



Florida Department of Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Charlie Crist
Governor

Jeff Kottkamp
Lt. Governor

Michael W. Sole
Secretary

June 21, 2007

David Jaye
Senior Project Manager
3301 Tamiami Trail East, Building H.
Naples, Florida 34112

Re: *2007-2008 Innovative Waste Reduction and Recycling Grant Agreement*

Dear David,

Enclosed is the 2007-2008 Innovative Grant Agreement. Please have both copies signed by your authorized representative and return one copy to the address below. The second copy is for your records. Please return the grant agreement with all attachments. Thanks for your cooperation and we look forward to working with you.

Return to:
John Labie
2600 Blair Stone Road, MS 4565
Bob Martinez Center
Tallahassee, Florida 32399-2400

Sincerely,

John Labie

**2007-2008 INNOVATIVE WASTE REDUCTION AND RECYCLING GRANT AGREEMENT
FOR STATE ASSISTANCE UNDER SECTION 403.7095, FLORIDA STATUTES**

PART I - GRANT NOTIFICATION INFORMATION

1. Grant Agreement Number: IG8-09
2. June 21, 2007
3. Grant Title: **INNOVATIVE WASTE REDUCTION AND RECYCLING GRANT**
4. Grant Period: **July 1, 2007 or Execution (whichever is later) – July 1, 2008**
5. Grant Amount: \$ 79,732.00
6. Grantee Match Amount: \$ 24,097.00
7. CSFA # and Project Name: 37.050/Innovative Waste Reduction and Recycling Grants
8. Issuing Office:

Florida Department of Environmental Protection
Bureau of Solid and Hazardous Waste
Waste Reduction Section (MS 4570)
2600 Blair Stone Road
Tallahassee, Florida 32399-2400
(850) 245-8716
9. Grantee(s): **COUNTY/CITY/SPECIAL DISTRICT- Specify by Name**

Grantee
Agency: Collier County Board of Commissioners
Name:
Address: 3301 Tamiami Trail East
Building H
Naples, Florida 34112
10. Grantee Fiscal Year End: September 30, 2007
11. Federal Employer Identification Number: 59-6000558
12. Grantee's Representative Authorized to execute Agreement:

Name:
Title: Jim Colletta
Chairman of the Collier County Board of County Commissioners
Phone No.: (239) 774 8097
13. Grantee's Grant Manager:

Name: David Jaye
Title: Senior Project Manager
Address: 3301 Tamiami Trail East, Building H
Naples, Florida 34112
Phone No.: (239) 732 2508
Fax No.: (239) 774 9222

14. Department's Grant Manager:

Name: John Labie
Title: Environmental Specialist
Address: 2600 Blair Stone Road, MS 4565
Tallahassee, Florida 32399-2400
Phone No.: (850) 245 8731
Fax No.: (850) 245 8033

PART II – GRANT CONDITIONS

GENERAL CONDITIONS:

15. The Florida Department of Environmental Protection (hereinafter referred to as the "Department" or "DEP") does hereby enter into an Innovative Waste Reduction and Recycling Grant Agreement with Collier County Board of Commissioners (hereinafter referred to as "Grantee" or "Recipient") to conduct the project described in **Attachment A** - Project Work Plan, **Attachment B** - Grant Proposal, and **Attachment C** - Certification by Engineer or Other Qualified Professional, attached hereto and made a part hereof.
16. The method of payment, for the period beginning July 1, 2007 or upon Agreement execution, whichever is later, through **July 1 2008**, will be on a reimbursement basis for direct costs only. All work must be completed and grant funds expended by **July 1 2008**.
17. A. The Grantee shall be reimbursed quarterly on a cost reimbursement basis for all eligible project costs upon receipt and acceptance of a properly completed **Attachment D, Payment Request Summary Form**. In addition to the summary form, the Grantee must provide from its accounting system, a listing of expenditures made under this Agreement, as well as any appropriate contracts. The listing shall include, at a minimum, a description of the goods or services purchased, date of the transaction, voucher number, amount paid, and vendor name. Allowable travel expenses to be incurred are included in the amount of this Grant and no additional travel expenses will be authorized. Any requests for reimbursement of travel expenses must be submitted in accordance with Section 112.061, Florida Statutes. The travel forms can be found at http://www.dep.state.fl.us/admin/forms/FinAcct_forms.htm. A final Payment Request Summary Form must be submitted no later than **July 1, 2008**.
- B. Five percent (5%) of each request, up to a maximum of five percent (5%) of the total Grant amount, shall be withheld until the final report has been received and accepted by the Department. Payment Request Summary Forms must be signed by the Grantee's designated authorized representative. This should be the same person who executed the Grant Agreement. If there is a change in the authorized representative during the Grant period, the Department must be notified in writing.
- C. In addition to the invoicing requirements contained in the paragraph above, the Department will periodically request proof of a transaction (invoice, payroll register, etc.) to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines), as appropriate. When requested, this information must be provided within thirty (30) calendar days of such request. The Grantee may also be required to submit a cost allocation plan to the Department in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-

audit and post-audit thereof. State guidelines for allowable costs can be found in the Department of Financial Services' Reference Guide for State Expenditures at <http://www.fldfs.com/aadir/reference%5Fguide>.

