

STATE OF COLORADO



Colorado Department
of Public Health
and Environment

Recycling Resources Economic Opportunity Program

Sixth Annual Report, FY2013
February 2014

Submitted to the Colorado Legislature
By the Colorado Department of Public Health and Environment,
Division of Environmental Health and Sustainability

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DOCUMENT INFORMATION

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I. Executive Summary

To advance opportunities for recycling in Colorado, the Recycling Resources Economic Opportunity Act of 2007 established a grant program within the Colorado Department of Public Health and Environment (the department) to help create or expand existing recycling programs. The Act also established a recycling rebate program to reward those Colorado businesses and organizations who are actively collecting materials for recycling. These funds promote economic development through the productive management of recyclable materials that would otherwise be treated as discards. In fiscal year 2012, funding for the RREO program came from tipping fees at state landfills. A fee of \$0.07 per cubic yard of solid waste disposed funds the RREO program. With the passage of SB 13-050, signed into law by Governor Hickenlooper on June 5, 2013, the RREO program will benefit from an increase in this fee to \$0.09 per cubic yard effective January 1, 2014. Additionally, the sunset date for the RREO program was extended to July 1, 2026.

a. RREO Grant Program Description

The RREO grants are intended to fund the following types of projects:

- recycling, beneficial use, and reuse
- public private partnerships that promote waste diversion, recycling, recycling markets, and the beneficial use of discarded materials
- developing or expanding local economic infrastructure for the sustainable use of discarded materials
- providing local incentives to develop or expand markets for recycled products; educational programs
- improve waste management plans by local governments
- cleaning up illegal waste dumping and reducing waste tire stockpiles

The grants are available to for-profit and nonprofit organizations, governmental agencies, schools and universities. All grants must directly benefit the state of Colorado.

In the fiscal year 2013 grant cycle, one Request for Applications (RFA) was released. The initial RFA released in January 2012 resulted in 51 grant applications submitted, totaling nearly \$9.4 million in requests. The department awarded a total of \$971,072 in funding to seven grant applicants. The grant recipients began their projects on or after July 1, 2012, and will complete their projects by June 30, 2013.

FY 2013 RREO Grants

Grant Recipient	Location	Project Title	Amount Awarded
City of Durango	Durango	Southwest Regional Hub Expansion	\$95,000
EDS Waste Solutions	Evergreen, Fairplay, Gilpin and Clear Creek Counties	ETS Hub & Spoke Expansion	\$260,800
League of Women Voters of Estes Park	Estes Park	From Worst to First: Increasing Recycling and Waste Diversion in Estes Park	\$18,350
SustainAbility	Arvada	SustainAbility Hub-and-Spoke 2012	\$26,210

Waste Management of Colorado, Inc.	Sterling	Waste Management -- Sterling Hub-and-Spoke	\$228,600
We Recycle	Creede, Pueblo, La Junta	Southern Colorado Hub-and-Spoke Cooperation	\$293,086
WSB Computer Services, Inc.	Alamosa	VERN	\$49,026.35
FY 2013 Total:			\$971,072.35

Two additional projects were initially funded, but both contracts were cancelled before the end of the grant year. The City and County of Denver was awarded \$49,300 to build a recycling drop-off site in southeast Denver, but delays in preparing the site led them to decline the grant funds since they wouldn't be able to achieve the project's key deliverables within the grant year. Additionally, Paint Genius was awarded \$179,907 to develop a latex paint recycling program; however, when the company proposed to drastically change the scope of their project several months after the contract was signed, the department decided the proposed changes were not in the best interest of the program and cancelled the contract.

To date, this investment created 35 "green" jobs and diverted 9,270 tons of material from the landfill.

b. Recycling Rebates

The recycling rebates were created to reward those companies and organizations that offer recycling services throughout the state of Colorado. Although there is no specific requirement for how an entity's rebate funds may be used, the intent is for the entities to reinvest the funds to continue to support or expand their recycling services.

In fiscal year 2013, the department issued a total of \$365,620 in rebates (\$181,411 in the first round and \$184,209 in the second round). The rebates were distributed to recycling drop-off center operators and glass recycling haulers in the first round, and 100 percent of the allocated rebate in the second round was distributed to recycling drop-off center operators only.

II. Background

To advance opportunities for recycling in Colorado, the state legislature passed the Recycling Resources Economic Opportunity Act of 2007 (Act), establishing a grant program to help create or expand existing recycling programs and a rebate program to reward those Colorado businesses and organizations who are actively providing recycling services. Senate Bill 13-050, signed into law by Governor Hickenlooper on June 5, 2013, extended the RREO program sunset date to July 1, 2026. The state legislature recognized the need to incentivize waste diversion activities in Colorado to take advantage of the many benefits:

- conservation of energy and natural resources
- reduction of waste, pollution and greenhouse gas emissions
- economic growth
- job creation
- accessibility of materials for in-state markets
- prolong the life of landfills

Through the RREO grant program, these funds promote economic development through the productive management of recyclable materials that would otherwise be treated as discards. In addition, these funds help businesses, local governments, nonprofit organizations, and schools and universities that may not have the ability to raise the capital needed to start or expand a recycling program. Projects that meet the goal of the grant program may be designed to implement source reduction, recycling, beneficial use/reuse, anaerobic digestion, or composting for a wide variety of materials.

The Act also created a committee of thirteen representatives from various state agencies, local government entities, for-profit business, and nonprofit groups to advise the Pollution Prevention Advisory Board and the department on how best to allocate revenues collected for the RREO program. This committee evaluates and selects the grants to be funded each fiscal year and determines the formula for the recycling rebate (awarded biannually).

For the duration of fiscal year 2013, funding for the RREO program came from tipping fees at state landfills. A total of \$0.07 per cubic yard of solid waste funds this program. With the passage of SB 13-050, the RREO program will benefit from an increase in this fee to \$0.09 per cubic yard effective January 1, 2014. The fee will gradually rise to \$0.14 per cubic yard of solid waste by January 1, 2016. Currently, there is no other state funding available to support recycling implementation projects in Colorado.

The provisions of this Act assist the state in advancing economic development and job growth, achieving greater levels of waste diversion, and preserving the state's natural beauty. Before this Act was signed into law, no state agency had the responsibility to encourage or help sustain recycling in Colorado. The RREO Program is housed at the Colorado Department of Public Health and Environment.

III. RREO Grant Program

a. FY 2013 Grant Solicitation

The Request for Application (RFA) for fiscal year 2013 was prepared by the committee with assistance from the department and was approved by the board for release in January 2012. The department's purchasing and contracts division also reviewed the RFA to ensure compliance with state procurement guidelines.

The RFA sought applications that met one or more of the following general objectives:

- Accomplishing greater levels of solid waste minimization, waste diversion (from landfill disposal), recycling (for various materials or products), material reuse and composting;
- Implementing proven diversion methods such as Pay-As-You-Throw (PAYT), market incentives, contracting, municipal ordinance, or other mechanisms;
- Developing best practices in recycling, waste minimization and diversion, material reuse and composting;
- Improving market research and data to identify material reuse opportunities;
- Providing data on quantities of recyclables in order to set goals, track progress, and support new or expanded market development;

- Providing detailed economic information on the impacts of recycling and material reuse in Colorado;
- Providing more education and information to residents of the state about recycling; and
- Increasing regional partnering to maximize economies of scale.

The committee created a tiered system to prioritize eligible types of projects to best help the state increase waste diversion and create economic opportunities. This year, the committee prioritized the development of hub-and-spoke networks. In its simplest form, the hub-and-spoke recycling model consists of a centralized processing center, or “hub,” where recyclable material is sorted, baled and/or sold to market, and “spokes,” the surrounding communities that feed the recyclables they collect to the main hub. Typically the hub and spoke communities have a formal agreement that ensures the recyclables collected in the region flow from the spokes to the hub for processing. Below are the tiers:

First Tier:

Utilize the Hub-and-Spoke model:

- to develop or expand local or regional recycling infrastructure, especially in underserved areas of the state; and
- to form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses.

Second Tier:

- Implement projects that directly result in increased levels of recycling, reuse, and/or composting to divert more materials from landfill disposal. This may include Pay-As-You-Throw (PAYT) programs, market incentives, performance-based contracting, municipal ordinances, or other similar mechanisms.
- Provide local incentives to develop or expand markets for recycled products and material reuse.
- Develop or expand local or regional recycling infrastructure, though not necessarily via a Hub-and-Spoke model.
- Form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses. These partnerships can be developed independently of a comprehensive Hub-and-Spoke system.

Third Tier:

- Undertake sustainable community resource education programs.
- Develop educational programs and improve infrastructure for schools and other educational institutions.
- Provide assistance in connection with the development or improvement of integrated waste management plans by local governments that focus on waste diversion.
- Clean up illegal waste dumping.
- Reduce waste tire stockpiles.

b. FY 2013 RREO Grant Projects

In the FY 2013 grant cycle, 51 grant applications were submitted totaling nearly \$9.4 million in requests. The applications were evaluated based on the following five criteria:

- environmental benefits
- economic impact
- feasibility of successful implementation
- measurable results
- experience and qualifications

The department awarded a total of \$971,072 to seven applicants. Grant recipients began their projects on or after July 1, 2012 and will complete their projects by June 30, 2013. The following is a summary of each project.

Grantee Name	City of Durango
Project Title	Southwest Regional Hub Expansion
Legal Tax Status	Govt.
Geographic Area	Durango
Grant Award	\$95,000
Total Spent	\$1,620,000
Project Summary	The City of Durango's existing recycling facility, constructed in 1996, was sized to process 10 tons of recyclable material per day. The primary goal of this project was to expand its capacity to collect, process, and sort recyclable materials. This goal was achieved through the following project objectives: 1) renovate the City's existing regional recycling facility; 2) purchase and install a new conveyor and baler; 3) increase the local MSW diversion rate by 50% in the first year of project implementation; and 4) institute the necessary structural and operational changes to facilitate increased diversion rates.

Grantee Name	EDS Waste Solutions
Project Title	ETS Hub & Spoke Expansion
Legal Tax Status	For-Profit
Geographic Area	Evergreen, Fairplay, Gilpin and Clear Creek Counties
Grant Award	\$260,800
Total Spent	\$112,000
Project Summary	This project's goal was to establish five public recycle drop off locations, as well as improve and expand the existing recycling facility with additional processing equipment. Grant funds were predominantly used to purchase a material conveyor system for the existing recycling facility.

