

# STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department  
of Public Health  
and Environment

## **FY 2014 Request for Applications (RFA) Pollution Prevention Mini-grants for Greening of State Government Water Reduction**

### **1.0 Background**

The Governor's Pollution Prevention Advisory Board (the board) is tasked with advising the Colorado Department of Public Health and Environment (the department) on ways to prevent and reduce pollution and move towards a more sustainable society. The board is comprised of 17 members including representatives of businesses, agriculture, environmental groups, community groups, local governments and institutions of higher education. One of the board's goals is to encourage Colorado state agencies to take action towards meeting Executive Orders D011 07 and D012 07 which set goals for the Greening of State Government. This year, the board has decided to continue to encourage action through a matching grant program open to all state agencies (including higher education). All applications must result in a reduction in water use by state agencies. The maximum amount for any one grant will be \$20,000 and the total funding for all grant awards for the year will be \$60,000.

### **2.0 Grant Program Goals**

The department, working through the board is requesting applications for grants that will reduce water use and thereby costs for Colorado state government agencies and higher education institutions.

For more information on Colorado's Greening Government Program, please see:

<http://www.colorado.gov/energy/>

For more information on Colorado's Greening Government Program water initiatives, please see:

<http://www.colorado.gov/cs/Satellite/GovEnergyOffice/CBON/1251599955898>

### **3.0 Application Information:**

3.1 Approximately \$60,000 in total funding is available for grants of no more than \$20,000 each. Project budgets should appropriately reflect the amount of water savings received. All projects must be completed by June 30, 2014.

#### **3.2 Eligibility**

Only Colorado State Governmental Agencies and Higher Education Institutions are eligible to apply. Applicants are encouraged, but not required, to have completed a water audit prior to applying.

### 3.3 Time Line

<b>Time Line for Greening Government Request for Applications</b>	
July 25 <sup>th</sup> , 2013	Release of RFA
August 15 <sup>th</sup> , 2013	Deadline for Submitting RFA Questions
<b>August 30<sup>th</sup>, 2013 at <u>2:00 pm</u></b>	<b>Application Due Date</b>
October 1 – October 15, 2013	Notice of Grant Award and Issuance of Contracts and Purchase Orders
October 15, 2013	Effective Start Date for Awardees
June 30, 2014	Deadline for Completion for all Funded Projects

### 3.4 RFA Questions

All questions should be sent via e-mail to Rachel Wilson-Roussel, PPAB Administrator, at [cdphe.ppp2@state.co.us](mailto:cdphe.ppp2@state.co.us), by August 15, 2013. Please use subject line “GG Questions”. Answers to all submitted questions will be posted on-line at <http://www.colorado.gov/cs/Satellite/CDPHE-DEHS/CBON/1251583469766> (Click on link to Pollution Prevention (P2) Grants) by August 20, 2013.

### 3.4 Application Submissions

Applications must be received by **2:00 pm on August 30, 2013** in order to be considered. Electronic applications in PDF format are required. In addition, the application and appendix must be contained in one document. If you are unable to provide an electronic application, please contact the PPAB Administrator at 303-692-2976 for additional submission options. The full application, **including the cover sheet but excluding appendices**, must not exceed five (5) consecutively numbered (bottom center), 8.5 x 11–inch pages of single spaced, standard 12-point type with 1-inch margins. Incomplete applications and applications received after this deadline will not be accepted. All applicants will receive e-mail notification of the receipt of their application within 2 business days.

E-mail your completed application to Rachel Wilson-Roussel, PPAB Administrator, at [cdphe.ppp2@state.co.us](mailto:cdphe.ppp2@state.co.us) by **2:00 pm on August 30, 2013**. Please use subject line “P2 Grant Application”

## 4.0 Grant Priorities

Eligible projects must address the Greening Government goal of reducing water consumption by state agencies. Examples of eligible projects include, *but are not limited to*:

- Replacement of plumbing fixtures with new low flow fixtures;
- Irrigation efficiency equipment; and
- Replacement of high water-use landscapes with xeriscape applications.

**All projects must provide an estimate of water savings in the application.**

Priority will be given to projects that:

- Agree to provide actual water savings based on meter readings;

- Were identified as part of a water audit;
- Can be easily reproduced in other state agencies; and/or
- Identify partnerships and leverage other sources of funding or rebates (see this link for a list of rebates near you: <http://www.epa.gov/watersense/>).

## 5.0 Application Evaluation Criteria

Threshold requirements that must be met before any application will be fully evaluated include:

- Complete application;
- Demonstrable merit and feasibility of project;
- Clearly expressed goals and objectives; and
- Clearly defined, measurable water savings.

Applications will be evaluated by the Pollution Prevention Advisory Board according to various perspectives:

### 5.1 Amount of Water Reduction (0-40 points)

- Significance of proposed water reduction; and
- Other environmental benefits.

