

RESOLUTION NO. 2007- 227

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, PROVISIONS, CONDITIONS, AND REQUIREMENTS OF A DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) GRANT FOR INNOVATIVE WASTE REDUCTION AND RECYCLING GRANT, AND AUTHORIZES THE COUNTY ADMINISTRATOR, AND THE COUNTY ATTORNEY TO EXECUTE THE AGREEMENT ON BEHALF OF THE COUNTY

WHEREAS, the St. Johns County Department of Recreation and Parks applied for and received a 2007 – 2008 Innovative Waste Reduction and Recycling Grant , which will be located in St. Johns County, Florida; and

WHEREAS, the amount of the reimbursable Innovative Waste Reduction and Recycling Grant Ninety six thousand six hundred dollars (\$96,600.00); which will enable the Department of Recreation and Parks to implement a pilot program that will identify the most efficient and cost-effective way to handle the waste that is generated in our parks; and

WHEREAS, the County has reviewed the terms, provisions, conditions, and requirements of the Agreement; and

WHEREAS, the County has determined that accepting the terms of the Agreement, and entering into said Agreement will serve the interests of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.

Section 2. The Board of County Commissioners hereby approves the terms, provisions, conditions, and requirements of a Department of Environmental Protection Innovative Waste Reduction and Recycling Grant, and authorizes the County Administrator, and County Attorney (or designee) to execute the Agreement on behalf of the County.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 21 day of August, 2007.

BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA

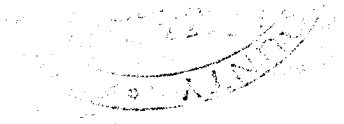
Attest:

Pam Halterman
Deputy Clerk

By:

Ben Rich
Ben Rich, Chair

RENDITION DATE 8/23/07



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

- Grant Agreement Number: IG8-14
- July 6, 2007
- Grant Title: **INNOVATIVE WASTE REDUCTION AND RECYCLING GRANT**
- Grant Period: **July 1, 2007 or Execution (whichever is later) – September 1, 2008**
- Grant Amount: \$ 96,600
- Grantee Match Amount: \$ 43,900.00
- CSFA # and Project Name: 37.050/Innovative Waste Reduction and Recycling Grants
- 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
- Grantee(s): **COUNTY/CITY/SPECIAL DISTRICT- Specify by Name**

Grantee
Agency St. Johns County Recreation and Parks
Name:
Address: 2175 Mizell Road, St. Augustine Road, FL 32080
- Grantee Fiscal Year End: September 30
- Federal Employer Identification Number: 59-6000825
- Grantee's Representative Authorized to execute Agreement:

Name: Billy Zeits
Title: Natural Resource Supervisor
Phone No.: 904 209 0333
- Grantee's Grant Manager:

Name: Billy Zeits
Title: Natural Resources Supervisor
Address: 2175 Mizell Road, St. Augustine Road, FL32080
Phone No.: 904 209 0333
Fax No.:

14. Department's Grant Manager:

Name: John Labie
Title: Environmental Specialist
Address: 2600 Blair Stone Rd. Tallahassee, Fl. 32399-2400
Phone No.: (850) 245 8731
Fax No.: (850) 245 8811

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 St. Johns County Recreation and Parks Dept. (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 **September 1, 2008**, will be on a reimbursement basis for direct costs only. All work must be completed and grant funds expended by **September 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 **September 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 warrants and represents that it is self-funded for liability insurance, appropriate and allowable under Florida law, and that such self-insurance offers protection applicable to the Grantee's officers, employees, servants and agents while acting within the scope of their employment with the Grantee.
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 St. Johns County Recreation and Parks Dept. for all allowable costs incurred up to and not exceeding \$96,600.00.

STATE OF FLORIDA, DEPARTMENT OF ENVIRONMENTAL PROTECTION:



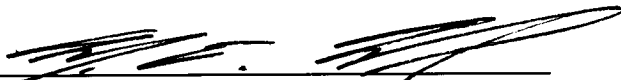
 Charles F. Goddard, Chief
 Bureau of Solid & Hazardous Waste

7/3/07

 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: *Michael D. Wanchick
 Title: County Administrator

8-27-07

 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:

<u>Specify Type</u>	<u>Letter/ Number</u>	<u>Description (include number of pages)</u>
Attachment	A	Project Work Plan (1 Pages)
Attachment	B	Grant Proposal (11Pages)
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)

St. Johns County Recreation and Parks
 "Recycling for an Active Generation"
 Scope of Services

