

2008

**College and University Recycling and Waste
Reduction Program**

**Guidebook
for
Request For Proposal**



**Ohio Department of Natural Resources
Division of Recycling & Litter Prevention**

Sean D. Logan, Director

Derek H. Anderson, Chief

November 16, 2007

Dear Grant Applicant:

I am pleased to announce the release of the 2008 Division of Recycling & Litter Prevention grant applications. Our grant programs reflect the direction and priority of the Ohio Department of Natural Resources as we work to develop and expand recycling and litter prevention opportunities within the State of Ohio. Since 1981, the division has funded close to 4,000 grants reflecting a total investment of nearly \$200 million dollars.

This year the division will be offering two new and/or expanded grant options. These new grant opportunities are targeted specifically at public college and university recycling and waste reduction programs, and local governments seeking to implement litter cleanup projects. In the 2008 grant cycle, we will be offering the following grants:

- College and University Recycling and Waste Reduction Grant
- Community Development Grant
- Litter Clean Up Grant
- Market Development Grant
- Scrap Tire Grant

Every year when we begin our grant process, we reflect on the past to gain a greater understanding of how we can better serve our potential grantees. We are committed to making the necessary adjustments, which allows the division to be more responsive and accessible to you and your local recycling and litter prevention needs.

Division staff is available to assist you with the grant application process. If you have any questions regarding the materials contained within this grant package, please refer to the contact information located in the application, or by calling the division at (614) 265-6333.

Sincerely,

Derek H. Anderson

Derek H. Anderson, Chief
Ohio Department of Natural Resources
Division of Recycling & Litter Prevention

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PROGRAM INTRODUCTION

The College and University Recycling and Waste Reduction Program provides financial support to Ohio's **public** colleges and universities, including branch campuses to increase recycling, reduce the amount of waste being produced or extend the life of waste materials through reuse. This guidebook addresses Request For Proposal (RFP) requirements. Although all campus-generated recyclables may be targeted, the division is especially seeking projects that involve one or more of the following materials:

- **construction & demolition debris**
- **electronics**
- **deconstruction material**
- **organics material (food & fiber-based)**

Funds are available to coordinate recycling and waste reduction campus projects. These projects may include:

- **campus recycling/organics composting**
- **targeted special waste projects**
- **campus waste audits**
- **other**
- **special or event-oriented projects**

The division understands the importance of colleges and universities needing to establish baseline data as to solid waste generated in their facilities. Waste audits have been included as an eligible project for which a college or university may request funding assistance.

Applicants may propose a project or projects that addresses multiple materials. Multiple campuses may be addressed within the same application. Sustainable projects that impact the largest volume of materials will receive increased consideration. The maximum period for the College and University Program is 12 months.

GOALS OF THE PROGRAM

Proposals should be realistic, specific, focused, have an effective delivery system, identify a target audience, and be reasonable and appropriate for the amount of funding requested. Proposals that demonstrate the likelihood of the project(s) continuing beyond DRLP funding, and projects that impact the largest volume of materials, will receive increased consideration.

- provide Ohio's public colleges and universities with financial assistance to establish or improve recycling, waste reduction, and reuse opportunities on their campuses, including branch campus sites
- increase the supply of post-consumer recyclables to help sustain viable markets within Ohio
- assist Ohio in attaining its 50% waste reduction and recycling goal
- encourage students, faculty and staff participation in recycling, reuse and waste reduction programs
- increase campus recycling, reuse and waste reduction public awareness and education
- project(s) can be used as a model for other similar projects
- improve campus data collection and analysis for solid waste management programs

The chief of the division reserves the right to grant exceptions or impose additional requirements when situations warrant. Applicants will be notified of any additional requirements.

WHO CAN APPLY?

All **public** Ohio colleges and universities as defined under Ohio Revised Code (ORC) Section 3345.011.

FUNDING AVAILABLE

Funding may be requested up to \$50,000 maximum funding for combined recycling, organics composting or waste reduction projects, or a single project. Colleges or universities may request an additional \$10,000 if they apply specifically for the *Campus Waste Audits Project*. At no time will funding be greater than \$60,000 in a single award.

MATCH REQUIREMENT

Cash match commitment of 50% (fifty percent) of the funding amount requested is required for all projects. For example: An applicant requesting the maximum base funding amount of \$50,000 would be required to commit an additional \$25,000 of local funds (match) to the project budget.

