



Request for Applications (RFA)
Colorado Department of Public
Health & Environment

**Recycling Resources Economic
Opportunity (RREO) Program**

Colorado Waste Diversion Grant

RFA #41056

Application Due Date: January 5, 2023 by 3:00PM.



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I. PROJECT BACKGROUND AND OVERVIEW

Funding for this grant program was created by the Recycling Resources Economic Opportunity (RREO) Act of 2007, which collects a surcharge on solid waste taken to Colorado landfills for disposal. The act established that recycling is an important way to realize environmental benefits as well as economic benefits to the state, including job creation.

In August 2017, the Colorado Solid and Hazardous Waste Commission adopted a resolution establishing [statewide and regional waste diversion goals](#). The Colorado Department of Public Health and the Environment (CDPHE) intends to fund projects that will help the state make meaningful progress toward achieving these goals.

The purpose of this Request for Applications (RFA) is to fund projects, sustainable beyond the grant period that will enhance the financial viability of recycling, composting, reuse, repurposing, and waste reduction in Colorado and will create new jobs in the state. Preventing waste before it is created is the most effective reduction method (reduce), followed by reuse, and recycle. In addition to waste diversion projects, this RFA encourages applications with a focus on reducing contamination. This is the 15th funding cycle for this RFA.

Grants are available to qualified applicants whose proposals reduce waste or increase diversion through one of the following strategies (in no particular order):

- Reduce the use of materials by replacing disposable materials and products with reusable materials and products, reducing packaging, and eliminating the creation of waste.
- Increase the participation rate, material recovery rate, or hauling capacity of an existing program. For example, existing programs may be modified to incorporate a Pay-As-You-Throw (PAYT) pricing structure or include commercial or multifamily housing recycling/composting service. Conducting community outreach on recycling or composting guidelines would be an essential component to the project's scope.
- Reduce the amount of residual contamination and improve the quality of baled materials by installing additional sorting equipment at an existing material recovery facility, such as an optical sorter.
- Install equipment and/or retrofit existing facilities that will create a safer and more efficient operation, including improvements in how materials are prepared for transport to end-markets, such as transitioning from a vertical baler to a horizontal baler.
- Expand end-markets for recycled products and material reuse in Colorado.
- Expand collection programs that support food rescue and minimize food waste.
- Educating and informing the public about waste diversion. This includes incorporating elements of community based social marketing (CBSM). CBSM maintains that the creation of long-term or permanent behavioral change involves person-to-person contact and counters the argument that using media alone to provide information will result in substantial change. Employing concepts drawn from social psychology, CBSM defines clear steps to accomplishing lasting and quantifiable change in human behavior. For more information about CBSM, visit [this link](#).

II. PROJECT FUNDING PERIOD, AND BUDGET REQUIREMENTS

A. Funding Period

All projects are funded for a duration of no more than one fiscal year. There will be two funding options available for this RFA. The full term of the contracts will be longer for monitoring and reporting purposes as deemed necessary by CDPHE.

1. Option 1 (Standard option)

Option 1 will have funding available from July 2023 through June 30, 2024. The term of the project may be shorter if there are delays in executing a contract. All funds must be spent and the project fully implemented by June 30, 2024. Any grant funds not spent by the awardee by June 30, 2024 will be forfeited.

2. Option 2

Funding for this option will be available from July 2024 through June 30, 2025. The contract will be estimated to begin in July 2023 with some work related to the project taking place during the first year of the contract. This option will allow for applicants to conduct permitting, planning, infrastructure requirements, etc., within the first year of the contract. Reimbursements will begin after July 1, 2024, provided milestone deliverables have been met. All funds must be spent and the project fully implemented by June 30, 2025. Any grant funds not spent by the awardee by June 30, 2025 will be forfeited.

B. Budget Requirements

The budget is approximately \$2 million dollars. While the actual amount of grant awards may vary depending on the number of qualified applications, applicants must request a minimum of \$50,000 in grant funds to be eligible. CDPHE may announce a separate RREO funding opportunity for projects that require less than \$50,000 to be implemented.

1. Indirect (F&A) Cost Rate

Definition: Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or grant account. Indirect costs may be called Facilities and Administration costs (F&A) at some agencies. Indirect costs are different from administrative costs in most cases. For example, a program employee can be considered administrative and not be included in an agency's indirect costs. Costs classified as indirect can differ depending upon your organizational structure and accounting practices but some common examples include depreciation on buildings and equipment, operating and maintenance costs of facilities, and general administrative expenses such as the salaries and expenses of executive officers and accounting or legal staff.

If Applicant's agency/business maintains an indirect or F&A rate and Applicant chooses to include this cost on the application budget, it is expected that the amount budgeted will reflect the agency's/business's approved rate. Be prepared to submit one of the following if awarded:

- A. **Federally Negotiated Indirect Rate Agreement** - An entity that receives funding directly from the federal government is eligible to recover indirect costs by using a federally negotiated indirect cost rate from their Federal cognizant agency.
- B. **CDPHE Negotiated Indirect Rate Agreement**- An entity that does not have a current negotiated indirect cost rate with a federal agency AND does not receive federal funds directly from a federal agency can negotiate an indirect cost rate with the internal audit unit at CDPHE.

Alternatives to a negotiated indirect cost rate:

- A. **de minimis indirect cost rate** - The de minimis rate of 10 percent of modified total direct costs (MTDC) is available to all non-Federal entities (2 CFR 200.414(f))
- B. **Direct Charge All Expenses** - Organizations may elect to direct charge all allowable expenses on their billings for each contract, grant or award. Billed costs will be subject to field review by the CDPHE.

2. Reimbursement Information and Requirements

Funding under this RFA is anticipated to be provided via two options. The majority of selected awardees are expected to use option one. In order to be eligible for option two (advanced payments), the awardee agency must meet the eligibility criteria established by the CDPHE. Eligibility for option two will be determined after applications are approved for funding.

Option 1: Cost-Reimbursement

Funds will be given on a cost-reimbursement basis only. This means that the selected awarded applicants must be financially able to pay for expenses and request reimbursement from the CDPHE. Project expenses will be reimbursed monthly for allowable and approved expenses incurred during the invoice period. Allowable expenses will be reimbursed monthly upon receipt and approval of a submitted invoice. Invoice submissions are required within forty-five (45) days after month-end. Source documentation demonstrating actual expenses incurred will be subject to review. All expenditures must be reasonable, necessary, and approved by the CDPHE for the completion of approved grant activities, and must comply with the state of Colorado fiscal rules. Please note that the CDPHE will not reimburse any costs incurred by selected awardees prior to the issuance of a legally executed contract.

