submit a separate application with each funding request.**

#### ***Infrastructure Programs***

Projects must improve existing zero waste programs in ways that facilitate some or all of the following:

- increase the quantity of materials reused, recycled or composted

- create new opportunities for recycling/composting
- improve intermediate processing capabilities
- improve safety
- create efficiencies of operation

Funds may be used for: the purchase of containers, balers, shredders, compactors, vehicles, forklifts, pallet jacks, construction and/or signs.

Projects that demonstrate new materials or greater quantities of materials will be reused, recycled, or composted as a result of the project will receive funding preference. Projects should demonstrate sustainability and compare the useful life of the infrastructure improvement to the life of the overall project.

If requesting enhancement for a Drop-off Center, only recycled content products for stairways and fences will be considered for funding.

### ***Education Programs***

Programs or projects must focus on Zero Waste, source reduction, reuse, recycling and composting, must have a measurable education component, and provide services where a need exists within the Service Area.

### ***Ineligible Uses of Funds***

Funds may **not** be used for the following purposes:

- Repayment of existing debt, or pre-existing tax liens or obligations
- Payment of organizational overhead exceeding 15% of proposed project budget
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- Funds for start-up business
- Operational costs for existing programs

### ***Application and Funding Calendar***

Zero Waste Funding application issued	Tuesday, September 3, 2019
Questions Due	Monday, September 16, 2019
Responses to Questions	Wednesday, September 18, 2019
Application Due	Friday, October 11, 2019 by 2 p.m. MST
Application Evaluations	October 2019
Announcement of Awards	End of October 2019
Start of 2020 project funding	January 2020
Funding Available for Reimbursement	April 2020
End of 2020 project funding and all reports due	Friday, December 11, 2020

**NOTE:** Dates are subject to change. Applicants will be notified in advance of any schedule changes.

### ***Application Instructions and Procedures***

Applicants are advised to review the application packet in its entirety prior to preparing and submitting an application. If after reviewing the application materials you are uncertain whether a proposed project fits within the funding guidelines, please contact Cody Lillstrom at [jlillstrom@bouldercounty.org](mailto:jlillstrom@bouldercounty.org) or 720-564-2757.

### Application Deadline

**APPLICATION(S) MUST BE RECEIVED BY 2 p.m. MST on Friday, October 11, 2019.**

Electronic submission is encouraged. Please submit your completed application to Cody Lillstrom via email at: [jlillstrom@bouldercounty.org](mailto:jlillstrom@bouldercounty.org).

Applications may also be mailed or hand-delivered to:

Boulder County Resource Conservation Division  
1901 63<sup>rd</sup> St.  
Boulder, CO 80301  
Attn: Cody Lillstrom

**Any application received after the deadline will not be considered.**

### General Conditions

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

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

For inquiries or clarification concerning this program, contact Cody Lillstrom at (720) 564-2757 or email at [jlillstrom@bouldercounty.org](mailto:jlillstrom@bouldercounty.org). Funds are awarded on a competitive basis, and no requests will be considered outside the standardized application and review process. There is *no appeals process* for applications not accepted for funding.

### Submittal Requirements: Electronic submittals are encouraged

Applications must include one original application packet with all relevant documents attached. If mailed or hand delivered, all materials, unless otherwise noted, are to be printed double-sided on 8 ½" x 11" recycled paper with 100% post-consumer content.

- Do not use plastic covers or binders.
- Do not add dividers, title pages, tabs, etc.
- No faxed copies will be accepted.
- All costs incurred in the preparation of an application are the responsibility of the applicant.

## Application Evaluation Process

Applications will be reviewed and evaluated by a subcommittee delegated by the Resource Conservation Advisory Board. The subcommittee follows the procedures of the Resource Conservation Advisory Board to eliminate any potential conflict of interest as found in by-law section 6. During the review process, staff may contact the applicant for additional information or clarification. However, an expression of interest by staff should not be construed as an indication of forthcoming funding approval. Applicants are advised to make their submittal as clear as possible.

Final funding approval will be made by the Board of County Commissioners (BOCC). Awards will be announced in November 2019 following BOCC approval.

