



SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

**Request for Proposals for
Zero Waste Projects and Youth Education Field Trips**

Grant solicitation issue date: March 28, 2019

**Pre-application Conference: April 5, 2019 at 11:30 AM at
1455 Market St. 12th floor SF, CA 94103 (RSVP is required by emailing freddy.coronado@sfgov.org)**

Applications due: Friday, May 3, 2019 by 5:00 PM

The San Francisco Department of the Environment

The mission of the San Francisco Department of the Environment is to provide solutions that advance climate protection and enhance quality of life for all San Franciscans.

Our environmental vision is expressed simply as “0-80-100 Roots” — we must achieve 0 waste, take at least 80% of our trips sustainably, and use 100% renewable energy, while reducing consumption. While those goals are about being less harmful to the planet, our “Roots” goal is about healing the planet by protecting nature’s diversity, planting trees and promoting soil health to absorb carbon and restore natural systems.

The Department recently launched an ambitious agenda to guide us in achieving this vision, ensuring we are meeting the needs of all San Franciscans and providing in-depth programs to neighborhoods throughout the city. We will:

- Promote Healthy Communities and Ecosystems
- Achieve a Carbon-free Future
- Strengthen Community Resilience
- Eliminate Waste
- Amplify Community Action

The values driving this agenda and all Department initiatives include:

- **Credibility:** We are a trusted source of information about environmental challenges, drawing on deep expertise to create solutions that make a measurable difference.
- **Innovation:** We experiment and prototype to identify the best solutions to address environmental challenges, setting examples for other cities to follow.
- **Collaboration:** We understand that working with a range of partners is critical to our success. We are an engaged member of the San Francisco city family and passionately work with business and community stakeholders to advance shared civic goals.
- **Equity:** Our initiatives are underpinned by a commitment to inclusiveness and accessibility, benefit all San Francisco residents and businesses and focus on supporting those communities most in need.
- **Impact:** We know that the condition of San Francisco’s environment is critically important to the quality of life of all residents, and our programs clearly demonstrate a resilient environment is possible.

In keeping with our values, the Department is releasing grant funds for community-based organizations engaged in activities that will help the city achieve its environmental goals. The Department will award:

- up to \$720,000 over fiscal years 2019-2021 (approximately \$360,000/year) for projects that support the City's Zero Waste and Climate goals. Year two funding is contingent on the SF Board of Supervisors' approval of the City's annual budget.
- up to \$20,000 to 1 (one) project to provide hands-on outdoor education focused on environmental justice and Zero Waste.

Projects should exemplify Department values of Credibility, Innovation, Collaboration, Equity, and Impact.

Zero Waste and Climate Change

For more than 20 years, our internationally-recognized Zero Waste program has provided millions of dollars in grants to a diverse range of organizations that have helped the City achieve its recycling, composting, and waste reduction goals. In addition to their environmental impacts, projects have provided youth and workforce development opportunities, have preserved natural resources and kept valuable resources out of landfill, while delivering services to those most in need. Our grants also present an opportunity for the Department to engage with San Franciscans from around the city on climate change and other environmental issues.

In 2018, Mayor London Breed announced the City's updated zero waste goals at the Global Climate Action Summit:

- Reduce San Francisco municipal solid waste *generation* by 15% by 2030, which targets reducing consumption, to reduce what goes to composting, recycling and trash.
- Reduce San Francisco's disposal to landfill by 50% by 2030.

Specific priority areas for this year's zero waste funding include:

- Preventing food waste, with an emphasis on source reduction.
- Facilitating Zero Waste services, with a focus on affordable housing.

We are seeking projects that support these new goals and priority areas, as well as those goals and activities outlined in Appendix A. Projects should demonstrate generation reduction (avoided purchases/reduced consumption) or recovery of materials including cost per ton information. Proposals should address:

- a. Recovery or generation reduction, through source reduction, reuse, recycling, or composting (measured in tons recovered or avoided).
- b. Cost effectiveness measured in dollars per ton (calculated by dividing the grant funding requested by the proposed tons recovered or avoided).
- c. Long-term sustainability of the project and ability to leverage additional funds, where appropriate.

