

Workers' Compensation: in accordance with the laws of the State of Vermont for any employees.

General Liability and Property Damage: having all major divisions of coverage including, but not limited to: 1) Premises – Operations, 2) Products and completed Operations, 3) Personal Injury Liability, and 4) Contractual Liability. The policy shall be on an occurrence form and limits shall not be less than: 1) \$1,000,000 Per Occurrence, 2) \$1,000,000 General Aggregate, 3) \$1,000,000 Products / completed products aggregate, and 4) \$ 50,000 Fire Legal Liability.

Automotive Liability: covering all owned, non-owned and hired vehicles, used in connection with the Grant. Limits of coverage shall not be less than: \$1,000,000 Combined single limit. This is required in cases such as the grantee transports other people as part of the grant. If no others are to be transported, limits of coverage shall not be less than: \$500,000 Combined single limit.

7. **LIMITATION OF LIABILITY:** The State of Vermont assumes no responsibility and no liability for costs incurred by proposers in responding to this RFP. The State also reserves the right to award partial or no funds if proposals do not meet expectations. ANR reserves the right to discontinue the grant disbursements and request reimbursement of unspent funds if the grant outputs are not met within the original or amended grant period.
8. **GRANT PAYMENTS:** An initial payment of 10 - 40% of the grant total will be made, depending on the grant project. Further payments will be made on a reimbursement basis, no more frequently than quarterly, after documentation of all expenditures up to the date of the invoice. Ten to 30 percent of the payment will be withheld until ANR is satisfied that all grant outputs are met.
9. **APPLICATION: COMPONENTS OF THE GRANT PROPOSAL** [Check when completed.]

Cover Letter: All proposals must include a cover letter containing the **name, title, address, phone number, fax number, and email of the applicant(s)**, a brief, single paragraph description of the proposed project, and the amount of funding requested.

Proposal Text: Applications must be concise with the proposal text limited to four normal typewritten pages for information required below except as indicated.

For proposals not involving the start up or expansion of a composting facility, contact the grant administrator for proposal text requirements. On-site composting is considered a composting facility.

For a compost facility, the proposal text must include the following:

Project Description - The proposed project must be described concisely in sufficient detail including:

- the estimated **types and amounts of wastes** to be composted,
- how materials are to be collected and the service area** to be covered at start-up and at expected full capacity;
- how the project will be **promoted to food waste generators**; the potential number of program recipients in the service area; and the **training** for the generators that accept the program.

- /' **the sources of carbon,**
- /' **how contamination is to be handled,**
- /' **the proposed location of the site,**
- /' **the anticipated volume of compost to be generated,**
- /' **the proposed use or distribution of the end product;**
- /' **how will the project be sustained after the end of the grant period,**
- /' **what is the potential for future expansion,**
- /' **Facility Management Plan** - an outline of the management practices to be implemented at the composting operation including: method of composting (i.e., windrow, static pile...), the method and schedule of aeration, the method and schedule of temperature monitoring, the equipment to be used, and the staffing requirements.
- /' **Educational Component** - The grantee will be expected to provide an educational component or event such as a farmer breakfast or twilight session or an educational brochure for others starting similar facilities or doing similar projects.

These last four components are required in all proposals and are not counted in the four-page limit, but brevity is still required.

- /' **Qualifications of Participants:** Include previous experience or training in this sort of project. Also include description of any organizations or other partners involved.
- /' **Detailed Work Plan and Time Line:** Attachment A must be used.
- /' **Project Budget:** Attachment A must be used. Indirect (overhead) cost for the general cost of operating a business can be no greater than 33% of the project cost minus contractual cost. All line items are for the business costs only and should not include contractor expenses. Contractual cost must include any contractor indirect. Each category must have the **grant request amount**, the **match**, i.e., amounts contributed by the grantee or other sources, and the **project total**. Though matches are not required, **proposals with matches are favored**. Grant funds are not for ongoing business costs, except for those related to start-up or expansion.