Attachment A

Task	Activities	Deliverables	Cost					10	20	30	40	50
			In-Kind	Grant	10	20	30					
Develop "Package" Program and Partnerships	Identify partners and strategy for "Package" program, conduct partner meetings and identify upcoming costs of the project	1) Develop partners and strategy for program	5,500	4,500	4,000		X					
Overall Waste Analysis (Pre-test, Post-test)	Track waste going into and out of containers in parks before program begins and after program ends	2) Overall Waste Analysis	5,500	3,500	2,000		X					X
Purchase of Signs and Containers	Coordinate with site supervisors on appropriate containers for each site	3) Diversity of Containers and list of types at each Park	10,000	4,000	8,000							
Survey Users (Pre-Pilot Program and Post-Pilot Program)	Conduct user survey to identify the public's view of the attractiveness and success of a recycling program	4) Survey questionnaire	4,500	2,500	2,000		X					X
Implement "Package" Program	Begin recycling in our parks and transferring the waste from the site to recycling centers rather than the landfill	5) Amount of waste diverted from the landfill	30,500	5,000	25,500		X	X	X	X	X	X
Special Events/ Tournament (Heavy Use) Implementation	Identify upcoming events at Recreation facilities and implement recycling at these events	6) Plan for how to recycle at all large County Events	18,500	7,400	11,100		X	X	X	X	X	X
Manage Program	Coordinate with DEP and oversee all projects in parks and events ensuring the transferability of program to other counties around the state		16,000	7,000	9,100				X	X	X	
Process Results of "Package" Program	Create and distribute quarterly reports and final reports to all participating agencies and partners	7) Five Quarterly Reports and One Final Report	9,500	3,500	6,000		X	X	X	X	X	X
Create Recycling Strategy for ALL Parks based on Pilot Program Results	Implement the most successful strategy derived from the pilot program at all applicable parks and recreation facilities	8) On-going recycling program modeld after pilot program	37,500	6,500	31,000		X	X	X	X	X	X
TOTALS			140,500	43,900	96,600							

Attachment B

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

Project Information (on applicant letterhead)

- 1) Applicant Name: St. Johns County Recreation & Parks Department**
- 2) Primary contact person: Billy Zeits**
- 3) Complete Address: 901 Pope Road, St. Augustine, FL 32080**

- 4) Telephone Number(s) (including SunCom number): 904 209 0333**

- 5) E-mail address: bzeits@co.st-johns.fl.us**
- 6) Project Title: Recycling for an Active Generation**
- 7) Grant Request Amount: \$96,600**
- 8) Length of project (months): 15 months**

Authorizing Signature

Title

printed on recycled paper

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)

Florida's weather allows for year-round recreational opportunities for both residents and visitors. In St. Johns County we have over 500,000 visitors at our recreational facilities in one year alone. Each time these patrons participate in our highly successful recreational sports program, they are prepared to deal with their health by bringing a water bottle or purchasing one from the vendors within our parks. Through the introduction of a recycling program at these parks we will improve the health of our entire community, while educating them at the same time. As a coastal community, we provide recreational sites for boaters and fishermen. Our boat ramps will also provide an arena for us to educate our community on the benefits of plastic, aluminum and monofilament recycling programs.

After talking with other recreation departments in Florida, we discovered that they are also in the need of a "package" recycling program that they can easily implement within their parks. Throughout our pilot program we will evaluate the results of each park individually, making the program easily transferable to any size recreation facility throughout the state. During the program we will also meet periodically with the park users through coaches meetings and athletic associations as well as meeting with the directors of the tournaments that we host throughout the year. The goal is more than diverting recyclable waste from the landfill, although that is the most measurable: we will also educate the community on the benefits of recycling and demonstrate our concern for the proper use of the resources that are made available to us. By doing this through "recreational" avenues we will reach a multi-generational audience and generate support for this program for years to come. We will also create partnerships with other concerned members of our local and statewide community to gain a variety of different and objective perspectives throughout the course of this program.

PROJECT DESCRIPTION

(1 page)

Throughout the private sector of Florida recycling has become almost a common practice. Where we could really see a lot of improvement is in the commercial/institutional sector. The same people who recycle in their private residences come to our recreational facilities and put their recyclable containers into the garbage can which in turn makes its way to the landfill consuming more land that we could eventually use for more parks. Why? Because there is no option for them to recycle at the parks where they go. This is why we are developing a program that will place signs and containers at a variety of locations throughout our parks and arrange for the proper pick-up and disposal of these recyclable materials. We will target our major “active” sports parks, our passive “nature” parks and our boat ramps.