Option 2: Advanced Payments¹

With this option, there are two steps:

1. Up to twenty-five percent (25%) of the total award may be given as an initial payment to assist selected applicants with launching approved activities. The CDPHE pre-approval of advanced payments is required as not all applicants nor all budget expenses are eligible for advanced payments.
2. The remaining funds will be given on a cost-reimbursement basis only. This means that the selected awarded applicants must be financially able to pay for expenses and request reimbursement from CDPHE. Project expenses will be reimbursed monthly for allowable and approved expenses incurred during the prior month. Allowable expenses will be reimbursed monthly upon receipt and approval of a submitted invoice. Invoice submissions are required within forty-five (45) days after month-end. Source documentation demonstrating actual expenses incurred will be subject to review. All expenditures must be reasonable, necessary, and approved by CDPHE for the completion of approved grant activities, and must comply with the state of Colorado fiscal rules. Please note that CDPHE will not reimburse any costs incurred by selected applicants prior to the issuance of a legally executed contract.

CDPHE is finalizing the eligibility and process for option two (advanced payments); therefore, applicants are required to prioritize their budget expenses on Attachment 3: Budget (within the description of item column) for an advanced payment, if selected as an awardee and approved by CDPHE. More information will be provided as it becomes available to those selected for funding. If advanced payments are not approved, then all funding will be distributed as a cost-reimbursement only (see option one above).

¹ Applicants must be classified as a nonprofit organization or a charitable organization by the federal Internal Revenue Service and have submitted written proof of such classification to CDPHE.

Unallowable Expenses

- Deposits and/or down payments will not be reimbursed until applicant has taken receipt of equipment, supplies, or services.
- Financed vehicles, equipment, supplies, etc. funded by a loan where the awardee 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.
- Grant funds are not available and should not be requested for leases, lease to own, rent, or real property including land, office space, etc.

Reimbursement requests must include supporting documentation of payment such as paystubs, receipts, or invoices with zero balances. All billing and reimbursements will be performance based.

If an applicant selects Option 2; second year funding reimbursements will not take place until after July 1, 2024.

Ten percent (10%) of the award will be withheld for nonprofit and for-profit entities, and five percent (5%) of the award will be withheld for all other awardees until specific project deliverables of the executed agreement are deemed to be complete by CDPHE. No exceptions will be made to this process.

Because the grant program funds projects on a reimbursement basis, awardees may experience financial hardship when making high-dollar, project-related purchases. If for-profit or nonprofit entities require a loan to make purchases prior to being reimbursed by the department, or need additional in-kind funds to implement the project, contact the Colorado District Office of the United States Small Business Administration at 303-844-2607 and ask to speak to a lender relations specialist². For lender-approved loans, the US Small Business Administration will provide a respective guarantee on the approved loan amount for eligible businesses and nonprofits. This incentivizes participating banks to approve loans, often at lower interest rates and reduced collateral requirements. Additional resources are available online at the Colorado District Office's [website](#).

Awardees will not sell, transfer, abandon, dispose of equipment, or otherwise allow the equipment to become unavailable for its use during the term of the contract, without the prior written authorization of the department. The awardee must seek approval from the department if project goals change or if the awardee is unable to utilize the equipment due to changes in business status.

CDPHE, at its discretion, may require a signed attestation certifying the awardee's matching contribution to this project. This request is more likely to be made if a project's implementation relies heavily on the applicant committing a substantial amount of their own resources, or if an awardee's in-kind purchases are needed to successfully incorporate any equipment or supplies purchased with grant funds into the project.

² The department has no official ties to the Small Business Administration and provides these details for informational purposes only. The department makes no guarantee of funding.

III. PROJECT REQUIREMENTS

A. Eligibility

Entities that are eligible to apply include:

- Public and government agencies, including but not limited to tribes, special districts and intergovernmental partnerships;
- Public or private schools, colleges, and universities; and
- Private sector entities (for-profit and nonprofit organizations) who are in good standing with the Colorado Secretary of State.

Applicants who have applied and received grant funding from the RREO program in the past are eligible to apply again.

Projects must be “shovel-ready” and cannot be used to fund research and design. For the purposes of this RFA, “shovel-ready” is defined as a project where planning and engineering is advanced enough that with sufficient funding the project can begin immediately upon contract execution. This includes having a site determined with a lease in place if necessary, an understanding of all permitting requirements including local and state requirements, and financial means to fund the project upfront. Although projects must be advanced enough to begin work immediately upon notification of a fully executed contract or purchase order, budget items required by RREO funding **cannot be paid for (including down payments), nor can possession of items occur**, prior to contract execution.

Please note that you will be required to complete a series of eligibility questions as a part of the application process to determine if your project is shovel ready. Answering “no” to any of the questions does *not* disqualify your application from moving forward; however, CDPHE maintains the right to determine your project is not shovel-ready and therefore not eligible to move forward during the technical review process. See Attachment 1 Application Narrative Questions for the questions you will be asked.

Project proposals that collect, sort, and use organic waste as raw materials for anaerobic digesters to produce biogas, are eligible to apply. **Other waste-to-energy projects are not eligible to apply for this grant opportunity.** These include, but are not limited to, technologies such as mass burn, gasification, pyrolysis, plasma arc, and other thermal technologies. With the exception of anaerobic digesters, no portion of the waste-to-energy process is eligible for funding.

IV. TOOLS AND GUIDANCE

A. Additional Guidance

1. Calculating Waste Diversion and Tonnage

It is important to provide an accurate estimate of the tonnage that your project will divert. If accurate tonnages are not available when preparing estimates, you must use the Volume-to-Weight Conversion Factors prepared by the U.S. Environmental Protection Agency (EPA), www.epa.gov/smm/volume-weight-conversion-factors-solid-waste.

The formula for converting cubic yards to tons is:

$$\text{Tons} = \frac{(\text{Number of cubic yards}) \times (\text{Weight in lbs./cubic yards}^*)}{2000 \text{ lbs./ton}} \quad \text{*bulk density}$$

2. Compliance

If an applicant is currently part of the regulated community³, the applicant's compliance history, and the nature of any past or present compliance issues will be considered prior to awarding a grant. An applicant must be prepared to prove they are in good standing with the department, the Colorado Secretary of State, the U.S. Environmental Protection Agency, the U.S. Department of Labor, and the Occupational Safety and Health Administration (OSHA). An applicant's compliance history with these agencies will not be limited to those compliance issues that are only relevant to the scope of the proposed project.