Please note that hauling recyclables or compostables is ineligible for funding, nor will we provide funding for zero waste services currently provided by Department staff.

Field Trips

Since 1999, the Department's Youth Education Program has provided in-school educational activities to K-12 private and public schools throughout the City. In addition to classroom presentations and schoolwide assemblies, the program includes opportunities for classes to participate in field trips to learn about recycling, composting, and water conservation. The Department is seeking an organization to provide hands-on outdoor activities with a focus on environmental justice, while also supporting its in-school Zero Waste curriculum.

TIMELINE FOR PROJECT SELECTION

- ◆ Request for Proposal released: Wednesday, March 28, 2019
- ◆ Pre-Application Conference: Friday, April 5, 2019 at 11:30am **1455 Market St.- 12th floor, San Francisco (RSVP is required to freddy.coronado@sfgov.org)**
- ◆ Final day for questions (please email Alexa Kielty at alexa.kielty@sfgov.org, no phone calls): April 28, 2019
- ◆ Questions and Answers posted on website: weekly, through April 30, 2019
- ◆ Proposals due: 5pm Friday, May 3, 2019
- ◆ Mandatory attendance at Environment Commission Approval of Awards, Tuesday, May 28, 2019
- ◆ Projects Begin: No sooner than July 1, 2019

For more information: Contact Alexa Kielty via email at alexa.kielty@sfgov.org

GRANT PROCEDURES & GUIDELINES

Who can Apply – Only non-profit 501c3 organizations are eligible to apply, although for-profit organizations may participate in applications as a sub-contractor. Current or past grant recipients may apply for continuing grant funding for existing projects or for new projects. New grants will only begin after successful completion of existing grants. This restriction does not apply to organizations serving solely as a fiscal sponsor for an existing grantee.

Grant Types and Sizes – The Department is awarding up to \$720,000 over 2 years for Zero Waste projects and \$20,000 for field trips. The typical size of an individual Zero Waste grant is between \$10,000-100,000/year for up to two years. The Department may award full or partial funding for each project. If no suitable applications are submitted or if there are grant funds remaining upon completion of the grant process, the Department retains the right to reallocate the grant funds. Funding for the second year of a two-year award is subject to budget approval by the SF Board of Supervisors and satisfactory completion of first year grant activities.

Geographic Focus – City and County of San Francisco.

Application Format and submission– Proposals should be no more than 10 pages (5 pages front and back) in length, in 12-point font, with 1-inch margins. Responses to RFP questions must follow the format as it is presented.

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 PM on FRIDAY, May 3, 2019

Applications must be emailed as a single pdf document to: alexa.kielty@sfgov.org with “*Grants Program*” in subject line. Files should be labeled “Name of Applicant.DocumentName”. Applicants should submit the proposal early to account for any possible technical issues.

LATE SUBMISSIONS WILL NOT BE CONSIDERED!

Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process - Before the City can award funding, the grantee must become an approved city vendor and meet Human Rights Commission requirements. This process should be started as early as possible or risk grant awards being held up. Required forms may be downloaded from <http://www.sfgov.org/oca/purchasing/forms.htm>. For more information, please contact 415-252-2500. For insurance requirements and copies of sample insurance certification forms visit http://sfgov.org/oca/sites/default/files/FileCenter/Documents/729-insurance_requirements.pdf

The payment process for grants and contracts is cost-reimbursement. The Department will consider providing an advance in situations where an applicant can demonstrate a legitimate fiscal need.

All responses and submittals in response to this RFP are public information and shall be the property of the City and County of San Francisco. The City may use such Submissions for any purpose whatsoever, without compensation to the provider or any other person or entity and shall not be liable for any use or disclosure of any Submissions.

