



Questions Submitted After the Pre-Application Conference

RFA# CDPHE-2542

February 22, 2016

Q1: Can we request access to the internal scoring sheet?

A1: After consulting with our open records officer and procurement office, we determined that sharing the internal score sheet would not give any material advantage nor provide any significant benefit to an applicant when compared to what is already provided in the RFA. As shown in our RFA in Section VIII, Subsection A.3, we list the review criteria and the number of points associated with each of those criterion. These review criteria mimic the key sections of the application narrative shown in Section IV, Subsections A, B, C, D, and E. So long as applicants fully address all the questions in the application narrative (Section IV), you will be given credit based on this list of review criteria. Since over half the points allocated to a grant proposal are assigned to economic impact, environmental benefit, and infrastructure improvement, proposals that illustrate a significant improvement or benefit within these three topic areas will typically score the highest.

Q2: Can grant funding be used to cover the cost of renting equipment?

A2: Yes, but only if it's relevant to implementing the project. For instance, if you need to rent a crane to install a new baler.

Q3: Would the cost to lease space for a reuse center be an eligible cost under the grant program? If so, what budget funding category would that fall under?

A3: Assuming that you are applying as a Tier 2 or Tier 3 project, the cost to lease space is an eligible expense. This would align under the "Operating" budget category.

Q4: Would staff salary costs, during the grant period, be an eligible cost under the grant program?

A4: Assuming you are applying as a Tier 2 or Tier 3 project, staff salary costs are an eligible expense. These costs would align under the "Personal Services" budget category.

Q5: This question is in regard to Letters of Support and categorizing them as parts of the Appendix (section F) or Optional Attachments (section G). It states in Section G - Optional Attachments, "limit these optional attachments to 13 pages" and included in these optional attachments are "letters of support from institutions of higher education, community leaders, etc." When I inquired about additional support letters at the pre-application meeting the selection committee representative said that there was no page limit for additional support letters (they were referencing section F - Other Requirements). Can we include all 13 of our support letters in the Appendix (F) that has no page limit? Or do we need to separate the ones written

from higher institutions and community leaders that run nonprofits into Optional Attachments (G), even if they are entities that will play a significant role in implementation of the project?

A5: You may include your letters of support in the Appendix as dictated in Section F of the RFA. Note that if an entity will play a significant role in the implementation of the project, such as dedicating resources or in-kind funding, the review committee will look for letters of commitment from those entities, regardless of what Tier your project may fall under. Please review the Hub-and-Spoke information [on the CDPHE website](#) (scroll to the bottom of the webpage) for a more thorough explanation on the difference between letters of support and commitment.

Q6: In the grant application, it states that the grant must be formatted in the following manner:

Application Font: Times New Roman

Application Font Size: 11 point

Application Spacing: Single-spaced, 1" margins on all sides

However, when using the templates for the Work Plan and Budget, the font size is 10, not 11. Should we use the embedded font size or increase it to 11?

A6: You may use font size 10 in the work plan and budget tables.

Q7: If I have a number of goals for my project, must I use a separate work plan for each goal? I'm concerned that with the number of goals I have (5) and the size of the template numerous pages will be taken up just to outline the goals. Do you have any suggestions?

A7: In the work plan, the goal is meant to be somewhat generic and at a very high level such as, "Increase access to recycling in xxxx region of Colorado". Consider making your goal as broad as possible to encompass all facets of your project, and then follow with multiple objectives under that very broad goal. That way you can tie any activities and sub-activities to each of the more specific objectives. Note that even if you have multiple objectives, you only need one standards and requirements section, one expected outcomes and measurements section, and one deliverables section. These sections link back to all of your objectives and activities in the work plan.

Q8: We have a large amount of CRT Tubes that need to be transported to a processing facility. Could grant funds cover the cost of the freight and recycling fees?

A8: We have in the past subsidized the cost of recycling for e-waste, but it was only a small portion of the overall project budget and was only a temporary subsidy in an effort to build a customer base. The committee would need to see justification on why grant funds would be used for this purpose. This type of subsidy applies to a Tier 2 or 3 project only.

Q9: Would new employee payroll be considered In-Kind funding if the employee is hired after July 1, 2016?

A9: Yes, so long as that employee was directly tied to the implementation of the project.

Q10: We currently offer free pick-up and free recycling for various organizations in order to assist them in making their funding go further. Would the donated funds be eligible for grant funds?

A10: To clarify, are you wondering if the costs your company incurs to provide free recycling pick-up to these organizations can be covered with grant funds? If that is the scenario, then this type of subsidy would be eligible for a Tier 2 or 3 project; however, the committee would need justification on why grant funds would be used for this purpose and how this would help sustain the project in the long-term.

Q11: Since reimbursements are offered no more than once per month, does this mean that only one purchase can be made per month?

A11: Multiple purchases can be made within a one month time span. The invoice template used by CDPHE allows plenty of space to list expenditures.

Q12: You had mentioned that grant funds may cover the lease of office/warehouse space. Is this correct?

A12: Yes, grant funds may cover the cost of a building lease for a Tier 2 or 3 project; however, the committee would need justification on why grant funds would be used for this purpose and how this would help sustain the project in the long-term.

Q13: I've never gone about asking for project partners. Could you advise me on how to do this? At the pre-application conference, I noticed there were recyclers in the room who had multiple letters of commitment and I immediately began to wonder how they accomplished that.