For compliance information, applicants are encouraged to reach out to the department's Small Business Assistance Program at [this link](#). Additionally, the following links provide information on various permits that may be applicable. Contact the local planning or land use department in the county where the project will be implemented to ensure compliance with local permitting requirements.

- [Composting](#)
- [Air Quality](#)
- [Hazardous Waste](#)
- [Storm Water](#)
- [Recycling](#)
- [Small Business Assistance Program](#)

In addition, consider contacting the local planning or land use department in the county where the project will be implemented to assure compliance with local requirements. Some local authorities offer conceptual permit review services for projects in the initial stages of planning and development. Applicants are encouraged to seek a conceptual permit review if available and applicable to their project.

V. SELECTION, EVALUATION, AND AWARDS

The technical aspects of applications will be assessed based on the soundness of the applicant's approach and the applicant's understanding of the requirement. Past experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Technical and past experience assessments may include a judgment concerning the potential risk of unsuccessful or untimely performance, and the anticipated amount of State resources necessary to insure timely, successful performance. The State may use all information available regarding past performance as defined in C.R.S. §24-106-107 et.seq.

The program has carefully designed a scoring and selection process to ensure fair selection of the best qualified applicants. The selection process is described below. The criteria for scoring are in direct correlation to the required application components.

A. Application Evaluation

The review committee members will review the applications received, applications with the highest scores in the initial round of reviews are considered finalists. The number of finalists will vary depending on the amount of funding available to award and the total number of applications received. The review committee reserves the right to ask each finalist clarifying questions and for additional documentation in the event there are sections within an application that are unclear or

³ The regulated community consists of any entity subject to regulations under the authority of the Colorado Department of Public Health and Environment and/or any entity required to have a permit issued by the department in order to conduct business.

lacking detail. The review committee may adjust an application's initial score based on the answers received from each finalist, which will influence the committee's final decision to award or to reject a particular application. There is no guarantee that a finalist will be asked to answer questions. If a finalist fails to respond to the review committee's questions by the deadline, the proposal may be disqualified. To ensure a transparent process, all questions and answers will be documented via email correspondence and will become part of the finalist's application. The review committee also reserves the right to request a conference call or meeting with an applicant to discuss answers. Minutes from the conference call or meeting will be recorded and will also become part of the finalist's application. Program staff will call a finalist within 48 hours to ensure questions were received if the finalist does not confirm receipt of the questions.

B. Notification

All Applicants will be notified of application results via email to the email address provided in the application.

C. Scoring Criteria

Applications that fail to follow all of the requirements may not be considered. The program carefully designed scoring and selection processes to ensure fair selection of the best-qualified applicants. Scores will be based on the Applicant's ability to present the following elements in the application successfully:

Project Description, Purpose and Approach	20 points
Community Impact and Support	30 points
Measurable Results & Outcomes	15 points
Project Feasibility and Implementation	20 points
Facility & Infrastructure Needs	15 points
Total	100 points

Bonus Points

Up to five (5) bonus points will be awarded to an applicant if they received professional assistance in developing a business plan (i.e. NextCycle Colorado, Small Business Development Center, a local economic development office). Evidence of such assistance is required.

D. Financial Risk Assessment Rating in Evaluation

The financial risk rating determined from the submitted Financial Risk Assessment Questionnaire or FRMS rating (Local Public Health Agencies only) will be communicated to reviewers during the application review process.

VI. HOW TO APPLY

Responses must be submitted as specified in this announcement. Applications that fail to follow all of the requirements may not be considered.

A. Required Documents

All applications must include the following:

1. Application Narrative Responses (Attachment 1)

Answer all questions in the online Application Portal. Application narrative questions are provided in Attachment 1 for your reference.

2. **Work Plan (Attachment 2)**
Template and instructions provided in Attachment 2.
3. **Project Budget and Narrative (Attachment 3)**
Templates and instructions provided in Attachment 3.

IMPORTANT: The budget narrative must explain all expenses. Applicants are responsible for ensuring the calculations in the budget table are accurate. There will be no reimbursement of costs incurred prior to a fully executed contract with CDPHE. There will be no reimbursement for work, supplies, equipment, or other grant-funded items completed and/or in the awardee's possession prior to a fully executed contract with CDPHE. CDPHE reserves the right to deny requests for any item listed in the budget that is deemed unnecessary for the implementation of the project. A budget table example and budget narrative instructions are shown in Attachment 3 for your assistance in preparing these items.

4. **Vendor Quotes**
Quotes (dated within 60 days of application submission), equipment specification sheets, and/or images must be provided for all equipment and/or contractor estimates listed in the budget table.
5. **Financial Risk Assessment Questionnaire (FRAQ)**
IMPORTANT: A financial risk rating will be assigned for all applicants. Local public health agencies are not required to complete the Financial Risk Assessment Questionnaire because they already have a risk rating assigned by the CDPHE Financial Risk Management System (FRMS). Colorado State Agencies and Colorado State Institutions of Higher Education are not required to complete the Financial Risk Assessment Questionnaire. This form must be completed and submitted by all other applicants, including nonprofits, for-profit businesses or governmental agencies. Applicants must retain a copy of their completed Financial Risk Assessment Questionnaire for any additional funding applications within a 12-month period, the same budget period. Any changes will require a new form to be submitted. The application may not be reviewed if the Financial Risk Assessment is not completed prior to submitting the application. The Financial Risk Assessment rating does NOT determine whether or not CDPHE will fund an applicant, rather, it determines an applicant's financial and management strength, and the level of technical assistance and contract monitoring necessary to help the applicant succeed with the project if awarded. In order to incorporate all relevant information, programs must include the financial risk rating in their initial discussions about which applications should be provided to the review committees AND during the review committee evaluations for funding decisions. The final application approval may be impacted by risk determinations made by CDPHE based on information contained in the form. Risk ratings will be communicated to the grant review committee and may be considered in the approval process. The form and guidance are part of this announcement. For more information, please review [Appendix A: Financial Risk Assessment FAQs](#).

Instructions: If your entity is a nonprofit, for-profit business or governmental agency, you are required to complete the financial risk assessment questionnaire [found here](#). Local public health agencies are not required to complete the form, because they already have a risk rating assigned via the CDPHE Financial Risk Management Survey (FRMS).

Any questions regarding the Financial Risk Assessment Questionnaire must be submitted through the written inquiry process.

6. **Resumes**
Attach resumes for key project staff.

