

CITY AND COUNTY OF SAN FRANCISCO
Department of the Environment Grant Program 2013-2015
Request for Proposals for Zero Waste Projects

Grant Solicitation Issue Date: January 28, 2013

Applications must be received by 5:00 PM, Friday, March 8, 2013 - Electronic submission preferred

Proposals may be hand delivered to our new site at 1455 Market Street-12th floor SF, CA 94103
Please give yourself time to go through security at our new building in order to submit your proposals on time.

Pre-application Conference: Thursday, February 7, 2:00 p.m. at 11 Grove Street, SF, CA 94102

Mission of SF Environment and Zero Waste Grant Program

The mission of the San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term wellbeing by developing innovative, practical and wide-ranging environmental programs in recycling, toxics reduction, environmental justice, energy efficiency, clean transportation, urban agriculture and urban forest. SF Environment fosters groundbreaking legislation, and educates the public by providing comprehensive and accessible information on a variety of practices, which serve as models for other cities and countries.

In 2003, the San Francisco Board of Supervisors passed resolution 679-02 setting a goal for zero waste by 2020. In 2009 the Board passed the Mandatory Recycling and Composting Ordinance, requiring all residents, businesses and facilities separate their discards into recyclables, compostables and trash.

In 2012 the City diverted approximately 80% of all materials generated. However, this still left over 400,000 tons of material landfilled. Of the City's remaining waste, 35% is compostable food or food-soiled paper and 25% is recyclable paper, bottles and cans. Additionally, the following materials remain to be captured: composite items (about 7% of disposal, 28,000 tons per year), plastic film (5%, 20,000), textiles/apparel (4%, 16,000), asphaltic roofing (4%, 17,000), treated/painted wood, (3%, 13,000), diapers (2%, 9,000), carpet/upholstery (2%, 9,000), animal by-products (1%, 4,000) and furniture (1%, 4,000).

40,000 tons must be diverted annually to reach our zero waste goal.

SF Environment will award up to \$1,044,000 in grant funds in fiscal years 2013-2015 to projects that move San Francisco closer to its zero waste goal.

Proposed projects must:

1. Accomplish at least one of the goals of the **Zero Waste Grants Policy Matrix (Attachment D)**.
2. Demonstrate increased landfill diversion in San Francisco including cost per ton information. Successful proposals will address the following persuasively:
 - a. Diversion, through reuse, recycling, composting or source reduction, of new, currently landfilled tons
 - b. Cost effectiveness measured in dollars per ton (grant funding divided by tons diverted)
 - c. Tons diverted from low diversion routes, neighborhoods, or other challenging materials or generators
 - d. Long-term sustainability of the project and ability to leverage additional funds, where appropriate

Please note that hauling recyclables or compostables are ineligible for funding.

GRANT PROCEDURES & GUIDELINES

Who can Apply – Only non-profit 501c3 organizations are eligible to apply. Applicants are required to submit proof of non-profit status. For-profit groups, City departments, and other government agencies may participate as a sub-contractor to an eligible organization. Current or past SF Environment grant recipients may apply for continuing grant funding for existing projects or for new projects. For current grantees, new grants will only begin after successful completion of existing grants, which must be completed by June 30, 2013. This restriction does not apply to organizations serving solely as a fiscal sponsor for an existing grantee.

Grant Types and Sizes – The minimum grant amount is \$10,000, with no maximum. Grants will be awarded for a maximum of two years. SF Environment may award full, partial or no funding. If no suitable applications are submitted or if there are grant funds remaining upon completion of the grant process, SF Environment retains the right to reallocate the grant funds. Funding for the second year of the 2-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 Deadline – 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. Electronic submission is preferred to alexa.kielty@sfgov.org, however applications may be delivered to our new office at *SF Environment, 1455 Market Street-12th floor SF, CA 94103*

ALL APPLICATION MATERIALS MUST BE RECEIVED BY FRIDAY, MARCH 8th at 5:00 PM WITHOUT EXCEPTION. There is an extensive security process at our new location. Please give yourself time to go through security in order to submit your proposals on time.

Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process - Before the City can award funding, grantee must become an approved city vendor and meet Human Rights Commission requirements. This process can be arduous and 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 HRC at 415-252-2500.

