



# WASTE DIVERSION ON THE FRONT RANGE

Request for Applications (RFA) #SF011224

Application Due: January 12, 2024 @ 3:00 pm

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## I. BACKGROUND AND ELIGIBILITY

### BACKGROUND

The Front Range Waste Diversion Enterprise (FRWD) was established by the Colorado State Legislature in 2019 to drive sustainable waste diversion efforts across the Front Range region. This collaborative effort, led by the FRWD board of directors and the Colorado Department of Public Health & Environment (CDPHE) staff, provides grants and technical support to Front Range communities. The ultimate aim is to achieve waste diversion targets of 39% by 2026 and 51% by 2036 along the Front Range of Colorado.

The FRWD enterprise fund is sustained by an increase in user fees at Front Range landfills, which have been in effect since January 2020. This funding source is projected to contribute approximately \$15 million.

The FRWD program harmonizes with broader initiatives focused on advancing Colorado's waste diversion goals. This includes the establishment of the Circular Economy Development Center and the Producer Responsibility program, both enacted in 2022.

The FRWD Enterprise is a crucial element in the transformation to a circular economy in the Front Range. This entails extending landfill life, creating local jobs, supporting businesses, diversifying end markets, reducing food waste, and lowering greenhouse gas emissions. Achieving these waste diversion goals requires active participation from every Front Range community, resident, and business. The FRWD Enterprise collaborates closely with local entities, aligning efforts for increased capacity, access, innovation, and return on investment (ROI).

### RFA FOCUS

This Request for Application (RFA) focuses on advancing waste diversion through the following means:

- Construction and demolition (C&D) waste diversion and reduction, including infrastructure development for feasible and cost-effective methods such as manual separation at the source of generation (demolition projects, construction sites) or at another point in the process, or mechanical separation processes.
- Organic waste projects to include infrastructure to increase collection and processing of organic waste.
- Recycling infrastructure and collections projects.

### ELIGIBILITY<sup>1</sup>

#### TONNAGE ELIGIBILITY

- Applicants must show reuse, reduction, or diversion of a minimum of 1,000 additional tons per year. For the purpose of this RFA “additional tons” is defined as tons of materials, not currently being diverted from landfills, annually upon implementation of the project. Applicants will be required to explain where the new or additional tons are coming from and demonstrate how the new or additional tons were previously being landfilled.
- In order to encourage projects located in or providing services in Teller, Pueblo, and Elbert Counties, these counties are not subject to the minimum tonnage requirements.
- If lightweight materials are being diverted and tonnage is not an appropriate metric, the applicant should include volume. Volume should be measured by using the volume-to-

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<sup>1</sup> Written Q&A opportunities will be available as indicated in the timeline, please utilize this time to ask any clarifying questions.

weight conversion factors prepared by the US Environmental Protection Agency (EPA), referenced on this [website](#).

#### LOCATION ELIGIBILITY

- To be eligible, projects must serve one or more the following counties: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Elbert, El Paso, Jefferson, Larimer, Pueblo, Teller or Weld. It is assumed applications from the above counties serve the FRWD service area. All other applicants must document how the project benefits the counties in the FRWD service area.

#### SHOVEL-READINESS ELIGIBILITY

- Applicants must be shovel-ready, which for the purposes of this RFA is defined as a project proposal that has reached an advanced stage of planning and engineering, enabling it to commence promptly upon contract execution, given adequate funding. This includes having secured a designated site with a lease in place if necessary, a comprehensive understanding of all required permits at both the local and state levels, and the financial capability to initiate the project upfront. It is important to note that while projects must be sufficiently advanced to start work immediately upon the issuance of a fully executed contract or purchase order, FRWD funding cannot reimburse for partial or down payments, or for items or resources possessed prior to the execution of the contract.

#### FUNDING

In this funding cycle, there is approximately \$5,000,000.00 available to support multiple projects, and applicants may request a maximum of \$5,000,000.00 in funding.

#### ANTICIPATED UPCOMING OPPORTUNITIES

The FRWD program plans to publish a Contribution Grants RFA in early 2024 tailored to projects that fall below the minimum tonnage requirements outlined in this offering. It is anticipated that this initiative will support smaller projects with lower funding requests.

## II. PROJECT REQUIREMENTS

In line with the commitment to clarity and effective resource utilization, the board holds a preference for funding:

- **Large dollar projects with clear budgets:** Applications should feature comprehensive, straightforward budgets that outline expenses in detail.
- **Avoidance of cost splitting:** While matching funding for the project is encouraged, it is preferred not to allocate costs across different budget items. For instance, if requesting a grant for a truck, it should be sought through FRWD funding, while matching funds should be directed towards supporting other budget lines.
- **Avoidance of long-term subscription-style expenses:** Education and subscription-type requests should involve one-time commitments, meaning they should not necessitate the allocation of funds over an extended period. They should not involve budget lines that require multi-year reimbursements. These items are encouraged, but should be included as in-kind or matching expenses.
- **Avoidance of awarded but unencumbered dollars:** The board aims to prevent the allocation of funds that cannot be utilized promptly, allowing such funds to be reallocated to other projects where funds can be spent promptly.
- **Precise details and numerical breakdowns:** Applications are expected to provide specific, quantifiable information rather than general statements.