## Application Evaluation Criteria

All submitted applications which are in compliance with the Zero Waste Funding requirements will be evaluated according to the following criteria:

Project Conception – The application is clear and comprehensible with a realistic timeline, program/project activities are well-defined and technically feasible, milestones are realistic, program/project is innovative, non-duplicative of existing services, and responsive to an identified need.

Impact – The extent of contribution to implementation of zero waste programs in Service Area; extent of changes in behavior; transferability of the program/project to other communities.

Outcomes - Objectives clearly stated, specific, realistic and measurable; project monitoring and evaluation strategies are thoughtfully planned.

Organizational Capacity - Management and staff are qualified to implement project and achieve stated objectives.

Financial Viability - Organization demonstrates sound fiscal management: project budget is realistic and cost effective.

Additional Evaluation Factors - Assessment of applications may also include consideration of such issues as geographic distribution of services, demographic diversity, degree of collaborative effort, community support and public education potential.

In-kind or Matching Funds - Applications that include in-kind or matching funds are strongly encouraged.

## Application Content and Organization (Applicant's Check List)

Unless otherwise noted, a complete application must include all the following forms and supporting documents to be eligible for consideration.

- Form A: *Application Cover Page*
- Form B: *Applicant's Statement of Qualifications*
- Form C: *Project Summary & Narrative, two double-sided pages maximum, (total of 4 pages)*
- Form D: *Project Budget*

Where applicable, one copy of the following can be included:

- Organizational Budget for the current fiscal year indicating expenses and revenues
- Governing Board roster, indicating officers, addresses and affiliations
- List of key project personnel
- Proof of federal non-profit status (if applying as a non-profit) or proof of incorporation in Colorado (if applying as a corporation)

### Funding Awards

All applicants will be notified of the results of the review process. For successful applicants, funds will be available for expenditure only after a service contract between Boulder County and the applicant is signed and executed. Funds must be expended by December 11, 2020. Boulder County will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing. Unused funds are not available for other uses under this agreement.

Boulder County reserves the right to revoke any funding award for which a contract is not executed, due to delays on the part of the applicant, within two (2) months of the award. **Funded programs/projects must be initiated within three (3) months of execution of the contract, or funds may be withdrawn, unless specific written approval is granted for delays due to extenuating circumstances.**

### Reports, Monitoring, and Payment Schedule

Boulder County reserves the right to monitor funded projects and to receive timely and pertinent information on status and progress. A mid-term progress report and a final report will be required from awardees. A schedule for report submittals and reimbursement requests will be established in consultation with County staff. All projects will be required to submit a poster board report suitable for display at the Recycling Center, along with a final report. Failure to submit a final written report and poster board report shall invalidate the applicant for further funding requests for three years.

**NOTE: Funds will be provided on a reimbursable basis based on proper documentation of receipts and invoices billed specifically to the individual or organization that is listed within the signed contract. Funds will be available for reimbursement starting in April 2020.** Funds must be used in accordance with the final budget upon which the application was based.

All publicity or promotional materials concerning the project, including news releases, feature stories, public service announcements, brochures and product literature produced during the term of this Agreement, must be submitted to Boulder County for review and approval prior to distribution. **All printed material must be submitted to Boulder County for review and approval prior to printing.** Boulder County reserves the right to withhold funding for printed material if it has not been pre-approved by the county. Copies of all promotional material created shall be reproduced and submitted with the Final Report.

All infrastructure improvements shall include permanent signage, and all printed materials shall include the statement: "Zero Waste Funding Provided by Boulder County".

### Environmentally-Preferable Requirements

All printed materials must be on 100% recycled content paper. Specify and purchase products/materials with post-consumer recycled content whenever possible if such products/materials are to be reimbursed with county funds.

- *The increase in funding from \$50,000 to \$100,000 in 2020 is pending Board of County Commissioner approval.*

## Contract Specifications

### **Agreement**

A service agreement and funding contract will be entered into following the funding award.

### **Expenses Reimbursed**

The Zero Waste funding will be administered as a reimbursement, based on proper documentation of receipts and invoices billed specifically to the individual or organization that is listed within the signed contract.

### **W-9 Form**

A completed, signed, and dated W-9 for the organization or individual shall be submitted with the executed contract.

