

BOULDER COUNTY RESOURCE CONSERVATION DIVISION



Circular Economy Funding **2024**

Application Packet

BOULDER COUNTY RESOURCE CONSERVATION DIVISION

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Boulder County Circular Economy Funding 2024

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Boulder County Resource Conservation Division

Circular Economy Funding 2024

Background

Circular Economy Funding is provided by an allocation of funds by the Board of County Commissioners and the Sustainability Tax. Applications may be submitted from all of Boulder County, City & County of Broomfield and the Town of Erie, including the part of Erie that is outside of Boulder County (Service Area).

The amount of \$100,000 has been allocated for education programs and the infrastructure required to support resource diversion programs and the circular economy in four (4) main categories:

- Consumer behavior and practices
- Collection
- Processing
- Manufacturing & Design

The 2024 focus will be on circular economy progress and supporting the newly passed legislation in Colorado including; focus on Extended Producer Responsibility (EPR), plastic pollution reduction, and contamination in organic waste diversion. This fund has two different funding thresholds:

- \$25K dedicated to smaller projects with a minimum request of \$1,000 and a maximum of \$15,000
- \$75K dedicated to larger projects with a minimum request of \$30,000 and a maximum of \$75,000

An emphasis on demonstrated resource diversion (new tons diverted from disposal) and an ability to quantify greenhouse gas savings resulting from the proposed project using the EPA WARM tool is recommended.

Examples of programs that might be considered are listed below. We will continue to accept and consider applications for programs that fall outside of this focus.

- Curbside toters
- New transportation for single-stream recyclables or organics
- New bins for single-stream or compost collection of materials within municipal buildings
- Zero Waste education
- New technologies
- Reuse

Eligibility Requirements and Project Criteria

Boulder County's Circular Economy Funding 2024 is open to communities in Boulder County, City & County of Broomfield and Town of Erie, including the part not in Boulder County (Service Area), other incorporated and unincorporated communities within the service area, non-profit organizations, school districts, schools, private companies and individuals.

To be eligible for funding, projects must be in compliance with all federal, state/local land use regulations and permit requirements. Project applicants must be registered as a business, an official non-profit

organization, or a governmental entity. Projects must also be based in the Service Area, divert materials generated in Service Area from the landfill, or involve educational campaigns targeting residents or businesses within the Service Area. Projects must not duplicate existing programs or services.

Funding Categories

There are four (4) categories in which applicants may apply for funding: Household Consumption/Consumer behavior and practices, Collection, Processing, Manufacturing & Design. **If you are applying for more than one program, you must submit a separate application with each funding request.**

Household Consumption/Consumer behavior and practices

Household Consumption/Consumer Behavior and Practices projects must focus on Zero Waste, source reduction, reuse, recycling, circular economy, closed loop systems, extended producer responsibility, product stewardship and/or composting. Household Consumption/Consumer Behavior and Practices projects must be measurable, and provide services where a need exists within the Service Area that is not otherwise being conducted.

Collection and/or Processing

Projects must improve existing zero waste/circular economy programs in ways that facilitate some or all of the following:

- increase the quantity of materials reused, recycled or composted
- create new opportunities for recycling/composting
- improve intermediate processing capabilities
- improve safety
- create efficiencies of operation
- create new technologies

Funds may be used for: the purchase of containers, balers, shredders, compactors, pallet jacks, construction and/or signs. Infrastructure and equipment that supports a circular economy by giving a company the ability to take back and reuse their products will be given priority. Other equipment and infrastructure requests will be considered on an individual basis.

Projects that demonstrate new materials or greater quantities of materials will be reused, recycled, or composted as a result of the project will receive funding preference. Projects should demonstrate sustainability and compare the useful life of the infrastructure improvement to the life of the overall project, as well as show the impact of greenhouse gas emissions reduction.

Manufacturing & Design

Projects must either; improve the design of consumer goods, or create new goods that align with Zero Waste/Circular Economy principles.

Ineligible Uses of Funds

Funds may **not** be used for the following purposes:

- Repayment of existing debt, or pre-existing tax liens or obligations
- Payment of organizational overhead exceeding 15% of proposed project budget
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- Funds for start-up business
- Operational costs for existing programs

Application and Funding Calendar

Circular Economy Funding application issued	Monday, August 14, 2023
Questions Due	Friday, August 18, 2023
Responses to Questions	Wednesday, August 23, 2023
Application Due	Friday, September 8, 2023 by 2 p.m. MST
Application Evaluations	September-October 2023
Announcement of Awards	October 2023
Start of 2024 project funding	January 2024
Funding Available for Reimbursement	April 2024
End of 2024 project funding and all reports due	Friday, December 15, 2024

NOTE: Dates are subject to change. Applicants will be notified in advance of any schedule changes.