- **Realistic timelines:** The proposed timelines for project execution should be pragmatic and achievable, including the time required for facility-related work, with all grant dollars spent within two (2) years of contract execution date.
- **Shovel-ready projects:** See Section I. Background and Eligibility for additional shovel readiness requirements. Contact the local planning or land use department in the county where the project will be implemented to ensure compliance with local permitting requirements. Failure to disclose or understand local, state, or federal permitting requirements may disqualify your application. A letter of engagement from the permitting authority, or other justification can be used to demonstrate the project is shovel ready. Some local authorities offer conceptual permit review services for projects in the initial stages of planning and development. Applicants are encouraged to seek a conceptual permit review if available and applicable to their project. For more information regarding state permit requirements, review the links below.
  - [Composting](#)
  - [Air Quality](#)
  - [Hazardous Waste](#)
  - [Storm Water](#)
  - [Recycling](#)

Applicants will be required to complete a series of eligibility questions as a part of the application to determine if the project is shovel-ready. Answering “no” to any of the questions does not disqualify an application from moving forward; however, CDPHE maintains the right to determine that the project is not shovel-ready and therefore ineligible to move forward during the required technical review process. Moreover, the FRWD board of directors may decline the application or require additional details upon review.

The ideal grant application will articulate a project that centers on developing and executing at least one of the above specified criteria. By adhering to these guidelines and aligning with the board's funding preferences, applicants can better position themselves for successful grant awards.

Applicants applying for funding to create a new composting facility utilizing the unadopted proposed revisions to Section 14 of the Colorado solid waste regulations may be preliminarily awarded, with contracts written after the regulations are voted on by the Solid and Hazardous Waste Commission (est. February 2024). Applicants should propose two project scenarios: an option A project (if revised regulations are passed) and an option B project (if regulations remain as currently written). The boards will consider both options and determine if the applicant will be awarded with a contingency for potential regulation changes. If the applicant does not propose an alternate project and the SHWC does not pass the proposed regulations, the applicant forfeits the award.

Projects are anticipated to start July 1, 2024. All awarded funds must be spent within two (2) years of the contract effective date. The term of the contract may be longer for monitoring purposes as deemed necessary by CDPHE.

Funds will only be provided to awarded applicants on a cost-reimbursement basis. This means that awarded applicants must have the financial capacity to cover expenses and then seek reimbursement from CDPHE. All expenses must be reasonable, necessary, and approved by CDPHE for the completion of the grant activities and must comply with Colorado's fiscal rules. It's important to note that CDPHE will not reimburse any costs incurred nor any items taken possession of by selected grantees before a legally-executed contract is issued.

### III. ELIGIBLE ENTITIES

Eligible entities include the following:

- Municipalities, tribes, counties, and cities and counties;
- Nonprofit and for-profit businesses involved in waste disposal or diversion; and
- Institutions of higher education and public or private schools.

Entities must be located in or providing service in the thirteen identified Front Range counties. See Section I. Background and Eligibility for additional location eligibility requirements.

Partnerships or collaboration with other entities are encouraged but not required. A partnership refers to a group of entities collaborating on a single FRWD application. Each entity in the partnership must have an active and specific role throughout the duration of the program implementation. If applicants are applying as partners or collaborators they must determine one entity to be the fiscal and project lead for the contract. The fiscal and project lead will submit the application and will serve as an intermediary across all the partners in the partnership. The fiscal and project lead must be an eligible entity.

Applicants who have applied and received grant funding from the FRWD program in the past are eligible to apply again.

### COMPLIANCE

If an applicant is currently part of the regulated community<sup>2</sup>, the board will consider the applicant's compliance history (inspection reports, compliance advisories, notices of violations, enforcement actions, resolution of deficiencies, fines and penalties paid or due, or similar) for the last five years. The board will also consider the applicant's status with CDPHE, the Colorado Secretary of State, EPA, the U.S. Department of Labor, the Occupational Safety and Health Administration (OSHA), and other applicable agencies. The board's consideration of an applicant's compliance history with these agencies is not limited to issues solely relevant to the proposed project's scope.

For compliance information, small business applicants are encouraged to reach out to the department's Small Business Assistance Program at [this link](#).

### IV. HOW TO APPLY

#### APPLICATION INSTRUCTIONS

Responses must be submitted as specified in this announcement. Applications that fail to follow all of the requirements may not be considered.

All applicants must submit an electronic application at the following link.

#### [ELECTRONIC APPLICATION](#)

Applicants will be prompted to create an account if an account has not already been created with the provided email address. Once an account has been created and a new application has been started, applicants may save an application and return to it later by signing-in via the link provided in the saved application email.

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<sup>2</sup> The regulated community consists of any entity subject to regulations under the authority of CDPHE and/or any entity required to have a permit issued by the department in order to conduct business in the state of Colorado.

Once an application has been submitted a confirmation email will be sent from mail@grantapplication.com. Notify the designated contact for this RFA if confirmation is not received within one business day of submitting your application. Faxed or emailed applications will not be accepted.