### 5.2 Feasibility of Successful Implementation (0-30 points)

- Potential for ongoing viability and sustainability beyond the 9-month funding period;
- Degree of practical implementation; and
- Quality of partnership(s) and amount of funding leveraged (i.e. amount of matching funds).

### 5.3 Measurable Results (0-30 points)

- Metrics to be reported on; and
- How water reduction measurements will be made, documented, **and communicated** to state employees and the general public.

## 6.0 Required Application Format

Sections 6.1 – 6.7 of this application must not exceed five (5) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 12-point type with 1-inch margins.

### 6.1 Cover Sheet

The application cover sheet, included in **Appendix A** of this document, must contain the following information: project title, agency contact information, total amount of funding requested, amount of matching/in-kind contributions, amount of utility and local government rebates, and contact information of both the project director as well as the financial officer. **The cover sheet counts as the first page of the application.**

### 6.2 Application Summary

Provide a brief description of your application. This summary should be no more than **150 words**. If the project is selected for funding, this summary will appear on the department's website.

### 6.3 Application Narrative

Provide a more in-depth description of your application and respond to the following items:

- Describe the project's measurable goals and objectives and describe how you will achieve them.
- How will this project leverage the grant funds and maximize utility and local government incentives and rebates as well as state agency matching? How will this project reduce costs for the state?
- Please indicate major challenges for project success/completion and the approach that will be used to address them.
- How do you plan on engaging state employees and communicating the results or benefits of the project? (Please note that all public statements regarding the implementation of the water efficiency project should indicate that the project was made possible in part by a grant from the Pollution Prevention Advisory Board)
- What are plans for project sustainability (if applicable) after the grant period ends?

#### 6.4 Work Plan

Using the standardized chart provided in **Appendix B** of this application, indicate the project schedule and timeline, including completion dates for objectives of each major goal during the grant period. Clearly define who is responsible for each activity and/or deliverable. Deliverables include task results, products, reports, etc. Include key decision points for early project termination if the project is not meeting scheduled deliverables.

The Work Plan must include as activities the development of:

- one status report (due halfway through the project duration); and
- the final completion report (due within 30 days of project completion and no later than July 31, 2014).

#### 6.5 Budget

##### 6.5.1 Itemized Budget

Using the standardized format and budget categories provided in **Appendix C** of this application, provide a table of all project costs, equipment purchases, consultants, etc. Indicate any other funding sources that will be used for this project and include plans to attract additional funding. The following costs are not allowed under this grant: travel and state employee salaries/wages. **While indirect charges of up to 2% are allowed, the board highly recommends that agencies either cover their own indirect costs or request an indirect waiver.**

##### 6.5.2 Budget Narrative

Please describe how costs are determined and how they relate to the project.

During the course of the project the project director may elect to reallocate up to 10% of the funds awarded to accommodate unforeseen task changes. Any amount for reallocation over 10% will require written approval by the department.

## 6.6 Project Staff Experience and Qualifications

Describe the project staff responsibilities and qualifications. Include previous accomplishments of a similar nature to the current application.

## 6.7 Evaluation Plan

Please include:

- A description of the measures or indicators that will be used to evaluate the project's success;
- A description of the methods/strategies that will be used to determine the project's effectiveness; and
- A description of how the results of the project will be used, disseminated and communicated both internally and to other state agencies. (Please note that all public statements regarding the implementation of the water efficiency project should indicate that the project was made possible in part by a grant from the Pollution Prevention Advisory Board)

## 6.8 Appendix

Please include any important materials critical to evaluating the application including equipment specifications and maps.

## 7.0 Reporting Requirements

One status report will be required halfway through the project. Status reports will include the following information:

- A description of activities completed to date;
- A budget summary table listing funds expended to date by budget category; and
- A discussion of any anticipated changes to the project scope or timeline.

A final report is due within 30 days of project completion and contain at a minimum:

- A detailed description of the project as implemented;
- A summary table identifying project deliverables and tasks along with the associated completion date;
- The amount of water savings resulting from implementation of the grant;
- Examples of brochures, educational or outreach materials developed or produced as part of the grant; and
- Photographs documenting the project.

The final report will be placed on the department's website.

## 8.0 Grant Funding

Funded projects will be reimbursed for expenses incurred. Reimbursement requests must include backup documentation of payment such as receipts or invoices marked paid or with zero balances. The department will not reimburse any cost incurred by the applicant prior to the issuance of a legally executed contract or authorized purchase order. The department reserves the right to withhold final reimbursement payment until final report is completed and reviewed by the department.