- D. Progress reports shall be submitted quarterly, in conjunction with the Payment Request Summary Form and shall clearly describe the activities undertaken during the reporting period, activities anticipated for the next reporting period, problems encountered, problem resolutions, a financial summary of the project (including matching and in-kind services), and any schedule updates. In addition to the progress reports required above, the Grantee shall submit the deliverables specified in **Attachment A** – Project Work Plan. The Grantee shall submit a final project report (as described in paragraph 18, below) no later than thirty (30) days prior to the completion date of this Agreement. Upon receipt and approval of all deliverables specified herein and an invoice requesting payment, the Department will release all funds retained pursuant to paragraph 17.B.
 - E. Quarterly reports shall be submitted to the Department's Grant Manager no later than fifteen (15) days following the completion of the quarterly reporting period. It is hereby understood and agreed by the parties that the term "quarterly" shall reflect the calendar quarters ending March 31, June 30, September 30 and December 31. The Department's Grant Manager shall have ten (10) calendar days to review deliverables submitted by the Grantee.
 - F. The State of Florida's performance and obligation to pay under this Grant Agreement is contingent upon an annual appropriation by the Legislature.
18. The Grantee's final report should be presented in a technical or scientific manner. It should be able to stand on its own so individuals with first time knowledge of the project might understand it. The final report shall be submitted in hardcopy and MS Word or PDF electronic format and include, but not be limited to, the following information:
- A. An introduction briefly describing the project and the contents of the final report, which must include at least the following:
 - 1. The background of how this project came about;
 - 2. The objectives or goals of the project;
 - 3. An explanation of why the project is considered innovative; and
 - 4. The proposed audience and date for the formal presentation about the project at an appropriate state or national workshop, and a description of any articles published or planned for publication in recognized trade journals or professional journals.
 - B. The implementation of the project, which must include at least the following:
 - 1. A description of equipment and/or services that were purchased and how they were utilized;
 - 2. A description of the various elements or components and a project timeline;
 - 3. Problems encountered during the project and how they were resolved or addressed.
 - C. The project results, which must include at least the following:
 - 1. How the objectives or goals were or were not met for this project;

2. How this project demonstrated or utilized advanced technologies or processes which are not in common use on a statewide basis in jurisdictions of similar size or demographics;
 3. How this project lead to greater quantities of recovered materials and/or created a product that is more recyclable and/or marketable;
 4. The transferability of the technology or processes realized from this project and how it was or will be applicable to other communities, businesses or individuals; and
 5. A detailed analysis and discussion of how this project resulted in substantial improvements in recycling program cost effectiveness and efficiency as measured against statewide average costs for the same or similar programs. Include the following:
 - a. Total dollar figures of the various elements or components of the project, including administration, equipment, operations, advertising, education and any other expenses incurred during the project;
 - b. Project expenditures categorized for both the public and private sectors, and the sources of project funding from the county (including in-kind services) and the innovative grant;
 - c. Tipping fees avoided as a result of waste diversion/reduction;
 - d. How the project has collected and recycled nontraditional materials, and enhanced their marketability and availability to end markets; and
 - e. A cost/benefit ratio for the project comparing the cost of project with the benefits that were achieved. Include any assumptions made in deriving this information. Discussion should include the following:
 1. Avoided disposal of waste at area landfills using material tonnages and airspace (in cubic yards);
 2. Possible impacts on conservation of natural resources; and
 3. Cost per capita and per ton of specific material(s) recovered or recycled as part of this project.
19. The Grantee shall maintain accurate records of all expenditures of Grant funds and shall assure that these records are available at reasonable times for inspection, review or audit by Department personnel and other personnel authorized by the Department. Records shall be kept for a period of at least five (5) years following the end of the Grant period. The Grantee agrees that it will expeditiously initiate and complete the program work for which assistance has been awarded under this Grant Agreement in accordance with all applicable provisions of Florida Statutes and the Florida Administrative Code. In the event any work is subcontracted, the Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
20. A. In addition to the requirements of the preceding paragraph, the Grantee shall comply with the applicable provisions contained in **Attachment E (Special Audit Requirements)**, attached hereto and made a part hereof. **Exhibit 1 to Attachment E** summarizes the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of **Attachment E**. A revised copy of **Exhibit 1** must be provided to the Grantee for each amendment which authorizes a funding increase or decrease. If the Grantee fails to receive a revised copy of **Exhibit 1**, the Grantee shall notify the Department's Grant Manager to request a copy of the updated information.

- B. The Grantee is hereby advised that the Federal and/or Florida Single Audit Act requirements may further apply to lower tier transactions that may be a result of this Agreement. The Grantee shall consider the type of financial assistance (federal and/or state) identified in **Attachment E, Exhibit 1** when making its determination. For federal financial assistance, the Grantee shall utilize the guidance provided under OMB Circular A-133, Subpart B, Section ___.210 for determining whether the relationship represents that of a sub recipient or vendor. For state financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Sub recipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website:

<https://apps.fldfs.com/fsaa>

The Grantee should confer with its chief financial officer, audit director or contact the Department for assistance with questions pertaining to the applicability of these requirements.

21. A. The Department has the right to terminate this Agreement and demand refund of grant funds for non-compliance with the terms or obligations of this Agreement. Such action may also result in the Department declaring the Grantee ineligible for further participation in the program until the Grantee complies with the terms of this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.
- B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar days written notice.
22. When applicable, the Grantee shall obtain all necessary construction-related permits before initiating construction.
23. A. The Grantee may subcontract work under this Agreement with the prior written consent of the Department's Grant Manager. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- B. The Department of Environmental Protection supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. The Department will be glad to furnish a list of minority owned businesses for consideration in subcontracting opportunities.
- C. The Grantee must comply with the applicable requirements of Section 287.055, F.S., when acquiring professional services (professional engineers, architects, landscape architects, and/or survey and mappers).
- D. The Grantee shall acquire all contractual services and/or commodities utilizing procurement methods comparable to those described in Chapter 287, F.S.