Required Proposal Elements - please use the format as specified below:

- **Application Cover and Checklist – 10 points – (Attachment A)** Incomplete applications will not be accepted.
- **Proposal Narrative – 60 points** The narrative must include the following sections in the order listed, and should provide specific details on how the project supports the Department’s values and either Zero Waste or School Education goals. The 10-page limit (5 sheets-front and back) applies to the narrative, budget and work plan.
 - **Project Summary – 5 points** (no longer than half a page)
Briefly summarize the project, the amount being requested, the goals and objectives and project partners.
 - **Project Description – 25 points**
Provide a description of the project, including the goals, objectives and activities to be undertaken and how these are realistic and measurable, as well as how the project will be sustained after grant funding ends. Describe how the project addresses the needs of San Francisco’s diverse populations. Describe how the organization will work collaboratively with community groups and others to complete the proposed projects. Identify portions of the project for which the partnering organization(s) or individual(s) will be responsible.

Describe how your project addresses Zero Waste goals and objectives identified in Attachment D. For past or current grant recipients seeking additional grant funding, please describe how outcomes or performance measures build on previous accomplishments.

Grant recipients are required to work with the Department to promote grant-funded activities and take advantage of shared outreach opportunities. Describe how you will coordinate and partner with Department staff to promote your project and support other Zero Waste/Climate goals. Describe project “co-benefits”, such as workforce development, job creation, youth development, environmental education, arts, etc.
 - **Qualifications – 10 points**
Describe your organization’s services, qualifications, accomplishments, and past experience with similar projects. Describe how your organization has effectively managed other grants. List qualifications of the key members of the project team.
 - **Project Evaluation – 10 points**
Describe tangible project outcomes. Identify both quantitative and qualitative results including (for Zero Waste proposals) tons that will be diverted by your project, and how the tons from your project will be measured and (for Field Trips) how you will assess and evaluate student achievement of the educational goals of the project. For additional co-benefits, include a description of the evaluation methods that will be employed. If available, please submit sample evaluation forms and processes from similar projects as attachments. Applicants should seek the help of experts in evaluation design and implementation, as necessary.
 - **Financial Sustainability Plan – 10 points**
Describe how the proposed project leverages other resources and funding. Also, how will the project be sustained after Department grant funds have been expended? Please specify how you will distinguish work performed with Department funds from those performed through other sources of funding. Describe any

pending funds and potential funders that you have approached. As appropriate, detail derived income from the project and/or by your organization generally, such as service or material sales.

- **Work Plan – 15 points (Attachment B)**

Show that the project is well thought-out and includes milestones (i.e. tons diverted per quarter, total participants per quarter) and deliverables in a feasible timeline. Describe how the deliverables support the project's goals. The work plan should identify goals which reflect and measure real and desirable change, such as "neighborhood composting will increase by 20%".

Goals are end benefits which may not be accomplished during the length of the grant. Deliverables lead to achievement of goals. They are specific: such as the number of participants; products completed; number of workshops held, events posted on the Department's website; flyers created and distributed, etc. Program activities or major tasks are those services engaged in and provided to achieve deliverables and goals. Major tasks should include tasks necessary to evaluate the effectiveness of your project. Please specify who will be responsible for each task.

Work plans must include reporting, mandatory annual grantee meetings and project evaluation. Specify the dollar amount to be allocated to the tasks in each quarter and provide a quarterly total.

- **Budget Spreadsheet and Narrative, and quarterly budget from Workplan – 15 points (Attachment C)**

Show how your project is cost-effective, leverages other resources (e.g., matching grants, service fees, in-kind support) and includes a reasonable, itemized budget. As necessary, please allocate funds for participation in Department-sponsored activities. Provide a description of each line item in the budget. Provide a total project budget that includes the amount requested and any matching contributions. Please use the budget template attached—you may also download a form from the Department's website.

The following items are required but will not be counted towards the 10-page limit:

- **Organizational Chart** – Organizational chart should project team (including partners and contractors) and a list of Board of Directors. Limit: 2 pages total.
- **Letter(s) of Agreement** – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding or letter from the partnering organization(s), which documents the relationship and delineates tasks for each party.
- **Proof of non-profit status verifying tax-exempt status** – Limit: 2 pages total.