ELIGIBLE PROJECTS

Project Category	Maximum Division Request	Project Examples – <i>examples are illustrative and not all-inclusive</i>
Campus Recycling/Organics Composting Facility Set Up or Expansion of Existing Project	\$50,000	Colleges and universities seeking recycling or food composting systems or equipment for waste generated at their campus.
Special or Event-Oriented Project	\$50,000	Collection and processing systems to handle recyclable materials generated at sporting or special events.
Targeted Special Waste Projects	\$50,000	Funding is available to avoid disposal of special wastes generated and collected at <i>Dump-and-Run</i> events.
Other	\$50,000	All other innovative recycling, reuse, or waste reduction projects that a college or university requests be funded.
Campus Waste Audits	\$10,000	Campuses can conduct waste audits to determine baseline waste tonnages and options for addressing.

FUNDING CRITERIA

The division will consider the following elements in the process of proposal review and final determination of funding awards:

- the project(s) increases the volumes of recyclables collected, organics composted and/or reduces the amount of waste generated
- qualifies as a targeted project(s)
- the project(s) serves as a positive economic and environmental model for other Ohio public colleges and universities to duplicate
- has the potential for evolution into a permanent service or program without future division funding
- the project(s) provides recycling, reuse and waste reduction awareness and educational opportunities to faculty, staff and students

- financial need of the applicant will be taken into consideration
- adherence to request for proposal guidelines, including deadlines, match and format instructions
- a letter from the president of the college or university for which the project(s) is proposed that describes the college or university's support of the proposed project(s)

ALLOWABLE COSTS

Division and match funds may be expended only for allowable costs described below:

Contracts

Contracts cover the costs necessary for services of public or private contractors to implement the project(s). Allowable *Contracts* costs include, but are not limited to:

- collect, store, prepare for market and/or transport recyclables, or lease or rent equipment used to collect, store, prepare for market and/or transport recyclables
- conduct campus waste audits
- contract for site improvements where project(s) activities take place

If any grant-funded activity with site improvements ceases operation in three years, the funds must be reimbursed to the division according to the contract's equipment disposition language.

Equipment

Typically equipment is defined as durable goods. Generally those non-expendable items costing \$300.00 or more that last longer than a year.

- purchase, rental, lease, or lease to purchase equipment

Other

- produce, print and distribute awareness materials, including signs
- purchase recycling containers and recycling container liners
- site improvements directly related to projects
- purchase tools and supplies necessary to implement the project(s)

UNALLOWABLE COSTS

Costs **not** reimbursable with division and/or match funds include, but are not limited to:

- refuse and solid waste removal or servicing of solid waste receptacles
- recycling of hazardous waste
- overhead, indirect costs, land acquisition and office rental
- beautification projects, food and entertainment costs
- costs excluded by ORC Chapter 1502 or determined unnecessary by the division

APPLICATION PROCEDURES

Applicants must submit their Request For Proposal by **February 1, 2008**. The division's advisory council will certify the applicants as eligible by authority of ORC Chapter 1502. Certification does not mean that an applicant will receive funding, only that the division will consider the RFP in its review process. Applicants not certified by the council will be notified that their Request For Proposal will not be given further consideration.

Following a comprehensive review of all RFPs, the department anticipates announcing awards in **May 2008**. The division reserves the right to request additional information from the applicants.

The applicants are required to submit one complete set (the original and one compact disc) of the RFP for the proposed project(s). All proposals are limited to three, double-sided pages (excluding the cover page and the letter from the president of the college or university). **Applications must be U.S. postmarked or delivered to the division by February 1, 2008.**

Mail Request For Proposals to the following address:

Ohio Department of Natural Resources
Division of Recycling & Litter Prevention
Attn: Recycling Program Coordinator
2045 Morse Road – Building C-2
Columbus, Ohio 43229-6693

Direct program questions to Larry Cooper, Recycling Program Coordinator at:
larry.cooper@dnr.state.oh.us or (614) 265-6401.

IF YOU RECEIVE FUNDING

The Contract

The contract specifies the total award, and stipulates exactly how the funds will be spent. All recipients must enter into this contract with the department to authorize receipt and expenditure of division funds.

Program Timeline and Performance Period

The contract will become effective once **all** parties have signed the contract. The effective date of the contract will be **July 1, 2008** or the date on which the contract is signed by the director of the Ohio Department of Natural Resources, **whichever is later**. **Division and match funds cannot be expended prior to the effective date.**

The maximum program period for the College and University Recycling and Waste Reduction Program is 12 months. The scheduled expiration date for the 12-month period is **June 30, 2009**.

Recipients may request to close out the program early. Upon closeout, the recipient must submit all required final reports.

Payment Schedule

Subject to cash availability, recipients will receive an advance payment of eighty percent (80%) to be used for program costs according to the approved Request For Proposal and contract. The remaining balance will be held in reserve to reconcile the program at closeout.

