

Checklist for Preparing an Application to the DEP Solid Waste Diversion Grant Program*

Greetings and welcome to the Maine DEP's Solid Waste Diversion Grant Program.

The form below was developed to help applicants keep track of important information to allow successful filing of a complete proposal.

Please follow this checklist carefully and refer to the RFP for more detailed information.

Any questions? Please contact Mark King, Coordinator, Solid Waste Diversion Grant Program, by e-mail at Mark.A.King@maine.gov.

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- Please read the entire RFP completely and make sure your project meets the eligibility requirements.
- Make note of the following important dates on the RFP cover page:
 - The date **Submitted Questions** are due (**this is the only way to ask questions once an RFP has been released**).
 - **Submission Deadline** for proposals.
- Gather the following required information (**if not included in packet, proposal will be disqualified**):
 - **Overview of the Organization**
 - Qualifications and Experience Form.
 - Three examples of projects which demonstrate your experience and expertise.
 - **Subcontractors**
 - A list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors.
 - **Organizational Chart**
 - Applicants must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.
 - **Litigation**
 - Applicants must attach a list of all current litigation in which the applicant is named and

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a list of all cases that have closed within the past five (5) years in which the applicant paid the claimant either as part of a settlement or by decree. For each, list the entity suing, the complaint, the accusation, amount, and outcome. **If not applicable, list N/A.**

○ **Financial Viability**

- Applicants must provide the following information for each of the past three (3) tax years:
 - Balance Sheets; and
 - Income (Profit/Loss) Statements.
 - Please **do not** include income tax returns.

○ **Certificate of Insurance**

- Applicants must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the applicant's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Fill out the forms attached to the RFP:

- Appendix A—Proposal Cover Page.
- Appendix B—Debarment, Performance, and Non-Collusion Certification.
- Appendix C—Qualifications and Experience Form.
- Appendix D—Cost Proposal Form.
- Appendix E—Submitted Question Form [to be used if questions arise as you are filling out application. **Note: must be submitted by the deadline listed on the first page of RFP.**]

Pre-submission steps:

- Gather collected information and supporting documents (written descriptions, photos, drawings, etc.) and organize into **4 separate files:**

- File #1 [Applicant's Name]—Preliminary Information:

- **Appendix A** (Proposal Cover Page),
- **Appendix B** (Debarment, Performance and Non-Collusion Certification),
- Organizational Chart,
- List of Subcontractors,
- Any Litigation,
- Financial Viability, and
- Certificate of insurance.

- File #2 [Applicant's Name]—Organization Qualifications and Experience:

- **Appendix C** (Organization Qualifications and Experience Form).

- File #3 [Applicant's Name]—Proposed Services:

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- **Services to be Provided**— Written discussion of the Scope of Services to be provided and what the applicant will offer. Details include:
 - Description of the methods and resources you will use and how you will accomplish the tasks involved,
 - Description of how you will ensure expectations and/or desired outcomes because of these services will be achieved, and
 - If subcontractors are involved, clearly identify the work each will perform.

- **Implementation Work Plan**— Provide a realistic work plan for the implementation of the program through the first contract period. Details include:
 - Display the work plan in a timeline chart,
 - Concisely describe each program development and implementation task,
 - Detail the month each task will be carried out and the person or position responsible for each task, and
 - If applicable, make note of all tasks delegated to subcontractors.

- File #4 [Applicant's Name]—**Cost Proposal**:
 - **Appendix D** (Cost Proposal Form):
 - Applicants must submit a cost proposal that covers the time specified in the RFP,
 - The cost proposal must include the costs necessary for the applicant to fully comply with the contract terms, conditions, and RFP requirements, and
 - Subcontractor and other labor costs must be short-term and necessary for the development and implementation of the project (i.e., electricians, plumbers, carpenters, and other contractors).
 - The following items are **not** eligible for grant funding consideration:
 - Proposals that require legislation to be enacted before they can be started,
 - Proposals that require authorizations or licenses that have not been received prior to proposal submission,
 - Administrative, fringe and other indirect costs, including benefits, overhead costs, and other related items,
 - Full and part-time salaries of project staff or long-term employees, with the following exception:
 - Students or interns may be funded if their position is short-term and deemed essential to the initiation and development of the project.
 - Any ongoing funding for positions after project inception will be the responsibility of the grantee,

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- Any collection, transport or disposal costs or other ongoing waste handling costs associated with the proposed project,
 - Solid Waste Diversion Grant funds may not be used to pay for any subscription service fees for food scrap or recyclables collection, and
 - Any costs related to the preparation of the proposal or the negotiation of the contract with the Department.
- **Determining the Required 25% Match:**
 - Calculate the total project cost (this can be an estimate),
 - Multiply the total project cost value by 0.25, and
That value is the proposed match.
 - Example, Municipal Compost Facility
Total Project Cost is \$39,000.00 for facility completion.
 $39,000 \times 0.25 = \$9,750$ (that is the proposed match).
 $\$39,000 - \$9,750 = \$29,250$ (that is the amount to be requested from the grant).

Please be sure to double check your math— if your matching contribution is below 25% of the total project cost, your proposal will be disqualified.

Time to Submit:

- Make sure that all files (and attachments) are collated together and send complete proposal via email to: proposals@maine.gov.

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