24. This Agreement may be unilaterally canceled by the Department for refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1), Florida Statutes.
25. Pursuant to section 216.347, Florida Statutes, the Grantee is prohibited from using Grant funds for the purpose of lobbying the Legislature, the judicial branch, or a State Agency.
26. To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Grant Agreement, Workers' Compensation Insurance for all of its employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Grant Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.
27. The Grantee, as an independent contractor and not an agent, representative, or employee of the Department, agrees to carry adequate liability and other appropriate forms of insurance. The Department shall have no liability except as specifically provided in this Agreement.
28. Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.
29. The Grantee covenants that it presently has no interest and shall not acquire any interest, which would conflict in any manner or degree with the performance of services required.
30. Upon satisfactory completion of this Grant Agreement, the Grantee may retain ownership of the equipment purchased under this Grant Agreement. However, the Grantee shall complete and sign a Property Reporting Form, provided as **Attachment F**, and forward it along with the appropriate invoice to the Department's Grant Manager. The following terms shall apply:
 - A. The Grantee shall have use of the equipment for the authorized purposes of the contractual arrangement as long as the required work is being performed.
 - B. The Grantee is responsible for the implementation of adequate maintenance procedures to keep the equipment in good operating condition.
 - C. The Grantee is responsible for any loss, damage, or theft of, and any loss, damage or injury caused by the use of, non-expendable personal property or equipment purchased with state funds and held in his possession for use in a contractual arrangement with the Department.
 - D. The Grantee shall report the inventory of the equipment, on an annual basis, no later than January 31st for each year this Agreement is in effect.

- E. The equipment may be leased or loaned to a private business, if necessary for this project. If leased, proceeds received from lease shall be documented and used to offset reimbursement requests made under this Agreement.
 - F. For a period of three years following the completion date of this Grant Agreement, the Grantee shall maintain ownership of all equipment purchased with funds from this Grant, shall list said equipment purchases on its property inventory, and shall assure that said equipment is used exclusively in some recycling capacity in the State of Florida. Within the above stated three-year period, the Grantee may sell the equipment for fair market value provided that the proceeds of such sale are returned to the Department.
 - G. A "release of lien" for any structures built or purchased with grant funds must be provided to the Department with the final report. Any site containing state purchased equipment must provide records disclosure/access to state auditors.
31. A. No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Grant Agreement.
- B. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and intends to post the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at 850/487-0915.
32. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not perform work as a Grantee, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.
33. The Grantee shall comply with all applicable federal, state and local rules and regulations in conducting the project funded under this Grant Agreement. The Grantee acknowledges that this requirement includes compliance with all applicable federal, state and local health and safety rules and regulations. The Grantee further agrees to include this provision in all subcontracts issued as a result of this Grant Agreement.
34. The Department may at any time, by written order designated to be a change order, make any change in the work within the general scope of this Agreement (e.g., specifications, task timeline within current authorized Agreement period, method or manner of performance, requirements, etc.). All change orders are subject to the mutual agreement of both parties as evidenced in writing. Any change, which causes an increase or decrease in the Grantee's cost or time, shall require formal amendment to this Agreement.
35. Land acquisition is not authorized under the terms of this Agreement.

36. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

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PART III - OFFER AND ACCEPTANCE

The State of Florida, acting by and through the Department of Environmental Protection, hereby offers assistance to the Collier County Board of Commissioners for all allowable costs incurred up to and not exceeding \$ 79,732.00.

STATE OF FLORIDA, DEPARTMENT OF ENVIRONMENTAL PROTECTION:



Charles F. Goddard, Chief
Bureau of Solid & Hazardous Waste

6/27/07
Date

In accepting this award and any payments made pursuant thereto, (1) the undersigned represents that he is duly authorized to act on behalf of the Grantee, and (2) the Grantee agrees to the general and special conditions of this Agreement.

BY AND ON BEHALF OF THE GRANTEE:

Signature of Authorized Representative
Name: *
Title:

Date

Please return to:

Department of Environmental Protection
Bureau of Solid and Hazardous Waste
Waste Reduction Section - M.S. # 4570
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

*For Agreements with governmental boards/commissions: If someone other than the Chairman signs this Agreement, a resolution, statement or other document authorizing that person to sign the Agreement on behalf of the Grantee must accompany the Agreement.

List of attachments/exhibits included as part of this Agreement:

Specify Type	Letter/ Number	Description (include number of pages)
Attachment	A	Project Work Plan (2 Pages)
Attachment	B	Grant Proposal (10 Pages)
Attachment	C	Certification by Engineer or Other Qualified Professional (1 Pages)
Attachment	D	Payment Request Summary Form (1 Page)
Attachment	E	Special Audit Requirements (5 Pages)
Attachment	F	Property Reporting Form (1 Page)

Collier County

Two Commercial 'How to Recycle' Videos
FY 07/08 Innovative Recycling Grant Scope of Services

Attachment A

County Project Manager

Name: Dave Jaye
 Address: 3301 Tamiami Trail E
 Building H, 3rd Floor
 Naples, FL 34112
 Phone: 239-732-2508 E-mail: davidjaye@colliergov.net
 FEID Number: 59-6000558