### **Insurance**

***Please note the following insurance requirements.*** The Contractor shall procure and maintain at its own expense, and without cost to the County, until this Contract has expired or is terminated, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed under this agreement:

- a. Commercial General Liability. This coverage should be provided on an ISO 1998 Form or most current with minimum limits of \$1,000,000 combined single limit for each occurrence.
- b. \*Automobile Liability. Minimum limits are required to be \$1,000,000 for each occurrence. Coverage must include:
  - All vehicles owned, non-owned, and hired to be used on the contract
  - Personal Injury Protection where applicable*\*County Risk Management will review the requirement for auto insurance based on the specifics of the proposed project.*
- c. Workers' Compensation and Employer's Liability. Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

The Contractor shall provide Certificates of Insurance to Boulder County demonstrating that the aforementioned insurance requirements have been met prior to the commencement of work under this Contract or Proposal. The Commercial General Liability certificate shall indicate Boulder County as an ADDITIONAL INSURED.

**The Additional Insured wording should be as follows:**

**County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured.**

These Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled, terminated, changed or modified without thirty (30) days written notice to Boulder County.

# Boulder County

## Zero Waste Funding 2020

FORM A

*Application Cover Page*

### **Applicant Information**

**Applicant:** [Click here to enter text.](#)

**Which category are you applying for: (check one box only)**

Infrastructure

Education

**Type of Organization:**  Corporation  Sole Proprietorship  Partnership  Non-Profit

Governmental Agency  Other\_ [Click here to enter text.](#)

**Year Established:** [Click here to enter text.](#) **Federal ID Number:** [Click here to enter text.](#)

**State and Date of Incorporation:** [Click here to enter text.](#)

**Address:** [Click here to enter text.](#)

**City and Zip Code:** [Click here to enter text.](#) **Business Phone Number:** [Click here to enter text.](#)

**Email:** [Click here to enter text.](#)

**Contact Person:** [Click here to enter text.](#) **Phone:** [Click here to enter text.](#)

**Name of Fiscal Agent:** [Click here to enter text.](#)

### **Project Information**

**Project Name:** [Click here to enter text.](#)

**Amount Requested:** \$[Click here to enter text.](#) **Total Project Budget:** \$[Click here to enter text.](#)

**Project Duration (Start up and Completion Dates):** [Click here to enter text.](#)

**Project Service Area:** [Click here to enter text.](#)

**Other Participating Agencies/Organizations:** [Click here to enter text.](#)

### **Certification**

I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I further certify that this 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:** [Click here to enter text.](#)

**Date:** [Click here to enter text.](#)

# Boulder County Zero Waste Funding 2020

## FORM B

### *Applicant's Statement of Qualifications*

**Applicant:** [Click here to enter text.](#)

Additional pages/attachments may be used if additional space is needed to answer the following questions.

1. Number of years of experience applicant has had in providing the services or products described in this application, or related operations:
2. Number of years applicant has been in business under the present business name:
3. List related prior business names, if any, with location and timeframe for each:
4. Is the company/agency currently in compliance with all local, state and federal permit, zoning and safety regulations?  Yes  No (If No, explain):
5. Within the past three years, has the company/agency been cited for any violations of local, state or federal permit, zoning or safety regulations?  Yes  No (If Yes, explain):
6. Are there currently any unpaid liens or judgments of any nature filed against the company or its principals?  
 Yes  No (If Yes, explain):
7. Are there any commitments, potential commitments or pending litigation that may impact assets, lines of credit or otherwise affect the applicant's ability to successfully complete the proposed project?  
 Yes  No (If Yes, explain):
8. Has the applicant failed or refused to complete any contract or grant award in the past three years?  
 Yes  No (If Yes, explain):
9. Does the company have a valid and current business license?  Yes  No  
If Yes, from which jurisdiction?  
License number and date of issue:
10. Who administers your organization's fiscal system?

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Best time to call: [Click here to enter text.](#)

**FORM B - continued**

11. Indicate the accounting firm that prepares your organization's annual audit.

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

12. Please indicate relevant key contracts and grants that you currently hold, and any others that have been completed in the last three years.