Implement Pilot Program

Using the facilities that draw the biggest attendance from our community we will develop a strategy that will encourage the recycling of plastic bottles and aluminum cans which currently make up a majority of what we pay someone to take to the landfill. We have recently added new boat ramps and will also use these as recycling locations for not only plastic and aluminum but also monofilament recycling containers. This is in conjunction with our Habitat Conservation Department and Sea Grant who are placing receptacles at fishing areas and beach access points around the county. St. Johns County Solid Waste Division has agreed to participate ensuring that we will use the most efficient path of getting the waste from each park to the nearest recycling center. We will also create a team from within our community as well as from around the state to enhance the objectivity of perspectives and help develop a successful program.

Overall Waste Analysis

We will evaluate the amount of waste that is currently generated throughout these parks. This will measure the positive impact our recycling program is having on reducing waste and conserving land that would otherwise be used for a landfill. In addition, this will help us communicate more effectively with the company that handles our solid waste regarding the number of times they need to visit our parks to pick up our waste which is what determines the price of the contract

Community Outreach/Involvement

The community’s involvement will be a major part of the future success of this program. Each season at our sports facilities there are coaches meeting, and athletic association meetings that provide the perfect forum for us to educate our users about the positive benefits of recycling. This will reach senior citizens and kids and everyone in between; it will create an environmental ethic that previously didn’t exist in this type of recreational setting. In addition, members of other counties who have similar recreational facilities will visit throughout the program to learn new insights which will in turn help them introduce a similar program in their community.

Post Evaluation

We will conduct an evaluation of our users and staff at each location periodically throughout our pilot program. By the end of the year we would have introduced the concept of recycling in a commercial/institutional environment to thousands of members of our community and through our seasonal mandatory meetings we will be able to get feedback from a significant portion of this community. The cooperation from our community and the state will allow us to fine tune this program, making it transferable to a variety of demographics.

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-criteria.

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

Through phone and email survey's we found that a successful recycling program was missing in communities that had very successful and active recreation programs. Pick-up, transfer, outreach and lack of staff are the main obstacles that many other counties face. From our program we will address all these issues on a park by park basis. In the offices and private residences of our parks' users, recycling is becoming commonplace. But in a public arena, it is far more rare. This program, offering both education and a place to recycle, will allow Florida to make recycling at recreational facilities a top priority for communities of all sizes around our state.

There is no question recycling is happening throughout the state of Florida, however the program that we are going to put together will facilitate recycling in an environment that it is currently not readily available. By actively educating the community we serve we will make them an active part of our recycling program ensuring the success of the program for more than just the year we are funded by the grant.

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

The collection of recycling takes place all over Florida just not very often in recreational facilities. Each park will use different containers in different locations and each sign will provide the clients with different facts on how recycling has a positive impact on their lives. With the containers being placed adjacent to the garbage cans or in place of the garbage cans in several locations we will make sure that our community has the best opportunity possible to recycle and is educated about how valuable their efforts are. By evaluating the success of the different types of containers that we use, we will find out which ones have the most success and allow us to make the most marketable package for other communities.

The monofilament recycling containers are already present at some locations around our county but through our partnership with our Habitat Conservation Coordinator and Sea Grant we will have uniform signs at all monofilament recycling locations around the county as well as new educational signage that we will provide to demonstrate the negative effects that fishing line has on marine life if it is not properly disposed.

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

Developing partnerships between our parks and the recreation department, the community organizations that use our facilities, our solid waste department, our Habitat Conservation department and other communities around Florida that are looking to star a recycling program we will approach this task from a variety of perspectives. This will help us create a streamlined program that will allow us to measure the outcome and convince those participating in the program of its value. By our thorough collaboration, we will be able to take preventative measures in order to avoid the traditional obstacles of pick-up, transfer, outreach and staffing before we are forced to encounter them.

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.

Due to the wonderful weather we have in the state of Florida outdoor activities happen year round. This means our sports parks, boat ramps and nature parks are visited several times of year by both local and visiting members of our community. Our recreation and parks department is responsible for the waste generated at these parks which makes this part of a commercial/institutional waste stream. Our biggest users at the sports parks include Athletic Associations, Adult Recreation Leagues, Youth Recreation Leagues, and the many tournaments we hold each year. The boat ramps see visitors year round as well with recreational fishing making up a majority of those users with the weekend cruiser and water sports participants making up the rest of this community.

Patrons will use the same facilities over and over each season; without our recycling program in place, they will continue to generate thousands of pounds of waste. With the proper recycling tools in place, that waste can easily be diverted from the landfill. As it has become a habit for our community to throw their recyclables in the garbage, so too will the habit transfer to throwing that same aluminum soda can in the recycling container.