Task	Activities	Deliverables	Cost	In-Kind	Grant	Schedule					
						1 Q	2 Q	3 Q	4 Q	5 Q	6 Q
Business and social service outreach, project management administrative tasks	Identify potential Project Team members and solicit their participation and input; conduct Project Team meetings and business outreach	1) List of Project Management Team members, establish base line data for business recycling, Develop Project Management Plan	\$6,000	\$6,000		X					
Video production of two videos, Seasonal and Year Round Business Recycling, production of 8,000 videos	Conduct meetings with various business organizations, representative employers	2) Two videos, Seasonal and Year Round Business Recycling, production of 8,000 videos	\$63,500	\$11,500	\$52,000	X	X				
Postage to mail video to 4,000 Collier businesses and service groups once before the high season, once low season	Confirm most recent business lists, organize for bulk mailing	3) Mail 8,000 videos in English, Spanish and Creole.	\$8,597	\$597	\$8,000		X		X		
Develop commercial recycling brochures to mail twice to Collier Businesses & support groups	Develop and contract for commercial recycling brochures. Assemble and deliver.	4) Mail 8,000 brochures with lots of photos about what types of paper, plastic and glass can and cannot be recycled.	\$13,732	\$1,500	\$12,232	X					
Recycling Dos and Don'ts Posters, visual aids for on site presentations and community/school events	Get photos and physical examples of non recyclables from Material Recovery Facilities	5) Posters with photos of recyclable and non recyclable paper, glass and plastic, physical items for a display and handling for presentations	\$3,000	\$1,000	\$2,000	X					
Conduct training workshop at Naples, Florida Recycles Today and SWANA meetings.	Prepare Power Point and kits with lessons learned, Conduct feedback interviews with Business HR Trainers and Haulers	6) Conduct workshop at Naples, Florida Recycles Today and SWANA meetings. Power Point, Executive Summary with lessons learned, Video CD and supporting materials in a tool kit.	\$5,500		\$5,500		X	X	X	X	
Quarterly Progress & Final Reports	Prepare and deliver quarterly and final reports as specified in the terms of the contract	7) Five Quarterly Reports 8) One Final Report	\$3,500	\$3,500		X	X	X	X	X	X

Collier County
Two Commercial 'How to Recycle' Videos
FY 07/08 Innovative Recycling Grant Scope of Services

Task	Activities	Deliverables	Cost	In-Kind	Grant	1 Q	2 Q	3 Q	4 Q	5 Q	6 Q
Totals			\$103,829	\$24,097	\$79,732						

Attachment B

Florida Department of Environmental Protection FY 2007-08 INNOVATIVE GRANT APPLICATION FORM

- 1) **Applicant Name:** Collier County Solid Waste Management
- 2) **Primary contact person:** Dave Jaye, Senior Project Manager
- 3) **Complete Address:** 3301 Tamiami Trail East, Building H, Naples, Florida 34112
- 4) **Telephone Number(s) (including SunCom number):** 239-732-2508
- 5) **E-mail address:** davidjaye@colliergov.net
- 6) **Project Title:** Seasonal and Year Round Commercial 'How to Recycle' Videos.
- 7) **Grant Request Amount:** \$79,732.
- 8) **Length of project (months):** one year production and distribution, then ongoing.

Authorizing Signature

Chairman, Board of County Commissioners
Title

November 14, 2006
Date

ATTEST:
DWIGHT E. BROCK, Clerk

By: _____
Deputy Clerk

Approved as to form and legal sufficiency:

Thomas C. Palmer,
Assistant County Attorney

PROJECT ABSTRACT

(No more than 20 lines. Every word over 20 lines will constitute a one point deduction.)
(do not delete the instructions on this page)

The project consists of two parts: a 'How to Recycle' training video for Florida Year Round businesses and a 'How to Recycle' training video for Florida Seasonal-Hospitality industry workers.

A. Year Round Business 'How to Recycle' Training Video

Approximately 65% of Collier County's Solid Waste that is buried in the landfill is generated by businesses. However, the business recycling compliance rate to Collier County's mandatory commercial recycling ordinance can be improved. Businesses can save money by recycling and Collier needs to divert recyclables and save our valuable landfill airspace. We propose to build on Mecklenburg County's (around Charlotte, North Carolina) award winning video that highlights how four businesses have complied with the mandatory commercial recycling program and implemented a seven step waste reduction program.

B. Seasonal Business "How to Recycle" Training video

Florida's Seasonal industry employs many workers who come from counties and or regions that do not have a culture of recycling. Hospitality workers have a variety of formal education levels, communication skills and Seasonal Industry experience which sometimes can be a barrier to learning how to comply with Collier County's mandatory commercial recycling ordinances. Some may not have had a chance to learn which paper, plastic, glass and metal materials are recyclable. Some may not have had a chance to learn about the proper disposal of Fats, Oils, Grease (FOG) and organic waste. There also is a large turn over in employees, managers and even owners employers in Seasonal Businesses of Restaurants, Landscaping, Bars, Hotels, Construction Industry and Cleaning and Delivery Services.

PROJECT DESCRIPTION

(1 page)

Hospitality & Seasonal Industry Recycling Training video

Florida's Hospitality and Seasonal industries employ many workers who come from counties and or regions that do not have a culture of recycling and some have low levels of English which can be a barrier to learning how to comply with Collier County's Mandatory commercial recycling laws. Some workers have low levels of literacy in their own language. Employee turnover is very high in hotels, restaurants, bars, golf courses, landscaping, cleaning and delivery companies due to seasonal nature of our tourism as many people lose their jobs during the summer and fall low season. About 96% of all restaurants are single-establishment companies that account for around 62 % of total table service restaurant sales. Most small businesses lack formal employee training programs and videos. Most restaurants close within three years. A recycling training video for low level English Seasonal workers will be a great help for Florida's hospitality companies, their employees, their customers and our environment. We will video tape which paper, plastic, metals and glass are and are not recyclable. We will video tape seasonal employees modeling proper recycling procedures on the job. We will create pictures, hand around examples and a brochure to help quickly teach employees how to recycle at work.

