



# Mini Contribution Grants

## Request for Applications (RFA) #MC030824

### Applications Due: March 8, 2024 @ 3:00 PM

#### I. OVERVIEW

The Front Range Waste Diversion Enterprise (FRWD) was established by the Colorado State Legislature in 2019 to drive sustainable waste diversion efforts across the Front Range region. This collaborative effort, led by the FRWD board of directors and the Colorado Department of Public Health & Environment (CDPHE) staff, provides grants and technical support to Front Range communities. The ultimate aim is to achieve waste diversion targets of 39% by 2026 and 51% by 2036 along the Front Range of Colorado. The intent of this solicitation is to offer contribution grants through a simplified application process for small-scale projects that are easy to implement and that meet and support the strategic goals of the FRWD program. Grant funds are available for equipment and supplies purchases that contribute to Front Range waste diversion efforts.

Approximately \$500,000 is available to fund multiple projects. The maximum amount of funds an applicant can request is \$50,000 and the minimum amount that can be requested is \$20,000. It is estimated that awardees will have approval to make purchases no later than July 1, 2024. Purchases made prior to notification of a fully executed contract will not be reimbursed. Likewise, goods or services received prior to notification of a fully executed will not be reimbursed. Grantees must spend their full grant award and receive grant funded goods and service by the expiration date noted in the contract. Project changes and/or project extensions once projects have been awarded will not be considered.

#### II. ELIGIBILITY

Entities that are eligible to apply include:

- Municipalities, tribes, counties;
- Nonprofit and for-profit businesses involved in waste diversion or disposal; and
- Institutions of higher education and public or private schools.

To be eligible, projects must serve one or more of the following counties: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Elbert, El Paso, Jefferson, Larimer, Pueblo, Teller or Weld. It is assumed applications from the above counties serve the FRWD service area. All other applicants must document how the proposed project benefits the counties in the FRWD service area.

For-profit businesses and nonprofit organizations must be registered to do business in Colorado with the Secretary of State's Office. Registered status can be found at the [Secretary of State Database](#) website.

Applicants who have applied and received grant funding from the RREO or FRWD programs in the past are eligible to apply.

If an applicant is currently part of the regulated community<sup>1</sup>, the board will consider the applicant's compliance history (inspection reports, compliance advisories, notices of violations, enforcement actions, resolution of deficiencies, fines and penalties paid or due, or similar) for the last five years. The board will also consider the applicant's status with CDPHE, the Colorado Secretary of State, EPA, the U.S. Department of Labor, the Occupational Safety and Health Administration (OSHA), and other applicable agencies. The board's consideration of an applicant's compliance history with these agencies is not limited to issues solely relevant to the proposed project's scope.

For compliance information, small business applicants are encouraged to reach out to the department's Small Business Assistance Program at [this link](#).

To be eligible for a contribution grant award, applicants are **required** to attend one of four live question and answer (Q&A) sessions with the Colorado Department of Public Health and Environment (CDPHE). All Q&A sessions will be held virtually. To apply, you must register and attend one of the four sessions below via [this link](#). Attendance will be taken at each session, and only the interested parties that have attended a session will be provided access to the application portal. Please note that a proxy **may not** attend on an applicant's behalf.

1. **Live virtual Q&A session option one**
  - a. Wednesday, January 10, 2024 from 10:00 - 11:30 a.m.  
Link to session Zoom registration:
2. **Live virtual Q&A session option two**
  - a. Tuesday, January 16, 2024 from 2:00 - 3:30 p.m.  
Link to session Zoom registration:
3. **Live virtual Q&A session option three**
  - a. Friday, January 19, 2024 from 10:00 - 11:30 a.m.  
Link to session Zoom registration:
4. **Live virtual Q&A session option four**
  - a. Thursday, January 25, 2024 from 2:00 - 3:30 p.m.
  - b. Link to session Zoom registration:

#### **a. Project Requirements**

To be eligible for a grant award, projects must be based in the State of Colorado and divert waste from Colorado landfills through circularity and waste diversion or aversion practices such as source reduction, reuse, recycling, composting, anaerobic digestion, or the creation of end markets.

Project proposals that collect, sort, and use organic waste as raw materials for anaerobic digesters to produce biogas are eligible to apply. All other waste-to-energy projects, such as mass burn, gasification, pyrolysis, plasma arc, and other thermal technologies are not eligible to apply for this grant opportunity.

Projects for supplies and equipment must take receipt of goods, pay for goods, and submit reimbursement invoices within 182 days (approximately six months) of contract execution. A progress report will be required at that time.

#### **b. Budget Requirements**

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<sup>1</sup> The regulated community consists of any entity subject to regulations under the authority of CDPHE and/or any entity required to have a permit issued by the department in order to conduct business in the state of Colorado.

The maximum amount of funds an applicant can request is \$50,000 and the minimum amount that can be requested is \$20,000. Grant awards will not be increased from the requested amount at the time of application. Applicants must be prepared to cover any additional costs that may be incurred with in-kind or matching funds.

Applicants can request funds for supplies and equipment only. This could include, but is not limited to, balers, sorting equipment, processing equipment, bins, containers, roll-offs, trucks, and trailers, including associated shipping/freight costs. Examples of supplies include, but are not limited to, carts, bins, shelving, including associated shipping/freight costs.