Grantee Name	League of Women Voters of Estes Park
Project Title	From Worst to First: Increasing Recycling and Waste Diversion in Estes Park
Legal Tax Status	Nonprofit
Geographic Area	Estes Park
Grant Award	\$18,350

Total Spent	\$12,676
Project Summary	The purpose of this grant was to leverage the organization's existing partnership among town and county officials, waste disposal professionals, and recycling advocates to dramatically increase recycling rates through modest infrastructure improvements, increased visibility, and sustained marketing. Grant funds were used to purchase bear-proof recycling bins, including signage, to be placed at strategic locations so they are easily accessible by the general public.

Grantee Name	SustainAbility
Project Title	SustainAbility Hub-and-Spoke 2012
Legal Tax Status	For-Profit
Geographic Area	Arvada
Grant Award	\$26,210
Total Spent	\$33,450
Project Summary	The purpose of this project was to establish a spoke on the western edge of the City of Arvada, offering residents an all-inclusive recycling drop-off center. This new location accepts items for reuse, obsolete electronics, hard-to-recycle items and compostables. The facility will be staffed by individuals with developmental disabilities and will serve as an educational center and store for our repurposed items. Grant funding was used to purchase equipment for the new spoke facility and their hub facility.

Grantee Name	Waste Management of Colorado, Inc.
Project Title	Sterling Hub-and-Spoke
Legal Tax Status	For-Profit
Geographic Area	Sterling
Grant Award	\$228,600
Total Spent	\$114,723
Project Summary	Waste Management of Colorado developed a hub-and-spoke recycling system in northeast Colorado. Grant funds were used to erect a stationary building in Sterling, Colorado. This "spoke" location serves as a safe and environmentally sound repository where curbside, drop-off and commercial recyclable materials can be delivered, stored, compacted and transported to Waste Management's Single-Stream Processing Facility in Denver (hub) where they will be processed and marketed. The Sterling facility will allow WM to work in partnership with, cities, towns, and counties in the region to offer curbside single stream as well as commercial recycling to local businesses.

Grantee Name	We Recycle
Project Title	Southern Colorado Hub-and-Spoke Cooperation
Legal Tax Status	For-Profit
Geographic Area	Creede, Pueblo, La Junta
Grant Award	\$293,086
Total Spent	\$72,019
Project Summary	The goal of this project was to increase recycling and waste diversion in

	Southern Colorado. This project combined the efforts of several recycling operations. By implementing a Hub-and-Spoke model, the entities developed a partnership as a means to become financially sustainable and grow to offer more services and recycling options to the entire region. This project expanded upon We Recycle's existing Hub-and-Spoke system to incorporate more areas, improved existing spokes by addressing equipment needs, increased the processing capabilities of the Hub to process and store an increased volume of recyclable material, and marketed and promoted these services within the service territory.
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Grantee Name	WSB Computer Services, Inc.
Project Title	VERN
Legal Tax Status	For-Profit
Geographic Area	Alamosa
Grant Award	\$49,026.35
Total Spent	\$107,440.91
Project Summary	This project directly addressed the need for a consistent electronic recycling facility in the San Luis Valley. The grantee will be a new "spoke" facility in Blue Star Recyclers' Vocational Electronic Recycling Network. The mission of this network is to use recycling to create local employment for people with developmental disabilities. Grant funds were used to purchase all necessary supplies and equipment to safely dismantle and store old electronics, as well as to subsidize transportation costs while the program was in its early stages.

c. Grant Monitoring and Reporting

Department staff monitors all grants to ensure they are meeting the requirements in their Scope of Work and contract or purchase order agreement. Ongoing communication with the grantees is done through conference calls, e-mails, meetings and site visits. Each grantee is also assigned two members of the committee to act as grant monitors and provide technical assistance when needed. At minimum, the grantee must provide a bi-annual, final, and six month follow-up report to the department.

The final report includes

- a financial summary;
- all deliverables;
- a list of completed tasks and outcomes;
- description of unanticipated outcomes or roadblocks encountered;
- discussion of potential future applications of project results;
- one page summary describing new jobs created, economic impact of project, increased volumes of materials collected, participation in recycling that occurred as a result of the project, and environmental metrics and outcomes resulting from the project.

To review final reports for fiscal year 2013 grants, please visit the following website:
http://www.cdphe.state.co.us/oeis/p2_program/rreofinalrpts2013.html.

IV. RREO Recycling Rebate Program

a. Background

The recycling rebates were created to reward those companies and organizations that offer recycling services throughout the state of Colorado. Although there is no specific requirement how rebate funds may be used by a recipient, the intent is to reinvest the funds to support or expand their recycling services. The rebates are issued biannually based on submitted data from the previous six-month period.

b. Recycling Rebate Application

The committee develops the Recycling Rebate Application (RRA) each rebate cycle and presents their recommendation to the board for approval. The RRA describes the eligible rebates that are offered and the formula that is used to determine the amount of rebate an entity may receive.

In fiscal year 2013, the department issued a total of \$365,620 in rebates. In the first round, \$181,411 in rebates were distributed to operators of free public recycling drop-off centers and glass recycling haulers. In the second round, \$184,209 in rebates were distributed to operators of free public recycling drop-off centers only. The rebates were structured as follows:

First Round (7/1/12 – 12/31/12)

i. Recycling Drop-Off Sites (50% of rebate funds)

The recycling drop-off site rebate was available to any entity who incurred transportation/hauling costs associated with providing free public/community recycling drop off sites. The committee hopes to encourage the availability of free public recycling drop-off sites in the state, especially in areas where other recycling options are limited or unavailable.

ii. Glass Shipping (50% of rebate funds)

The glass shipping recycling rebate was provided to glass recyclers that ship glass to in-state end users. The committee hopes to encourage the collection of glass as a separate stream so that more material makes it to market for reuse and amounts lost due to breakage and improper sorting are minimized.

Second Round (1/1/13 – 6/30/13)

Recycling Drop-Off Sites (100% of rebate funds)

The recycling drop-off site rebate was available to any entity who incurred transportation/hauling costs associated with providing free public/community recycling drop off sites. The committee hopes to encourage the availability of free public recycling drop-off sites in the state, especially in areas where other recycling options are limited or unavailable.

c. Rebate Application Evaluation/Audit

Department staff reviewed all applications to determine if the applicant was eligible for the rebate. For the curbside recycling rebate, staff used an internal database developed by the Hazardous Materials and Waste Management Division to verify local ordinances for cities and counties that either require recycling services be provided or have a recycling fee structure in place.

Staff are also required to audit at least 10% of received applications, per committee by-laws. For the fiscal year 2013 rebate rounds, staff completed audits on 75% of the applications to ensure accurate information was submitted. Audits include: a verification of customer lists, contacting end users of the recycling commodities, and/or submittal of weight slips or spreadsheets that demonstrate figures provided are accurate. All rebate amounts were approved by the board based on the recommendation of the committee.

d. FY 2013 Recycling Rebate Payments

i. First Round – 7/1/12 – 12/31/12 – Part A: Recycling Drop-Off Sites

Drop-Off Site Operator	Rebate Amount
Alpine Waste & Recycling	\$781.94
Angel of Shavano Recycling	\$3,127.78
Arvada Recycling	\$781.94
Baker Sanitation	\$3,909.72
Bestway Transfer, LLC	\$781.94
Boulder County	\$3,127.78
City of Brighton, Youth Services	\$781.94
City and County of Broomfield	\$781.94
City of Cortez	\$781.94
City of Durango	\$2,345.83
City of Ft. Collins	\$781.94
City of Greeley	\$781.94
City of Lakewood	\$781.94
City of Thornton	\$3,909.72
City of Westminster	\$3,127.78
Eagle County	\$4,691.66
El Paso County	\$781.94
Four Corners Recycling Initiative (FCRI)	\$1,563.89
Gallegos Sanitation, Inc.	\$1,563.89
High Valley Community Center	\$781.94
Recycle-Creede	\$781.94
Routt County	\$781.94
South East and East Central Recycling Association	\$21,894.43
Summit County	\$1,563.89

Town of Julesburg	\$781.94
Town of Palisade	\$781.94
Waste Management	\$28,149.98
Total:	\$90,705.50

ii. First Round – 7/1/12 – 12/31/12 – Part B: Glass Recycling

Glass Hauler	Rebate Amount
#1 Recycling	\$4,101.55
Alpine Waste & Recycling	\$316.50
Angel of Shavano Recycling	\$2,341.45
Bestway Recycling	\$3,773.14
Boulder County Recycling Center	\$12,323.33
City of Durango	\$24,925.11
City of Loveland	\$2,350.34
Dahl Recycling	\$5,656.92
Gallegos Sanitation	\$278.96
Grand Junction Curbside Recycling Indefinitely (GJCRI)	\$7,778.16
Lake County	\$601.41
Recycle Creede	\$2,219.39
South East and East Central Recycling Association	\$5,451.02
Summit County	\$3,668.63
Waste Management	\$14,919.58
Total:	\$90,705.50

iii. Second Round – 1/1/13 to 6/30/13 –Recycling Drop-Off Sites

Drop-Off Site Operator	Rebate Amount
Alpine Waste & Recycling	\$108.42
Angel of Shavano Recycling	\$423.79
Boulder County	\$320.33
City and County of Broomfield	\$261.64
City of Cortez	\$501.65
City of Durango	\$36,841.80
City of Ft. Collins	\$744.02
City of Lakewood	\$632.87
City of Loveland	\$150.74
City of Thornton	\$142.01
City of Westminster	\$751.78
Dahl Recycling	\$7,439.40
Eagle County	\$399.78
Gilpin County	\$1,070.61

Pitkin County	\$20,759.81
Recycle-Creede	\$12,991.95
South East and East Central Recycling Association	\$11,043.98
Summit County	\$28,137.56
Town of Meeker	\$4,879.40
Upper Arkansas Recycling	\$19,765.64
Waste Management	\$36,841.80
Total:	\$184,209.00

V. Conclusions

a. Next Steps

Looking forward into fiscal year 2014, the next steps for the program include the following activities:

- Grants funded in fiscal year 2014 are scheduled to be completed by June 30, 2014. Final results from these grants, including tons of material diverted and number of jobs created, will be included in next year's legislative update.
- A RFA for the fiscal year 2015 funding cycle was released on January 3, 2014. The deadline for submittal is March 3, 2014. The grant review committee will evaluate applications and recommend projects for funding to the board. Grant recipients will begin their fiscal year 2015 grants on July 1, 2014. The department remains committed to prioritizing hub-and-spoke recycling networks.
- The application for the first round of fiscal year 2014 recycling rebates (covering the period 7/1/13 – 12/31/13) will be available in February 2014. The application for the second round of fiscal year 2014 recycling rebates (covering the period 1/1/14 - 6/30/14) will be available in August 2014.