7. Map

Attach a map of the existing or anticipated service area that this proposed project will benefit. (Maps of the entire country will not be accepted; they must be specific to service areas of Colorado.)

8. Letters of Support

Attach letters of support from local government agencies, community groups or other stakeholders confirming that the proposed project has the support of local or regional leaders. If applicable, letters of support from key business partners or current or potential customers may also be submitted. Alternatively, the applicant may write a letter explaining how the project would be beneficial to the community if letters of support were not included. Letters of support specifically detailing the project's benefit as aligned with previous regional study conclusions must be provided for consideration.

9. Special Requirement for Electronics Recycling Applications Only

Provide a list of downstream handlers of all materials collected for recycling, the percent of materials landfilled, and indicate that each downstream handler has obtained a nationally recognized certification as responsible recyclers (i.e. eStewards, R2).

B. Optional Attachments

1. To be awarded bonus points, applicants who participated in a professional assistance program in developing a business plan, with the exception of Colorado NextCycle, must provide evidence that they received assistance from a third-party advisor in developing their business plan. The evidence must include the following:

- A copy of the agreement between the advisor and the applicant.
- A summary explanation of the type of assistance provided.
- Documentation of all tangible outcomes from the assistance provided.

2. The following information is optional and will not count for or against the overall score of an application. Other important materials deemed relevant to the application may include:

- News clippings, press releases, or other media coverage.
- Citations of any patents, references, etc. used in this application.
- Articles or list of publications about the project team and/or proposed project.
- Evidence of proof of concept.

C. Documents for Applicant Review Only

1. [RFA business documents](#) detail the rules and expectations for the RFA process and outlines the terms and conditions that typically appear in State of Colorado contracts.

2. CDPHE will determine if the awardee's agreement will be a [contract](#) or [purchase order](#) based on dollar amount awarded and determined risk. Terms and Conditions in both instances will not be modified. Your application submission will be considered an agreement to the terms and conditions as set forth in both documents.

D. Submission Instructions

1. General Information

This Request for Applications (RFA) is issued by the Colorado Department of Public Health and Environment (CDPHE), also referred to as the "State". The CDPHE contact listed in these instructions is the sole point of contact concerning this RFA.

During the solicitation process for this RFA, all official communication with applicants will be via notices on the CDPHE program website listed in the schedule of activities. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning applicant(s). Applicants are responsible for monitoring for publication of modifications to this solicitation. **It is incumbent upon applicants to carefully and regularly monitor for any such notices.** Applicants are not to contact any other state office or individual regarding this RFA or this project. Applicants are not to rely on any other statements that alter any specification or other term or condition of the solicitation.

Applications must be received on or before the due date and time as indicated in the Schedule of Activities. Late applications will not be accepted except where there is proof of technical issues preventing submission and acknowledgement from CDPHE staff prior to the deadline. For such technical issues please immediately notify a member of CDPHE staff by telephone at 720-588-0040 AND via email at cdpe.ppp2@state.co.us.

All materials submitted shall become the property of the CDPHE, and will not be returned unless the RFA solicitation is cancelled prior to the submittal due date, in which case applications will be returned unopened or opened only for identification purposes.

2. Instructions for Electronic Applications

Start a new online application for this RFA by clicking on the link below:

[Start New Application for RFA #41056](#)

Applicants will be prompted to create an account if s/he does not already have one. Once an account has been created and a new application has been started, Applicants may save an application and return to it later by signing-in via the Program's application portal by clicking on the link in the box below:

[Application Portal](#)

Once you submit your application, you will receive a confirmation email from mail@grantapplication.com. Notify one of the designated contacts below if you have not received confirmation within one business day of submitting your application. Faxed or emailed applications will not be accepted.

If you have problems with the portal, or you are unable to submit your application online, please contact:

Program contact names: Megan Vinet or Erin Girard
Program contact telephone: (720) 588-0033 or (720) 381-4939
Program contact email: cdphe.ppp2@state.co.us

E. Questions and Inquiries

Applicants may make written inquiries via email to obtain clarification of requirements concerning this RFA. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Send all inquiries to:

- Program contact name: Megan Vinet
- Program contact email: cdphe.ppp2@state.co.us

Clearly identify your inquiries with:

- RFA Number
- RFA Title
- The section number and paragraph number the inquiry applies to.

Responses to applicant inquiries will be published as outlined in the Schedule of Activities by close of business on the date indicated. Applicants are not to rely on any other statements that alter any specification or other term or condition of the RFA.

F. Schedule of Activities

All documents and communication will be posted on the RREO [program website](#) and all email inquiries must be sent to cdphe.ppp2@state.co.us

Schedule of Activities	Date and Time
RFA Background and Overview and Schedule of Activities published on program website	October 10, 2022
RFA published on program website	November 7, 2022
Q&A Round 1: Deadline for applicants to submit written inquiries	November 18, 2022 @ 3:00 p.m.
Q&A Round 1: Answers to Round 1 written inquiries published	November 28, 2022
Q&A Round 2: Deadline for applicants to submit written inquiries	December 5, 2022 @ 3:00 p.m.
Q&A Round 2: Answers to Round 2 written inquiries published	December 12, 2022
Application submittal deadline	January 5, 2023 @ 3:00 p.m.
Estimated notification of award	March 6, 2023
Estimated contract effective date	July 3, 2023

ATTACHMENT 1 APPLICATION NARRATIVE QUESTIONS

Application responses must be entered in the online Application Portal. This document is provided as Attachment 1 for your reference and assistance in preparing your responses.

ELIGIBILITY QUESTIONS

1. Shovel-readiness

Answer each question here and provide details in relevant questions below.

- a. Have you purchased, leased, or otherwise acquired all parcels of land, rights-of-way, or buildings necessary for immediate implementation of the project upon funding? See Section II, B. Unallowable Expenses, to ensure you have an understanding of what cannot be requested for grant funds.
- b. Have you researched all permits/license requirements for your project including but not limited to land use, building, zoning, plumbing, electric, land disturbance, water, air, etc., at state, county, and municipal levels?
- c. Have you begun the permitting process or met with the governmental department that will be issuing the permit? It is important to have an understanding of all requirements; however, if funding is being requested for needed permits/licenses you may not obtain those prior to contract execution. Any purchases made prior to full execution of a contract or purchase order cannot be reimbursed with grant funds.
- d. If this is a composting project, have you contacted CDPHE regarding an EDOP, certification or other permitting requirements?
- e. If awarded, do you have fiscal resources in place to fund the proposed project budget until reimbursements begin? Awarded projects will be funded on a reimbursement basis meaning that an awardee must pay for all costs up front and request reimbursement upon proof of specific deliverable completion as determined by CDPHE.
- f. If equipment is a part of this application, do you have a backup plan for alternative equipment or vendors in the event of a supply chain issue? Please see Attachment 3 Budget Table regarding a 5% contingency option for Equipment & Infrastructure only.

