



Florida Department of
Environmental Protection
Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Charlie Crist
Governor

Jeff Kottkamp
Lt. Governor

Michael W. Sole
Secretary

TO: PROSPECTIVE FLORIDA INNOVATIVE RECYCLING/WASTE
REDUCTION GRANT APPLICANTS

DATE: JUNE 27, 2008

SUBJECT: REQUEST FOR PROPOSALS FOR FY 2009-10 INNOVATIVE
RECYCLING/WASTE REDUCTION GRANT PROJECTS

This is a request for proposals for Innovative Recycling and Waste Reduction Projects. Interested applicants must submit proposals to the Department **no later than 5:00 p.m. on September 2, 2008.**

Checklist for Grant Applicants

Before sending a grant proposal to DEP, applicants should review this checklist. Details are discussed in the remainder of this RFP.

- A. Make sure your proposal is physically at DEP (not just postmarked) by **5:00 p.m. September 2, 2008. Proposals received after the deadline will be disqualified.**
- B. Make sure your proposal is in the required format.
- C. Make sure the paper on which your proposal is printed contains some post-consumer recycled content.

Minimum Conditions

In order to respond to this solicitation for a grant, the respondent must meet the following conditions:

1. Be a Florida county, municipality, special district or nonprofit organization that has legal responsibility for the provision of solid waste management.
2. Submit proposals to the DEP no later than 5:00 p.m. on September 2, 2008. That does not mean postmarked by that time, and it does not mean e-mailed to DEP. It means physically delivered to the following location:

Shannan Reynolds
Florida Department of Environmental Protection
Waste Reduction Section, Recycling Program
2600 Blair Stone Rd., MS 4555
Tallahassee, FL 32399-2400
Phone: 850/245-8716 Fax 850/245-8811
Shannan.Reynolds@dep.state.fl.us

3. Submit seven hard copies and one Microsoft Word digital version for each project proposal (including one Microsoft Excel digital version of the project's budget). No binders or covers, just plain paper.
4. Submit no more than 10 pages (including Budget form) in the format outlined below. **Proposals not submitted in the proper format will be disallowed.**

Proposal Format:

Proposals must be submitted on applicant's official letterhead signed by a county or city official (as appropriate) and must use **text with a font size of no smaller than 12 points. Applicants are required to use the Innovative Grants Proposal Template (in Microsoft Word digital format)** available on the Innovative Grants website (<http://www.dep.state.fl.us/waste/categories/recycling/pages/InnovativeGrants2009-10.htm>). **Do not delete the instructions provided on each page of the Innovative Grants Proposal Template.** Proposals must have **no less than 0.5 inch margin around all four sides of a page.** Printed proposals should use paper with some post-consumer recycled content.

PAGE 1 (one page) On letterhead with authorizing signature.

- 1) Applicant Name:
- 2) Primary contact person:
- 3) Complete Address:
- 4) Telephone (including SunCom number if applicable):
- 5) E-mail address:
- 6) Project Title:
- 7) Grant Request Amount:
- 8) Length of Project (months):

PAGE 2 (no more than 20 lines)

Project Abstract: The first paragraph needs to briefly describe the project and how the requested funds will be used. The abstract is not to exceed 20 lines. DEP reviewers of the application will deduct one point for every word over 20 lines in their scoring of the application.

PAGE 3 (one page)

Project Description.

PAGE 4 (one page)

Criteria 1: Technologies: Describe how the project will demonstrate of utilize uncommon or novel **technologies or processes**.

PAGE 5 (one page)

Criteria 2: Targets: Describe how the project will address the **materials** targeted by DEP.

PAGE 6 (one page)

Criteria 3: Benefits/Cost-Effectiveness: Describe the **benefits and cost effectiveness** of the project.

PAGE 7 (one page)

Criteria 4: Sustainability: Describe **sustainability** of the proposed program.

PAGE 8 (one page)

Criteria 5: Transferability: Describe the **transferability** of technology/processes & how the project will promote transferability.

PAGE 9 (one page)

Criteria 6: Local Support: Describe **local support** for the project in commitment of cash or in-kind matching funds. Either public or private sector contributions may count as match.

PAGE 10 (one page using Budget Table Template)

Use the Innovative Grants Budget Table Template (in Microsoft Excel digital format) available on the Innovative Grants website (<http://www.dep.state.fl.us/waste/categories/recycling/pages/InnovativeGrants2009-10.htm>).

Multi-applicant Collaborative Proposals

In multi-applicant collaborative proposals, **each applicant's share of the proposal budget** should be explicitly identified. Also, the **lead applicant should be identified** for administrative and project management purposes.