## APPLICATION REQUIREMENTS

Within the electronic application, applicants will access additional information, including templates for submission requirements, where applicable. A complete application includes:

1. **Application Narrative Responses (Attachment 1)**
2. **Work Plan (Attachment 2)**
3. **Project Budget and Narrative (Attachment 3)**
4. **Material Tonnage Spreadsheet**
  - a. It is important to provide an accurate estimate of the tonnage the project will divert. If accurate tonnages are not available when preparing estimates, use the Volume-to-Weight Conversion Factors prepared by EPA, referenced on this [website](#).
5. **Vendor Quotes**
  - a. The quotes provided in the application shall be dated within 60 days of application submission, contain equipment specification sheets, and/or images must be provided for all equipment and/or contractor estimates to correspond with the dollar amounts listed in the budget table.
6. **Biographies of Key Personnel**
  - a. Provide short executive biographies of each relevant key personnel and their roles on the project team, including relevant experience and perspective they will bring to the project.
7. **Map**
  - a. Attach a map of the existing or anticipated service area that this proposed project will benefit. Maps of the entire country will not be accepted; the map must be specific to service areas in the Front Range.
8. **Letters**
  - a. Indicate at the top of each letter if it is a Letter of Engagement or a Letter of Support.
  - b. **Letters of engagement:** Required when involving external entities, such as local government agencies, for successful project execution. Engagement letters confirm the entity's active participation, outline committed resources, and define the entity's specific role in achieving project goals. While not legally binding, they clarify roles and responsibilities for the application team. If the application falls into categories that include institutions of higher education, local governments (municipalities and counties), or school districts, acknowledgement of support from relevant individuals is crucial. The letter should affirm that the project can be completed as proposed and note agreement with all procurement and fiscal terms. It is preferred that letters of engagement are signed by the same individuals required to sign the executed contract if the project is awarded. Contract signatories include institution of higher education officials such as President, Chancellor, or State Controller (Chief Financial Officer or Chief Procurement Officer); county authorities, such as Board of County Commissioner Chairperson or Executive Director; municipality leaders, such as Mayor or City Manager; and school district superintendents.
  - c. **Letters of support:** If applicable, upload up to three (3) letters of support from community groups or other entities that confirm that the proposed project has the support of local or regional leaders. Letters of support from key business partners or current or potential customers may also be submitted.

## QUESTIONS DURING THE OPEN RFA

Applicants may submit written inquiries via email to obtain clarification of requirements concerning this RFA. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Send all inquiries to:

- Program contact name: Megan Vinet
- Program contact email: [cdphe\\_recycling\\_grants@state.co.us](mailto:cdphe_recycling_grants@state.co.us)
- Clearly identify your inquiries with:
  - RFA Number
  - RFA Title
  - The section number and paragraph number to which the inquiry applies.

Responses to applicant inquiries will be published as outlined in the Schedule of Activities by close of business on the date indicated. Applicants are not to rely on any other statements that alter any specification or other term or condition of the RFA.

## GENERAL INFORMATION

Throughout the solicitation process, all official communication with applicants will occur through notifications posted on the FRWD program website, as outlined in the schedule of activities. These notifications may include modifications to administrative or performance requirements, responses to inquiries received, clarifications regarding requirements, and the announcement of the apparent winning applicant(s).

It is the responsibility of applicants to regularly monitor the FRWD program website for any updates or modifications to this solicitation. Applicants should refrain from contacting any other state office or individual concerning this RFA or the associated project. Additionally, applicants should not rely on any statements that may alter the specifications or terms and conditions of this solicitation unless such changes are officially communicated through the CDPHE program website.

Applications must be received on or before the due date and time as indicated in the Schedule of Activities. Late applications will not be accepted except where there is proof of technical issues preventing submission and acknowledgement from CDPHE staff prior to the deadline.

All materials submitted shall become public records and the property of CDPHE.

## V. SELECTION, EVALUATION, AND AWARDS

To ensure a fair selection, a structured scoring and selection process has been established, directly aligning with the required application components.

The application evaluation process covers technical aspects, organizational eligibility, past experience, and qualifications. It assesses the applicant's approach and their understanding of requirements, including "shovel-readiness", along with past performance.

### APPLICATION EVALUATION

The review committee assesses applications, with the highest-scoring submissions becoming finalists. The number of finalists depends on available funding and total applications. The review committee may seek clarification and extra documentation from finalists via written documentation requests and via virtual questioning. The review committee can adjust scores based on responses, influencing final decisions. Failure to respond to the review committee's

queries may lead to disqualification. Questions and answers are documented via email, adding to the finalist's application.

Executive Summary	25 points
Project Specific Details	25 points
Project Feasibility	15 points
Measurable Results and Outcomes	20 points
Budget	10 points
Work Plan	5 points
<b>Total</b>	<b>100 points</b>

## NOTIFICATION OF AWARD

All Applicants will be notified of application results via email to the email address provided in the application. Please refer to the Schedule of Activities for the expected date of notification.