**RREO Grant Metrics: Total Payout, Jobs Created, and Tons Diverted
FY 2013**

<i>Budget Item</i>	<i>City of Durango</i>	<i>EDS Waste Solutions</i>	<i>League of Women Voters</i>	<i>SustainAbility</i>	<i>Waste Management</i>	<i>We Recycle</i>	<i>WSB eRecyclers</i>	<i>Category Total</i>	<i>Percent Breakdown</i>	<i>Budget Item</i>
Personnel Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Personnel Salaries
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Fringe Benefits
Tuition/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Tuition/Fees
Travel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Travel Costs
Materials/Supplies	\$ -	\$ -	\$ 18,350.00	\$ 5,561.03	\$ -	\$ 30,223.54	\$ 7,155.09	\$ 61,289.66	6.3%	Materials/Supplies
Equipment Purchases	\$ 95,000.00	\$ 260,800.00	\$ -	\$ 16,749.20	\$ -	\$ 127,318.93	\$ -	\$ 499,868.13	51.5%	Equipment Purchases
Contractors/Subcontractors	\$ -	\$ -	\$ -	\$ -	\$ 223,843.00	\$ 105,053.29	\$ -	\$ 328,896.29	33.9%	Contractors/Subcontractors
Consultants	\$ -	\$ -	\$ -	\$ -	\$ 4,757.00	\$ -	\$ -	\$ 4,757.00	0.5%	Consultants
Training/Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Training/Education
Marketing/Advertising	\$ -	\$ -	\$ -	\$ 3,869.45	\$ -	\$ 20,869.20	\$ 6,240.00	\$ 30,978.65	3.2%	Marketing/Advertising
Other Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00	\$ 35,414.19	\$ 44,414.19	4.6%	Other Direct Costs
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	Indirect Costs
Total Payout	\$ 95,000.00	\$ 260,800.00	\$ 18,350.00	\$ 26,179.68	\$ 228,600.00	\$ 292,464.96	\$ 48,809.28	\$ 970,203.92	100.0%	Total Payout
Final Report Metrics FY 2013 (7/1/12 - 6/30/13)										Final Report Metrics FY 2013 (7/1/12 - 6/30/13)
Job Creation**	0	2	0	8	0	5.5	4	20		Job Creation**
Average Salary		\$15,001-\$30,000		<\$15,000		\$15,001-\$30,000	<\$15,000	---		Average Salary
Materials Diverted, Tons	2,700	1,353	0	365	0	1,001	64	5,483		Materials Diverted, Tons
Six Month Summary Update 7/1/13 - 12/31/13										Six Month Summary Update 7/1/13 - 12/31/13
Job Creation**	6	5	0	0	0	3	1	15		Job Creation**
Average Salary	\$30,001 - \$40,000	\$15,001-\$30,000				\$15,001-\$30,000	<\$15,000	---		Average Salary
Materials Diverted, Tons	1,855	1,093	0	186	26	606	21	3,787		Materials Diverted, Tons
Total Materials Diverted, Tons	4,555	2,446	0	552	26	1,607	85	9,270		Total Materials Diverted, Tons
Total Jobs Created	6.0	7.0	0.0	8.0	0.0	8.5	5.0	35		Total Jobs Created

** 1 FTE = 40 hrs worked per week

STATE OF COLORADO

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STATE OF COLORADO

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer

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

4300 Cherry Creek Dr. S.
Denver, Colorado 80246-1530
Phone (303) 692-2000
Located in Glendale, Colorado
<http://www.cdphe.state.co.us>

Laboratory Services Division
8100 Lowry Blvd.
Denver, Colorado 80230-6928
(303) 692-3090



Colorado Department
of Public Health
and Environment

POLLUTION PREVENTION ADVISORY BOARD ASSISTANCE COMMITTEE

Last Update: February 28, 2013

Name		Organization	Phone	E-mail
Cary	Bush	Recycle Creede	(303) 503-9975	cary@recyclecreede.org
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Stephanie	Garnica	Colorado Office of Economic Development and International Trade	(303) 892-3892	stephanie.garnica@state.co.us
Susie	Gordon	City of Fort Collins	(970) 221-6265	sgordon@fcgov.com
Marjorie	Griek	Colorado Association For Recycling	(303) 975-6975	mgriek@cafr.org
Gary	Horton	Western Disposal Services	(303) 448-2344	ghorton@westerndisposal.com
Wolf	Kray	Colorado Department of Public Health and Environment	(303) 692-3337	wolfgang.kray@state.co.us
Mary Beth	Miles	City of Durango	(970) 375-4830	milesmb@ci.durango.co.us
Rachel	Nathan	SustainAbility	(303) 249-7251	rachelbnathan@yahoo.com
Jo	Scher	Pueblo Recycles	(719) 562-0205	jo.scher@va.gov
Neal	Schuessler	Waste Management, Recycle America	(303) 486-6019	nschuessler@wm.com
Walter	Wright	EcoAction Partners, representing San Miguel County	(970) 728-5208	walter@ecoactionpartners.org
VACANT		Colorado Energy Office		

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Colorado Department
of Public Health
and Environment

Recycling Resources Economic Opportunity Fund Grant Program C.R.S. Chapter 270 Article 19.7 25-16.5-106.5

Request for Application (RFA) January 2012

1.0 Grant Program Goals

The Colorado Department of Public Health and Environment (the department), working through the Pollution Prevention Advisory Board (the board) and the Assistance Committee to the board (the committee), requests applications for grant projects awarded from the Recycling Resources Economic Opportunity (RREO) Fund.¹ The Recycling Resources Economic Opportunity Act (the Act) created the RREO Grant Program (grant program) with the intent to fund implementation projects that promote economic development through the productive management of recyclable materials that would otherwise be treated as discards. Projects that meet this goal are designed to implement source reduction, recycling, beneficial use/re-use, anaerobic digestion, or composting for a wide variety of materials.

This will be the fifth year for the grant program. Approximately \$1.25 million is expected to be available in the fiscal year 2013² grant cycle to fund multiple projects for a duration of one year. The grant program will not offer loans this fiscal year. Funded projects will be reimbursed for expenses incurred per the project's Scope of Work. See Section 9.0 for more information on disbursement of funds.

The grant program intends to fund projects that are sustainable beyond the scope of the grant, will enhance the financial viability of recycling in Colorado, and create new jobs in the state. To meet these goals, primary consideration will be given to those applicants who request funding to develop a recycling infrastructure similar to that of New Mexico's Hub-and-Spoke system.³ Up to 100% of the available grant dollars may be allocated to fund this type of program. However, if the grant program receives applications that the committee and board feel do not adequately meet the criteria for a Hub-and-Spoke recycling system, grant dollars will be allocated to other projects that meet second and third tier priorities as outlined in Section 4.0 of this document. Applicants are encouraged to look carefully at the new requirements that follow.

¹ C.R.S. §25-16.5-106.5 (Chapter 270 Article 19.7)

² The 2013 fiscal year begins on July 1, 2012 and ends on June 30, 2013.

³ Visit http://www.cdphe.state.co.us/oeis/p2_program/hubspoke.html for more information on the Hub-and-Spoke recycling model.

Emphasizing Hub-and-Spoke will develop increased recycling infrastructure and provide more widespread access to recycling throughout the state. It is anticipated that Hub-and-Spoke will continue to be a top priority of the grant program for a number of years. The committee and board will look for proposals that establish a main Hub, where increased storage and processing can take place. Equally important is the Hub's ability to work with smaller nearby communities (Spokes) to accept their materials for processing and transport to market.

Funds may be used for:

- The purchase of equipment for the smaller Spoke communities to collect, transport, and possibly bale materials;
- The larger Hub communities to build, enlarge, or remodel a processing facility with equipment to handle recyclable items;
- Community education materials related to the Hub-and-Spoke operation;
- Collecting data on recyclables generated as a basis for establishing service areas, designing collection or processing systems, and tracking program success.

Funds may not be used for:

- On-going operating costs such as fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables;
- Personnel and fringe benefits; or
- General overhead costs.

See Attachment 3 for more detail on eligible expenses for Hub-and-Spoke proposals. All Hub-and-Spoke projects will be funded for one year in duration.

Applicants must be able to prove there is a need for the infrastructure requested in the proposal. Applications should also include any written agreements between participating communities, indicating a strong likelihood of success based on these partnerships and/or shared resources. Additionally, a discussion of how the project will be sustained beyond the life of the grant is required. Evidence of a project's sustainability should include quantitative estimates of the anticipated increases in collection, revenues, and job creation, as well as the availability of markets or end users. See Attachment 4 for a complete list of the information required for Hub-and-Spoke proposals. It is important to check the box on the cover sheet indicating a Hub-and-Spoke application.

2.0 Application Procedures

2.1 Time Line

Time Line for 2012-2013 Colorado Recycling Grant Program	
January 10, 2012	Release of RREO Request For Application
February 2, 2012	Bidders Meeting
March 2, 2012, 3:00 PM	Application Due Date
May 4 – June 30, 2012	Notice of Grant Awards and Issuance of Contracts and Purchase Orders
July 1, 2012	Effective Start Date for Awardees
June 30, 2013	Completion of 2012-13 Grant-Funded Projects

2.2 Optional Bidders Meeting

Though optional, grant applicants are strongly encouraged to attend the bidders meeting on Thursday, February 2, 2012 from 10:00AM – 3:00PM in the Sabin/Cleere Room at the Colorado Department of Public Health and Environment, 4300 Cherry Creek Drive South, Denver, 80246. The committee anticipates that many potential applicants will have questions specific to Hub-and-Spoke, so the question and answer period will be extended. Questions may be submitted in advance of the Bidders Meeting to committee chair Marjorie Griek at mgriek@cafr.org. Please submit questions to be addressed during the meeting no later than 12:00 noon on Monday, January 30, 2012. Questions may also be asked during the Bidders Meeting if not submitted beforehand.

