



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER: OFFICE OF SUSTAINABILITY

**File #:** 16-717

Board Meeting Date: 11/7/2017

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**Special Notice / Hearing:** None  
**Vote Required:** 4/5ths

**To:** Honorable Board of Supervisors  
**From:** Jim Eggemeyer, Director, Office of Sustainability  
**Subject:** Implementation of the 4R's (Reduce, Reuse, Recycle, Rot - Compost) Grants Program

**RECOMMENDATION:**

Adopt a resolution:

- A) Approving the 4R's (Reduce, Reuse, Recycle, Rot - Compost) Grants Program and Guidelines; and
- B) Authorizing the Director of the Office of Sustainability to approve individual grants in amounts not to exceed \$25,000 as may be approved pursuant to said Guidelines; and
- C) Authorizing an Appropriation Transfer Request appropriating \$200,000 in Non-General Fund Reserves from the AB939 Fund Account for the implementation of the 4R's Grant Program.

**BACKGROUND:**

The Office of Sustainability (OOS) Waste Reduction Section (previously RecycleWorks) collaborates with other public agencies, nonprofits, and schools to encourage, train and disseminate information regarding the need to reduce waste and conserve our natural resources. To this end, the RecycleWorks program had previously administered a grants program to residents, businesses, and other organizations in San Mateo County to support development of these programs. From FY 2005-06 through FY 2008-09, this program successfully funded 29 projects. These projects included implementation of school gardens and recycling programs, classroom environmental field trips, environmental education classroom curriculum development, and the creation of the Resource Area For Teachers (RAFT) satellite office at the San Mateo County Office of Education.

**DISCUSSION:**

Given the past success, the OOS is seeking to initiate another round of grants for the upcoming school year. The program will provide grants in two separate categories:

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- Grants of up to \$25,000 to finance an innovative waste reduction service or program in the county and/or fill a need that is not currently being met.
- Mini-grants from \$1,000 to \$5,000 to support and fund small projects that will educate, increase awareness, reduce waste, increase recycling, or conserve resources.

All submitted grant proposals will be evaluated and rated by a committee comprised of County of San Mateo staff. The criteria for evaluation will be based on the following:

- Project Conception - Proposal is clear and comprehensible with a realistic timeline; project activities are well defined and technically feasible.
- Outcomes - Goals and objectives are clearly stated, specific, realistic, and measurable.
- Organizational Capacity - Management, staff or students are qualified to implement project and achieve stated objectives.
- Financial Viability - Organization (grant applicant) demonstrates sound fiscal management; project budget is realistic and cost effective.
- Priorities - Proposal fits well within the priorities and purposes of the two grant options as mentioned above.

If your Board adopts the resolution approving the Grants Program and Guidelines, the OOS will report to your Board on the number of grant applications received and awarded by February 15, 2018. It may take multiple calls for applications before viable grant proposals are received, as this is a program that has not been implemented in eight years.

Approval of the 4R's Grants Program contributes to the Environmentally Conscious Community goal of the Shared Vision 2025 through the implementation of programs throughout the county that work to divert waste from landfills and conserve natural resources.

County Counsel has reviewed and approved the resolution as to form.

**PERFORMANCE MEASURE:**

Measure	FY 2017-18 Projected
Percentage of grants projects successfully implemented	90%

**FISCAL IMPACT:**

Approval of the Appropriation Transfer Request will result in the appropriation of \$200,000 in Non-General Fund Reserves from the AB939 Fund account for the implementation of the 4R's Grant Program. The AB939 Fund Account is a non-general fund account and there is no Net County Cost associated with this transfer.

**ATTACHMENT:**

Attachment A - OOS Grant Program Guidelines