Repeat users, seasonal meetings with our community, and public visibility within the commercial/institutional sector are the key factors in solidifying the success of our program. This part of our community is directly impacted by the results of not recycling. Whether new landfills are consuming space for what could be new recreational complexes, or marine life suffering from improperly disposed fishing line, this community will recognize the positive impact they can make on both their local and global community just by recycling.

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-criteria.

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

- **Methodology-** Providing an opportunity for the public to recycle in areas where there has never been recycling is going to generate educational opportunities that will continue outside of the parks. The waste stream is made up of mostly plastic bottles and aluminum cans which can be combined and recycled with little effort. We will work with the vendors at all of the locations to ensure that everything they sell is recyclable and what they purchase is made of post consumer recycled material.
- **Toxicity-** Providing the proper receptacles and the educational signage will keep the monofilament Fishing line out of the ocean preserving the safety of countless, fish, marine mammals, sea birds, and sea turtles. Diverting the recyclables out of the waste stream will keep clean land from becoming contaminated by limiting the amount of land needed for landfills. This is crucial in Florida where clean land is a highly valued resource. In our community we are currently putting a bike track and soccer fields on land that used to be a landfill.

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

From educating our vendors to sell only recyclable drinks and drink containers, to purchasing recycled rubber for the fall surfaces in our playgrounds and purchasing benches and playground equipment made from recycled materials, we will be able to demonstrate the economic benefits of recycling and buying recycled products. The value of healthy land should not be forgotten here as well and it will provide us with an opportunity to generate jobs in the transfer and processing of the recycling in the future.

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

Our current waste disposal system is priced annually on the number of visits the company makes per week to each park. By limiting the amount of waste generated that goes in the garbage can and turning that waste into recycling we will reduce the number of pick-ups per week and stop paying as much money to throw recyclable materials into the landfill. This will reduce the cost in the first year following the program by limiting the number of pick-ups made in the following year. Through establishing an efficient system and a partnership with our Solid Waste Division we will be able to create a financially sustainable format for collection and transfer of the recyclables once we realize what type of commitment is necessary. The pay back period will happen in the first year following the program by limiting the number of pick-ups by our contractor, involving our staff in the collection within each park and working with solid waste division to assist in the transfer.

Criteria 4: SUSTAINABILITY:

(1 page)

(do not delete instructions on this page)

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

Presenting an effective recycling plan involving partnerships within our community and around the state of Florida without relying on private consultants will demonstrate the ability for this program to be run in-house by a community of any size long after the grant cycle is over. We will lower the cost of our solid waste management of our parks by diverting waste that will now be recycled away from the landfill. Our Solid Waste Department has demonstrated a commitment to assisting in the transfer of the recyclables when we have a system in place. Our maintenance staff within recreation and parks department has committed to assisting with the transfer in each park during the pilot program.

The real key to the long term success of this program will be the voice of the community that we impact from these recycling programs. Once they recognize that through recycling they are conserving the resources that they use on a regular basis like clean water and land their voice and participation will carry over in the future.

We will work with several vendors of recycling containers as well to ensure by the end of the pilot program we can have the best tools necessary for the job. Included in this will be the signs that will educate how the art of recycling benefits more than just the person who puts the right container in the right receptacle.

In the bigger picture all of the communities that we discussed recycling with were all anxious for a “packaged” program to use as a first time program in their parks or to enhance the one they were having some challenges implementing. We will create a team from different regions around the state and together evaluate the progress of this pilot program so we can find ways to simplify and make it sustainable for not only our community but several other communities around the state.

Criteria 4: TRANSFERABILITY

(1 page)

(do not delete the instructions on this page)

(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-criteria.

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

All communities in Florida have recreational opportunities for their residents and visitors. This program will address the needs of the sports, boating, fishing, and nature communities that are thriving around our state. Due to the size of our County, the simplicity of the technology and process, along with much of the work being done in-house this program will be easily transferable to communities of any size. We will have the best idea of which containers to use, the frequency in which they need to be emptied, the cost per park, and the amount of in-house staff time necessary to get the program going.

We will have the program broken down so it is able to be implemented in one park at a time or it can be adopted by the entire community as a whole. Florida has no shortage of visitors that are from out of state and this will reinforce how much concern we have for our beautiful natural resources. The beaches, the weather, the chance to recreate outdoors year round is what draws people to Florida and when they realize we have a genuine concern for these resources they will be encouraged to return for years to come.

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

Recycling is not difficult but it is a little intimidating. This pilot program will address the fears and concerns that other communities may face when implementing a recycling plan. We have developed partnerships within our own community and around the state and we will continue to do so throughout the program. We will bring lots of different perspectives in our execution and evaluation of what makes this project successful and how we can bring it into other communities.