The committee will answer general questions about the RFA and application process from 10:00 AM – 12:00 noon. Questions specific to Hub-and-Spoke will be addressed from 12:30 PM – 3:00 PM. Minutes from the Bidders Meeting, which will include answers to all questions submitted before and asked during the meeting, will be posted on the department's website by Tuesday, February 7, 2012. If applicants have questions that weren't addressed at the Bidders Meeting, committee chair Marjorie Griek will answer additional questions through 5:00 PM on Thursday, February 17, 2012. These questions must also be submitted via email to mgriek@cafr.org. Corresponding answers will be posted on the department's website by Tuesday, February 21, 2012.

To attend the meeting, please RSVP by contacting Eric Heyboer, Recycling Grants Administrator, at 303-691-4955 or cdphe.ppp2@state.co.us (include in the Subject Line: "RREO Grant Bidders Meeting Reservation"). Include the name of the business or organization, name(s) of those attending and contact phone number(s). Applicants who are unable to attend the bidders meeting in person may join via teleconference. Please indicate a teleconferencing preference when confirming attendance at the Bidders Meeting.

3.0 Grant Program Scope

Funding for the grant program was created by the Act, which collects a surcharge on solid waste taken to Colorado landfills for disposal. The Act established that recycling is an important means of realizing:

- Environmental benefits;
- Economic benefits to the state, including job development; and
- Preservation of the state's natural beauty.

To address these opportunities, grants are available to qualified applicants whose applications directly address the three goals listed above and also meet the general objectives of:

- Accomplishing greater levels of solid waste minimization, waste diversion (from landfill disposal), recycling (for various materials or products), material reuse and composting;
- Implementing proven diversion methods such as Pay-As-You-Throw (PAYT), market incentives, contracting, municipal ordinance, or other mechanisms;
- Developing best practices in recycling, waste minimization and diversion, material reuse and composting;
- Improving market research and data to identify material reuse opportunities;
- Providing data on quantities of recyclables in order to set goals, track progress, and support new or expanded market development;

- Providing detailed economic information on the impacts of recycling and material reuse in Colorado;
- Providing more education and information to residents of the state about recycling; and
- Increasing regional partnering to maximize economies of scale.

3.1 Eligibility

Entities that are eligible to apply include:

- Public and government agencies, including but not limited to, universities, schools, special districts, and intergovernmental partnerships;
- Private sector (for-profit and nonprofit organizations) that have the approval and/or support of a local government agency⁴;
- Private sector (for-profit and nonprofit organizations) that **do not** provide letters of support from a local government agency should include documentation in the application that the project will be beneficial to the local community and in compliance with all applicable regulations and permits from the State and local governments;
- Out-of-state companies or organizations that are expanding in or relocating to Colorado that have an in-state business presence (i.e., facilities, equipment, employees), are registered as doing business in Colorado, and whose project benefits Colorado directly (such entities must be registered with the Colorado Secretary of State's office prior to application submittal).

For the purposes of this grant, projects that collect, sort, and use food and agricultural wastes as raw materials for anaerobic digesters to produce methane gas are eligible to apply. **Other Waste to Energy projects are not eligible to apply for this grant.**

4.0 Grant Priorities

Based on the 2010 report "Charting a New Course in Solid Waste Management for Colorado" (http://www.cdphe.state.co.us/oeis/p2_program/visionplan.html), which evaluates waste diversion and recycling needs in Colorado, a tiered system is used to prioritize the types of projects that will best help the state increase waste diversion and create economic opportunities (priorities may change in future grant cycles). Projects that meet the criteria in the first tier will be prioritized over those that meet the second or third tier. The tiers are outlined below.

First Tier (projects must meet **both** criteria):

- Utilize the Hub-and-Spoke model:
 - to develop or expand local or regional recycling infrastructure, especially in underserved areas of the state; and
 - to form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses.

⁴ Local government may include municipal, county, regional authorities, or special improvement district agencies.

Second Tier (includes some or all of the following *types* of projects in no order of priority):

- Implement projects that directly result in increased levels of recycling, reuse, and/or composting to divert more materials from landfill disposal. This may include Pay-As-You-Throw (PAYT) programs, market incentives, performance-based contracting, municipal ordinances, or other similar mechanisms.
- Provide local incentives to develop or expand markets for recycled products and material reuse.
- Develop or expand local or regional recycling infrastructure, though not necessarily via a Hub-and-Spoke model.
- Form public-private or multi-jurisdiction partnerships to promote waste diversion, recycling, recycling markets, the beneficial use of discarded materials, or other recycling-related uses. These partnerships can be developed independently of a comprehensive Hub-and-Spoke system.

Third Tier (includes some or all of the following *types* of projects in no order of priority):

- Undertake sustainable community resource education programs.
- Develop educational programs and improve infrastructure for schools and other educational institutions.
- Provide assistance in connection with the development or improvement of integrated waste management plans by local governments that focus on waste diversion.
- Clean up illegal waste dumping.
- Reduce waste tire stockpiles.

The following considerations will be taken into account during the review process for any submission:

- The anticipated population served and the needs of the community;
- The anticipated increase in the amount of recycled, composted and/or reused material by commodity, and potential impacts when compared to the current state of infrastructure or programs available; and
- The project's local economic and environmental impacts, such as market development for recycled materials.

5.0 Application Evaluation Criteria

An explanation is provided below on how applications will be scored and how certain content is weighted. Threshold requirements that must be met before any application will be fully evaluated include:

- Complete and signed application;
- Demonstrable merit and feasibility of project;
- Clearly expressed goals and objectives; and
- Specifically defined, measurable outcomes.

5.1 Economic Impact (20 points)

- Actual new revenues and other economic benefits that will occur as a result of the project
 - Defined potential for economic growth in Colorado
- Actual increase in jobs that will occur as a result of the project
 - Defined potential for new job development for Colorado businesses

- Types of jobs created (contractual versus permanent, full-time versus part-time, pay scale, etc.)
- Expansion of end user manufacturing or markets in Colorado

5.2 Environmental Benefits (20 points)

- Significance of project's impact on recycling, waste diversion, and/or waste minimization
- Amount of material diverted from landfill disposal, preferably measured in tons (if weights are not known, provide volumes with the best conversion to use for calculating weight)
- Resource conservation, greenhouse gas reduction, energy conservation, water usage, air quality, or other environmental indicators

5.3 Infrastructure Improvement (20 points)

- New development of local or regional recycling infrastructure
- Expansion of an existing Hub-and-Spoke system (if applicable)
- Impacts to an under-served area of the state
- Utilization of public-private or multi-jurisdictional partnerships to promote waste diversion and recycling

5.4 Feasibility of Successful Implementation and Sustainability (15 points)

- Potential of maintaining the project beyond the 12-month funding period
- Degree of practical implementation
- Degree of community support
- Quality of partnership(s) and amount of support and/or funding leveraged (or other sources of support or contributions that will be made to the project)
- Level of need in the community and uniqueness of the services that will be provided

5.5 Measurable Results and Outreach (15 points)

- Potential for success and measurable results concerning waste diversion
- How the project involves recyclable materials or systems that are pertinent to Colorado
- What metrics will be used and how measurements will be made and documented, including but not limited to, end user or manufacturing jobs created, other job types created, and economic benefit
- Discussion of how the results of the project and any lessons learned will be shared with the community, trade groups, etc.

5.6 Experience and Qualifications (10 points)

- Level of applicant's education and experience
- Applicant's abilities that will make the project a success
- Ability to complete the project

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

6.0 Required Application Format

Sections 6.1 – 6.6 of this proposal must not exceed ten (10) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type (e.g., “Arial” in black font only) with 1-inch margins. If submitting a Hub-and-Spoke application, do not exceed twelve (12)

pages. All applications must be organized using the headings listed below (in bold). Failure to adhere to format requirements may lead to disqualification.

6.1 Cover Sheet

Use the application cover sheet (Attachment 1) to provide the following: project title, organizational contact information, federal tax identification number, total amount of funding requested, matching/in-kind contributions (if any), and contact information of both the project director as well as the financial officer. Estimate the cost/tons diverted for the project in the space provided by dividing the total dollar amount requested by the estimated tons of material the project plans to divert from the landfill. Be sure to check the box that indicates a Hub-and-Spoke application, if applicable.

Note: the cover page is counted as the first page of the application.

6.2 Project Abstract

Describe the intent of the proposed grant project in **250 words or less**. Clearly state how the project meets the goals and objectives of the grant program. Keep this paragraph free of any proprietary information. Abstracts describing awarded projects will be posted on the department's website.

6.3 Application Narrative

6.3.1 Criterion: Economic Impact

- Quantify the potential for economic growth and job development for Colorado businesses, and/or potential to introduce markets or business development that will improve Colorado's waste diversion. Provide information to substantiate and justify calculations.
- Describe specific job creation and quantify in number of Full-Time Equivalent (FTE) positions, where one FTE equals a 40-hour per week position. Give the average wage rate and type of job created (temporary, permanent, contract, laborer, driver, office personnel, etc.).

6.3.2 Criterion: Environmental Benefits

- Quantify the project's affect on recycling, waste diversion, material reuse and/or waste minimization in the state of Colorado or region, and indicate the timing for when those benefits will occur.
- Describe how this project will increase access to recycling to the region.
- Discuss additional environmental benefits that will be realized from this project such as natural resource conservation, greenhouse gas reduction, energy conservation, water usage, air quality, or other environmental indicators.

6.3.3 Criterion: Infrastructure Improvement

- Specify whether this project creates an existing Hub-and-Spoke recycling network. If so, **all questions listed in Attachment 4 must be addressed in the application.**
- Describe the existing recycling infrastructure in the area and the need for additional infrastructure. Are there local service providers that offer a similar service to what this project proposes to accomplish? If so, how will the service created as a result of this project be unique in the community? If this project benefits an under-served portion of the state, explain how this project will create, enhance, or complement the local recycling infrastructure.
- Describe any public, private or multi-jurisdictional partnerships that will be created either for or as a result of this project. How will they be utilized to promote waste diversion and recycling and/or existing regional partnerships?

