

# Technical Assistance Service Provider Application



**FRWD**  
Front Range  
Waste Diversion

**15.8%**

The Front Range municipal solid waste (MSW) diversion rate is 15.8%.

**39%**

The goal of the Front Range Waste Diversion (FRWD) program is to achieve an MSW diversion rate of 39% by 2026.



TASP connects Front Range communities with the resources and technical assistance needed to achieve established waste diversion and reduction goals.

The mission of the **Technical Assistance Service Provider (TASP) program** is to directly assist local governments across the Front Range with increasing diversion rates and reducing waste by implementing sustainable, long-term solutions that meet the unique needs of each community.

TASP is the primary mechanism for communities in the region to access FRWD-funded technical consulting support for waste diversion. Through TASP, communities receive 'no-cost' technical consulting to complete projects that reduce waste, increase recycling and composting, or otherwise divert materials from landfill disposal. Communities do not directly receive grant funding from TASP.

The TASP application portal is open year-round. Communities can apply at any time and projects selected under Round 2 are anticipated to start in late spring or early summer of 2024. An additional round of applications is expected to be reviewed in 2024. See timeline for more information.

**The deadline for applications from communities that wish to be included in Round 2 is November 30, 2023 at 3pm local time.**

## ELIGIBILITY

---

- Communities must be in one of the 13 Front Range counties, as defined in legislation.
  - Front Range counties include Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, El Paso, Elbert, Jefferson, Larimer, Pueblo, Teller, and Weld.
- There is no minimum or maximum community size (population). All Front Range communities are encouraged to participate.
- Communities include towns, cities, counties (including unincorporated areas) and tribal governments. Public K-12 school districts are also eligible for TASP support. Communities may apply on their own, or multiple towns, cities, counties, tribes, and/or school districts can work together on a joint project.
  - Communities do not include non-profits or private sector entities.
- Communities that have received an RREO or FRWD grant in the past are eligible for TASP.

## FUNDING

---

TASP is funded by the Front Range Waste Diversion enterprise grant program, which is administered by CDPHE and the FRWD Board of Directors. Applications do not require the submission of a project budget. TASP will fully cover the costs of technical assistance and consulting support. TASP does not provide capital funding or funding for community staff. Communities interested in capital projects or other funding should consider applying for FRWD or RREO grants.

## TIERS AND TYPES OF PROJECTS

---

TASP provides a range of technical assistance options designed to meet communities where they are today. Support is provided by the TASP contractor team and subject matter experts, led by Resource Recycling Systems (RRS [www.recycle.com](http://www.recycle.com)) and Eco-Cycle ([www.ecocycle.org](http://www.ecocycle.org)). There is no maximum project size or scope. However, very small projects that *require less than 30 hours of technical support should not apply*. These communities should instead work directly with the TASP team to advance their efforts.

Once you submit an application and are selected to meet with the TASP team, TASP will work with you to develop the full work plan and estimate the level of effort required to complete the project. The table on page 3 provides guidance on potential project Tiers. The final determination of Tier 2 and 3 projects will be based on the submitted work plan, the community need, and the estimated amount of technical support the community will require to successfully complete the project as determined by the TASP team.

## TIMELINE

### Round 2: Technical Assistance

**November 30, 2023** – Round 2 closes at 3pm local time

**January 2024** – Selected Round 2 applicants are invited to meet with TASP staff to further develop work plans

**February 2024** – Selected Round 2 projects presented to FRWD Board of Directors for approval

**April/May 2024** - Approved Round 2 projects begin

*An additional round is expected for 2024. Information on the Round 3 timeline will be shared when it becomes available.*