Our team will be made up of people in recreation, conservation, education and solid waste departments from neighboring communities and from around the state. We will also post the information on our website and bring it to recreation and recycling conferences on the state and national level.

Criteria 5: 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.

- **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

St. Johns County Parks and Recreation has committed in-kind staff time from their Natural Resource Supervisor, Office Staff, Park Supervisors and Maintenance staff, to support in the collection, transfer, survey, office support, and travel budget. Travel includes but is not limited to conferences, off-site visits and use of County vehicle for the development of this project.

St. Johns County Solid Waste Department has committed in-kind donations of containers for large events, solicitation of vendors for additional containers, as well as consultation on the creation of this program.

Members of other communities around Florida including the City of Palm Harbor and the County's of Alachua and Brevard have already shared their expertise and will participate with the evolution of this program.

Please see budget for numerical breakdown of in-kind support

BUDGET

(1 page using Budget Table Template)
(do not delete the instructions on this page)

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).

FY 2007-08 Innovative Recycling/Waste Reduction Grants
Budget Form

Applicant: St. Johns County Recreation & Parks Department		Project Title: Recycling for an Active Generation										
Budget												
(1) Tasks	Categories										Local Match	
	(2) Personnel	(3) Travel	(4) Equipment	(5) Supplies	(6) Contractual	(7) Construction	(8) Other	(9)* Total Budget	(10) In-Kind Match	(11) Cash Match	(12) Total Grant Request	
Develop "Package" Program and Partnerships	\$8,000.00			\$500.00				\$8,500.00	\$4,500.00		\$4,000.00	
Overall Waste Analysis (Pre-test, Post-test)	\$5,500.00							\$5,500.00	\$3,500.00		\$2,000.00	
Purchase of Signs and Containers	\$4,000.00		\$6,000.00					\$10,000.00	\$4,000.00		\$6,000.00	
Survey Users (Pre-Pilot Program and Post-Pilot Program)	\$4,000.00			\$500.00				\$4,500.00	\$2,500.00		\$2,000.00	
Implement "Package" Program	\$6,500.00	\$4,500.00	\$2,000.00	\$500.00	\$17,000.00			\$30,500.00	\$5,000.00		\$25,500.00	
Special Events/ Tournament (Heavy Use) Implementation	\$8,000.00	\$2,000.00		\$2,500.00	\$6,000.00			\$18,500.00	\$7,400.00		\$11,100.00	
Manage Program	\$14,000.00	\$2,000.00						\$16,000.00	\$7,000.00		\$9,000.00	
Process Results of "Package" Program	\$7,500.00	\$2,000.00						\$9,500.00	\$3,500.00		\$6,000.00	
Create Recycling Strategy for ALL Parks based on Pilot Program Results	\$12,000.00		\$25,000.00	\$500.00				\$37,500.00	\$6,500.00		\$31,000.00	
TOTALS	\$58,800.00	\$10,500.00	\$33,000.00	\$4,500.00	\$21,000.00	\$0.00	\$0.00	\$140,500.00	\$43,900.00	\$0.00	\$96,600.00	

* NOTE: Column 9 is the total of columns 2 through 8. It also should equal the total of columns 10 through 12

31.25%

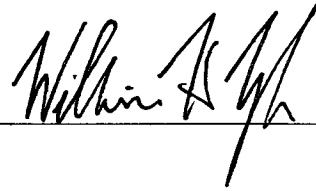
Percentage Match

Attachment C

Environmental Certification Form

CERTIFICATION BY ENGINEER OR OTHER QUALIFIED PROFESSIONAL

I, the undersigned authorized representative of St. Johns County 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

William Zeitz Natural Resource Supervisor
Name and Title (please type or print)

2175 Mizell Road

Mailing Address

St. Augustine FL 32080

City, State, Zip Code

904-209-0333

Telephone Number

6/25/07

Date

ATTACHMENT D

PAYMENT REQUEST SUMMARY FORM

GRANTEE: St. Johns County Recreation and Parks
Dept.

GRANTEE'S GRANT MANAGER:
Billy Zeits
PAYMENT REQUEST NO.: _____

DEP AGREEMENT NO: IG8-14

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 Billy Zeits	Print Name
Telephone Number 904 209 0333	Telephone Number

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 Appropriation Category

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 Appropriation Category

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	Funding Amount	State Appropriation Category
Original Agreement	Solid Waste Management Trust Fund – GAA Line Item No. 1907	2007-2008	37.050	Innovative Waste Reduction and Recycling Grants		140134

Total Award					
--------------------	--	--	--	--	--

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.htm>] 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. IG8-14 (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.

DEP Contract Manager Signature: _____ Date: _____

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.