6.3.4 Criterion: Feasibility of Successful Implementation and Sustainability

- Describe the project's goals and objectives, and how they will be achieved.
- Describe any challenges that may affect the outcome of the project and how these challenges will be addressed.
- What plan is in place to assure the project will continue after the grant period ends and how will the project continue to be funded?
- Describe any long-term program planning, communications, and/or educational activities that will be implemented to help sustain the project.
- Which community stakeholders will be involved and how will they support the project?
- If any public, private, or multi-jurisdictional partnerships are created as result of this project, how will these relationships be maintained and what role(s) will the partners play?
- Specifically describe who will buy the products or materials this project proposes to create or collect. Include a discussion on market research indicating a demand for the product manufactured or interest from downstream vendors in the materials the project aims to collect.
- Confirm what permits will be needed to complete the project (storm water, air, recycling facility, local land use/zoning, etc.). Be sure to consider how delays in acquiring the necessary permits might affect the project's implementation.

6.3.5 Criterion: Measurable Results and Outreach

- Describe what metrics or indicators will be used to monitor the project's progress and how these metrics will be documented.
- Provide data-driven information about the types and quantities of materials that will be diverted and how these types of materials substantiate a need for the proposed project. Be specific as to what recyclables will be collected and the anticipated tonnages to be diverted.
- Describe how the results of the project, and any lessons learned, will be shared with the local community and beyond. For instance, sharing the results of the project with various trade associations (e.g., Colorado Association for Recycling, Solid Waste Association of North America, Colorado Municipal League).
- Does this project have the ability to be duplicated in other communities in Colorado and how might that occur?

6.3.6 Criterion: Experience and Qualifications

- Describe the applicant's relevant education and experience.
- Specify abilities the applicant possesses that will make the project a success.
- If the applicant is part of the regulated community, describe what action will be taken to ensure the project meets all applicable state and local permitting requirements. Discuss the status of any environmental compliance issues with the department and/or the local governing body.

6.4 Methodology and Work Plan

Provide the project's business or work plan that illustrates a thorough knowledge of the field/industry, how this project will improve new industry opportunities, how it will increase waste diversion or material reuse in Colorado, and how it will be sustained in the future.

6.4.1 Project Schedule / Timeline

Using the standardized chart provided in **Attachment 2** of this document, create the project's timeline. This includes a list of the project's primary objectives and any corresponding deliverables associated with the listed objectives. Each deliverable must be measurable, have a completion date, and identify who the responsible party is for achieving the deliverable. Deliverables may include specific tasks, project milestones, reports, etc. Include key decision points for early project termination if the project is not meeting the scheduled objectives. **The project schedule must be included within the 10-page application or within the 12-page limit of a Hub-and-Spoke application. DO NOT include the project schedule in the appendix.**

6.5 Budget

6.5.1 Itemized Budget

Using the standardized budget categories provided in **Attachment 3** of this document, create a table listing all project costs (see example in Attachment 3). Note that some budget categories are not eligible for Hub-and-Spoke applications. Personnel costs should indicate budgeted hours and rate of pay. Travel costs are limited to those that are essential to accomplishing the project. Indirect costs, such as facility rental and utility bills, must not exceed 20% of the total funding request and must solely benefit this project (or be pro-rated for the amount it benefits the project). Rental equipment may be included in the project budget but only if it is needed to complete a specific task and will not serve as an integral part to the project's continuation.

Identify all other funding sources that will be dedicated to this project and include plans to obtain additional funding. **Matching funds do not include existing personnel, facilities, etc.** Only new spending directly related to this project should be included as in-kind matching. **The itemized budget table must be included within the 10-page application or within the 12-page Hub-and-Spoke application. DO NOT include the budget table in the appendix.**

The committee and board will only fund proposals in their entirety. However, applicants may offer an alternate project budget in the proposal. For instance, Option A could entail a budget that allows the applicant to purchase everything needed to fully implement the project. Option

B could alternatively request fewer grant dollars by including additional matching funds or creating a scaled back project that would still achieve most of the project's goals and remain equally sustainable.

6.5.2 Budget Narrative

The budget narrative describes how costs are determined and how they relate to the project. For personnel costs, list job titles, number of hours worked per week, and salary. For supplies or equipment, provide full industry specifications (make, model, serial number, age, ownership, etc.) and describe the purpose/application of each item with respect to the project. Indicate any other funding sources that will be used for this project and describe any plans to attract additional funding. If applicable, include a description of the financing approach that will be used (loans, other grants, etc.). Explain the contingency plan in place if additional funding is not secured. Identify any cost savings or revenue enhancements as a result of the project.

Note: During the course of the project the project director may reallocate up to 5% of the awarded funds to accommodate unforeseen task changes with prior permission of the grant monitors on the committee. Any reallocation amount over 5% will require prior approval by the full committee.

6.6 Facilities Requirements

Describe any resources that will be integral to the project, including facilities, manufacturing capabilities, equipment, and other technical and administrative resources. If applicable, discuss how the project will modify or improve existing facilities, equipment, etc. For example, will additional property need to be leased or purchased? Will the project require utility work?

Applicants who are selected for funding must also provide proof of insurance. If the applying entity is currently part of the regulated community, compliance history will be considered. If the proposed project requires any type of permit or regulatory licensing, the applicant must be prepared to provide documentation of compliance if the project is funded.

6.7 Appendix

The following information is **required**:

- Project leader(s) current resume(s)
- For-profit and nonprofit applicants must include:
 - A letter from a local government agency that indicates their approval of the project and supports the project's objectives; or
 - Documentation that the project would be beneficial to the community affected by the grant award.
- Copy of Colorado's Secretary of State Certificate of Good Standing letter (for-profit or nonprofit 501(c) (3) entities only). Go to <http://www.sos.state.co.us> for more information.
- For Hub-and-Spoke applications only:
 - Simple map of anticipated service area, identifying where the hub(s) and spokes will be located.

The following information is **optional**, but must be limited to 10 pages and attached as supplemental appendices:

- Letters of support from institutions of higher education, community leaders, etc., dated within six months of the application deadline.
- Copies of signed Memorandums of Understanding (MOUs) or Inter-Agency Agreements with regional partners.
- Any other important materials relevant to evaluating the proposal.

7.0 Proprietary Information Policy

If proprietary information is provided by an applicant that constitutes a trade secret, confidential personnel information, or proprietary commercial or financial information, in accord with § 24-72-204(3), C.R.S., such documents may be withheld from disclosure if the department receives a request for records in accord with the Colorado Open Records Act, § 24-72-101 *et seq.* All such documents must be clearly marked with the term “Proprietary Information” on each appropriate page. Records marked as containing trade secret, confidential, personnel, or proprietary information that do not actually contain such information could be released pursuant to an Open Records Act request.

8.0 Reporting Requirements

Reports will be due for any project milestones identified by the grantee, or at a minimum of every six months. The grant program administrator will provide reporting templates to assist grantees in developing their reports. A draft final report is due 30 days after the 12-month grant funding period closes (July 31, 2013). A final report that incorporates feedback from the committee and the board is due 60 days after the 12-month grant funding period closes (August 31, 2013). A six-month summary report is due after the 12-month grant funding period closes, the following January. Ongoing reporting may occur if capital equipment is purchased and if deemed appropriate by the department.

All reporting will include a financial status summary and identify the deliverables completed during the reporting period. Also included will be a description of the work completed, a discussion on any findings and results, unanticipated outcomes or roadblocks encountered, potential applications of the project’s results, and how this project successfully achieved the goals of the grant program to date.

The final report will include a one-page metrics worksheet that illustrates how many new jobs were created, the economic impacts of the project, the increased tons of material collected, and the amount of participation in recycling that occurred as a result of the project.

The grant program requires that the contact information of at least three community leaders, who are familiar with the project and may be contacted by the committee as a reference, be included with the final report. The final report will be placed on the department’s website. The board and the committee reserve the right to request that grantees present their findings at board or committee meetings.

9.0 Grant Funding

The grant program funds projects on a reimbursement basis for a one-year duration. Ongoing monitoring of capital expenditures may occur after the one-year funding period if deemed appropriate by the department. Projects will be reimbursed no more than once per month for expenses incurred. **Ten percent (10%) of each reimbursement request will be withheld until a final report has been submitted by the grantee and approved by the committee.** Reimbursement requests must include

supporting documentation of payment such as receipts, copies of cleared checks, or invoices with zero balances. It is preferred that reimbursement requests are submitted electronically. The state will not reimburse any cost incurred by the applicant prior to the issuance of a legally executed contract, task order, or authorized purchase order.

10.0 Submission of Applications

Electronic applications are strongly preferred. The full application, including any appendices, must be contained in a single document and must be in PDF (read-only) format. Please e-mail your fully completed application to Eric Heyboer, Recycling Grants Administrator, at cdphe.ppp2@state.co.us (subject line: RREO Grant Program Application). Applications submitted in multiple attachments and/or e-mails will not be accepted. Please do not send an electronic file larger than 9 MB (megabytes) since the e-mail may not be successfully delivered to the department's internal e-mail system.

If unable to submit electronically, the full application must be sent by courier or certified mail to:

RREO Grant Application
c/o Eric Heyboer, DEHS-B2
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

The deadline for **receipt** of complete applications by e-mail is 3:00 PM on March 2, 2012. Applications that are mailed must be postmarked by March 2, 2012. Incomplete applications and applications received after this deadline will **not** be accepted. All applicants will receive e-mail notification of receipt of their application within one (1) business day. If you do not receive an e-mail notification after one (1) business day, contact Eric Heyboer **immediately** at 303-691-4955. Do not send both an electronic application and an application by courier or certified mail. Questions about the grant program may be sent to cdphe.ppp2@state.co.us (subject line: RREO Grant Program Questions).

Note: The successful applicant will be subject to the terms and conditions of the purchase order or contract. Applicants who are selected for funding will be asked to submit a final Scope of Work for their project, which will then be included in the final contract or purchase order.