Go to http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/Insurance_Requirements.pdf for insurance requirements and copies of sample insurance certification forms, or contact Rachel Buerkle at 415-355-3704.

SF Environment's payment process for grants and contracts is cost-reimbursement. Payments will be withheld pending timely submission of quarterly and final reports. SF Environment will consider providing an advance in situations where an applicant can demonstrate a legitimate fiscal need.

Timeline for Project Selection:

- ◆ Request for Proposal released: Monday, January 28, 2013
- ◆ Pre-Application Conference: Thursday, February 7, 2013 at **11 Grove Street, San Francisco**
- ◆ Proposals due: Friday, March 8, 2013, 5pm, *to our new site at 1455 Market St.-12th floor, San Francisco*
- ◆ Interviews, as applicable, end of March
- ◆ Announcement of Proposed Grant Awards: May 2013
- ◆ Project Begins: No sooner than July 1, 2013

For more information: Contact Alexa Kielty at 415-355-3747 or alexa.kielty@sfgov.org.

Comment [SR1]: We can make these phone calls

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

- **Application Cover and Checklist - 10 pts** - (see Attachment A) Applicants who do not submit all required documents will lose points. See Appendix A for list of required documents.
- **Proposal Narrative - 60 points** The narrative must include the following sections in the order listed, and should provide specific details on how the applicant will meet the Zero Waste goals outlined in the attached Appendix B. The 10-page limit 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 major collaborators in the project.
 - **Project Description (25 points)**
Provide a description of the project, including the goals, objectives and activities to be undertaken and how these 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. As appropriate, identify those portions of the project for which the partnering organization(s) or individual(s) will be responsible.

Describe how your project fits with SF Environment's strategic plan and attached matrices and how you will coordinate and partner with SF Environment staff to meet these goals. A copy of SF Environment's strategic plan may be found online, at www.sfenvironment.org. Describe any "co-benefits" of your project such as workforce development, job creation, youth development, environmental education, arts, etc.

For past or current grant recipients seeking additional grant funding, please describe how outcomes or performance measures build on previous accomplishments.
 - **Qualifications (10 points)**
Provide a description of your organization's qualifications and past experience with similar projects. Describe past accomplishments and services, and how your organization has effectively and successfully managed other grants. List the qualifications of the key members of the project team.
 - **Evaluation (10 points)**
Describe the tangible outcomes you expect to achieve and how the success of your project will be measured. Identify both quantitative and qualitative results. Include a description of the evaluation methods that will be employed throughout the project. 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 SF Environment's grant funds have been expended? Please specify how you will distinguish work performed with SF Environment funds as compared to other sources of funding. Describe any pending funds and other 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 Attachment B - 15 points**
Please use the attached work plan format. Show that the project is well thought-out and includes milestones and deliverables in a feasible timeline. Describe how the deliverables and outputs support the projects goals and outcomes. The work plan should identify outcomes which reflect and measure real and desirable change, such as "neighborhood composting will increase by 20%". Goals and outcomes are end benefits which may not be

accomplished during the length of the grant. Outputs and deliverables are the activities and major tasks that lead to outcomes and goals. They are specific: such as the number of participants; products completed; number of workshops held, events posted on the SF Environment website; flyers created and distributed, etc. Program activities or major tasks are those services engaged in and provided to achieve outcomes and outputs. Major tasks should include tasks necessary to evaluate the effectiveness of your project. Please specify who will be responsible for each task i.e. Project Manager, Subcontractor, Outreach Worker, etc.

Work plans must include reporting, mandatory biannual grantees meetings and project evaluation. Funding may be withheld if work plan outputs and outcomes are not completed according to the approved schedule.

Please specify the dollar amount from your budget that will be allocated to the tasks in each quarter and provide a quarterly total.

- **Budget Spreadsheet and Budget Narrative Attachment C - 15 points**
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. Provide a description of each line item in the budget. Provide a total project budget that includes the amount requested from SF Environment, the project amounts that will be contributed by the applicant and partnering organization. Please use the budget template attached—you may download a form from the SF Environment website.