Year Round Commercial 'How to Recycle' Training video

Approximately 65% of Collier County's Solid Waste is generated by businesses. However the business recycling compliance rate to Collier's mandatory recycling ordinance could be improved. Business can save money by recycling and Collier needs to divert recyclables from our valuable Landfill airspace. We propose to build on Mecklenburg County's (around Charlotte, North Carolina) award winning video that highlights how four businesses have complied with the mandatory Commercial recycling program. The first part of the Mecklenburg video shows how recycling is part of employees' every day routine and habits for a bank, snack factory, utility company and a two person office that although exempt, chooses to participate. The second half of the video explains how to implement a seven step commercial recycling program. Our video will add a short company visit by our enforcement staff explaining Collier's mandatory recycling ordinance and how businesses can save money with a waste audit. We will video tape employees who are modeling best recycling practices including construction, medical clinics, finance services, assisted living, retail stores and large communities.

The final segment of both versions will feature Collier's single stream recycling in apartments, condos, traditional neighborhoods, ethic neighborhoods and schools. The penalties for dumping auto oil, paint and littering in our community will be highlighted. We will show the locations of County Recycling Centers for Household hazardous waste and contact information for proper Commercial hazardous waste disposal. The recycling training videos will be in English with Spanish, Creole and perhaps other language translations appendix for use by those companies and employees who need it. We will make the recycling workshop training video available free of charge to Collier Employers, churches, schools, day job locations and job employment agencies. A short segment showing Lee County's two source separation system for commingled paper and commingled bottles will be useful as many Collier workers live in Lee County and vice versa. The last segment will show people how lucky we are to live, work and go to school in an environmentally healthy Florida. Both videos will be produced on one disk.

Criteria 1: TECHNOLOGIES or PROCESSES

(1 page)

(do not delete the instructions on this page)

(20 points) The range of scoring is between 0 and 20 points, with up to 10 points for meeting one of the following sub-criteria, up to 15 points for meeting two, and up to 20 points for meeting all three. Note: applicant may adjust space used to address each sub-criterion.

Sub-criteria 1 – Not in common use in Florida.

A review of the Recycling Industry literature and extensive survey of recycling professionals at the October 22 to 25, 2006 National Recycling Coalition 25th National Convention in Atlanta, Georgia revealed there are no recycling videos targeting low English level workers. Recycling brochures written both in English and Spanish have limitations. Some immigrants are illiterate in their own language. Many recent immigrants and some native born Americans do not have a culture of recycling. Therefore a video showing them what kinds of glass, paper, plastic and metal to recycle and prohibited items will help businesses comply with Collier County mandatory and other county's voluntary commercial recycling laws at work and at home. We will video record housekeepers, dishwashers, stock people, landscapers, cleaners and others modeling proper disposal of recyclables and non recyclables. Proper disposal of Fats, Oils and Grease (FOG) will save our waste water treatment costs. We will video record residents of apartments, hotels, mobile homes and traditional neighborhoods modeling proper recycling at home. We will show proper paper, beverage container recycling at schools. We will focus on illegal dumping of paint, auto oil and trash and the financial and jail penalties for littering. A segment of a cop arresting a person throwing a cigarette or bottle on the beach, dumping oil down a sewer drain will hopefully motivate people to avoid financial penalties and legal arrest as we motivate people to adopt recycling for altruistic reasons about an ending video of families enjoying Florida's clean waterways, beach and wild life. These two videos will have nation wide utility and use as the immigrant population is increasing nation wide and northern USA also has summer seasonal workers.

Sub-criteria 2 – Novel application of an existing technology or process.

Seasonal and Year Round Commercial 'How to Recycle' Videos use existing technology to teach people by visual motion and picture examples. A picture is worth a thousands words and more to illiterates. We will also create hands on displays of what and what not to recycle. We have photographs of the resulting problems of contamination in paper and glass recycling plants which also employ immigrants.

Sub-criteria 3 – Overcoming obstacles to recycling/waste reduction in new or innovative ways.

Seasonal and Year Round Commercial 'How to Recycle' Videos overcomes English illiteracy as well as people who are illiterate in their own Spanish, Creole or other languages. The video introduces the culture of recycling in Florida. The Legal, Financial and Altruistic reasons to recycle are discussed. The video shows and trains both illiterate and literate immigrants and native born Americans who are not educated on what paper, plastic, glass and metal can be and must be properly recycled. The video will also show the results of recycling bin contamination to recycling equipment in a Materials Recovery Facility and glass recycling foundry which both happen to employ many new immigrants.

Criteria 2: TARGETS

(1 page)

(do not delete the instructions on this page)

(10 Points) Demonstrate innovative processes to collect and recycle or reduce these targeted materials/sectors: Construction and Demolition Materials, Commercial/Institutional Sectors, Hurricane Debris, Pay-As-You-Throw and Waste Tires. Note: if the proposed project also includes materials/sectors other than those targeted by this criteria, the project will receive less than the maximum 10 points allocated for the criteria.