**Recycling Resources Economic Opportunity Fund Grant Program
2012 - 2013 Project Application
6.1 COVER SHEET
Attachment #1**

Organization: _____

Project Title: _____

Street Address: _____

City, State, Zip: _____

E-Mail Address: _____ **URL Address:** _____

Phone Number: _____ **Fax Number:** _____

Federal Tax Identification Number: _____

Legal Tax Status (check one): ☐ For-Profit ☐ Nonprofit ☐ Govt. ☐ School/University

Hub-and-Spoke Application: ☐ Yes ☐ No

Did you attend the Bidders Meeting? ☐ Yes, in person ☐ Yes, on teleconference ☐ No

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
if submitting electronically or written
signature if being sent by mail.

Date: _____ Title: _____

Project Director or Primary Contact:

Name:

Title:

Address:

Phone:

E-Mail:

Financial Officer:

Name:

Title:

Address:

Phone:

E-Mail:

Total Amount of Funds Requested: _____

Total Matching/In-Kind Contributions: _____

Total Project Cost: _____

Estimated Cost/Tons Diverted: _____

Recycling Resources Economic Opportunity Fund Grant Program
2012-2013
Attachment #2
WORK PLAN FORMAT

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

Objective	Deliverable/ Product	Responsible Party	Completion Date*
1.	1a 1b 1c		1a MM/DD/YYYY 1b MM/DD/YYYY 1c MM/DD/YYYY
2.	2a 2b 2c		1a MM/DD/YYYY 1b MM/DD/YYYY 1c MM/DD/YYYY

Objective	Deliverable/ Product	Responsible Party	Completion Date*
1.	1a 1b 1c		1a MM/DD/YYYY 1b MM/DD/YYYY 1c MM/DD/YYYY
2.	2a 2b 2c		1a MM/DD/YYYY 1b MM/DD/YYYY 1c MM/DD/YYYY

***Completion dates must end on a regular business day (exclude weekends and holidays). Project timelines must follow the fiscal year, which is July 1, 2012 through June 30, 2013. All deliverables listed in this table must be completed within this timeframe.**

Recycling Resources Economic Opportunity Fund Grant Program
2012-2013
Attachment #3

LINE ITEM BUDGET FORMAT

You are required to use the following individual budget categories for your proposal. If you are submitting a Hub-and-Spoke proposal, note that several budget categories are not applicable and are indicated below.

Budget Category	Description	Eligible for Hub-and-Spoke Proposals
Personnel Salaries & Wages	Personnel directly working on the grant project (employees, professors, students, etc).	No
Fringe Benefits	Related to those individuals identified in the "Personnel Salaries & Wages" section. Includes health insurance, retirement funds, FICA, etc.	No
Tuition/Fees	Support other than indicated in "Personnel Salaries & Wages" & "Fringe Benefits". In-state resident rates only.	No
Travel Costs	In-state only. Includes mileage, lodging, and meals. Out-of-state travel must be pre-approved by the committee.	No
Materials/Supplies/Equipment (under \$5,000)	Items that have a per-unit cost of less than \$5,000. This includes construction materials, bins, roll-offs, trailers, etc.	Yes
Equipment Purchases	Items that have a per-unit cost of \$5,000 or more, with a lifespan of at least 1 year. Includes shipping/freight charges, fabrication, or upgrading current equipment.	Yes
Contractors/Subcontractors	Outside labor for construction, etc. Budget breakdown for each is required.	Yes
Permitting Review Costs and Consultants	Professional services directly related to grant. Budget breakdown for each is required.	No
Training/Educational classes	For expenses related to the grantee educating school groups, businesses, organizations, etc.	No
Marketing/Advertising	Includes expenses related to TV, radio, internet, brochures, mailings, printing, etc.	Yes
Operating Costs	Includes utilities, fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables.	No
Other Direct Costs	Costs not covered by categories listed above.	Yes
Indirect Costs	Cannot be more than 20% of Total Direct Costs (all categories listed above).	Yes

List only those budget categories that are applicable to the proposal. Itemize each individual budget category, including sub-totals and an overall budget total. See the example below:

EXAMPLE	Grant Application Amount	Matching/In Kind Amount (if any)	Total Amount
Personnel Expenses – Sub-total	\$10,000		\$10,000
John Smith-Owner	\$7,000		\$7,000
Joan Smith- Forklift operator	\$3,000		\$3,000
Equipment Purchases – Sub-Total	\$25,000	\$10,000	\$35,000
Used Baler	\$25,000	\$10,000	\$35,000
Project Cost	\$35,000	\$10,000	\$45,000
Indirect Cost: (Not to exceed 20%)	\$7,000		\$7,000
Total Project Cost:	\$42,000	\$10,000	\$52,000

Recycling Resources Economic Opportunity Fund Grant Program
2012-2013
Attachment #4

For Hub-and-Spoke applications only. Must be included in the application's 12-page limit.

- If applying as an existing or future recycling Hub that will work with one or more Spoke communities, describe the recycling Hub's capacity and ability to receive more material.
- If applying as an existing or future recycling Spoke location, identify in detail the recycling Hub where you will take the material, including the name of the Hub, distance from the Hub, ability to handle more material, ability to transport the material, and relationship with the Hub.
- Describe the location of the proposed facility. Is the Hub centrally located within the region to be served? Equipment typically requires 3-phase power to operate, so discuss how the Hub will acquire it.
- Have all parcels of land and rights-of-way necessary for completion of this project been identified, purchased, leased, or otherwise acquired by the applicant? Have appropriate land-use permits been obtained from appropriate authorities for the project? If no, explain.
- How many communities will be served (list counties, cities, towns, villages, pueblos, tribes, nations)? Please provide a simple map of the service area using an internet-based mapping service, such as Google Maps or Mapquest. **The map must be included in the appendix.**
- What is the total population of people to be served by this project's implementation?
- What collection methods will be used? Roll-offs, trailers, or both? Please describe.
- What commodities will be received at the site? Will they be separated or single-stream?
- List any existing equipment that will be used for this project (fork-lift, skid-steer, collection containers, etc.).
- Discuss the applying entity's ability and experience that would allow for a recycling center building to be fully constructed and operational by the June 30, 2013 grant project deadline. Consider the constraints that adverse weather conditions could have on the project.
- Will existing staff be able to commit to the project, and have the ability to oversee recycling center procurement, construction, installation and operation? Identify who will fill these roles.
- Will additional staff be needed? Can new staff be hired if needed?
- Considering the community where this project will take place, give a brief history of its track record of working well with regional stakeholders on solid waste or utility projects.
- Are there existing Memorandums of Understanding (MOUs) in place with surrounding communities? It is **STRONGLY** recommended that a signed and executed MOU or Inter-Agency Agreement with each targeted partner community be submitted as part of the application. This serves as evidence of the strength of the community's relation with and commitment to working with regional partners. It is required that to serve as a regional Hub, the applying entity must be able to process the recyclables generated in surrounding communities. Include MOUs or Inter-Agency Agreements as attachments in the application's appendix.
- Is there pending litigation or other contingent liabilities that have a bearing on this project or application? If yes, explain.

Applicant Checklist

Please use this checklist as a tool to ensure all required information is included and that formatting is correct prior to submitting your application. Do not submit this checklist with the application.

- ☐ Is the application no more than 10 pages (12 pages for Hub-and-Spoke applications) (Sections 6.1 – 6.6)?
- ☐ Is the Cover Sheet (Attachment #1) signed by an authorized official?
 - ☐ If a Hub-and-Spoke application, is the appropriate box on the Cover Sheet checked?
- ☐ Is the Work Plan (Attachment #2) included within the page limit? (10 pages, or 12 if a Hub-and-Spoke application)
- ☐ Is the Budget Table (Attachment #3) included within the page limit? (10 pages, or 12 if a Hub-and-Spoke application)
- ☐ For Hub-and-Spoke applications only, is Attachment #4 included within the 12 page limit?
- ☐ Are sections 6.1 -6.7 labeled as described in the Request for Applications?
- ☐ Is the application formatted as follows? Pages numbered, formatted to 8.5”x11” paper with 1-inch margins, single-spaced, standard 11-point type (e.g. “Arial”), black font.
- ☐ Are the following required documents included in the appendix:
 - ☐ Project Leader(s) current resume(s)
 - ☐ For-profit and non-profit applications only: Letter of support from a local government agency or a letter from the applicant explaining how the project would be beneficial to the community
 - ☐ Copy of Colorado’s Secretary of State Certificate of Good Standing (for-profit or nonprofit only)
 - ☐ For Hub-and-Spoke applications only, a map of the anticipated service area.
- ☐ Is the grant application and appendix in a single PDF document (if sending electronically)?
- ☐ Is PDF document file size no larger than 9 MB (megabytes)? If no, reduce file size or send by courier or certified mail.
- ☐ Reviewed and fully understand sections 7.0 (Proprietary Information Policy), 8.0 (Reporting Requirements) and 9.0 (Grant Funding)?

Deadline to send electronically is March 2, 2012 by 3:00pm. Hard copy applications sent by mail must be postmarked by March 2, 2012.

STATE OF COLORADO

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer

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

4300 Cherry Creek Dr. S.
Denver, Colorado 80246-1530
Phone (303) 692-2000
Located in Glendale, Colorado

Laboratory Services Division
8100 Lowry Blvd.
Denver, Colorado 80230-6928
(303) 692-3090

<http://www.cdphe.state.co.us>



Colorado Department
of Public Health
and Environment

Recycling Rebate Section 25-16.5-105(1)(k), C.R.S. Application and Information February 2013

Recycling Rebate Program

The Colorado Department of Public Health and Environment (department), working through its Pollution Prevention Advisory Board (board) and the Assistance Committee (committee) to the board, requests applications for a monetary rebate from the Recycling Resources Economic Opportunity (RREO) Fund. The intent of the RREO rebate program is to assist recycling service providers in offsetting costs associated with transportation or general operations, or to expand or improve service to their customers. Total rebate monies expected to be available in February 2013 for the period July 1, 2012 through December 31, 2012 are approximately \$181,411.

For this round, the rebate is split 50:50 for the following activities:

- Container-to-Container Glass Recycling
- Free Public Recycling Drop-Off Sites

Please find the applications at the end of this document.