Once awarded CDPHE will determine if the awardee's agreement will be a [contract](#), [intergovernmental agreement](#) or [purchase order](#) based on dollar amount awarded and determined risk. **Terms and Conditions in both instances will not be modified.** Submission of the application will be considered an agreement to the terms and conditions as set forth in all documents.

## SCHEDULE OF ACTIVITIES

Activity	Date and Time (Late submissions will not be accepted.)
Background & Overview published with e-blast announcement of RFA #9.	October 9, 2023
Virtual Q&A session	October 16, 2023 @ 2:00 p.m.
RFA Published on FRWD website	October 25, 2023
Q&A Round 1: Deadline for applicants to submit written inquiries to CDPHE	November 1, 2023 @ 3:00 p.m.
Q&A Round 1: Answers to written inquiries published	November 8, 2023
Q&A Round 2: Deadline for applicants to submit written inquiries to CDPHE	November 22, 2023 @ 3:00 p.m.
Q&A Round 2: Answers to written inquiries published	November 29, 2023
Application submittal deadline	January 12, 2024 @ 3:00 p.m.
Estimated notification of award	April 1, 2024
Estimated contract effective date	July 1, 2024



## ATTACHMENT 1: APPLICATION NARRATIVE QUESTIONS

Application responses must be entered in the online Application Portal. This document is provided as Attachment 1 for your reference and assistance in preparing your responses.

### ELIGIBILITY QUESTIONS

#### 1. SHOVEL-READINESS:

Answer each question here and provide details in relevant questions below.

- a. Land and Building Acquisition:
  - Have all necessary parcels of land, rights-of-way, or buildings been acquired for immediate project implementation upon funding?
- b. Permit and License Research:
  - Have all permit/license requirements for the project, including state, county, and municipal levels (e.g., land use, building, zoning, plumbing, electric, land disturbance, water, air, etc.), been thoroughly researched?
  - Has the permitting process been initiated or meetings held with the relevant government department responsible for issuing permits, or a conceptual permit review process completed?
  - Is it understood that funding for permits/licenses may not be obtained before contract execution, and expenses incurred prior to contract execution cannot be reimbursed with grant funds?
- c. Composting Projects (if applicable):
  - For composting projects, has contact been made with CDPHE regarding an EDOP, certification, or other permitting requirements?
  - If contact has been made, explain the outcome. If not, provide reasons. (N/A is acceptable if composting is not part of the project.)
- d. Financial Preparedness:
  - If awarded, are fiscal resources in place to cover the proposed project budget until reimbursements commence?
  - Is it understood that awarded projects will be funded on a reimbursement basis, requiring upfront payment for all costs and subsequent reimbursement upon proof of specific deliverable completion as determined by CDPHE?
- e. Equipment and Supply Chain:
  - If equipment is included in the application, has an assessment been made regarding potential supply chain disruptions?
  - Are contingency plans in place to address supply chain issues, such as alternative equipment or vendors?

### EXECUTIVE SUMMARY

The Executive Summary is a pivotal introduction to the grant project, providing a concise overview of its purpose and approach. It serves as a key tool for the evaluation committee to swiftly grasp the project's core issues to be addressed, goals, and alignment with Front Range waste diversion objectives. Importantly, it must not include proprietary information as it will be publicly accessible on the FRWD's website upon award. The response should not exceed 250 words.

#### 1. PROJECT SPECIFIC DETAILS:

Type N/A for any questions that are not applicable to your project.

- a. **Project Alignment:** Does this project address construction and demolition (C&D) waste, organic waste, or recycling infrastructure or collection? (Drop down question in application portal).
- b. **Project Impact:** Define whether this project adds new curbside collection services, new processing capacity, or new end-markets for recyclables, or if it

will improve existing programs or capacity in the area(s) served. For compost processing projects, if proposing an option A project (if revised regulations are passed) and an option B project (if regulations remain as currently written), please clearly explain any differences in processing capacity.

- c. **Environmental and Health Impacts:** Describe the environmental and health impacts of the proposed project. For all projects, describe how the project conserves natural resources, mitigates greenhouse gas emissions, or contribute to healthier air, soil, water and communities. If the project results in an end-product, demonstrate that 1) the product meets federal and state health and safety standards, and any current literature reviews or research to demonstrate health and safety, and 2) whether there are any specific use limitations.
- d. **Facility and Infrastructure Requirements:** Elaborate on facility and infrastructure needs without duplicating eligibility questions. Detail location, equipment, site preparation, and construction requirements.
- e. **Collection and Processing:** Describe the materials collection and processing process, including receipt, storage, and transport to a processing facility and how the materials being addressed in the project were previously being landfilled. For pay as you throw (PAYT) projects, include details about collection management, materials, cart sizing, price differential, collection frequency, and the service area description. If requesting funding for an end-market project, describe in detail inputs (materials being collected/refurbished/remanufactured, etc.) and outputs (new products, compost, etc.).
- f. **Contamination:** Explain measures to minimize contamination at the participant level. Describe how contamination will be handled at the processing level. Outline how contamination reduction will be measured and address associated costs.
- g. **Current Agreements:** State if there are existing agreements with haulers, suppliers, or processors vital to the project. Explain these agreements or their necessity.
- h. **Communities Served:** List the communities served by this project, including counties, cities, towns, neighborhoods, and homeowner's associations (HOAs). Describe the communication and outreach vision, specifying the number of individuals reached and the affected populations.
- i. **Encouraging Participation:** Explain how participation will be encouraged and maximized, especially in underserved communities, and if the project provides new access to recycling services.
- j. **Long-Term Plans and Funding Need:** Describe long-term business or strategic plans, including how the funding will sustain the project after the grant period ends. Explain why FRWD funding is necessary to implement the project and the expected return on investment once the project is implemented. Include outreach, marketing, monitoring activities, staffing, and funding required to sustain the project after the grant period ends. Inclusion of a proforma financial statement is desired, but not mandatory. A [sample](#) is available for review.