These videos target the Seasonal/Hospitality and Year Round Commercial sectors with 'How to Recycle' Videos. The commercial sectors generate 65% of Collier County's Waste Stream. Collier County Solid Waste Department and our contractors will visit the major employers of seasonal and year round businesses to film employees demonstrating proper and improper recycling methods. For the Seasonal/Hospitality workers we will film housekeepers, restaurant workers, grounds keepers, commercial cleaners, landscapers, delivery people and construction industries. We will visit large communities to show proper recycling and improper at apartments, mobile home parks and traditional neighborhoods. For Year Round Businesses we will video tape Banks/Finance offices, Medical Clinics, Assisted Living, Real Estate, Construction, Light Industrial, strip mall and small offices who are exempt from recycling but may choose to recycle voluntarily. We will demonstrate the mail back pouches for printer cartridges, cell phone and lithium batteries. We will video tape improper littering on the beach and road and improper dumping of oil and paints and legal consequences. We will videotape illegal dumping of trash in recycling bins and trash placement and legal consequences. Many people live in Lee County and work in Collier County. Therefore we will video tape the proper recycling in both Collier's single stream and Lee's dual stream recycling. We will show where the recycling centers are located and some businesses which collect used motor oil and batteries.



Voluntary
Commercial Waste Reduction

in Mecklenburg County

Education & assistance

- Waste reduction information
- Waste audits by haulers
- Vendors list
- Buy recycled information
- Business to Business mentoring



Criteria 3: BENEFITS/ Cost-Effectiveness

(1 page)

(do not delete the instructions on this page)

(25 points) Demonstrate the potential economic, environmental, and cost-effectiveness of the program's approach.
Note: applicant may adjust space used to address each sub-criterion.

Sub-criteria 1 - Environmental Benefits (5 points).

- Methodology

Collier County Solid Waste Department will conduct a business setting classes describing the Dos and Don'ts of recycling. We will bring photos, illustrations and hand around materials to demonstrate what is and is not recyclable. We will identify of the map Collier County's Recycling Centers for House Hold Hazardous Waste and the locations and procedures for Commercial Hazardous waste disposal.

- Toxicity

Our program will show how dangerous work place chemicals are to the water and solid waste system. Mercury incandescent lamps, oils, lithium batteries, pesticides, paints, cleaning solvents and other commercial hazardous waste will be discussed. House hold hazardous waste site drop off will be mentioned for employees to drop off hazardous waste. The importance in limiting contamination in the fiber and container recycling bins will be stressed. Seasonal businesses have a constant challenge of new employees to train each year. New businesses owners and managers need to be trained each year due to high failure rates of restaurants.

Sub-criteria 2 – Economic Benefits (5 Points).

Commercial recycling is cost effective as the program promotes source separation at the business location. Many businesses can reduce their waste disposal cost by implementing a waste reduction plan. A visit by Collier County's Solid Waste Management Department to businesses will show the benefit of a waste audit in saving company money. Creating recycling habits in employees, employers and customers benefits the community and encourages workers and employers to educate and motivate their children to recycle at school, parks and the community. The economic benefits to our county will be significant as the commercial sector generates 65% of our solid waste. Collier County will save valuable landfill airspace if more businesses and residents recycle. Marketable recyclable material will increase and sold by Waste Management Inc at its MIRF and other commercial solid waste recycling operations. We may also see an increase in recycling at our multi Housing units where most of the seasonal workers live.

Sub-criteria 3 – Cost-Effectiveness (15 Points).

Collier County Commercial Recycling totaled 22,518.79 tons in 2005. Malcomb Pirnie, Environmental Engineers, advised us to use \$64 a ton tipping fees as the contingency disposal cost at Okeechobee Landfill. A 10% increase in recycling would be 2,250 times \$64 avoided landfill costs of recyclables saving \$144,000. The savings is higher due to the market value of the recyclables. A 5% increase in recycling would be 1,125 times \$64 is \$72,000. The total grant cost is \$103,829. Therefore we predict the grant will pay for itself in between 9 and 16 months. Producing the Seasonal and Year Round Commercial 'How to Recycle' Videos are very cost effective as a one time production cost project. The DVD videos can be used by every Florida county and most USA areas that have similar seasonal-hospitality and/or similar year round businesses. One disk will have both the Seasonal and Year Round Businesses 'How to Recycle' Videos in English, Spanish and Creole languages.

Criteria 4: SUSTAINABILITY:


(1 page)

(do not delete instructions on this page)


(25 points) Demonstrate the sustainability of the proposed program.

The Season Commercial Recycling program will be launched during September of each year, as new employees are being hired and businesses are ramping up for the Winter Season. The Year round Commercial Recycling program will be launched in April of each year before School lets out and summer vacations begin. Businesses will be encouraged to form peer consulting environmental teams. An annual County WRAP award for the recycling business will encourage business competition to adopt Green Marketing. Finally, businesses are legally required to recycle under Collier County's mandatory commercial recycling ordinance. Our Solid Waste Department staff annually visits, monitors and enforces businesses to encourage compliance with the mandatory recycling code. Collier County continues to focus on commercial solid waste to save our scarce landfill space since the Commercial sector generates about 65% of Collier County waste. Collier county staff will contribute staff time to introduce and sustain this Seasonal-Hospitality and Year Round Commercial 'How to Recycle'. Our Recycling Coordinators with assistance from Utility Billing and Customer Services and Pollution Control visit businesses each week. Our Recycling Coordinators provide waste reduction and recycling audits to help businesses determine how much they can save by recycling.