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CHECKLIST

Applicants should utilize the following checklist to ensure the completeness of their College and University Program RFP package:

- One complete set (the original paper RFP and one CD with the RFP package) of all RFP forms for the proposed project(s) printed on recycled-content paper
- College and University Program RFP Cover Sheet
- College and University Program Executive Summary - limit to one, double-sided page in narrative form
- College and University Program Project Details Format - provide comprehensive responses to all applicable questions in the format outlined, limited to two, double-sided pages
- A letter from the president of the college or university for which the project(s) is proposed that describes the college or university's support of the proposed project(s)

This checklist is for the applicants use and submission is not required.

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COVER SHEET

Applicant: _____ **Federal Tax ID:** _____

County: _____ **Solid Waste District:** _____

Authorized Official: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Email: _____

Contact Person: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Email: _____

Project(s) Type	Division Funds Requested	Match Funds Committed	Total
*Campus Waste Audits			
Totals			

Targeted Material(s)	Projected Tons Per Year

***Campus Waste Audits Projects have a maximum funding request level of \$10,000.**

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EXECUTIVE SUMMARY

(limit to one, double-sided page)

Applicants should provide an overview of the proposed project(s), the project's purpose and scope, and the specific methods and technologies that will be incorporated to implement the project(s). The summary should include a timeline in narrative form for the major project(s) implementation events (i.e. securing of permits, licenses, construction of facilities and completion of service contracts, etc.).

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PROJECT DETAILS FORMAT

Applicants should provide detailed and comprehensive information about the proposed project(s). The project details must be limited to a total of two, double-sided pages. **Responses must be titled and listed in the order in which they are provided in this format.**

1. **Need** - demonstrate the financial and operational rationale for the requested funding and provide supporting information.
2. **Project Budget and Match Commitment** - provide a detailed breakdown of the total expenditures required for the proposed project(s). **Clearly identify which expenditures will be paid with division funds and which will be paid with matching funds.** Explain if additional funds will be expended beyond required match.
3. **Diversion Rate** - provide the type and projected tonnage of material(s) that will be recycled, reduced or reused by this project(s).
4. **Sustainability** - describe the long-term, local commitment to continue the project(s) operationally and financially without future division funding.
5. **Transferability** - explain if other colleges or universities can duplicate the project(s). How can the project(s) serve as a positive economic and environmental model for other colleges or universities?
6. **Performance** - state the project's goals and the methods employed to measure and evaluate the project(s).
7. **Education** - detail how the project(s) provides educational opportunities to the faculty, staff and students on recycling, composting and/or waste reduction.
8. **Facility/Site Details** - provide details regarding the actual location of the facility or recycling site and equipment to be utilized in the project(s). State whether the project(s) is new, existing and/or expanding.
9. **Markets** - identify the markets (brokers, recycling facilities, final destination) accepting the materials collected as a result of this project(s). Include the contact names and information related to these specific markets.

DEFINITIONS

Authorized Official - the signatory authority for the recipient or their designee.

Baseline - a standard or benchmark, such as annual total tons or participation rate, against which the performance of a program or project can be measured.

Composting - the process specifically involving the decomposition of organic matter that requires controlled conditions and yields temperatures conducive to thermophilic microorganisms, resulting in a humus like organic material.

Composting Facilities - those designated facilities where composting of solid waste occurs in accordance with Chapters 3745-27 and 3745-37 of the Administrative Code. Composting facilities include those areas of material placement and any leachate management system structures.

Construction & Demolition Debris - waste building materials from construction, remodeling, repair and demolition of homes, commercial buildings and other structures, and pavements.

Contact Person - the individual(s) responsible for administering the program and overseeing program progress on behalf of the recipient.

Contracts - contractual agreement for temporary work, directly related to the project, rendered to the recipient by companies and individuals not on the recipient's payroll.

Deconstruction - a systematic and cost effective process or processes involved in the removal of residential and commercial structures and their base components. Such processes are performed mostly by hand, and can maximize material recovery of up to 85% of a building's material.

Diversion Rate - the total tons per year of diverted waste/recycled material versus the total tons of waste generated in a service area or being accepted by a waste facility.

Fiber-based Material - material comprised of paper fibers.

Institutional Recycling - recycling of waste generated from an establishment including but not limited to, hospitals, nursing homes, orphanages, schools and universities.

Match Funds - those funds provided by the recipient for use towards proposed project expenses.

Organic Matter - material that is carbon or fiber based and can be easily processed through acceptable composting methods.

Processing - to prepare recyclables for marketing.

Recycling - the collection, separation, recovery and sale or reuse of materials which would otherwise be disposed or processed as waste.

Reuse - is using an item more than once. This includes conventional reuse where the item is used a number of times for the same function, and new life reuse where a new use is found for the item.

Sustainability - those projects determined to have both the financial and operational ability to maintain a current level of service without the infusion of external funding sources.

Total Project Cost - the sum of all division and match costs that must be incurred to perform the project.

Transferability - those qualities, which allow a process or program to be utilized in different operational settings or geographical areas and realize similar results.