## 2. PROJECT FEASIBILITY

Type N/A for any questions that are not applicable to your project.

- a. Explain the required permits, permitting bodies, and progress in the permitting process. Provide details on how permits will be obtained and a realistic timeline.
- b. Describe the need for approval from governing bodies. Explain the approval process and candidly discuss potential challenges and prospects for success.
- c. If additional equipment or infrastructure is necessary but not funded by this grant, clarify how funding and procurement will be handled.
- d. Identify any obstacles affecting the project's outcome not previously discussed. This may include market conditions, financial challenges, delays, and explain mitigation plans.

- e. Detail the industry experience of key project staff and how their expertise contributes to the project. Specify their tenure in the industry.

### 3. MEASURABLE RESULTS AND OUTCOMES

#### a. **Diversion Tonnage**

Calculate the projected annual waste diversion, including existing and additional tons<sup>3</sup> diverted, with a focus on estimating landfill diversion for each material. If weight data is unavailable, use [EPA volume-to-weight conversion calculations](#). For compost processing projects, if proposing an option A project (if revised regulations are passed) and an option B project (if regulations remain as currently written), include the option A diversion tonnage here.

- i. Baseline: Current annual tons diverted before project implementation
  - If available, please attach weight tickets to demonstrate current annual waste diversion in the optional attachments section. Submitting weight tickets to verify your baseline diversion will strengthen your application.
- ii. Additional tons above baseline that will be diverted in Year 1 due to this project
- iii. Total tons diverted in Year 1
- iv. Additional tons above baseline that will be diverted in Year 2 due to this project
- v. Total tons diverted in Year 2
- vi. Additional tons above baseline that will be diverted in Year 3 due to this project
- vii. Total tons diverted in Year 3
- viii. Total additional tons above baseline diverted over the entire project period due to this project
- ix. Target: Additional tons that will be diverted annually after the project is fully implemented (must be at least 1,000 tons)

#### b. **(Optional) Option B Diversion Tonnage**

For compost processing projects, if proposing an option A project (if revised regulations are passed) and an option B project (if regulations remain as currently written), include the option B diversion tonnage here.

- i. Baseline: Current annual tons diverted before project implementation
- ii. Additional tons above baseline that will be diverted in Year 1 due to this project
- iii. Total tons diverted in Year 1
- iv. Additional tons above baseline that will be diverted in Year 2 due to this project
- v. Total tons diverted in Year 2
- vi. Additional tons above baseline that will be diverted in Year 3 due to this project
- vii. Total tons diverted in Year 3
- viii. Total additional tons above baseline diverted over the entire project period due to this project
- ix. Target: Additional tons that will be diverted annually after the project is fully implemented (must be at least 1,000 tons)

#### c. **(Optional) Diversion Volume**

If lightweight materials are being diverted and tonnage is not an appropriate metric, the applicant should also include volume.

- i. Unit of measurement (i.e. cubic yards, linear feet, etc.)

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<sup>3</sup>For the purpose of this RFA “additional tons” is defined as tons of materials, not currently being diverted from landfills, annually upon implementation of the project. Applicants will be required to explain where the new or additional tons are coming from and demonstrate how the new or additional tons were previously being landfilled. Applicants should avoid multiple tonnage counts, for example, a new materials recovery facility has the potential to count materials already claimed by collection and hauling efforts.

- ii. Baseline: Current annual volume diverted before project implementation
- iii. Additional volume above baseline that will be diverted in Year 1 due to this project
- iv. Total volume diverted in Year 1
- v. Additional volume above baseline that will be diverted in Year 2 due to this project
- vi. Total volume diverted in Year 2
- vii. Additional volume above baseline that will be diverted in Year 3 due to this project
- viii. Total volume diverted in Year 3
- ix. Total additional volume above baseline diverted over the entire project period due to this project
- x. Target: Additional volume that will be diverted annually after the project is fully implemented

**d. Diversion Explanation**

- i. Explain how the calculated diversion is **new**, without the potential to be counted more than once in the waste diversion stream, including how the estimated diversion was previously going to landfill, but will be diverted resulting from the proposed project. Address the percentage of collected materials that are not recycled and still go to landfill because of contamination, or are not captured during processing. You may attach supporting evidence in the optional attachments section to strengthen your application. Examples of supporting evidence of new diversion include:
  - o Source evidence for diverted materials.
  - o Obtain feedback through letters of intent to use new service(s).
- ii. Explain how the diversion tonnage or volume you listed was calculated and any assumptions you made to derive these figures.
- iii. How long will it take the project to be fully implemented and when will maximum diversion be achieved as a result of this project?
- iv. Will diversion continue post contract?