Here's A Tip For You.




Start a recycling program. It's all about **cost, efficiency, and doing the right thing.** Save your business valuable resources, do something good for the community and avoid costly fines. It's easy to do... just **Sort. Recycle. Save.** Sort your waste paper and cardboard from the rest of your trash. Business recycling. It just makes cents.




Sort.Recycle.Save.

For more information on how to make recycling work for your business or to find out more about Mecklenburg County's Business Recycling Ordinance, call 704-432-3200 or visit SortRecycleSave.charmeck.org

Measurable Savings.



It's all about **cost, efficiency, and doing the right thing.** Sort your waste office paper and cardboard from the rest of your trash. It's easy to do... just **Sort. Recycle. Save.** By starting an office recycling program, your business can save valuable resources, do something good for the community and avoid costly fines. Business recycling. It just makes cents.



Sort.Recycle.Save.

For more information on how to make recycling work for your business or to find out more about Mecklenburg County's Business Recycling Ordinance, call 704-432-3200 or visit SortRecycleSave.charmeck.org

Suite Deal.



It's all about **cost, efficiency, and doing the right thing.** Sort your waste paper and cardboard from the rest of your trash. It's easy to do... just **Sort. Recycle. Save.** By starting a recycling program, your business can save valuable resources, do something good for the community and avoid costly fines. Business recycling. It just makes cents.



Sort.Recycle.Save.

For more information on how to make recycling work for your business or to find out more about Mecklenburg County's Business Recycling Ordinance, call 704-432-3200 or visit SortRecycleSave.charmeck.org

Criteria 5: TRANSFERABILITY

(1 page)

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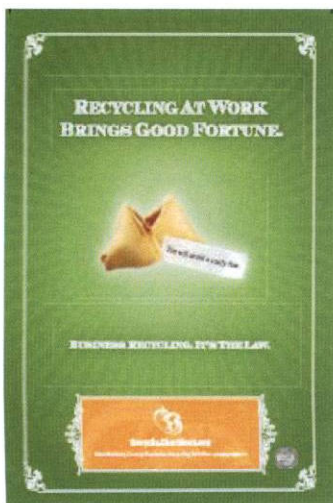
(10 Points) Demonstrate transferability of technology and processes and specify how the project will promote transferability. Note: applicant may adjust space used to address each sub-criterion.

Sub-criteria 1 – Transferability of technology and processes (5 points).

The lessons learned by implementing a Seasonal and Year Round Commercial 'How to Recycle' Videos will be easily transferable by mail to other Florida and USA communities. We have budgeted time and money to make video copies to mail to interested parties. We budgeted time and money to hold various how to workshops locally and around Florida for interested parties.

Sub-criteria 2 – How project will promote transferability (5 points).

This program has budgeted money to hire a professional Video company that will produced additional CD disks and we have budgeted money to mail the disks to Florida's County Solid Waste Departments and interested municipalities. Our application also budgets \$5,500 to produce a Power Point, case study materials and training and travel to implement Seasonal and Year Round Commercial 'How to Recycle' programs in other communities. The \$5,500 out reach segment includes a workshop at Collier County Solid Waste Management including visits to companies and a review of our program's successes and lessons learned. This outreach also includes a presentation at future SWANA and Florida recycling conferences. Businesses will be encouraged to begin a waste reduction and recycling program and training after they see success stories with companies similar to their Florida business. Businesses will be increasingly pressured to recycle as more communities begin to encourage, adopt and enforce mandatory recycling ordinances. Increased tipping fees, fuel prices and collection costs will encourage businesses to recycle. Increase prices for recycled paper, containers and metals will create markets and more demand for business recycling. Finally more consumers are targeting their spending to green companies.



Criteria 6: LOCAL SUPPORT

(1 page)

(do not delete the instructions on this page)

(10 Points) Demonstrate local support for the proposed project in commitment of cash or in-kind matching funds. Please provide the name, address and phone number of ALL contributors. (Points will be allocated for only those contributors located within the jurisdiction of the applicant.)

- 00 points 0% up to and including 1% of total project cost
- 01 points Greater than 1% up to and including 10% of total project cost
- 02 points Greater than 10% up to and including 20% of total project cost
- 03 points Greater than 20% up to and including 30% of total project cost
- 04 points Greater than 30% up to and including 40% of total project cost
- 05 points Greater than 40% up to and including 50% of total project cost
- 06 points Greater than 50% up to and including 60% of total project cost
- 07 points Greater than 60% up to and including 70% of total project cost
- 08 points Greater than 70% up to and including 80% of total project cost
- 09 points Greater than 80% up to and including 90% of total project cost
- 10 points Greater than 90% up to and including 100% of total project cost

Collier County in kind staff support:	\$24,097
Total Project cost:	\$103,829
Total Innovation grant request:	\$79,732

$\$24,097 / \$103,829 = 23\%$ qualifies for three points.

BUDGET

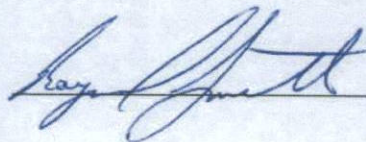
(1 page using Budget Table Template)
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Describe the project's budget allocated by task and budget categories per the Budget Table Template available from DEP's Innovative Grants web site in Microsoft Excel digital format
(www.dep.state.fl.us/waste/categories/recycling/pages/InnovativeGrants2007-08.htm).

See Attached State DEP budget templates.