<i>Name of Grantor and Contact Person</i>	<i>Services Provided Under Contract</i>	<i>Amount</i>	<i>Contract Dates</i>

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

Signature(s): \_\_\_\_\_

Name and Title: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

**Note:** *If more than one company/agency is collaborating in the service(s) to be provided, each participant must complete this form i.e. parent company and subsidiary, or two separated unrelated companies.*

# Boulder County

## Zero Waste Funding 2020

**FORM C**

### *Project Summary & Narrative*

**Project Name:** [Click here to enter text.](#)

#### ***Project Summary***

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

[Click here to enter text.](#)

#### ***Project Narrative***

Please provide responses to the following items relative to your proposed project. Use no more than two pages, single-spaced, double-sided (two sheets of paper, four sides total) for your application 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 source 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, relevant tasks, and activities.
- b) Indicate program goals, target audience, and outcome objectives.
- c) List any applicable permits, licenses, or insurance coverage that must be secured for this project.
- d) Will this project move forward if the County does not fund it?
- e) Could you execute this project if it is not fully funded?

**4. Project Timeline**

Present an implementation schedule for the project. Indicate probable start and end dates and significant milestones.

**5. Project Evaluation and Accountability**

Indicate how program performance will be monitored and measured and how you will determine the success of the project.

**6. Cost Effectiveness**

Describe why the project is an efficient use of public funds.

**7. Cooperative Efforts**

Describe any cooperative or collaborative efforts with other organizations functioning in the target area. List other project participants and indicate how resources are shared and service duplication is avoided.

**8. Long Term Self Sufficiency (for continuing or on-going projects)**

Discuss how the project will become financially viable and self-sustaining after the expiration of the current Zero Waste Funding. How will future expenses be met? Indicate whether you anticipate requesting future support for this project from the County.

# Boulder County

## Zero Waste Funding 2020

**FORM D**

### Project Budget

Project Name: \_\_\_\_\_

Funding Request \$ \_\_\_\_\_ Total Project Budget \$ \_\_\_\_\_ In-kind/Matching \$ \_\_\_\_\_

Total Agency/Organization Budget: current FY \$ \_\_\_\_\_ ..... Prior FY \$ \_\_\_\_\_

Request is \_\_\_\_\_ % of project budget, and \_\_\_\_\_ % of organizational budget.

Organization operates on a:  calendar year  fiscal year. FY dates: \_\_\_\_\_

**Project Expenses**

<i>Personnel Expenses</i>		Funds Requested	In-kind/ Matching Funds	Total Project Budget
Salaries and Wages				
Title	# of hours x hourly wage			
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Employee Benefits (maximum of 15% of hourly wages)		\$	\$	\$
<b>Consultants &amp; Contract Services (List in space below)</b>				
		\$	\$	\$
		\$	\$	\$
<b>Total Personnel Expenses</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

Non-personnel expenses may include: Equipment (rental, lease, purchase); Supplies & Materials; Staff Travel/Meetings; and/or Permit Fees/Licenses. Show in detail how you arrived at the funding request for each line item (i.e. printing costs = 1,200 brochures x \$0.75 each= \$900).

<i>Non-Personnel Expenses</i>	Funds Requested	In-kind/ Matching Funds	Total Project Budget
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Total Non-Personnel Expenses</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b><i>Total Project Expenses</i></b>	\$	\$	\$
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**FORM D - continued**

***Project Income***

This will assist you with filling out the In-kind /Matching Funds section of the project budget if the funds requested under this application do not constitute full support for your project.

*Please itemize other sources of income.* Indicate whether funds are committed or anticipated.

For example: if you were holding a compost bin sale to generate more money for the program and expected to earn \$500, under Earned Income you would put \$500 in the Amount column and the Anticipated column. Another example: if you already received an additional \$12,000 grant to fund your program, under Grants and Contracts you would put \$12,000 in Amount and Committed.

<i>Project Income</i>	<i>Amount</i>	<i>Committed</i>	<i>Anticipated</i>
<b>Earned Income</b> (fees, sales, interest, contracts, etc.)			
	\$		
	\$		
<b>Financial Contributions</b> (groups, individuals, events)			
	\$		
	\$		
<b>Grants and Contracts</b>			
	\$		
	\$		
<b>Other</b>			
	\$		
<b>Total Project Income</b>	\$		

***In-kind Contributions***

In-kind Contributions are encouraged. Please list in-kind and other non-cash contributions (volunteer services, materials, equipment, etc.) below. Please do not show them as income.

**Budget prepared by:** [Click here to enter text.](#) **Phone:** [Click here to enter text.](#)