A13: Letters of commitment are only required for Tier 1 Hub-and-Spoke projects. Unfortunately, we are not in a position to offer advice on how to secure project partners.

Q14: What exactly is considered matching/In Kind contributions? We don't have any businesses matching our required funding, so everything is covered through our own funds. Are our own funds considered matching?

A14: Yes, you may contribute your own funds as an in-kind contribution.

Q15: Do I need to add the State of Colorado to my general liability before I know if we are awarded any portion of the grant, or can we wait until we know for sure we will be a recipient?

A15: It is not recommended that applicants make arrangements with their insurance company prior to receiving an award letter from CDPHE.

Q16: Can my application be reviewed for completeness prior to submittal, just to make sure I am completing it correctly?

A16: Unfortunately, staff do not have the time nor resources to pre-review grant applications prior to submittal. Applicants are strongly encouraged to review Attachment #9 to ensure their application is complete.

Q17: On the check list (Attachment #9) it speaks of Sections IV B. 1a. through IV B.1g. What document does this refer to?

A17: Sections IV B. 1a. through IV B.1g refer to the pertinent sections in the Request for Applications document, pages 9-12.

Q18: On the Pre-Ward Risk assessment can you explain question 17? What is considered source documentation?

A18: Adequate documentation is the foundation used to support accounting and cost records. The documentation should provide the means to verify proper segregation of spending between various Federal Awards and non-Federal expenditures. Some examples include: authorization forms, time-tracking reports by grant, spending by grant, and reporting by grant.

Q19: Can you tell me what the appropriate ratio is for in-kind funds versus requested funds?

A19: This funding opportunity does not have a matching requirement tied to a grant award, so a recommended ratio doesn't exist. The committee looks more favorably on those proposals that have some sort of a match, though.

Q20: We work with 50+ nonprofit organizations and I would like to apply for a grant to purchase recycling bins and pay for removal services for each of the nonprofits for one year. Would this be eligible?

A20: Taking the initiative to organize and distribute new recycling bins to 50+ nonprofit organizations all across Colorado would fall within our scope. If you decide to submit a proposal, we would look for an explanation on how recycling service would be sustained beyond the first year. The review committee would want some assurance that the recycling bins would still be used once grant funds were exhausted.

Q21: Will the committee look unfavorably on a request to replace equipment at our existing location that was purchased with RREO grant funds in a previous fiscal year? Our rationale is that equipment capacity should best match the size of the market. We have three smaller balers purchased with grant funds previously that could serve the needs of a new market in northern Colorado. We would like to replace them with a horizontal baler at our existing facility, which would allow us to increase recycling capacity.

A21: Since previously funded equipment will still be in use at a new location, it would be reasonable to request grant funds for a new horizontal baler at your existing facility. It would also be reasonable to include in your project scope any additional costs incurred in setting-up the new hub in northern Colorado. The committee would not consider these to be mutually exclusive activities if costs for both the existing and the new facility were included in a single grant proposal.

Q22: Does the flow chart in Appendix 5 need to be included if this will not be a Tier 1 application?

A22: The flow chart serves as a guidance document to help applicants determine whether they fall under Tier 1. It is not required to include in your grant application.

Q23: Are graphics acceptable in the application narrative as long as the allowable page limits are not exceeded?

A23: Graphics are acceptable as long as page limits are not exceeded.

Q24: Can you provide a summary of how many RREO grant awards since FY2009 are still in operation today?

A24: Of the 90 projects we have funded, 83 are still in operation.

Q25: The marketing toolkit link isn't working - I don't think we need to reference anything in that in order to include marketing as one of our activities, but I just wanted to check.

A25: The marketing toolkit is not yet available, but should be within the next month. Its intent is to serve as a resource for those applicants who seek guidance on how to market their grant project. Marketing of some sort is required in your work plan and applicants have the flexibility to explain what will work best for your project.

Q26: Does the work plan template need to be included in the body of the application document, or can that be placed at the end? I know it counts toward the page limit regardless.

A26: It's best if it can be included within the body of the application narrative.

Q27: On Attachment 2 (Pre-Award Risk Assessment Questions), can you tell me if I should include the operating budget for the entire county or just our landfill, since it is an enterprise fund? If I only include the landfill's operating budget, then how should I answer the next question about grants we receive?

A27: You should include the total operating budget for the County as adopted by the County Commissioners for your most recent budget year. As a result, you should list the total number of grants received by the county, not just by the landfill.

Q28: Our community would like to host two community recycling events in the coming year. Would these events be considered "spokes" in a Hub-and-Spoke network?

A28: No. For collection events to be considered a true "spoke" the events would need to be regularly and frequently scheduled. Events that occur only several times per year would not qualify.

Q29: We will likely request grant funds to purchase a truck. While the truck will support our existing Hub-and-Spoke network, it will also be used to launch a new curbside collection service. Would this grant proposal be considered a Tier 1 or Tier 2 proposal?

A29: This would be considered a Tier 2 project since the truck will be predominantly used for the new curbside service.

Q30: Is the Personal Services budget category ineligible for all project tiers or only Tier 1?

A30: Only Tier 1. Grant funds can be requested to cover Personal Services in Tier 2 and Tier 3 projects.

- END -