### ATTACHMENT 3: BUDGET REQUIREMENTS

Although projects must be advanced enough to begin work immediately upon notification of a fully executed contract or purchase order, budget items covered by FRWD funding cannot be paid for (including down payments), nor can possession of items occur prior to contract execution.

Eligible expenses under this RFA are listed in the table below. All project budgets are required to use the following budget categories where applicable.

Budget Category	Description
Staffing/ Personnel Costs	All personnel directly working on the grant project. Include fringe benefits such as health insurance, retirement funds, FICA, etc. Indicate whether gross or net pay is being requested for funding. (*Staff costs must tie to deliverables as outlined in the project application proposal.)
Supplies	Includes peripheral items such as recycling carts, printed outreach materials, compostable bags, etc., and associated shipping/freight charges. Generally, items worth less than \$5,000 or those that are not tracked for depreciation can be considered in this category.
Equipment and Infrastructure	Includes capital equipment, costs for shipping/freight, fabrication, and retrofits. Generally, items worth over \$5,000 or those that are tracked for depreciation can be considered in this category.  *The board supports reuse and improvement of standing buildings in addition to new infrastructure. Consideration will be determined on a case-by-case basis.
Contractual	External labor for construction, marketing, outreach, etc. Professional services directly related to the project (i.e. - consultants). Budget breakdown for each service provider is required.
Other Direct Costs	Expenses related to educating school groups, businesses, organizations, etc. One-time costs for tuition, memberships fees, etc. Other costs not covered by any other budget category.  The board does not fund long-term monthly, annual, etc., costs for membership fees, tuition, etc.
Business Personal Property Tax (BPPT)	Because the market value of equipment is highest immediately after installation, the resulting Business Personal Property Tax (BPPT) is often the highest at a time when a business is being established or in the early stages of growth. While there is no need to include this cost in the application budget, it is important to consider this expense as you create a financial plan for your project. As the equipment depreciates, BPPT is subsequently reduced. Applicants should contact the local county assessor where the equipment will be located for more information. Counties are responsible for valuation of equipment, and collection of owed taxes. Currently, a BPPT credit is allowed under C.R.S. 39-22-537.5. Find more information at <a href="#">personal property assessment link</a> .  Entities may claim BPPT expense as a budget line item; however, it may difficult to estimate the exact cost prior to taking possession of the equipment. For this reason, the awardee would be limited to the amount approved in the contract budget exhibit, and documentation such as a county tax notification statement and proof of payment, must be submitted to the CDPHE Grant Monitor to receive reimbursement.

<p>Indirect Costs</p>	<p>Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or grant account. Indirect costs may be called Facilities and Administration costs (F&amp;A) at some agencies. Indirect costs are different from administrative costs in most cases. For example, a program employee can be considered administrative and not be included in an agency's indirect costs. Costs classified as indirect can differ depending upon your organizational structure and accounting practices, but some common examples include depreciation on buildings and equipment, operating and maintenance costs of facilities, and general administrative expenses, such as the salaries and expenses of executive officers and accounting or legal staff.</p> <p>If Applicant's agency/business maintains an indirect or F&amp;A rate and Applicant chooses to include this cost on the application budget, it is expected that the amount budgeted will reflect the agency's/business' approved rate. Be prepared to submit one of the following if awarded:</p> <ul style="list-style-type: none"> <li>• Federally Negotiated Indirect Rate Agreement - An entity that receives funding directly from the federal government is eligible to recover indirect costs by using a federally negotiated indirect cost rate from their Federal cognizant agency.</li> <li>• CDPHE Negotiated Indirect Rate Agreement- An entity that does not have a current negotiated indirect cost rate with a federal agency AND does not receive federal funds directly from a federal agency can negotiate an indirect cost rate with the internal audit unit at CDPHE.</li> </ul> <p>Alternatives to a negotiated indirect cost rate:</p> <ul style="list-style-type: none"> <li>• de minimis indirect cost rate - The de minimis rate of 10 percent of modified total direct costs (MTDC) is available to all non-Federal entities (2 CFR 200.414(f))</li> <li>• Direct Charge All Expenses - Organizations may elect to direct charge all allowable expenses on their billings for each award. Billed costs will be subject to field review by CDPHE.</li> </ul>
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Include only relevant budget categories in the proposal. Accuracy in budget calculations is crucial as inaccuracies may impact the award eligibility. If multiple budget options are provided, ensure that Option A has the highest grant request, followed by Option B, and so forth.

- Applicants applying for funding to create a new composting facility utilizing the unadopted proposed revisions to Section 14 of the Colorado solid waste regulations must propose a minimum of two project budget scenarios: an option A project (if revised regulations are passed) and an option B project (if regulations remain as currently written). Additional budget proposals (C, D, E, etc.) are also acceptable if relevant. See Section II. Project Requirements for full details.