CERTIFICATION BY ENGINEER OR OTHER QUALIFIED PROFESSIONAL

I, the undersigned authorized representative of Collier
County, certify that I have reviewed the Innovative Recycling Grant proposal, including the detailed scope of services for this project, and evaluated those impacts on the environment and public health which might reasonably be expected to result from the implementation of this project. In my professional judgment, this project, if implemented in accordance with the detailed scope of services, will comply with all applicable rules of the Department and will not create a significant threat to public health or the environment. I also agree to provide the Project Manager with a set of instructions for proper implementation of the project if needed as part of this Certification.



Signature

Ray Smith, Director of Pollution Control
Name and Title (please type or print)

3301 E. Tamiami Trail
Mailing Address

Naples, FL 34109
City, State, Zip Code

239-732-2502
Telephone Number

5-25-07
Date

ATTACHMENT D

PAYMENT REQUEST SUMMARY FORM

GRANTEE: Collier County

DEP AGREEMENT NO.: IG8-09

GRANTEE'S GRANT MANAGER:

Davie Jaye

PAYMENT REQUEST NO.: _____

DATE OF REQUEST: _____

PERFORMANCE PERIOD

COVERED: _____

AMOUNT REQUESTED THIS

PERIOD: _____

TOTAL MATCHING

FUNDS REQUIRED: _____

GRANT EXPENDITURES SUMMARY SECTION

[Effective Date of Grant through End-of-Grant Period]

CATEGORY OF EXPENDITURE	AMOUNT OF THIS REQUEST	TOTAL CUMULATIVE PAYMENTS	MATCHING FUNDS
Salaries	\$	\$	\$
Fringe Benefits	\$	\$	\$
Travel (if authorized)	\$	\$	\$
Subcontracting:			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Land Purchase	\$	\$	\$
Equipment Purchases*	\$	\$	\$
Supplies/Other Expenses	\$	\$	\$
TOTAL INVOICES SUBMITTED	\$	\$	\$
<i>Less 5% (unless final invoice)</i>	\$		
<i>Amount Retained (for final invoice only)</i>	\$		
<i>Total Reimbursement Requested</i>	\$		
Less Total Cumulative Payments of:	\$		
TOTAL REMAINING IN GRANT	\$		

*Single purchases over \$1,000. See Attachment F

GRANTEE CERTIFICATION

The undersigned certifies that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above-cited grant activities.

Grantee's Grant Manager's Signature	Grantee's Fiscal Agent
Print Name	Print Name
David Jaye	
Telephone Number	Telephone Number
(239) 732 2508	

ATTACHMENT E

SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://12.46.245.173/cfda/cfda.html>.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(m), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Agreement indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.state.fl.us/audgen>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at the following address:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department of Environmental Protection at the following address:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at the following address:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

- B. The Auditor General's Office at the following address:

State of Florida Auditor General
Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

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4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at the following address:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of **5** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **3** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

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EXHIBIT - 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:				
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:				
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:				
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description
Original Agreement	Solid Waste Management Trust Fund - GAA Line Item No. 1907	2007-2008	37.050	Innovative Waste Reduction and Recycling Grants

Total Award	
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For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<http://12.46.245.173/cfda/cfda.html>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<http://state.fl.us/fsaa/catalog>]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.

ATTACHMENT F

PROPERTY REPORTING FORM FOR DEP CONTRACT NO. IG8-09 (For Property With Grantee/Contractor Assigned Property Control Numbers)

GRANTEE/CONTRACTOR: List non-expendable equipment/personal property* costing \$1,000 or more purchased under the above Contract. Also list all upgrades* under this contract, costing \$1,000 or more, of property previously purchased under a DEP contract (identify the property upgraded and the applicable DEP contract on a separate sheet). Complete the serial no./cost, location/address and property control number columns of this form. The Grantee/Contractor shall establish a unique identifier for tracking all personal property/equipment purchased under this Contract and shall report the inventory of said property, on an annual basis, to the Department's Project Manager, by DEP Contract number, no later than January 31st for each year this Contract is in effect.

DESCRIPTION	SERIAL NO./COST**	LOCATION/ADDRESS	GRANTEE/CONTRACTOR ASSIGNED PROPERTY CONTROL NUMBER

*Not including software. **Attach copy of invoice, bill of sale, or other documentation to support purchase.

GRANTEE/CONTRACTOR:	Grantee's/Contractor's Project Manager: _____ Date: _____
---------------------	---

BELOW FOR DEP USE ONLY	
DEP CONTRACT MANAGER: MAINTAIN THIS DOCUMENT WITH A COPY OF THE INVOICES SUPPORTING THE COST OF EACH ITEM IDENTIFIED ABOVE IN YOUR CONTRACT FILE. IF THE CONTRACT IS A COST REIMBURSEMENT CONTRACT, MAKE SURE TO SEND INVOICES SUPPORTING THE COST OF THE ITEMS TO FINANCE AND ACCOUNTING FOR THE PROCESSING OF THE GRANTEE'S/CONTRACTOR'S INVOICE FOR PAYMENT. REFER TO DEP DIRECTIVE 320 FOR PROPERTY GUIDELINES.	Date: _____
DEP Contract Manager Signature: _____	

DEP FINANCE AND ACCOUNTING: No processing required by Finance & Accounting as the Grantee/Contractor is responsible for retaining ownership of the equipment/property upon satisfactory completion of the Contract.

DEP PROPERTY MANAGEMENT: No processing required by the Property Management section as the Grantee/Contractor will retain ownership of the equipment/property upon satisfactory completion of the Contract.