Requests for equipment and supplies must be accompanied by a description of their use in the project and any possible uses outside of the project including **percentage of time** in these uses. Application for funding for expensive equipment is not encouraged. Any such funding will be prorated to the amount of time the equipment will be used on the project and may be subject to reimbursement to the State if the project discontinues before the expected life of the equipment. Though anticipated funding for site work and facility construction can be awarded, actual eligible costs will only be determined after submittal of detailed plans for approval by the Agency.

- /' **Letters of Support:** Letters of support **are required from regional solid waste planning entities, solid waste districts or committees, or the select board**, where the facility is located. Also required are letters of support from all whose participation is needed for the project success. Other letters of support are welcome.

SELECTION PROCESS: The proposals will be reviewed for merit by a panel using the following criteria. Proposals judged substantially incomplete by the grant administrator will be rejected and will not be reviewed. The grant administrator reserves the right to request additional information prior to review. **Completeness will count as a criterion in evaluating the proposal.**

The final decision of the awards will be made solely by ANR. ANR reserves the right to award partial funding for grant proposals with consent from the grant applicant and the right to reject all or any proposals not in its best interest.

Priority will be given to proposals with the following attributes. Please make sure that these criteria are clearly presented in the project description.

Food Diversion - Projects that include food waste have preference.

Location - New facilities in areas where the food rescue / waste diversion infrastructure is nonexistent or weak will have preference to existing facilities. Projects that have not received previous funding for implementation will have preference, except for existing projects where additional funding is needed to assure the facility's viability.

Multiple Benefits - Projects that will provide benefits to more than one party.

Volume/mass Reduction - Diversion of larger volumes or mass of organics.

Active Management - Demonstration that a project will be carefully and continuously managed from the point of materials collection to the point of use and/or distribution of the end product.

Self sustainability - Projects that are likely to be self sustainable, independent of future ANR funding.

Product Use and Reliability - Projects that have a current use for the product or produce a product that is publicly accepted and sought-after.

Educational Outreach - preference will be given to grants with significant educational outreach

Innovative Technology - Projects that demonstrate the reliability of new/innovative systems that are of a simple, low-cost design.

Knowledge of the Food Rescue / Waste Diversion Process - Proposals should reflect knowledge of the management requirements necessary for operating a successful operation or providing a service.

Matching funds - Projects that have matching funds. The match can include in-house labor, donated labor and equipment, and other grants or sources of funding.

10. **DEADLINE:**

Date of Issue: November 18, 2006

DUE DATE: MONDAY, JANUARY 9, 2006, by 4:30 P.M.

The proposal **MUST BE RECEIVED in this office no later than at 4:30 P.M. (POSTMARKS DO NOT COUNT!)** Proposals will be accepted as hard copies, as facsimiles, or in electronic form via E-mail. **All electronic copies must be followed within a week with a mailed hard copy with appropriate signatures. All substantial components of the proposal must be received by this date, including letters of support from copartners,** which may be mailed in separately prior to the deadline. If emailed, letters of support must come from the supporters email address and signed letters of support must follow within a week. It is expected that notification will occur six to eight weeks after the due date.

**ATTACHMENT A
BUDGET¹**

		State	Match (in-kind, other grants, other funds)	Project Total
a.	Personnel			
b.	Fringe Benefits			
c.	Travel			
d.	Equipment			
e.	Supplies			
f.	Contractual			
g.	Construction (including site work)			
h.	Other (detail below)			
i.	Total Direct (a-h)			
j.	Indirect			
k.	Total (i+j)			

¹Limit all matches to that only pertaining to the project. These grants do not include federal funds, so federal funds may be used as matches.

Provide a detailed explanation of how all of the above were derived. Such as for personnel:

- a. Director at \$40/hr for x hours per week for y weeks. State grant 60%, match 40% (or provide similar detail for match)

Indirect cannot exceed 1/3 of the grant total unless a detailed explanation is given.

Provide a detailed explanation of sources of match. Additional columns may be added to assist in identifying match sources.

Also required:

Federal Tax ID number or for individuals, Social Security Number: _____

And if you have one,

Vermont Tax Department Business Account Number: _____