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

- **Organizational Chart** - Please include as an organizational chart for your organization, including the project team, and a list of board of directors. If your organization is partnering with other organizations for this project, please include an organizational chart for the project team, illustrating the relationship between the organizations. Limit your organizational chart and board list to 2 pages total.
- **Letter(s) of Agreement** – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding (MOU), work agreement, 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 the following. **DO NOT SUBMIT with application!**

- **Financial Statements -**
- **A list of all current and pending grants -**
- **References**

Selection Process and Scoring

Written Proposals

Written proposals will be evaluated by a selection committee based on the above noted evaluation criteria. Written proposals must achieve a minimum score of 70 points, out of 100, to be invited to proceed to the selection phase of the evaluation process.

Final Selection

Applicants scoring over 70 points on the written proposals will be invited to the next phase. Potential grantees will receive review criteria when notified of about moving on in the final selection phase.

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

Attachment A

Name of Applicant/Organization: _____
Street Address: _____ City: _____ Zip Code: _____
Contact Person and Title: _____
Telephone: _____ Fax: _____ 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 |
| <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. |
| <input type="checkbox"/> | 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 submitted and received by 5:00 pm Friday, March 8, 2013.
Electronic submission preferred to alexa.kielty@sfgov.org. You may also mail or hand deliver to our new site
at **1455 Market St. -12th floor, SF, CA 94103**

**(Please note there is a security process at the new location. Please give yourself time
in order to submit your proposals on time)**

<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:

Work plan

Attachment B

CLOSED

Sample Budget

Attachment C

Budget should include the total project costs, amount requested from SF Environment, total amount of the grant request to be allocated to the lead and each partnering organization, and matching project amounts that will be contributed by the lead agency and each partnering organization.

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	\$ 27,000
	Fringes @ 28%			\$ 3,332	\$ 4,228	\$ 7,560
	TOTAL Personnel and fringes			\$ 15,232	\$ 19,328	\$ 34,560
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	\$ 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	\$ 61,624
	Indirect Costs	At 10%	rent, utilities, etc	\$ 2,680	\$ 3,483	\$ 6,163
	TOTAL		Direct + indirect	\$ 29,476	\$ 38,311	\$ 67,787

Attachment D ZERO WASTE GRANTS POLICY MATRIX – February 2013

1. Grants will only be made to non-profit organizations and institutions ;
2. Only projects that can demonstrate measurable results from a quantifiable baseline in increasing landfill diversion (reuse, repair, recycling or composting), reducing consumption or promoting the use of less toxic alternatives will be considered for funding; and
3. Projects will only receive subsequent year funding where the grantee has achieved grant goals and can demonstrate similar successes can be achieved in the future.

ZERO WASTE ACTIVITY OR PROJECT	TARGET WASTE STREAM OR AUDIENCE	ACTIONS	RESTRICTIONS
1. 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. One year funding can be given in cases where it is shown that baseline numbers will decrease without an investment in infrastructure or equipment.
2. Source-reduction and/or diversion programs focusing on specific materials that are evident in high volumes in San Francisco's waste stream.	Composite items, textiles, apparel, asphaltic roofing, treated and painted wood, diapers, carpet, upholstery, animal by-products and furniture.	Develop methods through education to reduce the consumption of target materials, or by promoting alternatives and programs that can repurpose the target material from landfill.	Must quantifiably increase diversion through waste prevention, reuse, recycling and composting; reduce
3. Drop-off sites and special events.	Major waste generating and/or recycling events in San Francisco (e.g., gigantic 3,electronics collection, street fairs, athletic and cultural events, large venues). This area also covers the establishment and promotion of new drop-off locations for source-separated materials.	Direct implementation of reuse, recycling, and composting, (drop-off sites for items for reuse or recycling can achieve recovery and reduce the need for more expensive collection programs). Large events are significant generators of waste that can be recycled or composted with good planning.	Must demonstrably increase diversion through waste reduction, reuse, recycling or composting. Events and venues must quantify diversion and calculate percent diverted. Events must set a diversion goal in excess of 75% to be considered for funding.
4. Training programs, outreach, education and technical assistance (including market development).	Residents, commercial businesses, employees, youth, students, seniors or anyone able to reduce their waste production, especially outreach targeting non-English speakers. Transitional employment and business development programs for diversion-related enterprises.	Zero waste and/or toxics reduction training. Developmental assistance to business and institutions to help support diversion, including "door to door" education or other outreach methods.	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.	One year maximum. Must demonstrably target an increase in waste diversion.

CLOSED