EXECUTIVE SUMMARY

The Executive Summary is a clear and concise overview of the proposed grant project and allows the evaluation committee to become rapidly acquainted with the issue the grant is addressing and the proposed project goals and outcomes. The executive summary must explain how the project will contribute to Colorado waste diversion goals. Keep this paragraph free of proprietary information, as awarded projects will have their executive summaries posted on the department's website. Limit response to 250 words.

1. PROJECT DESCRIPTION, PURPOSE, AND APPROACH

- a. Elaborate but do not repeat details in the executive summary describing the intent of the proposed project, indicating how the project meets the goals and objectives of the grant program, addressing each point below.
 - i. State the purpose, affected population, key objectives and expected outcomes.
 - ii. Indicate the specific issue to be addressed, including one or more of the following; contamination, organics processing, reduction, reuse, recycling, composting, repurposing or anaerobic digestion project. Define whether this project adds new processing or collection capacity, or if it will improve existing programs or capacity in the community you serve.
 - iii. If proposing a project that will manufacture a new product, discuss what research and development has been completed to date. What resources has the Applicant invested in the product's development? Confirm whether the concept or product is market-ready. Type N/A if this question is not applicable to this project.

- iv. Briefly discuss the overall benefits of the project, including environmental, community, local employment goals, how the project will contribute to reducing health equities in the geographic area, etc. Indicate if this project addresses a strategic plan or sustainability goals adopted by your community.
- v. Provide clarity of purpose and description of goals, feasible approach to change and impact in waste diversion including an outline for a sustainable project beyond the funding cycle.
- vi. Provide evidence that addressing the issue identified will help overcome environmental disparities in the prevention of waste going into landfills.

2. COMMUNITY IMPACT AND SUPPORT

a. Geographic Area

- i. Define the service area/region, communities (including counties, cities, neighborhoods, entire state, etc.), and explain why this area was selected.

b. Access, Equity, Participation, Outreach, and Job Creation

- i. Describe how your program is or will be accessible to all members of the service area/region (e.g. households in rural areas, multi-family complexes, HOAs).
- ii. Describe how you will ensure and promote access to your program for low-income and Limited-English proficient populations. Consider factors such as program affordability, location, and access to services by housing type (e.g. multi-family complexes).
- iii. Explain disparities that exist for the affected population and how your project may affect and engage those communities.
- iv. Address equity concerns if establishing a new facility location.
- v. Describe your communications and outreach vision, including the number of individuals that will be reached and populations impacted.
- vi. How will you encourage and maximize participation? For example, one demonstrated methodology for successful behavior change is practicing the principles of [Community-Based Social Marketing](#). If you plan to use these or similar principles, detail the specific techniques that will be integrated and explain the expected impact on the project.
- vii. What is your plan to adhere to a language justice framework to address possible language and literacy needs, including translation, interpretation, reading level, communication styles or other needs?
- viii. Include a position description and pay range for each job that will be created as a result of this project including details on permanent versus temporary or part time jobs.
- ix. Will any of the jobs created be targeted toward a demographic who has historically faced barriers to securing employment?
- x. Will any of the jobs created be located in rural Colorado?

c. Municipal Approval and Community Support

- i. Do you need approval from the municipality, city council, or other governing body? Please describe the process for securing such approval and be candid about prospects for success or challenges to overcome. Elaborate but do not repeat details previously shared.
- ii. Have other community organizations formally expressed support? Upload any letters of support to the 'Attachments' tab in your online application.
- iii. Who are your partners in this project? This could be existing community or business partners, or new partnerships. What role will they play?
- iv. Letters of support from partners and/or from community organizations will serve as evidence of community support for this project and may be uploaded on the 'Attachments' tab of this application.

3. MEASURABLE RESULTS AND OUTCOMES

- a. **Diversion Tonnage:** Quantify the additional yearly diversion that will result from this project. Include current annual tons diverted, additional annual tons that will be diverted, and new (expected) total annual tons diverted. While historical data is helpful to establish a baseline, it is more important to estimate how many tons of each material will be diverted from the landfill per year, as a result of this project. If weights are unknown, use the most appropriate volume-to-weight conversion calculation as provided on the volume to weight conversion table in Section IV.A.1.
 - i. When will you reach maximum diversion as a result of this project?
 - ii. Explain how the diversion tonnage was calculated or what assumptions were used to derive these figures.
 - iii. Discuss any additional environmental benefits that will be realized from this project such as natural resource conservation, greenhouse gas reduction, energy conservation, water usage, air quality, or other environmental indicators. If the project requires the purchase of collection vehicles, consider those that emit less pollution such as vehicles powered by alternative fuels (natural gas, biodiesel, ethanol, etc.).

4. PROJECT FEASIBILITY and IMPLEMENTATION

a. Experience and Qualifications

- i. Describe the relevant industry experience of key project staff, including how their experience will directly contribute to the project. How long have key project staff been active in the industry?
- ii. Briefly summarize at least one other project that key project staff have been involved with that has focused on waste diversion. What was the outcome of that project?
- iii. Upload key personnel biographies to the 'Attachments' tab in your online application.
- iv. Discuss any previous CDPHE grants you have received. Is this project related to any previous projects for which you have received a grant from CDPHE? If so, explain how this project builds on the past CDPHE grant project. If you haven't received any grants from CDPHE, type N/A.
- v. Is the applicant currently in compliance with all relevant CDPHE, EPA and OSHA requirements? What is the 5-year compliance history of the applicant?

b. Elements of Success

- i. Describe any obstacles that may affect the outcome of the project. For example, securing a facility location, market conditions/prices, and access to markets, financial hardship, shipping delays, and/or construction delays that may delay implementation. Elaborate but do not repeat details previously shared plan to overcome these obstacles if encountered.
- ii. Describe any existing programs or infrastructure in the area that are comparable to your proposed project. If similar services are offered, how will this project be unique in the community or complement existing infrastructure?
- iii. Is it possible for this project to be replicated in other communities or programs in Colorado? If so, how could this project serve as a model?
- iv. Describe long-term program plans. Include outreach, marketing, and monitoring activities as well as staffing that will sustain the project after the grant period ends and all grant funds have been spent.