The board may deny budget items considered unnecessary for project implementation, partially fund projects, award funding for specific line items, or propose alternate budget options. It's essential for applicants to clearly identify items critical for project success, such as with asterisks or bold text in the budget table.

CDPHE retains the right to reject budget items deemed non-essential for project implementation. For assistance with preparing budget items, refer to Attachment 3, which includes a budget table example and budget narrative instructions.

Unallowable Expenses:

- Deposits and/or down payments will not be reimbursed until applicant has taken receipt of equipment, supplies, or services.
- Financed vehicles, equipment, supplies, etc. funded by a loan where the awardee does not hold the title or rights to the item will not be reimbursed. For example, a truck financed through a bank or a dealership where the financier holds the title will not be reimbursed until the loan is paid in full and the applicant holds the title free and clear.
- Grant funds are not available and should not be requested for leases, lease to own, rent, or real property including land, office space, etc.
- Grant funds are targeted for projects that *do not* rely on sharing costs for a single budget line item (a single expense split between applicant and grant program) or the commitment of grant funds to long-term or ongoing subscriptions, memberships, or similar expenses.

Five percent (5%) of the awarded funds for all awardees will be held until specific project deliverables of the executed agreement are deemed to be complete by CDPHE. No exceptions will be made to this process.

SINGLE BUDGET OPTION EXAMPLE	Requested Amount	Match/In-Kind	Total Amount
<b>Personal Services</b>			
Program Grant Supervisor	\$0	\$5,000.00	\$5,000.00
Program Manager	\$10,000.00	\$0	\$10,000.00
Sub-Total	\$10,000.00	\$5,000.00	\$15,000.00
<b>Supplies</b>			
Education Materials	\$4,000.00	\$0	\$4,000.00
Sub-Total	\$4,000.00	\$0	\$4,000.00
<b>Equipment and Infrastructure</b>			
Shredder	\$ 30,000.00	\$0	\$30,000.00
Retrofit and installation labor	\$2,000.00	\$0	\$2,000.00
Sub-Total	\$32,000.00	\$0	\$32,000.00
<b>Contractual</b>			
Project Management Consultation	\$35,000.00		\$35,000.00
Electrician	\$0	\$5,000.00	\$5,000.00
Sub-Total	\$35,000.00	\$5,000.00	\$40,000.00
<b>Indirect</b>			
Indirect - 10%	\$8,100.00	\$0.00	\$8,100.00
Sub-Total	\$8,100.00	\$0.00	\$8,100.00
<b>Total Project Cost</b>	<b>\$89,100.00</b>	<b>\$10,000.00</b>	<b>\$99,100.00</b>



MULTIPLE BUDGET OPTION EXAMPLE	OPTION A			OPTION B		
	Requested Amount	Match/In-Kind	Total Amount	Requested Amount	Match/In- Kind	Total Amount
<b>Personal Services</b>						
Program Grant Supervisor	\$0.00	\$0	\$0.00	\$5,000.00	\$0	\$5,000.00
Program Manager	\$0.00	\$0	\$0.00	\$0	\$50,000.00	\$50,000.00
Sub-Total	\$0	\$0	\$0.00	\$5000.00	\$50,000.00	\$55,000.00
<b>Supplies</b>						
Education Materials	\$35,000.00	\$0	\$35,000.00	\$4,000.00	\$0	\$4,000.00
Sub-Total	\$35,000.00	\$0	\$35,000.00	\$4,000.00	\$0	\$4,000.00
<b>Equipment and Infrastructure</b>						
Shredder	\$0	\$40,000.00	\$40,000.00	\$100,000.00	\$0	\$100,000.00
Retrofit and installation labor	\$4,000.00	\$0	\$4,000.00	\$2,000.00	\$0	\$2,000.00
Box Truck	\$200,000.00	\$0	\$200,000.00			
Sub-Total	\$204,000.00	\$40,000.00	\$244,000.00	\$102,000.00	\$0	\$102,000.00
<b>Contractual</b>						
Project Management Consultation	\$0	\$30,000.00	\$30,000.00	\$35,000.00	\$0	\$35,000.00
Electrician	\$5,000.00	\$0	\$5,000.00	\$0	\$5,000.00	\$5,000.00
Sub-Total	\$5,000.00	\$30,000.00	\$35,000.00	\$35,000.00	\$5,000.00	\$40,000.00
<b>Other Direct Costs</b>						
Conference Fee	\$500.00	\$0	\$500.00	\$2,000.00	\$0	\$2,000.00
Sub-Total	\$500.00	\$0	\$500.00	\$2,000.00	\$0	\$2,000.00
<b>Indirect</b>						
Indirect	\$0	\$0	\$0	\$14,800.00	\$0	\$14,800.00
Sub-Total	\$0	\$0	\$0	\$14,800.00	\$0	\$14,800.00
<b>Total Project Cost</b>	<b>\$244,500.00</b>	<b>\$70,000.00</b>	<b>\$314,500.00</b>	<b>\$162,800.00</b>	<b>\$55,000.00</b>	<b>\$217,800.00</b>

**BUDGET NARRATIVE:** A budget narrative must be submitted with your application in the format below. See tab 2 “Budget Narrative” in the worksheet. Describe each line item from your budget table and provide any equipment specs and quantities, staff time, summary of contracted work, etc. **If multiple budget options are submitted, it is important that the narrative explain the differences between the options and why multiple options are provided. You may use all or only a few of the budget categories listed below. You may add to or delete the suggested text provided in each category.**

Failure to include a budget narrative providing details of each budget line item requested with your budget table may disqualify your application.