In addition, potential grantees may be asked to submit Financial Statements, a list of all current and pending grants and references. DO NOT SUBMIT with application!

Selection Process and Scoring

Proposals will be evaluated by a selection committee based on the evaluation criteria.

Past Awarded Projects: Past performance for prior grants will be taken into account during the selection process.

Non-currently funded organizations or projects: As part of the review process, staff may conduct interviews for new programs not currently receiving funds from the Department of Environment or new projects from organizations that have received funding in the past. Interviews will be scheduled only after submission of a competitive proposal.

Current Zero Waste Priorities

Appendix A

ACTIVITY OR PROJECT	TARGET WASTE STREAM OR AUDIENCE	ACTIONS	REQUIREMENTS
1. Zero Waste Facilitation- Back of house sorting for apartment buildings including tenant outreach, and event sorting services.	Affordable Housing	Direct implementation of reuse, recycling, and composting. Large events and apartment buildings are significant generators of waste that can be recycled or composted with “back of house” sorting.	Must demonstrably increase material recovery through waste reduction, reuse, recycling or composting.
2. Source-reduction and/or diversion programs focusing on problematic material types in San Francisco’s waste stream.	Edible food textiles, wood, diapers, carpet, animal by-products and furniture.	Develop methods of collection and recycling and composting programs to reduce levels going to landfill through reduction of production or consumption.	Must quantifiably recover material through waste prevention, reuse, recycling and composting.
3. Direct material handling and infrastructure support including equipment purchase (e.g., compactors, vehicles, bins).	Residents, visitors, employees, students, seniors, businesses, institutions, etc., including food banks, reuse operations, and community recycling centers.	Waste reduction, recycling, reuse (including re-distribution of materials and food), composting, and toxics reduction (including safe disposal) programs and projects.	Focus must be on San Francisco facilities or Bay Area markets if there is a direct link to San Francisco. No funding outside Bay Area
4. Training programs, outreach tools, digital communication, education and technical assistance (including market development).	New residents, Millennials, non-English speakers, commercial businesses, employees, youth, students, seniors or any group able to reduce their waste production. Transitional employment and business development programs for recovery-related enterprises.	Zero waste and/or toxics reduction training. Developmental assistance to business and institutions to help support diversion education or other outreach methods including digital communications, social media.	Must quantifiably: increase diversion through waste prevention, reuse, recycling and composting; reduce the volume of toxics in the waste stream; or reduce the use of toxics through re-formulation or use of alternative products.
5. Pilot Projects.	Under-served demographic or geographic populations, or new types of waste materials.	Innovative projects and new programs, materials, markets or services.	Must demonstrably target an increase in waste diversion.

**Zero Waste Grant Program
Application Cover Page and Checklist**

Attachment A

Downloadable at <http://www.sfenvironment.com/aboutus/grants/>

Name of Applicant/Organization: _____
 Street Address: _____ City: _____ Zip Code: _____
 Contact Person and Title: _____
 Telephone: _____ E-Mail: _____

If you have a fiscal sponsor, please provide the following information:

Fiscal Sponsor: _____ Fiscal Sponsor's Budget: \$ _____
 Contact Person: _____ Title: _____ Phone: _____

Title of Project: _____

Total Project Budget: \$ _____ Total agency Budget: \$ _____ Length of grant in months _____

Amount Requested from the City and County of San Francisco: \$ _____

Amount Received/Pending from other sources for project: \$ _____

Projected tons diverted by project _____ Cost in \$/ton: _____

Summary of Project (50 words or less):

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:

<input type="checkbox"/>	A. Signed Application Cover
<input type="checkbox"/>	B. Proposal narrative, work plan, and project budget (10 pages, 5 sheets total-front and back)
<input type="checkbox"/>	C. Letter(s) of agreement – <i>Where a partnering, collaborative and/or subcontracting relationship exists, a letter or work agreement documenting the relationship must be submitted</i>
<input type="checkbox"/>	D. Organization structure and organization chart for project team and list of board of directors
<input type="checkbox"/>	E. Proof of non-profit status verifying tax-exempt status
<input type="checkbox"/>	F. Current year agency total budget, with grant project included.
	NOTE: Do <u>NOT</u> include financial statements or review materials – these will be requested if necessary

I certify that the information in this application is true and correct.