Application Time Line:

February 1, 2013	Application Released
February 28, 2013, 3:00 PM	Application Due Date
March 1 - 12, 2013	Application Review by Assistance Committee
March 26, 2013	Board to Approve Rebate Recommendations
April 23, 2013	Estimated Rebate Payment Date

Future Rebate Cycles and Formula

Future rebates will be awarded on a semi-annual basis. For the foreseeable future, separate notices will be issued for rebate applications every six months. The committee and board have discretion on how the rebate fund will be allocated, and the rebate formula and/or eligibility requirements may change from one rebate cycle to the next. Applicants should not rely on the rebate program as guaranteed income in perpetuity.

*****NOTICE*****

This rebate application for the period July 1, 2012 through December 31, 2012 will be the **final** rebate for container-to-container glass recycling. On the rebate application to be released August 1, 2013, for the

period January 1, 2013 through June 30, 2013, 100% of the available funding set aside for the rebate program will be directed to free public recycling drop-off sites.

The formula used to calculate the drop-off site rebate will be similar to the existing glass rebate formula, modified to account for both the tonnage of each material collected and the miles each material must travel from the drop-off center to the processing center and/or from a processing center to a subsequent processing center. Glass will be included in the eligible materials collected, but only if the glass is transported to a processing center, not a paying end-user (i.e. – Rocky Mountain Bottle Company). Processing centers will be eligible for a rebate if a public drop-off center is maintained on-site and no more than 8,000 tons of recyclables are processed and sorted annually. For the purposes of the rebate program, conventional recyclables are defined as beverage containers, cardboard, newspaper, office paper, plastics #1 – #7, etc.

Additionally, the rebate application will be modified to include a narrative section. This will allow applicants to explain where they transport the recyclables they collect at each drop-off center and justify the distance traveled. The narrative will provide a more complete picture for the committee to determine whether recyclables are being transported greater distances than is necessary, which may result in the applicant's ineligibility for a rebate. This will serve as a check on any abuses to the rebate program, preventing applicants from traveling greater distances simply to earn a higher rebate.

Rebate Formula

According to Section 25-16.5-105(1)(k), C.R.S., any local government, nonprofit, or for-profit entity that performs the services or recycles the materials listed below may apply for a rebate. For the period July 1, 2012 through December 31, 2012, the board developed the following formula to calculate rebate awards. In the future, the formulas for awarding rebates may be re-structured or other materials may be added to or removed from the rebate program.

Rebate Distribution Formula – for the period July 1, 2012 through December 31, 2012

- **50% of available rebate funds entities who incur transportation/hauling costs associated with supplying glass to an in-state end-user**

The committee encourages collection of container glass as a separate stream so that more material makes it to market for reuse and less material is lost due to breakage and sorting limitations. Glass recyclers that supply post-consumer container glass to in-state end users are eligible for a rebate on their shipping costs to the end user on a ton-mile basis. The rebates will only be awarded to those who legitimately displace glass from landfills. For this rebate cycle, only glass containers that are collected and turned into new glass containers will be eligible.

To be considered for a rebate, complete the attached container glass recycling application form that describes eligible shipments from July 1, 2012 through December 31, 2012. All applicants must complete the attached table and provide the appropriate contact information for the entity receiving the rebate. The amount of the rebate will be calculated as follows:

$$\text{Glass Rebate Per Ton-Mile} = \frac{(\text{Tonnage x Miles shipped by Applicant}) \times (\text{Total dollars available})}{(\text{Total number of ton-miles of approved applicants})}$$

- **50% of available rebate funds to entities who incur transportation/hauling costs associated with providing free public/community recycling drop-off site(s)**

The committee encourages the availability of public recycling drop-off sites in the state, especially in areas where other recycling options are limited or not available. Therefore, any entity that incurs

transportation/hauling costs associated with providing one or more free public/community recycling drop-off sites is eligible to apply for a rebate.

To be considered for a rebate, list all eligible free public recycling drop-off sites that were available to the public between July 1, 2012 and December 31, 2012 in the attached table. The amount of the rebate will be calculated as follows:

$$\text{Drop-Off Site} = \frac{(\text{Total \$ amount available for rebate}) \times (\text{Total number of eligible drop-off site(s) for Company X})}{(\text{Total number of eligible drop-off site(s) by all applicants})}$$

- Entities who incur transportation/hauling costs for pickup service are eligible to apply for the rebate. Entities who only incur other costs (container purchases, site maintenance, etc.) are not eligible for a rebate.
- Drop-off sites that opened or were discontinued during the six month period are not eligible for a rebate during this cycle.
- Drop-off sites must be located at a permanent address and must be available to the public a minimum of 8 hours per week.
- Drop-off sites located at Materials Recovery Facilities (MRF) are not eligible to apply.
- To prevent double-counting, drop-off containers that solely collect glass for recycling are not eligible and will not be factored into the drop-off site formula. Please review the glass recycling rebate section of this application to determine eligibility for the glass recycling rebate.
- Each drop-off site must provide a minimum of 12 cubic yards of recycling capacity. Drop-off containers that solely collect glass for recycling must be subtracted from each drop-off site's cubic-yard capacity. For example, a drop-off site has four, 3 cubic yard containers for recyclables, and one of those containers is designated "glass only". This drop-off site would not be eligible for a rebate because the remaining three containers total nine cubic yards. The eligible container capacity falls below the 12-cubic yard minimum.
- The intent is to provide a rebate for drop-off sites that collect traditional curbside recyclable materials such as beverage containers, cardboard, newspaper, office paper, plastics #1 – #7, etc.
- Buy back centers, clothing drop-offs, and other similar drop-off sites are not eligible to apply. The committee reserves the right to disqualify any application in which recyclables collected are not deemed appropriate for a rebate.
- Applicants must report the material they collect in aggregate tons (see application). The committee may reject applications that report material collected in cubic yards. If weight data is not available, the applicant must provide the volume-to-weight conversion formula used to estimate aggregate tons.

Proprietary Information Policy

If proprietary information is provided by an applicant that constitutes a trade secret, confidential personnel information, or proprietary commercial or financial information, it will be treated in confidence by the department and the board. This information **must** be clearly marked with the term "Proprietary Information" on each appropriate page.

Rebate Payments

The department will make rebate payments from the RREO Fund to successful applicants on or around April 23, 2013. Only rebates totaling \$100 or more will be awarded.

Submission of Rebate Applications

The department will accept applications beginning February 1, 2013. All applicants must complete the provided cover sheet and application form in its entirety. An organization applying for this rebate for the first time must include a substitute W9 form with their submitted application. If an organization has

previously applied for and received a rebate from this program, a W9 form is not required unless the address you wish the rebate check to be mailed has changed. Be sure the mailing address on the rebate application matches the address provided on the W9 since rebate checks will be mailed to the address on the W9. A template of the required W9 form can be found on the department's website:

<http://tinyurl.com/RREO-Rebates>

Electronic applications submitted in PDF format are strongly preferred. Please e-mail your application to Eric Heyboer, Grants Administrator, at cdphe.ppp2@state.co.us (Subject Line: Recycling Rebate Application). Applications received by mail or by fax will also be accepted at the following:

Recycling Rebate Program
c/o Eric Heyboer
Mail Code: DEHS-B2
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Fax: 303-782-4969

The deadline for receipt of applications is **3:00 PM on February 28, 2013**. Mailed applications must be postmarked no later than February 28, 2013. Incomplete applications and applications received after this deadline will not be accepted. All applicants will receive an e-mail notification confirming receipt of their application within one business day. Please direct all questions or concerns to Eric Heyboer via email at cdphe.ppp2@state.co.us (Subject Line: Recycling Rebate Questions) or call 303-691-4955.

STATE OF COLORADO

John W. Hickenlooper, Governor
Karin McGowan
Interim Executive Director

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Colorado Department
of Public Health
and Environment

Recycling Rebate Section 25-16.5-105(1)(k), C.R.S. Application and Information August 2013

Recycling Rebate Program

The Colorado Department of Public Health and Environment (department), working through its Pollution Prevention Advisory Board (board) and the Assistance Committee (committee) to the board, requests applications for a monetary rebate from the Recycling Resources Economic Opportunity (RREO) Fund. The intent of the RREO rebate program is to financially assist free public recycling drop-off sites that must ship their recyclables considerable distances to bring them to market or to be further processed. The total amount of rebate dollars expected to be available for the period January 1, 2013 through June 30, 2013 is \$184,209.

For this round, 100% of the rebate is dedicated to free public recycling drop-off sites. **Please review the following information carefully as significant changes have been made to the rebate application.** The application template is located on the department's website at www.colorado.gov/cdphe/recyclinggrantrebates.

Application Time Line:

August 1, 2013	Application Released
August 30, 2013 3:00 PM	Application Due Date
September 2-10, 2013	Application Review by Assistance Committee
September 24, 2013	Board to Approve Rebate Recommendations
October 22, 2013	Estimated Rebate Payment Date

Future Rebate Cycles

For the foreseeable future, separate notices will be issued for rebate applications every six months. The committee and board have discretion on how the rebate fund will be allocated, and the rebate formula and/or eligibility requirements may change from one rebate cycle to the next. Applicants should not rely on the rebate program as guaranteed income in perpetuity.