5. FACILITY AND INFRASTRUCTURE NEEDS

- a. Elaborate but do not repeat details provided in the eligibility questions and describe the format and requirements for your facility, including location, equipment, site preparation or construction, etc.

- b. If permits are required, elaborate but do not repeat how you will obtain them and provide a realistic timeline. Select the most accurate choice, and explain your response in detail. Type N/A if not applicable.
- c. If other equipment or infrastructure is needed as part of this project, but it is not funded through this grant, please explain how it will be funded and procured.
- d. For local policy/ordinance projects, if the proposed policy will result in a need to haul materials, do you have agreements with haulers? Describe the agreements or explain why they are not necessary for this project.

ATTACHMENT 2 WORK PLAN INSTRUCTIONS AND TEMPLATE

You are **required** to use the template below to submit your project work plan. The template is also available to download in Word format on the ‘Attachments’ tab in the online Application Portal. Additional rows for activities and deliverables can be added as needed. Unused space should be deleted.

When developing the project work plan, carefully consider the following:

- Use SMART (specific, measurable, achievable, realistic and time-bound) language. “Activities” are the essential activities needed to be complete to ensure the success of the project. Relate each activity to specific budget line items, identifying how grant funds will be spent. Projects will have multiple activities.
- Enter corresponding timelines as related to each activity. Enter realistic dates for the expected completion of each activity. The dates can be estimates based on information gathered and best management practices; however, a firm timeline will be determined prior to contract execution and will be discussed with CDPHE staff if awarded.

It is not necessary to include CDPHE reports as part of the activities. If awarded, CDPHE will create a timeline for progress reports to include monthly, semi-annual, annual, etc. The reports will be determined based on the project and length of the contract if awarded.

PROJECT NAME: _____

		Completion Date <i>(When is the activity expected to be complete)</i>
Activities: <i>(See Instructions for activities)</i>		

ATTACHMENT 3 BUDGET TABLE AND NARRATIVE INSTRUCTIONS AND EXAMPLES

All applications must include a budget table and a budget narrative. All project budgets are required to use the following budget categories. Restrictions on how grant funds may be allocated in a project budget are indicated below.

Budget Category	Description
*Personal Services	All personnel directly working on the grant project. Include fringe benefits such as health insurance, retirement funds, FICA, etc.
Supplies/ Equipment	Includes balers, sorting equipment, bins, roll-offs, trailers, construction materials, etc. and their associated shipping/freight charges. Includes costs for fabrication and retrofits. *5% contingency may be added to this category for increase of costs related to equipment and infrastructure. Proof of increases after the application period but before request for reimbursement must be provided to CDPHE. Note: contingency amount cannot be reallocated to other budget line items or categories.
Operating Costs	Includes fuel, vehicle maintenance or repair, equipment repair, hauling of materials, and fees for recycling.
Travel Costs	In-state only. Includes mileage, lodging, and meals.
Contractual	Outside labor for construction, marketing, outreach, etc. Budget breakdown for each service provider is required. Professional services directly related to the project (i.e. - consultants). Budget breakdown for each service provider is required.
Other Direct Costs	Expenses related to the awardee educating school groups, businesses, organizations, etc. Tuition, memberships fees, etc. In-state resident rates only. Expenses related to advertising the grant award to the general public. Expenses related to advertising the services of a for-profit or nonprofit entity to the general public. Other costs not covered by any other budget category.
Indirect Costs	Refer to RFA "Budget Requirements" for more information.
* Personal Services	For the purposes of this funding opportunity, this term is synonymous with "Personnel". In relation to the project budget, costs related to personal services are costs incurred to pay employees who are directly employed by the Applicant.

*5% contingency is only available for equipment and infrastructure for any potential cost increases from the time the quotes are provided during the application submission until time of purchase. Proof of increases must be provided to CDPHE. In the event that the line items do not experience a price increase, the contingency will be forfeited by the awardee. The contingency amount must be included in the application budget to be included in the grant total. This expense is optional.

List only those budget categories that are applicable to the proposal. Applicants are responsible for ensuring the calculations in the project budget are accurate. Submitting an incorrect budget table may jeopardize your chances of securing an award, so please double-check all calculations. Budget table examples are provided below. Select the single, multiple, or two phase budget option only. If submitting a budget table with multiple options, be sure that Option A budget has the highest grant request amount, Option B has the second highest grant request amount, and so on.

BUDGET NARRATIVE: A budget narrative must be submitted with your application. See tab 2 “Budget Narrative” in the worksheet. Describe each line item from your budget table and provide any equipment specs and quantities, staff time, summary of contracted work, etc. If you present multiple budget options, it is important that the narrative explain the differences between the options, and why multiple options are provided. Failure to explain the options thoroughly may jeopardize your chances of securing an award. Failure to include a budget narrative with your budget table may jeopardize your chances of securing an award.

Budget Option 1: Single Budget

SINGLE BUDGET OPTION EXAMPLE	Requested Amount	Match/In-Kind	Total Amount
Personal Services			
Program Manager	\$10,000.00	\$5,000.00	\$15,000.00
Sub-Total	\$10,000.00	\$5,000.00	\$15,000.00
Supplies & Equipment			
Shredder	\$15,000.00	\$15,000	\$30,000.00
Baler	\$75,000.00	\$0	\$75,000.00
Retrofit and installation labor	\$1,000.00	\$1,000	\$2,000.00
Sub-Total	\$91,000.00	\$16,000.00	\$107,000.00
5% Contingency	\$4,550.00	\$0	\$4,550.00
Sub-Total w/ contingency	\$95,550.00	\$16,000.00	\$111,550.00
Operating Costs			
Vehicle Maintenance & Repair	\$4,000.00	\$0	\$4,000.00
Sub-Total	\$4,000.00	\$0.00	\$4,000.00
Contractual			
Project Management Consultation	\$30,000.00	\$5,000.00	\$35,000.00
Electrician	\$5,000.00	\$0	\$5,000.00
Sub-Total	\$35,000.00	\$5,000.00	\$40,000.00
Travel Costs			
Mileage	\$500.00	\$0.00	\$500.00
Sub-Total	\$5,000.00	\$0.00	\$5,000.00
Indirect			
Indirect	\$8,250.00	\$0.00	\$8,250.00
Sub-Total	\$8,250.00	\$0.00	\$8,250.00
Total Project Cost	\$157,800.00	\$26,000.00	\$183,800.00

