

TO: County Recycling Coordinators

FROM: Ron Henricks, Administrator
Waste Reduction Section
850-921-9223 (voice)
850-921-8061 (fax)
E-mail: henricks_r@dep.state.fl.us

DATE: December 16, 1997

RE: Innovative Recycling Grants

In 1997 the Florida Legislature created Section 403.7059(9), F.S., which requires the Florida Department of Environmental Protection (DEP) to make grant funds available for fiscal year 1997-98 to counties on a competitive basis for innovative programs related to recycling. The purpose of this memorandum is to provide an update about the status of those Innovative Recycling Grants. The last memorandum we distributed about this was on August 8, 1997. There have been some changes since then, so please read the following information carefully.

DEP has decided to award the grants through a Request for Proposals (RFP) process. A hard copy of the official RFP will be mailed to all county recycling coordinators within the next week or two. To give you a head start, this memorandum will discuss the main elements of that RFP.

Peter Goren will be **Project Manager** for the Innovative Recycling Grants program. He can be reached at 850-487-8860 and e-mail (goren_p@dep.state.fl.us).

Timeline

- 02/02/98 County grant proposals are due at DEP.
- 03/16/98 DEP announces counties chosen to receive Innovative Recycling Grants
- 04/16/98 Deadline for counties to sign grant agreements with DEP.
- 06/30/99 Deadline for counties to encumber grant money expenses. (We originally thought that counties must encumber such expenses by 06/30/98. We later discovered counties have an additional year after that.)

Grants Distribution

Approximately \$1,700,000 will be available for the grants, which will be cost-reimbursement, like the Recycling and Education Grants. Any county can submit a maximum of two proposals, either for just that individual county, on behalf of one or more of its cities, or as part of a joint proposal with other counties. The maximum amount per proposal is \$300,000. The maximum amount per county is also \$300,000. In other words, if a county submits two proposals, the county's share of the two proposals together should total no more than \$300,000. If the total is more than \$300,000, the proposal containing the smaller amount will be disqualified, unless that is a joint proposal, in which case only the offending county's portion of that proposal will be disqualified.

For a joint proposal, DEP requires one county to be the lead county, which should also be the county submitting the proposal. For a joint proposal, DEP will contract directly with, and make all payments to, the lead county, who will then be responsible for distributing monies to the other counties that are part of the joint proposal.

DEP reserves the right to award only part of a proposal. For example, if a county submits a proposal for \$300,000 but DEP feels that only \$100,000 of that proposal is innovative, DEP may award the smaller amount.

DEP also reserves the right to award only part of the \$1,700,000 available for Innovative Recycling Projects, in the event that counties do not submit enough proposals that DEP considers innovative.

Project Description

The Project Description section of your grant application should be no more than **5 pages** long, including at least the following:

- (a) Indicate whether this is an individual county project or a joint project of two or more counties. If the latter, list the participating counties, along with the dollar amount that each county would receive as its share of this proposal. Also, indicate which county will be the lead county.
- (b) Outline of the various elements or components of the project. If a joint project with other counties, describe the relationship of each county to the elements or components of the project.
- (c) Detailed cost of the various elements or components of the project proposal, including administration, equipment, operations, advertising, and public education. Also, delineate the public/private sector share of these costs.
- (d) Timeline for the major elements or components of the project proposal.

- (e) Joint proposals should describe who will own whatever equipment will be purchased during the course of the project.

Eligibility Criteria and Weighting Factors

The following eligibility criteria is mandated by statute. However, DEP determined the weight to be given to each criteria. The page limit shown for discussion of each criteria is the maximum that will be allowed for that section of the proposal, which is separate from the Project Description part of the proposal (discussed above).

(a) Advanced Technologies or Processes (Weight **25%**) (Limit **2 pages**)

Each grant proposal should discuss how the proposed project will demonstrate or utilize advanced technologies or processes. “Advanced” means not in common use on a statewide basis in jurisdictions of similar size or demographics. Also, the proposal should include discussion about how the technology or process proposed will lead to greater quantities of recovered materials and create a product that is more recyclable and/or marketable (i.e. more and/or higher quality of the materials than is currently being recovered within the county or region).

(b) Technology Transfer (Weight **25%**) (Limit **2 pages**)

Each grant proposal should discuss the transferability of the technology and processes of the proposed project. “Transferability” means the proposed technology or program would be applicable to many other communities or businesses or individuals to do the same thing in their jurisdictions. The proposal should include discussion as to where the technology would be transferable. For example, a sparsely-populated county may propose a project that would be especially applicable and transferable to many other sparsely-populated counties. Or a densely-populated county may propose a project that has general applicability to the commercial sector of many other densely-populated counties.

The proposal should also contain a statement of the respondent’s willingness to make at least one formal presentation about the project at an appropriate state or national workshop within one year following completion of the project. Purpose of the presentation would be to explain and “transfer” the knowledge learned from the project. Presentations may include published articles in recognized trade publications or professional journals.

(c) Cost Effectiveness (Weight **20%**) (Limit **2 pages**)

Each grant proposal should discuss how the proposed project will result in substantial improvement in recycling program cost effectiveness and efficiency as measured against statewide average costs for the same or similar programs. Depending on the nature of the proposed project, statewide average costs may or may not be easily obtainable. The

respondent must make an attempt to determine whether such costs are available. However, if such data is unavailable, the respondent should, at a minimum, estimate a cost/benefit ratio for the project. In other words, compare the cost of implementing the proposal versus the benefits that are expected to accrue therefrom. Also, include any assumptions made in deriving costs and benefits. Where relevant, the proposal should include discussion about the marketability of any materials being recovered. For example, will the respondent be able to actually get the materials recycled, and how much more value will the product have? How much more (either volume or weight) of the materials will be marketable?

(d) Nontraditional Materials
(Weight **20%**) (Limit **2 pages**)

Each grant proposal should discuss how the proposed project will collect and recycle nontraditional materials. "Nontraditional" means any materials that are part of the municipal solid waste stream except for aluminum cans, steel cans, plastic bottles, glass, and newspaper. "Nontraditional" also applies not just to the materials themselves, but also to the collection and processing of those materials, as well as to the availability of end markets.

Please note that Section 403.706(5), Florida Statutes, gives the statutory definition of municipal solid waste, which: "includes any solid waste, except for sludge, resulting from the operation of residential, commercial, governmental, or institutional establishments that would normally be collected, processed, and disposed of through a public or private solid waste management service. The term includes yard trash, but does not include solid waste from industrial, mining, or agricultural operations."

Some counties have asked if DEP would consider funding a proposal that dealt with agricultural film. Since agricultural film is part of agricultural operations, it is not considered part of municipal solid waste. Therefore, a proposal that dealt with agricultural film would not be eligible for an Innovative Recycling Grant.

(e) Regional Programs
(Weight **10%**) (Limit **1 page**)

Each proposal should discuss whether or not the proposed project will demonstrate and implement a multi-county regional recycling program. "Regional" means across boundaries of two or more county political jurisdictions. For example: a county working with a city in a neighboring county.

Review Committee

DEP's grant application review committee will consist of at least three DEP staff. No one from outside of DEP will be on the review committee.