	<b>TIER 1</b> <b>(No Application Required)</b>	<b>TIER 2</b>	<b>TIER 3</b>
<b>Definition of Tier</b>	<ul style="list-style-type: none"> <li>• Light touch consulting only</li> <li>• Contact TASP through Office Hours to quickly receive technical support</li> <li>• No application required</li> </ul>	<ul style="list-style-type: none"> <li>• Approximately 30 to 300 hours of technical support</li> <li>• Generally 1 to 6 months</li> <li>• Requires application</li> <li>• Requires Memorandum of Understanding (MOU) prior to project initiation</li> </ul>	<ul style="list-style-type: none"> <li>• More than ~300 hours of technical support</li> <li>• Generally 6 to 18 months</li> <li>• Requires application</li> <li>• Requires Memorandum of Understanding (MOU) prior to project initiation</li> </ul>
<b>Examples of Technical Support</b> <small>(Projects are not limited to examples)</small>	<ul style="list-style-type: none"> <li>• Answer questions about how TASP works</li> <li>• Brainstorming meeting to develop potential TASP projects</li> <li>• City Council presentation on recycling best practices</li> <li>• Access to TASP resource library and example ordinances</li> <li>• Advice on data collection and diversion measurement</li> <li>• Help identifying peer communities for future collaboration</li> <li>• Attending TASP workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Recycling drop-off site evaluation and optimization</li> <li>• Evaluation of organics collection and diversion options</li> <li>• Waste diversion policy assessment and recommendations with limited stakeholder engagement</li> <li>• Support development, release, and review of community RFPs for recycling services</li> <li>• Residential recycling program planning and optimization</li> <li>• Development of targeted zero-waste action plan</li> <li>• Support data collection set-up with ReTrac tools</li> <li>• Community engagement planning</li> <li>• Execution of a one-season waste composition study</li> <li>• Pay-As-You-Throw feasibility evaluation</li> <li>• Hard to recycle collection event set-up, contracting, and marketing support</li> </ul>	<ul style="list-style-type: none"> <li>• MRF feasibility assessment and / or contracting</li> <li>• Hauler licensing ordinance research, development, engagement, and implementation</li> <li>• Full Zero Waste Plan development including stakeholder engagement</li> <li>• Residential recycling program planning and implementation support</li> <li>• Compost facility feasibility and planning</li> <li>• Community engagement planning including implementation</li> <li>• Commercial business recycling program evaluation, design, and deployment</li> <li>• Construction and demolition program option evaluation and implementation</li> <li>• Full Pay-As-You-Throw assessment, rate study, and implementation support</li> <li>• Regional wasteshed planning and coordination</li> </ul>

# HOW IT WORKS

1. Read and review the full application packet.
2. Consider meeting with TASP staff to discuss your planned project, ask questions about the application, and begin preparing your application.
  - a. Visit [www.coloradofrwd.org/tasp](http://www.coloradofrwd.org/tasp) to easily schedule virtual office hours.
3. Prepare your application. Applications require a list of project aims and activities, letter of engagement from a City, Town, County, Tribal, or School District official, and other elements. Applications do not require the submission of a budget. Full application details are included in this packet.
4. Submit your application via the online application portal located on [www.coloradofrwd.org/tasp](http://www.coloradofrwd.org/tasp). Applications submitted before November 30, 2023 at 3pm local time will be considered for Round 2. Applications submitted after November 30th will be considered for Round 3 later in 2024.
5. Submitted applications are evaluated by the Review Committee and prioritized for technical support based on predetermined criteria. Read the application packet to learn more about the criteria.
6. Selected applicants are invited to meet with TASP staff to further develop the work plan, tasks, deliverables, and timeline. TASP staff will work with the applicants to estimate the number of technical consulting hours required to successfully complete the project and help to determine if the project is a Tier 2 or Tier 3 project.
7. The FRWD Board of Directors must approve all Tier 2 and Tier 3 projects prior to work beginning. The TASP team will guide recommended projects through the board approval process and will support the development of the Tier 2 and 3 work plans. Note that projects that require more than 300 hours of consulting support are deemed to be Tier 3 and may require more detailed reviews by CDPHE and the FRWD Board of Directors.
8. Following project approval, the TASP contractor will work with the community to finalize a Memorandum of Understanding (MOU). The MOU will detail the project aims, work plan, deliverables, staffing, estimated hours, roles, assumptions, and timeline. The MOU will be used to guide the project to successful completion.

## Have Questions or Need Help?

TASP Staff are available to answer your questions, discuss project ideas, and provide application guidance.