 Executive Director (print) Signature of Executive Director Date

I certify that the Board of Directors or other governing board has approved the submission of this application.

Applications must be received by 5:00 pm Friday, May 3, 2019.

Downloadable in Excel format at <http://www.sfenvironment.com/aboutus/grants/>

<u>TIME FRAME</u>	<u>Activity</u>	<u>Measurable Deliverables</u>	<u>Budget</u>
<u>Year One First Quarter</u>	•	Deliverables for first quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:
<u>Year One Second Quarter</u>	•	Deliverables for second quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:
<u>Year One Third Quarter</u>	•	Deliverables for third quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:
<u>Year One Fourth Quarter</u>	•	Deliverables for fourth quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:
<u>Year Two First Quarter</u>	•	Deliverables for first quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:
<u>Year Two Second Quarter</u>	•	Deliverables for second quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:
<u>Year Two Third Quarter</u>	•	Deliverables for third quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:
<u>Year Two Fourth Quarter</u>	•	Deliverables for fourth quarter	Personnel: Equipment: Contractors: Quarterly TOTAL:

Sample Budget

Attachment C

Include total project costs, amount requested, total amount to be allocated to the lead and each partnering organization, and matching amounts that will be contributed by the lead agency and partnering organizations.

Downloadable in Excel format at <http://www.sfenvironment.com/aboutus/grants/>

SAMPLE BUDGET						
	Justification	Narrative	SFE	In-kind Cash	In-kind Other	Total Project
PERSONNEL						
Executive Director	12%FTE from SFE	Grant award tracking, performance measurement system, outreach, fundraising. In-kind from ABC Foundation	\$ 8,000	\$ 4,200		\$ 12,200
Project Manager	9%FTE from SFE	Compile program results, reporting, community and collaboration partners. Coordinate trainings	\$ 3,900	\$ 6,900		\$ 10,800
Gardening staff		Volunteers from various community groups			\$ 10,000	\$ 10,000
TOTAL Personnel			\$ 11,900	\$ 15,100	\$ 10,000	\$ 37,000
Fringes @ 28%			\$ 3,332	\$ 4,228	\$ 2,800	\$ 0,360
TOTAL Personnel and fringes			\$ 15,232	\$ 9,328	\$ 12,800	\$ 7,360
CONTRACTUAL						
XYZ non-profit	10 workers @\$800 for 6 months	Stipends for youth workers, in-kind from Governor's PDQ fund and volunteers	\$ 3,000	\$ 5,000	\$ 2,000	\$ 8,000
Technical Consultant	\$70/hr @ 50 hrs	Conduct trainings		\$ 3,500		\$ 3,500
TOTAL Contractual			\$ 3,000	\$ 8,500		\$ 11,500
SUPPLIES						
gardening tools		shovels, hoses, rakes	\$ 5,064	\$ 5,000		\$ 10,064
Outreach materials		flyers, signage	\$ 2,000	\$ 2,000		\$ 4,000
TOTAL Supplies			\$ 7,064	\$ 7,000		\$ 14,064
OTHER						
Bulk mailings	2 @ \$750/mailing	to local CBO's and others	\$ 1,500		\$ 3,000	\$ 4,500
TOTAL Other			\$ 1,500	\$ -	\$ 3,000	\$ 4,500
		personnel + fringes, contractual, supplies, other	\$ 26,796	\$ 34,828	\$ 15,800	\$ 77,424
Indirect Costs	At 10%	rent, utilities, etc	\$ 2,680	\$ 3,483	\$ 1,580	\$ 7,743
TOTAL		Direct + indirect	\$ 29,476	\$ 38,311	\$ 17,380	\$ 85,167