Personal Services
Supplies
Equipment & Infrastructure:
Contractual
Other Direct Costs
Indirect

## ATTACHMENT 4: SCORING RUBRIC

### Minimum Requirements

CDPHE will assess the following elements prior to assigning applications to the review committee. If an application fails to meet one or more of the following requirements, the project will be disqualified from further consideration and scoring.

- **Eligibility:** Is the applicant eligible to apply under this RFA?
  - **Minimum tonnage requirement:** Does this project meet the additional minimum tonnage (or volume if appropriate) requirements (1,000 additional tons annually upon implementation of project) for the following counties: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, El Paso, Jefferson, Larimer, and Weld.
- **Completeness:** Did the applicant submit a complete application on time with an executive summary and all required attachments?
- **Shovel-Readiness:** Can this project be implemented immediately upon execution of the contract?

#### 1. EXECUTIVE SUMMARY - Total 25 points

- 18 - 25 points - Applicant provided a clear introduction and explanation of the project, providing a concise purpose and approach allowing the reviewer to quickly grasp the project's goals and alignment with FRWD objectives. Applicant provided a proforma financial statement.
- 9 - 17 points - Applicant provided an explanation of the project but the approach and need for FRWD funding is not completely clear.
- 0 - 8 points - Applicant provided little detail or may not have explained how the project will advance FRWD's objectives.

#### 2. PROJECT SPECIFIC DETAILS - Total 25 points

- 18 - 25 points - Applicant included clear and thorough responses to each question, allowing the reviewer to completely understand the project and all of the requirements for FRWD funding. The project substantially contributes to FRWD's goals and purpose.
- 9 - 17 points - Applicant included responses to most required questions. The project contributes to FRWD's goals and purpose to a limited degree.
- 0 - 8 points - Applicant did not include several key required elements and the quality of the response was poor. The project minimally contributes to FRWD's goals and purpose.

#### 3. PROJECT FEASIBILITY - Total 15 points

- 11 - 15 points: The presented project has been thoroughly researched and the applicant demonstrated preparedness and has taken proactive steps to limit obstacles to successful implementation. The applicant and their staff (and partners, if applicable) demonstrated a strong level of relevant education, skills, and experience that will help make the project a success.
- 5 - 10 points: The presented project has been moderately researched, and the applicant has taken some proactive steps to limit obstacles to successful implementation; however, some uncertainties exist. The applicant and their staff (and partners, if applicable) demonstrated a moderate level of relevant education, skills, and experience that will contribute to the project's success.
- 0 - 4 points: The project has been minimally researched and the applicant has taken few proactive steps to limit obstacles to successful implementation. The applicant and their staff (and partners, if applicable) demonstrated questionable relevant education, skills, and experience that may put the project's success in question.

#### 4. MEASURABLE RESULTS AND OUTCOMES - Total 20 points

- 16 - 20 points - The applicant thoroughly discussed measurable results, what metrics will be used, and how measurements will be made and documented. The response was clear and complete. Multiple tonnage counts were avoided. The expected project outcomes and results are significant given the amount of funding requested. Contamination is addressed if needed.
  - 9 - 15 points - The applicant somewhat discussed measurable results, what metrics will be used, and how measurements will be made and documented. The response did not address all required elements or was confusing. The expected project outcomes and results are moderate given the amount of funding requested.
  - 0 - 8 points - The applicant did not adequately discuss measurable results, what metrics will be used, and how measurements will be made and documented. The overall response was poor and lacked detail. Tonnage counts may be duplicative. The expected project outcomes and results are small in relation to the amount of funding requested.
5. WORK PLAN - Total 5 points
- 4 - 5 points: Applicant included all time relevant activities with realistic timelines.
  - 2 - 3 points: Applicant included some relevant activities with realistic timelines but lacked some activities.
  - 0 - 1 points: Applicant's work plan lacked relevant activities or had unrealistic timelines.
6. BUDGET - Total 10 points
- 8 - 10 points - Applicant included a detailed budget table and budget narrative with itemized costs and descriptions. Sharing costs for a single budget line item were avoided and/or the commitment of funds to long-term or ongoing subscriptions, memberships, or similar expenses, were included as in-kind or matching expenses.
  - 5 - 7 points - Applicant included an acceptable budget table and budget narrative with some itemized costs and descriptions.
  - 0 - 4 points - Applicant failed to provide a budget table and budget narrative with sufficient detail or itemized costs. Applicant requested shared costs for a single budget line item.