Application Instructions and Procedures

Applicants are advised to review the application packet in its entirety prior to preparing and submitting an application. If after reviewing the application materials you are uncertain whether a proposed project fits within the funding guidelines, please contact Cody Lillstrom at jlillstrom@bouldercounty.org or 720-564-2757.

Application Deadline

APPLICATION(S) MUST BE RECEIVED BY 2 p.m. MST on Friday, September 8, 2023

Electronic submission is encouraged. Please submit your completed application to Cody Lillstrom via email at: jlillstrom@bouldercounty.org.

Applications may also be mailed or hand-delivered to:

Boulder County Resource Conservation Division
 1901 63rd St.
 Boulder, CO 80301
 Attn: Cody Lillstrom

Any application received after the deadline will not be considered.

General Conditions

All materials submitted will become the property of Boulder County and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The County reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all applications received, to grant full or partial funding of any request, and/or to cancel all or part of this solicitation at any time prior to awarding funds.

For inquiries or clarification concerning this program, contact Cody Lillstrom at (720) 564-2757 or email at jlillstrom@bouldercounty.org. Funds are awarded on a competitive basis, and no requests will be considered outside the standardized application and review process. There is *no appeals process* for applications not accepted for funding.

Submittal Requirements: Electronic submittals are encouraged

Applications must include one original application packet with all relevant documents attached. If mailed or hand delivered, all materials, unless otherwise noted, are to be printed double-sided on 8 ½" x 11" recycled paper with 100% post-consumer content.

- Do not use plastic covers or binders.
- Do not add dividers, title pages, tabs, etc.
- No faxed copies will be accepted.
- All costs incurred in the preparation of an application are the responsibility of the applicant.

Application Evaluation Process

Applications will be reviewed and evaluated by a subcommittee delegated by the Resource Conservation Advisory Board. The subcommittee follows the procedures of the Resource Conservation Advisory Board to eliminate any potential conflict of interest as found in by-law section 6. During the review process, staff may contact the applicant for additional information or clarification. However, an expression of interest by staff should not be construed as an indication of forthcoming funding approval. Applicants are advised to make their submittal as clear as possible.

Final funding approval will be made by the Board of County Commissioners (BOCC). Awards will be announced in December 2022 following BOCC approval.

Application Evaluation Criteria

All submitted applications which are in compliance with the Zero Waste Funding requirements will be evaluated according to the following criteria:

Project Conception – The application is clear and comprehensible with a realistic timeline, program/project activities are well-defined and technically feasible, milestones are realistic, program/project is innovative, non-duplicative of existing services, and responsive to an identified need.

Impact – The extent of contribution to implementation of zero waste programs in Service Area; extent of changes in behavior; transferability of the program/project to other communities.

Outcomes - Objectives clearly stated, specific, realistic and measurable; project monitoring and evaluation strategies are thoughtfully planned.

Organizational Capacity - Management and staff are qualified to implement project and achieve stated objectives.

Financial Viability - Organization demonstrates sound fiscal management: project budget is realistic and cost effective.

Additional Evaluation Factors - Assessment of applications may also include consideration of such issues as geographic distribution of services, demographic diversity, degree of collaborative effort, community support and public education potential.

In-kind or Matching Funds - Applications that include in-kind or matching funds are strongly encouraged.

Sustainability Questionnaire – A short questionnaire asking about sustainable practices at your organization.

Application Content and Organization (Applicant's Check List)

Unless otherwise noted, a complete application must include all the following forms and supporting documents to be eligible for consideration.

- Form A: *Application Cover Page*
- Form B: *Applicant's Statement of Qualifications*
- Form C: *Project Summary & Narrative, Climate Impact Analysis, two double-sided pages maximum, (total of 4 pages)*
- Form D: *Project Budget and Quotes*
- Form E: *Sustainability Questionnaire*

Where applicable, one copy of the following can be included:

- Organizational Budget for the current fiscal year indicating expenses and revenues
- Governing Board roster, indicating officers, addresses and affiliations
- List of key project personnel
- Proof of federal non-profit status (if applying as a non-profit) or proof of incorporation in Colorado (if applying as a corporation)

Funding Awards

All applicants will be notified of the results of the review process. For successful applicants, funds will be available for expenditure only after a service contract between Boulder County and the applicant is signed and executed. Funds must be expended by December 15, 2023. Boulder County will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing. Unused funds are not available for other uses under this agreement.