Budget Option 2: Multiple Budget

MULTIPLE BUDGET OPTION EXAMPLE	OPTION A			OPTION B		
	Requested Amount	Match/In-Kind	Total Amount	Requested Amount	Match/In-Kind	Total Amount
Personal Services						
Program Manager	\$10,000.00	\$5,000.00	\$15,000.00	\$0.00	\$0	\$0.00
Sub-Total	\$10,000.00	\$5,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
Supplies & Equipment						
Shredder	\$30,000.00	\$15,000	\$45,000.00	\$15,000.00	\$30,000	\$45,000.00
Baler	\$75,000.00	\$0	\$75,000.00	\$50,000.00	\$25,000	\$75,000.00
Retrofit and installation labor	\$1,000.00	\$1,000	\$2,000.00	\$1,000.00	\$1,000	\$2,000.00
Sub-Total	\$106,000.00	\$16,000.00	\$122,000.00	\$66,000.00	\$56,000.00	\$122,000.00
5% Contingency	\$5,300.00	\$0	\$5,300.00	\$3,300.00	\$0	\$3,300.00
Sub-Total w/ contingency	\$111,300.00	\$16,000.00	\$127,300.00	\$69,300.00	\$56,000.00	\$125,300.00
Operating Costs						
Vehicle Maintenance & Repair	\$4,000.00	\$0	\$4,000.00	\$20,000.00	\$20,000	\$40,000.00
Sub-Total	\$4,000.00	\$0.00	\$4,000.00	\$20,000.00	\$20,000.00	\$40,000.00
Contractual						
Project Management Consultation	\$30,000.00	\$5,000.00	\$35,000.00	\$30,000.00	\$5,000.00	\$35,000.00
Electrician	\$5,000.00	\$0	\$5,000.00	\$0.00	\$0	\$0.00
Sub-Total	\$35,000.00	\$5,000.00	\$40,000.00	\$30,000.00	\$5,000.00	\$35,000.00
Other Direct Costs						
Conference Fees	\$1,000.00	\$1,000.00	\$2,000.00	\$500.00	\$0.00	\$500.00
Sub-Total	\$1,000.00	\$1,000.00	\$2,000.00	\$500.00	\$0.00	\$500.00
Travel Costs						
Mileage	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00
Sub-Total	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00
Indirect						
Indirect	\$8,250.00	\$0.00	\$8,250.00	\$8,250.00	\$0.00	\$8,250.00
Sub-Total	\$8,250.00	\$0.00	\$8,250.00	\$8,250.00	\$0.00	\$8,250.00
Total Project Cost	\$170,050.00	\$27,000.00	\$197,050.00	\$62,550.00	\$25,000.00	\$87,550.00

Budget Option 3: Two-Phase Budget

<p>The two-phase project worksheet should be utilized only for projects that require upfront work including permitting, acquiring a facility or land, or other projects that may require a funding period longer than one (1) year. These projects must be shovel ready in Phase 2 of the budget. Funds may be spent in the first year but WILL NOT be reimbursed until after July 1, 2024 (Phase 2) based upon specific project deliverables as determined by CDPHE. ⁴</p>					
<p>MULTI YEAR Projects Funding begins July 1, 2024</p>	<p>PHASE 1 Permitting, planning, etc. Not shovel ready Funds may be spent but will not be reimbursed until after July 1, 2024</p>		<p>PHASE 2 Shovel ready Reimbursements Begin July 2024-June 2025 based on completion of specific project deliverables</p>		<p>Total Amount</p>
	Requested Amount	Match/In-Kind	Requested Amount	Match/In-Kind	
Personal Services					
Program Manager	\$0	\$25,000.00	\$20,000.00	\$5,000.00	\$50,000.00
Sub-Total	\$0	\$25,000.00	\$20,000.00	\$5,000.00	\$50,000.00
Supplies & Equipment					
Shredder	\$25,000.00	\$15,000.00	\$50,000.00	\$15,000.00	\$105,000.00
Baler	\$0	\$0	\$75,000.00	\$0	\$75,000.00
Retrofit and installation labor	\$0	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00
Sub-Total	\$25,000.00	\$16,000.00	\$126,000.00	\$16,000.00	\$183,000.00
5% Contingency	\$1,250.00	\$0	\$6,300	\$0	\$7,550
Sub-Total w/ contingency	\$26,250.00	\$16,000.00	\$132,300.00	\$16,000.00	\$190,550.00
Operating Costs					
Vehicle Maintenance & Repair	\$0.00	\$0	\$2,000	\$0	\$2,000.00
Sub-Total	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Contractual					
Project Management Consultation	\$2,500	\$5,000.00	\$5,000.00	\$0	\$12,500.00
EDOP	\$50,000	\$150,000.00	\$0	\$0	\$200,000.00
Sub-Total	\$52,500.00	\$155,000.00	\$5,000.00	\$0	\$212,500.00
Travel Costs					
Mileage	\$0	\$500.00	\$0	\$0	\$500.00
Sub-Total	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
Indirect					
Indirect	\$10,000.00	\$0	\$10,000.00	\$0	\$20,000.00
Sub-Total	\$10,000.00	\$0	\$10,000.00	\$0	\$20,000.00
Total Project Cost	\$88,750.00	\$196,500.00	\$169,300.00	\$21,000.00	\$475,550.00

⁴ Only a limited number of phased budget projects will be funded and the application narrative must fully demonstrate the need for this option.

ATTACHMENT 4 SCORING RUBRIC

Minimum Requirements

The department will assess the following elements prior to assigning applications to the review committee. If an application fails to meet one or more of the following requirements, the project will be disqualified from further consideration and scoring.

- **Eligibility:** Is the applicant eligible to apply under this RFA?
- **Completeness:** Did the applicant submit a complete application on time, with an executive summary and all required attachments?
- **Shovel Readiness:** Can this project be implemented immediately upon execution of the contract?

