



Colorado Department
of Public Health
and Environment

Questions and Answers, Post-Bidders Meeting

RREO Grant Program

Submitted Between February 5 and February 18,
2015

- Q1: We intend to submit an application focused on training a disadvantaged population so that they have the skills needed to enter the workforce. The training will focus on sorting recyclables. Can grant funds be used to pay wages of trainees while they are in the program?
- A1: No, grant funds may be used to cover the salary of the trainer, but not salaries of the trainees.
- Q2: Clarify the meaning of multi-jurisdictional. Does this mean only government entities are eligible to enter into multi-jurisdictional agreements?
- A2: Private businesses and nonprofits can also take a multi-jurisdictional approach to their proposal. The key piece of any Hub-and-Spoke network is to implement a network on a regional scale. It will be important for any entity to enter into partnerships with other entities from multiple counties or cities to assure economies of scale can be realized in the Hub-and-Spoke network.
- Q3: In Attachment #2, how should an applicant define key personnel in the table?
- A3: Key personnel should be identified within the description of a sub-activity or deliverable so that it is clear who will be responsible for completing the sub-activity or the deliverable. For example, a sub-activity may read, "The Recycling Coordinator shall give four presentations per quarter to area schools and community groups." Position titles should be used when identifying key personnel, not the names of individuals.
- Q4: We are an out-of-state entity looking to expand into Colorado. We currently have a small presence within the state, but all material collected is shipped out-of-state for processing. Would we be eligible to apply?
- A4: Out-of-state entities are eligible to apply but it will be critical for the applicant to explain in the application narrative how the project would benefit Colorado. The project would need to be based in Colorado.

- Q5: Should an applicant include quotes from equipment manufacturers in the Appendix?
- A5: Yes, it would be beneficial to provide more details regarding the equipment that will be purchased, but it is not required.
- Q6: For the purposes of the cover sheet, who would be considered an authorized official?
- A6: The application requires the signature of an authorized official to assure that a senior executive or senior leadership is aware of and supports this grant proposal. An appropriate authorized official would also have the authority to sign a contract with the department should a grant be awarded.
- Q7: Can the grant program share past examples of successful grant applications so that applicants could use them as a reference?
- A7: Since some grant applications contain sensitive information or confidential business data, these are not posted on the CDPHE website. If there is a particular project that interests you, you can request to see that project's grant application under the Colorado Open Records Act (CORA). The [Secretary of State's Office](#) goes into detail about CORA and the process that is involved. All our current grantees and the grantees from the last three grant cycles are listed on the [CDPHE website](#). It is recommended applicants review these lists first. If there are one or more projects that are of interest, send an email to cdphe.ppp2@state.co.us requesting the corresponding grant applications. Program staff will guide you through the process.
- Q8: To encourage more participation from private haulers in our food waste diversion and composting program we are waiving the tipping fees on food waste diverted to our composting program and from our landfill for six months. May we list the total dollar amount waived as an in kind/matching contribution in our application for a grant?
- A8: Yes, waiving the tip fee, and subsequently applying as matching funds the income you would have raised through the tip fee, would be appropriate. It will be important to explain in your application how you calculated this dollar value.
- Q9: My understanding is that the grant program will reimburse us for equipment purchased. The program will not provide the funds up-front to make purchases. Is this correct?
- A9: Our grant program processes payments on a reimbursement basis. Grantees must have the capital upfront to purchase the items listed in their project budget. Grantees then request reimbursement from the grant program for those items after they are purchased.

Q10: On the cover sheet there is a line of total project cost/tons diverted. Do the tons diverted come from only the months that the facility would be operational in the grant period or is there a way to calculate a longer term costs/ton since most of the project cost will be based on the purchase of essential equipment?

A10: On the cover sheet, the cost per tons diverted figure should account for the first 12 months the project is in operation. This may not necessarily reflect the 12 month grant cycle. If you anticipate your facility to be operational by September, you can base this figure on tons collected from September 2015 through September 2016.

Q11: Is there a means to reflect future growth in jobs after the initial one year grant period?

A11: Applicants may project one additional year beyond the grant cycle to estimate future job growth. It is key that any new jobs created be directly tied to the implementation of the grant project. There is no rule prohibiting applicants from projecting job creation beyond one additional year, but the evaluation committee won't take these estimates into account when scoring the application.

Q12: Is there a means to reflect future environmental benefits after the initial one year grant period?

A12: Applicants may project one additional year beyond the grant cycle. It is our hope that all projects will be sustained in the long-term and that the environmental benefits will accumulate for many years beyond the grant cycle. However, since all grantees will be contractually obligated to fulfill the diversion goals provided by the applicant in the statement of work, the evaluation team will be more focused in their review on immediate benefits and how quickly the project can be implemented and scaled-up to meet these diversion goals. It is left to the applicant to determine what the environmental benefits of the project will be and justify these benefits in the narrative, whether they be directly linked to the project (i.e. -- tons of compost diverted from the landfill) or indirectly linked (i.e. -- benefits of residents buying finished compost and improving local soils).

Q13: Can a truck we previously purchased for compost collection be considered an in-kind contribution?

A13: Yes, if the truck is directly related to the grant project, then it may be included in your project budget as an in-kind contribution.

Q14: Do attachments and letters in the Appendix count toward the application's 10-page limit?

A14: Attachments and letters in the Appendix do not count toward the application's 10-page limit.

Q15: Although we cannot ask for funding for personal services, membership fees, and travel expenses, can we put those items in our in-kind contribution section?

A15: If you intend to submit a Tier 1 Hub-and-Spoke application, then grant dollars cannot be requested to cover personal services, membership fees and travel expenses. Tier 2 and Tier 3 applications, however, have the option of requesting grant dollars for these expenses. Regardless of the tier, any of these types of expenses can be included as an in-kind contribution.

Q16: We collect recycling and compost at a weekly farmers market. This is one of the only compost collection efforts currently occurring in our region - does that count as a spoke to our compost hub?

A16: It appears the farmers market would be a spoke serving as a collection point for compost in the region, assuming that the farmers market occurs on a regular basis.

Q17: Do we need to have a reference page in the appendix if we are citing facts or figures in our application? (examples of these figures include local waste analysis and goals and facts from credible scientific studies)

A17: A reference page in the appendix would be helpful if your application cites many different facts and figures. It would serve as a valuable point of reference.

Q18: Is it acceptable to use acronyms for commonly recognized industry terms and departments (examples: CDPHE, MSW, CDOT, etc)?

A18: Yes, acronyms are acceptable for commonly recognized industry terms and when referencing state agencies.

Q19: Can site development be included in the request for grant funding? If the site has already been graded and compacted but it was completed in the last 2 months, is reimbursement for that previous site development eligible for tier 2 or 3 grant funding?

A19: Site development may be included in the project budget, but under no circumstances can grant funds cover work done prior to the execution of a contract with the department. Any work done or costs incurred prior to the start date of the contract, but work that is still relevant to the project, may be included as an in-kind contribution.