Boulder County reserves the right to revoke any funding award for which a contract is not executed, due to delays on the part of the applicant, within two (2) months of the award. **Funded programs/projects must be initiated within three (3) months of execution of the contract, or funds may be withdrawn, unless specific written approval is granted for delays due to extenuating circumstances.**

Reports, Monitoring, and Payment Schedule

Boulder County reserves the right to monitor funded projects and to receive timely and pertinent information on status and progress. A mid-term progress report and a final report will be required from awardees. A schedule for report submittals and reimbursement requests will be established in consultation with County staff. All projects will be required to submit a pdf poster board report suitable for display at the Recycling Center, along with a final report. Failure to submit a final written report and poster board report shall invalidate the applicant for further funding requests for three years.

NOTE: Funds will be provided on a reimbursable basis based on proper documentation of receipts and invoices billed specifically to the individual or organization that is listed within the signed contract. Funds will be available for reimbursement starting in April 2023. Funds must be used in accordance with the final budget upon which the application was based.

All publicity or promotional materials concerning the project, including news releases, feature stories, public service announcements, brochures and product literature produced during the term of this Agreement, must be submitted to Boulder County for review and approval prior to distribution. **All printed material must be submitted to Boulder County for review and approval prior to printing.** Boulder County reserves the right to withhold funding for printed material if it has not been pre-approved by the county. Copies of all promotional material created shall be reproduced and submitted with the Final Report.

All infrastructure improvements shall include permanent signage, and all printed materials shall include the statement: "Zero Waste Funding Provided by Boulder County".

Environmentally Preferable Requirements

The county requires the procurement and use of environmentally preferable products. "Environmentally preferable" means products that have a lesser or reduced adverse effect on human health and the environment when compared with competing products that serve the same purpose.

Product comparisons should consider life cycle factors such as: The availability of any raw materials used in the product being purchased and the availability, use, production, safe

operation, maintenance, packaging, distribution, disposal, or recyclability of the product being purchased. Examples include the following: A material or product which is durable, repairable, reusable, or recyclable; has minimum packaging, toxic content or chemical hazard potential; is resource or energy efficient in any or all phases of its manufacture, use and disposal; or, in its use or disposal, minimizes or eliminates the county's potential environmental liability. Purchasing will strive to procure such products that are suitable for use, where availability, quality and budget constraints allow.

Boulder County promotes the purchase/leasing of energy efficient, materials efficient, and reduced toxic level products where availability, quality and budget constraints allow. Whenever possible, electronic equipment should meet ENERGY STAR specifications for energy efficiency with power management features enabled.

Products and equipment should be specified to include post-consumer recycled content materials. Products should be packaged and delivered with a minimum amount of recycled packaging that adequately protects the product, but is not excessive. If requesting enhancement for a Drop-off Center, only recycled content products for stairways and fences will be considered for funding.

Contract Specifications

Agreement

A service agreement and funding contract will be entered into following the funding award.

Expenses Reimbursed

The Zero Waste funding will be administered as a reimbursement, based on proper documentation of receipts and invoices billed specifically to the individual or organization that is listed within the signed contract.

W-9 Form

A completed, signed, and dated W-9 for the organization or individual shall be submitted with the executed contract.

Insurance

Please note the following insurance requirements. The Contractor shall procure and maintain at its own expense, and without cost to the County, until this Contract has expired or is terminated, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed under this agreement:

- a. Commercial General Liability. This coverage should be provided on an ISO 1998 Form or most current with minimum limits of \$1,000,000 combined single limit for each occurrence.
- b. *Automobile Liability. Minimum limits are required to be \$1,000,000 for each occurrence. Coverage must include:
 - All vehicles owned, non-owned, and hired to be used on the contract
 - Personal Injury Protection where applicable

**County Risk Management will review the requirement for auto insurance based on the specifics of the proposed project.*

- c. Workers' Compensation and Employer's Liability. Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000 Each Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.

The Contractor shall provide Certificates of Insurance to Boulder County demonstrating that the aforementioned insurance requirements have been met prior to the commencement of work under this Contract or Proposal. The Commercial General Liability certificate shall indicate Boulder County as an ADDITIONAL INSURED.

The Additional Insured wording should be as follows:

County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured.

These Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled, terminated, changed or modified without thirty (30) days written notice to Boulder County