**Appendix A:**  
Pollution Prevention Mini-grants for Greening of State Government  
Project Application  
COVER SHEET

**State Agency Name:** \_\_\_\_\_  
**Grant Project Title:** \_\_\_\_\_  
**Agency Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Project Manager:** \_\_\_\_\_  
**E-Mail Address:** \_\_\_\_\_ **URL Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

By signing and submitting this application, the applicant agrees to operate the program as described in the Application for Funding and in accordance with the grant terms and assurances. The applicant agrees that the information provided in this application is, to the best of the applicant's knowledge and based on reasonable inquiry, true, accurate, and complete. The applicant understands that knowingly submitting any false information on this application could result in the project not being considered for funding or voiding any current or future contracts with the Department of Public Health & Environment.

Print name of Authorized Official: \_\_\_\_\_

Signature of Authorized Official:

\*Please insert electronic signature into the box on the right **or** sign and fax ONLY the cover sheet to Rachel Wilson-Roussel at 303-782-4969.

Date: \_\_\_\_\_ Title: \_\_\_\_\_

**Project Director or Contact Person:**

Name:

Title:

Address:

Phone:

E-Mail:

**Financial Officer:**

Name:

Title:

Address:

Phone:

E-Mail:

**Total Amount of Grant Funds Requested:** \_\_\_\_\_

**Total Agency Matching/In-Kind Contributions:** \_\_\_\_\_

**Total Utility or Local Government Incentives/Rebates:** \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

**Appendix B:**  
**Pollution Prevention Mini-grants for Greening of State Government**  
**Project Application**

**WORK PLAN**

(Use this format when listing your major goals for the project)

<b>GOAL 1:</b>				
<b>Objective</b>	<b>Activity</b>	<b>Deliverable/ Product</b>	<b>Responsible Party</b>	<b>Completion Date*</b>
1.	1a 1b 1c	1a 1b 1c	1a 1b 1c	MM/DD/YYYY
2.	2a 2b 2c	2a 2b 2c	2a 2b 2c	MM/DD/YYYY

<b>GOAL 2:</b>				
<b>Objective</b>	<b>Activity</b>	<b>Deliverable/ Product</b>	<b>Responsible Party</b>	<b>Completion Date*</b>
1.	1a 1b 1c	1a 1b 1c	1a 1b 1c	MM/DD/YYYY
2.	2a 2b 2c	2a 2b 2c	2a 2b 2c	MM/DD/YYYY

\*Completion date must end on a regular business day (exclude weekends and holidays).

**Appendix C:**  
Pollution Prevention Mini-grants for Greening of State Government  
Project Application

**LINE ITEM BUDGET**

You are required to use the following individual budget categories in your application:

**While the grant will *not* cover costs for the following budget categories, they may be used to show in-kind and/or matching amounts.**

- **Personnel Salaries & Wages-** Personnel directly working on grant (employees, professors, students, etc).
- **Fringe Benefits-** Related to those indicated on "Personnel Salaries & Wages". Includes health insurance, retirement funds, Social Security, FICA, etc.
- **Travel Costs-** Includes travel costs associated with the grant such as mileage, room and board.

**Allowable grant costs include the following budget categories:**

- **Materials/Supplies/Equipment (under \$5,000)** - Construction materials, lab work materials, brochures, printing, etc.
- **Major Equipment Purchases-** Cost of \$5,000+ and has life of 1 year or more. Includes fabrication or upgrading of current equipment.
- **Contractors/Subcontractors-** Outsourced project labor. The names (if known) of contractors/subcontractors and budget breakdown for each is required.
- **Consultants-** Professional services directly related to grant. Provide names (if known) and work to be completed. Budget breakdown for each required.
- **Other Direct Costs-** Costs not covered by categories listed.
- **Indirect Costs-** Limited to no more than **2%** of total direct costs

List **only** those budget categories you are asking to be funded for your grant application. Itemize each individual budget category, include sub-totals and overall budget total. See example below:

	Grant Application Request	State Agency Matching/In Kind Amount (if any)	Utility or Local Gov't Rebates	Total Amount
<b>Personnel Expenses – Subtotal</b>		<b>\$500</b>		<b>\$500</b>
Jane Smith, Project Manager (20 hrs x \$25/hr)		\$500		\$500
<b>Contractors/Subcontractors – Subtotal</b>	<b>\$2,000</b>			<b>\$2,000</b>
Company A – Installation & maintenance	\$2,000			\$2,000
<b>Equipment Purchases – Sub-Total</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>
Drip Irrigation System	\$15,000	\$5,000	\$5,000	\$25,000
<b>Total Direct Costs</b>	<b>\$17,000</b>	<b>\$5,500</b>	<b>\$5,000</b>	<b>\$27,500</b>
<b>Indirect Cost: (Limited to 2%)</b>	<b>\$340</b>			<b>\$340</b>
<b>Total Project Cost:</b>	<b>\$17,340</b>	<b>\$5,500</b>	<b>\$5,000</b>	<b>\$27,840</b>