### Email:

[frontrangetasp@recycle.com](mailto:frontrangetasp@recycle.com)



**Phone:** 720.213.6619



### Schedule Office Hours:

[www.coloradofrwd.org/tasp](http://www.coloradofrwd.org/tasp)

## TIPS FOR COMPLETING THE APPLICATION

- **Review the Criteria:** Be sure to fully read the evaluation criteria included in the application packet. Applicants that best meet the criteria for acceptance will be prioritized. Applicants that meet all the review criteria but do not receive prioritization in a review round may be prioritized for consideration in future rounds.
- **Schedule a Meeting with TASP Staff:** TASP staff are available to support communities as they develop their project ideas and application. TASP staff cannot write or edit your application, but they can help identify potential projects, provide guidance, and answer questions.
- **Consider Your Needs and Resources:** Projects that require less TASP resources are deemed to be Tier 2 and can be fast-tracked. Prior to developing your work plan, clearly identify your community needs and resources to determine if your project can be streamlined. Consider whether there are existing community or staff resources that can be leveraged to help reduce the need for TASP technical support. Matching resources are not required but will be considered in the evaluation criteria.
- **Prepare Your Application Before Opening the Application Portal:** Use this application packet and existing TASP resources (such as the *Resource Library*) to fully answer all the required questions prior to submitting your application on the portal.

## REVIEW CRITERIA

CRITERIA	DESCRIPTION	WEIGHT
Project Impact	How the project impacts the tons of materials diverted from landfill disposal through recycling, composting, waste reduction, or other activities. Impact will consider the potential total diversion and tons per capita as well as the effectiveness of the proposed project actions.	23%
Community Need	Identifies the community and regional needs or system gaps that are filled by the proposed project. Needs can be general or by geographic area, specific population, overcoming specific communities' barriers, or others.	23%
Project Feasibility	The project's likelihood of success, including a consideration of whether there are adequate resources available to support the project in the near and long term. Consideration of whether the applicant is proposing actions that have had examples of success elsewhere. Also includes evaluation of long term project sustainability (resources and economic support) beyond the availability of TASP technical support.	23%
Access and Equity	Consideration of the impact the proposed project would have on access to waste diversion services in the Front Range. Evaluation of whether the project addresses underserved and disadvantaged communities. Communities may be based on geography, political boundaries, generator sectors (such as multi-family, etc.), socio-economic factors, or others.	23%
Community Support	Consideration of demonstrated support for the project from community members. Evaluation of whether there are additional community resources that will be leveraged to support the project. Note that projects must include a Letter of Engagement from community leadership in the application packet (see application for more details).	8%



## APPLICATION SUBMISSION DETAILS

**How to Respond:** Applications must be submitted through the online submission portal ([www.coloradofrwd.org/tasp](http://www.coloradofrwd.org/tasp)). Communities that wish to be considered in Round 2 must submit their applications prior to November 30, 2023 at 3pm local time. Applications submitted after this date, but before the closing for Round 3, will automatically be considered for Round 3.<sup>1</sup>

**Eligibility:** Any community located in one of the 13 Front Range counties is eligible to apply. Communities include towns, cities, counties (including unincorporated areas), and tribal governments. Public K-12 school districts are also eligible for TASP support. Non-profits, institutions, private sector entities, and communities located outside of the Front Range are not eligible to apply.

**Letter of Engagement:** Applications must include a signed PDF letter of engagement. The letter must include the following:

- **Project Lead:** Identification of a project lead to oversee the project application and execution.
- **Staff Commitment:** Acknowledgement that if accepted, community staff are available to provide a base level of support for the project by attending kick-off and check-in meetings, providing data as requested, and reviewing project deliverables.
- **Leadership Commitment:** This acknowledgement of support from relevant individuals is critical for the application to be considered. Letters of engagement must be signed by the same individuals required to sign the executed memorandum of understanding 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. If you have questions on who can sign the letter please contact the TASP team directly.
- **Community Support:** Include information on project support from stakeholders, community leaders, or community members. If there are community resources that you can leverage to support the project, please include that information as well.

**Funding:** TASP will fully cover the costs of technical assistance and consulting support. TASP does not provide capital funding or funding for community staffing. Applications do not require the submission of a project budget or an estimate of the number of hours of support needed. If your project is recommended for board approval TASP staff will work with your team to develop the project plan and estimate the level of support (labor and consulting hours) needed for success.

## Project Examples



### Recycling Drop-Off Site

**Planning:** Identify a location for a community run drop-off to service residents and businesses in a rural area. Once the location is identified, project will assess the capital and operational costs and needs. Project report will be used to apply for future FRWD capital grant funding.



### Universal Recycling Ordinance Adoption:

Complete a community survey and review of other ordinances in the state to develop draft universal recycling ordinance language. Technical consultant will conduct extensive stakeholder meetings with haulers in the community to refine policy elements such as pay-as-you-throw and host work sessions with elected officials to continue refining language. Project will develop community engagement campaign to inform community of policy impacts. Project will result in the adoption of a community universal recycling ordinance.