Targets

DEP is using the criteria and scoring process to target the following solid waste materials or sectors:

- Construction and Demolition Debris
- Commercial/Institutional Waste
- Waste Tires
- Hurricane Debris
- Multi-family Housing Waste

We will accept, review, and rank proposals that do not focus on solid waste other than the targets, but we will reward additional points to those proposals that do focus on the targets.

Please note the statutory definition of solid waste, which is found in Section 403.703(32), Florida Statutes:

“Solid waste” means sludge unregulated under the federal Clean Water Act or Clean Air Act, sludge from a waste treatment works, water supply treatment plant, or air pollution control facility, or garbage, rubbish, refuse, special waste, or other discarded material, including solid, liquid, semisolid, or contained gaseous material resulting from domestic, industrial, commercial, mining, agricultural, or governmental operations.

Criteria and Scoring

Proposals will be reviewed and scored utilizing the following criteria:

- **20 points** **Technologies or Processes**
- **10 points** **Targets**
- **25 points** **Benefits/Cost-effectiveness**
- **25 points** **Sustainability**
- **10 points** **Transferability**
- **10 points** **Local Support**
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- **100 points** **Total**

Following is a more detailed discussion of each criterion.

(a) (20 Points) Technologies or Processes: *Demonstrate technologies or processes that (1) represent a novel application of an existing technology or process, or that (2) overcome obstacles to recycling/waste reduction in new or innovative ways.*

Discussion: The range of scoring is between 0 and 20 points, with up to 10 points for meeting one of the following sub-criteria and up to 20 points for meeting two:

- **Novel application of an existing technology or process:** The proposal should provide documentation showing how the existing technology or process is novel.
- **Overcome obstacles to recycling/waste reduction in new or innovative ways:** The proposal should spell out what obstacles are being addressed, explain how the proposal would overcome those obstacles, and provide documentation supporting the newness or innovation of the ways in which the proposal will address those obstacles. **Please note: “innovative” means that the process, technology, or activity for which funding is sought has not previously been implemented within the jurisdiction of the applicant.**

(b) (10 Points) Targets: *Demonstrate innovative processes to collect and recycle or reduce materials targeted by the department and the recycling industry. Demonstrate effective solutions to solving solid waste problems resulting from waste tires, particularly in the areas of enforcement and abatement of illegal tire dumping and activities to promote market development of waste tire products.*

Discussion: Proposals focusing on the following items will be eligible for **up to 10 points**:

- **Construction and demolition debris.**
- **Commercial/institutional waste.**
- **Waste tires.**
- **Hurricane debris.**
- **Multi-family housing waste.**

Please note that just because a targeted material/sector is included in a grant application does not mean the full 10 points will automatically be awarded. If the material is only a small part of the overall proposed project, then less than 10 points will be given.

For example: if a proposal covers yard trash and C&D, but the majority of the proposal is focused on yard trash rather than C&D, then the proposal will receive less than the maximum 10 points available under the targets criteria.

(c) (25 Points) Benefits/Cost-effectiveness: *Demonstrate the potential benefits and cost-effectiveness of the proposed program.*

Discussion: There are three components for this criterion:

- **(5 Points) Environmental benefits:** Under which we will consider two parameters:
 - **Methodology:** Source reduction and resource conservation rate higher than material reuse which rates higher than recycling and composting programs. A combination of these approaches rates somewhere in between.
 - **Toxicity:** Programs that reduce (a) exposure to or (b) release of hazardous or toxic materials which pose a threat to public health.
- **(5 Points) Economic benefits:** This will include, but not necessarily be limited to, such things as more jobs or increased marketability of a product.
- **(15 Points) Cost-effectiveness:** This will include, but not necessarily be limited to, consideration of such issues as:
 - How the results of the program could potentially result in a substantial **reduction in the cost** of recycling/waste reduction.

- How long the **payback period** is for program costs. Shorter paybacks rate higher than longer paybacks.
- How the program will make the most **cost-effective** use of vendors, subcontractors, products, and other program resources to complete the project.

(d) **(25 Points) Sustainability:** *Demonstrate sustainability of the proposed program.*

Discussion: Programs that are designed to continue after the grant ends are more desirable than programs that die with the end of grant funds.