Eligibility

According to Section 25-16.5-105(1)(k), C.R.S., any local government, nonprofit, or for-profit entity within the State of Colorado that performs the services or recycles the materials listed below may apply for a rebate. Any entity that incurs transportation/hauling costs associated with providing one or more free public/community recycling drop-off sites is eligible to apply for a rebate. The following facilities are

considered drop-off sites and would be eligible for a rebate provided that recyclables are accepted from the general public:

- 1) A drop-off site that is operated by any local government, nonprofit, or for-profit entity on public or private land within the state of Colorado
- 2) A Materials Recovery Facilities (MRF) or similar processing center that processes and sorts less than 8,000 tons of recyclables per year
- 3) An end-user of recyclable material within the State of Colorado that processes less than 8,000 tons per year
- 4) A facility that collects and processes post-consumer glass for recycling, but processes less than 8,000 tons per year

Additional eligibility requirements include:

- Entities who incur transportation/hauling costs for pickup service are eligible to apply for the rebate. Entities who **only** incur other costs (container purchases, site maintenance, etc.) are not eligible for a rebate.
- Drop-off sites must collect at least **three** different materials for recycling. Only drop-off sites that collect conventional recyclables are eligible (aluminum/tin cans, cardboard, newspaper, office paper, plastics #1 – #7, glass bottles and jars, etc.)
- Buy back centers, clothing drop-offs, and similar drop-off sites are not eligible to apply. The committee reserves the right to disqualify any application in which recyclables collected are not deemed appropriate for a rebate.
- Drop-off sites that opened or were discontinued during the six month period are not eligible for a rebate during this cycle.
- Drop-off sites must be located at a permanent address and must be available to the public a **minimum of 12 hours per week**.
- Each drop-off site must provide containers that collectively equal a minimum of 12 cubic yards of recycling capacity. For instance, a drop-off site with three, 4-yard containers serviced once per week would be eligible, but a site with two, 3-yard containers that are serviced twice per week would not be eligible.
- For any drop-off sites that are MRFs or similar processing facilities, and less than 8,000 tons are processed annually, all recyclables that are collected curbside or from commercial accounts must be subtracted. Only those recyclables that are delivered by the public are eligible and should be reported in the rebate application if the MRF (or similar) is listed as a public drop-off site.

Rebate Formula

For the period January 1 through June 30, 2013, the following formula will be used to calculate rebate awards. One hundred percent of the available rebate funds will be dedicated to entities who incur transportation/hauling costs associated with providing free public recycling drop-off site(s). A threshold of 35 miles is the minimum number of miles that must be traveled before mileage is factored into the rebate formula. Only the number of miles traveled beyond 35 will be counted in the formula. In the future, the formulas for awarding rebates may be re-structured or other materials may be added to or removed from the rebate program.

$$\text{Drop-Off Site Rebate Per Ton-Mile Per Location} = \frac{(\text{Total Material Tonnage}) \times (\text{Total Miles Material Shipped}) \times (\text{Total Dollars Available})}{(\text{Total Number of Ton-Miles of Approved Applicants})}$$

Volume-To-Weight Conversion Calculations

The following conversion factors* must be used if weight data is unavailable. Single-stream recyclables must be reported in tons. If accurate tonnages are not available, the volume-to-weight conversions provided below must be used to maintain consistency among all applicants.

The formula for converting cubic yards to tons is (number of cubic yards) x (weight in pounds) ÷ (2000 pounds) = tons.

Category	Recyclable Material	Volume	Estimated Weight (lbs)
Glass Bottles			
	Whole	1 yd ³	620
	Semi-crushed	1 yd ³	1175
	Crushed (mechanically)	1 yd ³	1840
Aluminum Cans:			
	Whole	1 yd ³	60
	Flattened	1 yd ³	225
Ferrous (Tin Cans):			
	Whole	1 yd ³	150
	Flattened	1 yd ³	850
Old Corrugated Cardboard			
	Loose	1 yd ³	200
	Compacted	1 yd ³	460
Newspaper			
	Loose	1 yd ³	445
	Compacted	1 yd ³	800
Commingled Containers			
(cans, glass, plastics)	Loose	1 yd ³	180
Office Paper			
	Loose	1 yd ³	655
	Compacted	1 yd ³	1310
Mixed Paper			
	Loose	1 yd ³	490
	Compacted	1 yd ³	755
Plastics, PET			
	Loose	1 yd ³	35
	Compacted	1 yd ³	515
Plastics, HDPE			
	Loose	1 yd ³	25
	Compacted	1 yd ³	270
Plastics, Mixed #1-7			
	Loose	1 yd ³	38
	Compacted	1 yd ³	550
Single-stream (mixed recyclables)			
	Loose	1 yd ³	177

Proprietary Information Policy

If proprietary information is provided by an applicant that constitutes a trade secret, confidential personnel information, or proprietary commercial or financial information, it will be treated in confidence by the department, the committee, and the board. This information **must** be clearly marked with the term "Proprietary Information" on each appropriate page.

Rebate Payments

The department will make rebate payments from the RREO Fund to successful applicants on or around October 22, 2013. Only rebates totaling \$100 or more will be awarded. Rebate payments are capped at 20% of the total rebate fund available so that no single entity receives more than 20% of the total monies available.

Submission of Rebate Applications

The department will accept applications beginning August 1, 2013. All applicants must complete the provided cover sheet and application form in its entirety. An organization applying for this rebate for the first time **must** include a W9 form with their submitted application. If an organization has previously applied for and received a rebate from this program, a W9 form is not required unless the address you wish the rebate check to be mailed has changed. Be sure the mailing address on the rebate application matches the address provided on the W9 since rebate checks will be mailed to the address on the W9. A template of the required W9 form can be found on the department's website:

www.colorado.gov/cdphe/recyclinggrantrebates

Electronic applications submitted in PDF format are **strongly preferred**. Please e-mail your application to Eric Heyboer, Program Administrator, at cdphe.ppp2@state.co.us (Subject Line: Recycling Rebate Application). Applications received by mail or by fax will also be accepted at the following:

Recycling Rebate Program
Mail Code: DEHS-B2
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Fax: 303-782-4969

The deadline for receipt of applications is **3:00 PM on August 30, 2013**. Mailed applications must be postmarked no later than August 30, 2013. Incomplete applications and applications received after this deadline will **not** be accepted. All applicants will receive an e-mail notification confirming receipt of their application within one business day. Please direct all questions or concerns to Eric Heyboer via email at cdphe.ppp2@state.co.us (Subject Line: Recycling Rebate Questions) or call 303-691-4955.

*Sources:

1. Massachusetts Office of Energy and Environmental Affairs, *Volume to Weight Conversions for Recyclable Materials*, <http://www.mass.gov/dep/recycle/approvals/dsconv.pdf>
2. United States Environmental Protection Agency, *Standard Volume to Weight Conversion Factors*, http://www.epa.gov/osw/conservation/tools/recmeas/docs/guide_b.pdf
3. Minnesota Pollution Control Agency, *SCORE Program Reporting Form*, p.17 <http://www.pca.state.mn.us/index.php/data/score/score-program-survey.html>

Recycling Resources Economic Opportunity Rebate Program

Rebate Application Cover Sheet

January 1, 2013 to June 30, 2013

Company/Entity Name: _____

Mailing Address: _____

City, State, Zip: _____

Primary Contact: _____ Phone Number: _____

E-Mail Address: _____ Fax Number: _____

Federal Tax Identification Number: _____ Web URL: _____

I certify that:

I have personally examined and am familiar with the information contained in this submittal;

The information contained in this submittal is, to the best of my knowledge, true, accurate and complete in all respects;

I am fully authorized to make this certification on behalf of this facility; and

I am aware that there are significant penalties including, but not limited to, possible fines and imprisonment for willfully submitting false, inaccurate or incomplete information.

Print name of Authorized Official: _____

Signature of Authorized Official:

Please insert an electronic signature into the box on the right, or sign and mail or fax the completed application to Eric Heyboer at 303-782-4969.

Date: _____ Title: _____

Recycling Rebate Program Application

Eligible Free Public Recycling Drop-Off Sites

January 1, 2013 to June 30, 2013

Rebates are available to entities in Colorado that incurs transportation/hauling costs¹ associated with providing one or more free public/community recycling drop-off sites. To be considered for a rebate, complete the table below in its entirety for the period beginning January 1, 2013 through June 30, 2013². If more space is required, you may attach a separate spreadsheet but you **must** use the same column headings as shown in the template below. All applications must first be received to determine each entity's rebate. The amount of each entity's rebate will be calculated as follows:

$$\text{Drop-Off Site Rebate Per Ton-Mile Per Location} = \frac{(\text{Total Material Tonnage}) \times (\text{Total Miles Material Shipped}) \times (\text{Total Dollars Available})}{(\text{Total Number of Ton-Miles of Approved Applicants})}$$

Street address of each drop-off site ³	Information on free recycling drop-off sites eligible for rebate available from January 1, 2013 through June 30, 2013						
	Total recycling capacity of each drop-off site (cubic yards) ⁴	Frequency of container pick-up (number of pick-ups per week or per month)	Hauler(s) servicing drop off site(s)	Type of material collected at each site (newspaper, plastic containers, cardboard, single-stream, etc.)	Distance each material is hauled to processing center/end-user (miles) ⁵	Tons of each material collected ⁶	Name and address of processing center/end user
				a. b. c.	a. b. c.	a. b. c.	a. b. c.
				a. b. c.	a. b. c.	a. b. c.	a. b. c.

¹ Costs include transportation/hauling for pickup service. Entities that only incur other costs (container purchases, site maintenance, etc) are not eligible for a rebate.

² Drop-off sites that began or discontinued service during the six month period are not eligible for a rebate during this cycle.

³ For any drop-off sites that are Material Recovery Facilities (MRFs) or similar processing facilities, and less than 8,000 tons are processed annually, all recyclables that are collected curbside or from commercial accounts must be subtracted. Only those recyclables that are delivered by the public are eligible and should be reported in the rebate application if the MRF (or similar) is listed as a public drop-off site.

⁴ Each drop-off site must collect at least three recyclable materials, provide a minimum of 12 cubic yards of recycling capacity, have a permanent address, and be available to the public a minimum of 12 hours per week.

⁵ Distance shipped should equal the actual one way distance from the collection point to a processing center or end-user. If each material is hauled to a different processing center, please list the mileage shipped for each recyclable item.

⁶ Provide the total weight recycled **of each material** during the **entire** rebate period, **not** weights per pick-up or per month. If tons collected have increased or decreased by more than 20% since the last rebate cycle, provide an explanation in the Comments box. Figures **must** be reported in tons. If weight data are not available, applicants must use the volume-to-weight conversion formulas provided in the informational packet. An application may be rejected if figures are not reported in tons.

REQUIRED: Justification for Transporting Material to Listed Processors/End-Users

In the space below, explain where the recyclables collected at each drop-off center are shipped to and justify the distance traveled. The intent of this narrative section is to provide a more complete picture for the committee to determine whether recyclables are being transported greater distances than is necessary, which may make the applicant ineligible for a rebate.

Comments/Explanations:

Please use this space to explain how prior rebate funds, if received in the last rebate cycle, were used to expand or support waste diversion in your community.

CDPHE reserves the right to audit and/or ask for more detailed information concerning any information submitted in this application.