Application Components	Total Points Available
Project Description, Purpose & Approach including: <i>*Project Description</i> <i>*Work Plan</i> <i>*Budget</i>	20
Community Impact & Support including: <i>*Geographic area</i> <i>*Access, equity, participation, outreach, & job creation</i> <i>*Municipal approval & community support</i>	30
Measurable Results & Outcomes including: <i>*Diversion tonnage</i>	15
Project Feasibility & Implementation including: <i>*Experience & Qualifications</i> <i>*Elements of Success</i>	20
Facility & Infrastructure Needs	15
Total	100
Bonus <i>*NextCycle completion or other business incubator</i>	5
Total:	105

1. PROJECT DESCRIPTION, PURPOSE, AND APPROACH - Total 20 points

a. Project Description (10 points)

- **8 - 10 points** - Applicant included a clear and thorough description of all required elements and provided a high-quality response. The project substantially contributes to program goals and purpose. Clarity of purpose and description of goals, feasible approach to change and impact in waste diversion including outline for a sustainable project beyond the funding cycle.
- **5 - 7 points** - Applicant included a description of most required elements and provided an adequate response. The project contributes to program goals and purpose to a limited degree.
- **0 - 4 points** - Applicant did not include several key required elements and the quality of the response was poor. The project minimally contributes to program goals and purpose. Project is not sustainable beyond funding cycle.

b. Work Plan (5 points)

- **4 - 5 points** - Applicant included a detailed and high-quality work plan with realistic timelines.
- **2- 3 points** - Applicant included an adequate work plan with realistic timelines but lacked some clarity or detail.
- **0 - 1 points** - Applicant's work plan lacked sufficient detail, included confusing elements or had unrealistic timelines.

c. Budget (5 points)

- **4 - 5 points** - Applicant included a detailed budget table and budget narrative with itemized costs and descriptions. The project provides the program with an excellent return on investment. All vendor quotes/contractor estimates are included. Math is correct.
- **2 - 3 points** - Applicant included an acceptable budget table and budget narrative with some itemized costs and descriptions. The project provides the program with an acceptable return on investment.
- **0 - 1 points** - Applicant's budget table and budget narrative lacked sufficient detail, many mathematical errors, insufficient itemized costs, and provides the program with a low return on investment. Vendor quotes are not included.

2. COMMUNITY IMPACT AND SUPPORT - Total 30 points

a. Geographic Area (5 points)

- **4 - 5 points** - The applicant clearly defines the service area/region, communities served and describes why this area was selected. The geographical area is considered rural.
- **2 - 3 points** - The applicant somewhat defines the service area/region but leaves out specific details.
- **0 - 1 point** - The applicant does not include the geographic area where this project will occur or who it will affect. The geographical area is not rural.

b. Access, Equity, Participation, Outreach, and Job Creation (15 points)

- **10 - 15 points** - The applicant thoroughly describes efforts to ensure the project will result in waste diversion services accessible to all. The applicant's description of how they will ensure accessibility to all community members and addresses equity concerns is clear and defined. Increase in permanent jobs is displayed, fully detailed and supported including job description and pay scale. The jobs created are at or above the living wage for that County.
- **5 - 9 points** - The applicant somewhat addresses efforts to ensure waste diversion services are accessible to all but may leave some populations unaddressed or without reasonable access. The applicant somewhat describes how they will ensure and promote accessibility to all community members and addresses equity concerns is clear and defined but some elements may be lacking.
- **0 - 4 points** - The applicant does not adequately describe efforts to ensure the project will result in waste diversion services accessible to all, leaving some populations without reasonable access. The applicant's description of how they will ensure and promote accessibility to all community

members and addresses equity concerns is unclear and defined populations is insufficient. Job creation is not a part of this application.

c. Municipal Approval and Community Support (10 points)

- **8 - 10 points** - The applicant demonstrates a strong level of community support for the project as demonstrated by letters of support, council resolutions, partnership agreements and other relevant means. The applicant describes specific approvals including permits, permit timelines, and compliance documents, if necessary, as required or already obtained from all governing bodies. Specific details of prospects for success or challenges are included.
- **5 - 7 points** - The applicant demonstrates a moderate level of community support for the project as demonstrated by letters of support, council resolutions, partnership agreements and other relevant means. The applicant minimally described permitting and compliance, provides adequate response to most of the relevant elements of this section but may leave some questions unanswered.
- **0 - 4 points** - The applicant fails to demonstrate a significant level of community support for the project. The applicant provides inadequate details of planning and permitting or compliance requirements.

3. MEASURABLE RESULTS AND OUTCOMES - Total 15 points

a. Diversion Tonnage (15 points)

- **10 - 15 points** - The applicant thoroughly discussed measurable results, what metrics will be used to calculate results, and how measurements will be made and documented. The response was clear and complete. The expected project outcomes and results are significant given the amount of funding requested.
- **5 - 9 points** - The applicant somewhat discussed measurable results, what metrics will be used to calculate results, and how measurements will be made and documented. The response did not address all required elements or was confusing. The expected project outcomes and results are moderate given the amount of funding requested.
- **0 - 4 points** - The applicant did not adequately discuss measurable results, what metrics will be used to calculate results, and how measurements will be made and documented. The overall response was poor and lacked detail. The expected project outcomes and results are small in relation to the amount of funding requested.

4. PROJECT FEASIBILITY AND IMPLEMENTATION - Total 20 points

a. Experience and Qualifications (10 points)

- **8 - 10 points** - The applicant and its staff (and partners, if applicable) demonstrated a strong level of relevant education, skills, and experience that will help make the project a success.
- **5 - 7 points** - The applicant and its staff (and partners, if applicable) demonstrated a moderate level of relevant education, skills, and experience that will contribute to the project's success.
- **0 - 4 points** - The applicant and its staff (and partners, if applicable) demonstrated questionable relevant education, skills, and experience that may put the project's success in question.

b. Elements of Success (10 points)

- **8 - 10 points** - The applicant has a strong level of relevant education, skills and experience that will help make the project a success. The project can be implemented by June 30, 2023.
- **5 - 7 points** - The applicant has a moderate level of relevant education, skills and experience that will contribute to the project's success.
- **0 - 4 points** - The applicant has questionable relevant education, skills and experience that may put the project's success in question.

5. FACILITY AND INFRASTRUCTURE NEEDS - Total 15 points

- **10 - 15 points** - The applicant included a detailed description of all relevant facility and infrastructure elements, including permitting and compliance requirements. Overall, the response was clear, thorough and of high quality.
- **5 - 9 points** - The applicant included an adequate description of most of the relevant facility and infrastructure elements and minimally described permitting and compliance requirements. Overall the response met requirements but left key questions unanswered.
- **0 - 4 points** - The applicant did not include several key facility and infrastructure elements or lacked adequate attention to permitting or compliance requirements. Overall, the quality of the response was poor.

BONUS - Total 5 points

- **5 points** - The applicant is a NextCycle graduate
- **3 points** - The applicant completed a business incubator other than NextCycle, such as the Small Business Development Center or a local economic development office, (documentation of assistance must be included with application).and provided proof of completion.
- **0 points** - None