**THIS IS A COST REIMBURSEMENT GRANT.** All grant funds are distributed on a reimbursement basis and in no more than two payments. One payment, not to exceed 50% of grant funding, will be based on completion of deliverables (such as receipt of supplies or equipment), and the second payment upon completion of all project deliverables including an end of project progress report. CDPHE will not reimburse any cost incurred by the awarded applicant prior to the issuance of a legally executed contract. Deposits and/or down payments will not be reimbursed until the applicant has taken receipt of equipment or supplies. Financed vehicles, equipment, supplies, etc., funded by a loan where the applicant does not hold the title or rights to the item will not be reimbursed. For example, a truck financed through a bank or a dealership where the financier holds the title will not be reimbursed until the loan is paid in full and the applicant holds the title free and clear.

Construction projects, projects that deliver specific services, or proposals requiring subcontractors are not supported. Prospective applicants can monitor FRWD's website for other funding and grant opportunities that support these efforts.

### **c. Application Requirements**

The contribution grant application is a streamlined application. Applicants will be required to provide the following in the application portal:

- A concise, information rich project description (1,000-word maximum) summarizing the project to include:
  - A summary that allows a reader to become familiar with the project very quickly.
    - Project should be simple, straightforward, and require no more than five deliverables.
  - A brief summary of your organization and how this project will contribute to your overall goals.
  - A description of your target population and geographic areas. What waste diversion or aversion benefits does this proposal bring to your target population?
  - If not located in one of the listed 13 Front Range counties, an explanation of how this project supports one or more of those counties. (See section II Eligibility)
- An attached budget with the requested amount, recent vendor quotes (within 60 days of application submission), and a budget narrative.
- Letters of commitment are required if the application falls into categories that include institutions of higher education, local governments (municipalities and counties), or school districts. This acknowledgement of support from relevant individuals is critical for the application to be considered. The letter should affirm that the project can be completed within the required timeline. Letters of commitment must be signed by the same individuals required to sign the executed contract if the project is awarded. Contract signatories include institution of higher education officials such as President, Chancellor, or State Controller (Chief Financial Officer or Chief Procurement Officer); county authorities, such as Board of County Commissioner Chairperson or Executive Director; municipality leaders, such as Mayor or City Manager; and school district superintendents.

- You will be required to confirm the following documentation for contract set up in the application, and if awarded, supporting documentation will have to be promptly provided to include:
  - W9 dated within the last year
  - Secretary of State business documentation (if for-profit or nonprofit entity)
  - Certificate of Insurance

### III. EVALUATION, SELECTION, AND AWARDS

The program has carefully designed an evaluation process to ensure fair selection of the best-qualified applicants. The scoring criteria is provided below. The scoring categories are in direct correlation to the required application components. The applicant should review the scoring criteria and create a narrative that addresses these items clearly and concisely. Applications will be reviewed for completion and scored by CDPHE waste diversion team staff. The top scoring applications will be referred to the FRWD Board of Directors for review and approval. Notifications of awards is estimated on April 8, 2024. The estimated contract effective date is July 1, 2024.

<b>FRWD Contribution Grants Scoring Criteria RFA #MC030824</b>		
<b>Scoring guidelines:</b>		
A total of 25 points is available for each proposed project with the opportunity for three (3) additional bonus points for applicants who have completed the NextCycle business incubator.		
<b>Grading Criteria</b>	<b>Score</b>	<b>Description</b>
<b>Project Description</b>		
Allows the reader to quickly become familiar and understand the project and request of funds.	5	Excellent
	4	Very Good
	3	Acceptable
	2	Weak
	0 - 1	Unacceptable
<b>Completeness of Application Requirements</b>		
Did the applicant include all parts of the contribution grant application as outlined in the requirements?	5	Excellent
	4	Very Good
	3	Acceptable
	2	Weak
	0 - 1	Unacceptable
<b>Feasibility</b>		
Can this project be completed within: <ul style="list-style-type: none"> <li>182 days (six months)</li> </ul>	5	Strong Yes
	4	Yes
	3	Likely
	2	Possibly
	0 - 1	No/Unlikely
<b>Project Impact</b>		
Did the applicant clearly explain what waste diversion or aversion benefits will be created, and which community(ies) will be served by the project?	5	Excellent
	4	Very Good
	3	Acceptable
	2	Weak
	0 - 1	Unacceptable

<b>Budget</b>		
Is the budget accurate including correct math, budget narrative, and corresponding quotes and are the quotes current?	5	Excellent
	4	Very Good
	3	Acceptable
	2	Weak
	0 - 1	Unacceptable
<b>Bonus: NextCycle Participant</b>		
Did the applicant fully participate in and complete a previous NextCycle cohort?	3	Yes
	0	No

#### IV. SCHEDULE OF ACTIVITIES

Schedule of Activities	Date/Time
RFA document published on website	January 3, 2024
Virtual Q&A session #1 (via Zoom) (attendance in one session is required)	January 10, 2024 10:00 - 11:30 a.m.
Virtual Q&A session #2 (via Zoom) (attendance in one session is required)	January 16, 2024 2:00 - 3:30 p.m.
Virtual Q&A session #3 (via Zoom) (attendance in one session is required)	January 19, 2024 10:00 - 11:30 a.m.
Virtual Q&A session #4 (via Zoom) (attendance in one session is required)	January 25, 2024 2:00 - 3:30 p.m.
Application portal emailed to Q&A session participants	February 5, 2024
Application submittal deadline (late applications will not be accepted)	March 8, 2024 no later than 3:00 p.m.
Recommendation to FRWD Board for approval	April 3, 2024
Estimated Notification of award	April 8, 2024
Estimated contract effective date	July 1, 2024