### Regional Zero Waste Plan:

Project will partner with multiple adjacent communities to develop and adopt a regional zero waste plan. Plan process will include baseline evaluation, gap analysis, and community input process. The final plan will include implementation steps, timeline, costs, policy, and infrastructure needed to increase regional diversion.

<sup>1</sup> The round 3 closing date has not been finalized and is expected to be later in 2024.

# APPLICATION FORM



Communities must apply using the online submission portal [www.coloradofrwd.org/tasp](http://www.coloradofrwd.org/tasp). Each community must designate one primary organizational lead and point of contact. Note that questions in the online portal form may be formatted differently than the preview below.

## 1. Community Information

**a. Community Name:**

**b. Primary Contact:** *Name, Title, Phone, Email*

**c. Community Size:** *Population, Number of Households (if known, please advise number of single-family, HOA, and Multi-family)*

**d. Does your community track your recycling rate or waste diversion rate?**

a. Yes

b. No

c. Not sure

If "yes", what is your diversion rate?

## 2. Project Basics

**a. What generator sectors will your project impact? (select all that apply)**

a. Single family households

b. Multi-family households

c. Commercial / Businesses

d. School district

e. Not sure

f. Other: \_\_\_\_\_

**b. What material streams will your project impact? (select all that apply)**

a. Recycling (paper, cardboard, ferrous and non-ferrous metal, plastics, containers, etc.)

b. Organics (yard waste, food scraps, brush, clean wood waste, etc.)

c. Construction and Demolition Debris (concrete, asphalt, drywall, dimensional lumber, shingles, carpet, etc.)

d. Reuse and waste reduction (single-use plastics, upcycling, reuse, repair, fix-it clinics, other)

e. Hard-to-Recycle (including Household Hazardous Waste, e-waste, mattresses, etc.)

f. Not sure

g. Other: \_\_\_\_\_

## 3. Project Summary and Activities

**a. Provide a high-level summary of your project. (100 words or less)**

**b. Project outcomes and deliverables (100 words or less): Succinctly list your major desired project outcomes, please list all major outcomes.** *(e.g. Draft and adopt an ordinance requiring equal space for recycling and trash in all new developments, develop and publish a regional zero waste plan, implement a community-wide engagement campaign, build a drop-off for recycling)*

**c. Project Activities: Briefly list the major activities you plan to complete as part of the project. If you are not sure what activities are needed, please write 'not sure.'** *(i.e. conduct community survey, host three stakeholder meetings, complete waste composition study, undertake gap analysis, complete land use evaluation)*

# APPLICATION FORM CONTINUED



Example of Project Activities List\*:

	Activity	Activity Staff (choose from: Community Staff, TASP Staff, Both)
Example 1	Conduct waste composition study	Both
Example 2	Draft ordinance language	TASP Staff

\*You must upload this as a separate form via the application portal.

**d. List any major community milestones that may impact the project timeline, if there are no milestones leave this question blank.** (i.e. project needs to be complete before October 2023)

**e. How many hours, on average, can your community staff commit to supporting the project?** (i.e. 4-8 hours / month)

## 4. Project Details

**a. Project Impact** (200 words or less): Describe how your project is expected to increase waste diversion through expanded recycling, composting, waste reduction, reuse, or other activities. If possible, include an estimate of new or additional tons that will be diverted by the project (i.e. the new services are expected to divert between 2,000 and 5,000 tons per year). Include an estimate of the population that will be impacted (number of housing units, businesses, students, others).

**b. System Need** (200 words or less): Describe the recycling system gaps and / or needs that will be addressed through your project. Include information on how the proposed project outcomes will meet your community's needs.

**c. Project Feasibility** (200 words or less): Explain why you believe your project will be successful. Is it based on a model from elsewhere in Colorado? Are there major challenges to success? Be sure to describe how your community will ensure the project can continue, once the technical assistance is complete.

**d. Access and Equity** (150 words or less): Describe how your project increases access to waste diversion services in your community and how the project addresses any underserved groups, sectors, or a disadvantaged communities (may be based on geography, political boundaries, socio-economic factors, or generator sectors such as multi-family or commercial).

## 5. Attachments

**a. Attach the Letter of Engagement (a letter of engagement is required).**

- i. Letter should include information on the Project Lead, Staff Commitment, Leadership Commitment, and Community Support. An electronic or "wet" signature on the PDF letter is acceptable.