(e) **(10 Points) Transferability:** *Demonstrate transferability of technology and processes used in the program and specify how the program will promote transferability.*

Discussion: There are basically two sub-criteria here:

- **(5 points) Transferability of technology and processes:** whether other local governments will be able to gain from the completion of the project, and whether the technology or process will apply to a broad audience. If a project is transferable to areas with demographics or situations substantially different than its home base, then that project will get more points than a project that is transferable to areas with more limited demographics or situations.
- **(5 points) How the program will promote that transferability:** the greater the proposed effort to promote transferability, the greater the points. For example, projects that plan and budget for mentoring counties or communities with similar demographics in Florida will score higher than those who simply propose to write an article or give a presentation.

(f) **(10 Points) Local Support:** *Demonstrate local support for the proposed program by the commitment of cash or in-kind matching funds.*

Discussion: Either public or private sector contributions may count as match. Points for either cash or in-kind matching funds will be allocated per the following:

- 0 points 0% up to and including 1% of total project cost
- 1 points Greater than 1% up to and including 10% of total project cost
- 2 points Greater than 10% up to and including 20% of total project cost
- 3 points Greater than 20% up to and including 30% of total project cost
- 4 points Greater than 30% up to and including 40% of total project cost
- 5 points Greater than 40% up to and including 50% of total project cost
- 6 points Greater than 50% up to and including 60% of total project cost
- 7 points Greater than 60% up to and including 70% of total project cost
- 8 points Greater than 70% up to and including 80% of total project cost
- 9 points Greater than 80% up to and including 90% of total project cost

- 10 points Greater than 90% up to and including 100% of total project cost

For example, a project's total cost will be \$100,000 with \$50,500 of that covered by in-kind match while the other \$49,500 will be covered by an Innovative Recycling/Waste Reduction Grant. This is a 50.5% match, resulting in 6 points under this criterion. Here are the steps to use in calculating the percentage match:

1. Total grant requested + Total local match = Total project cost
2. (Total local match / Total project cost) x 100 = Percentage match

Proposals should clearly state (a) the amount of matching funds and (b) the percentage of matching funds as part of total project costs.

Please note that the above excerpt and example calculation is based on the percentage match of **total project cost**, not **total grant requested**. If it had been based on percentage of total grant requested, the example calculation would have resulted in a 102% match, giving the proposal 10 points under this criterion. We will correct any calculations done in that manner.

Timeline/Review Process

- 06/27/08 Request for Proposals posted on DEP's 2009-10 Innovative Recycling/Waste Reduction Grants web site
(<http://www.dep.state.fl.us/waste/categories/recycling/pages/InnovativeGrants2009-10.htm>).
- 09/02/08 Proposals are due at DEP no later than 5 p.m. (**that does not mean postmarked by 5 p.m., it means at DEP by 5p.m.**). **Maximum length: 10 pages.** Seven hard copies and one electronic version in Microsoft Word format are to be submitted on **applicant's letterhead. No binders or covers, just plain paper. Margins no less than 0.5 inches. Font should no smaller than 12 points.**
- 09/26/08 (Tentative date.) DEP Review Committee finishes reviewing and ranking the grant applications. During this meeting, the Committee will decide if any additional information is needed from any applicants. The Committee will also decide whether to recommend that any applicants should combine efforts or cooperate more closely with other applicants.
- 09/29/08 (Tentative Date.) DEP Review Committee forwards the final ranking of grant applications to DEP upper management for review and approval.
- 10/10/08 (Tentative date.) DEP submits finalized ranking of applications to Governor and Legislature.
- 05/01/09 (Tentative date.) Legislature decides what proposals will be funded.

06/15/09 (Tentative date.) DEP notifies applicants selected by Legislature to receive Innovative Recycling/Waste Reduction Grants. Grantees must check with their DEP district office and local environmental permitting agencies on compliance issues regarding proposed project work.

06/30/09 (Tentative date.) Scope of Service (SOS) and Environmental Certification Form due. SOS shall contain applicable amendments to the proposal along with final timeline (dates), deliverables (work), itemized costs of each deliverable (budget) and applicant contact details (i.e. Project Manager address, phone, e-mail, and FEID#).

07/21/09 (Tentative date.) DEP sends Grant Agreements to applicants for signatures.

Web Site

The Request for Proposals, and all other information connected with the FY 2009-10 Innovative Grants, is available via this web site:

<http://www.dep.state.fl.us/waste/categories/recycling/pages/InnovativeGrants2009-10.htm>

Applicants and other interested parties are advised to check that web site periodically for new information, documents, or links.

For information about past Innovative Grants, please go to this web site:

<http://www.dep.state.fl.us/waste/categories/recycling/pages/grants.htm>.

Questions/Contact

If you have any questions, please feel free to contact the Innovative Recycling/Waste Reduction Grants program manager: **Shannan Reynolds** (850/245-8716; Shannan.Reynolds@dep.state.fl.us).