



## TASK ORDER APPROVAL FORM

CONTRACT #: C19-2746-PW

TASK ORDER #: 19

TASK ORDER AMOUNT: \$42,454

OFFERED BY CONSULTANT:

HDR Engineering, Inc.  
FIRM'S NAME

Katie E. Duty  
REPRESENTATIVE'S PRINTED NAME

Katie E. Duty  
SIGNATURE

Vice President 1/9/2023  
TITLE DATE

**RECOMMENDED FOR APPROVAL**  
**(Department Director)**

Jason T. Autrey, P.E., C.P.M. Digitally signed by Jason T. Autrey, P.E., C.P.M.  
Date: 2023.02.07 15:13:25 -06'00'  
SIGNATURE

Public Works Director

TITLE

2/7/23

DATE

COUNTY ADMINISTRATOR (if applicable)

DATE

**APPROVED BY OKALOOSA COUNTY**  
**(Per Purchasing Manual)**

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

DeRita Mason Digitally signed by DeRita Mason  
Date: 2023.02.07 15:35:42 -06'00'  
PURCHASING MANAGER

DATE

Faye Douglas Digitally signed by Faye Douglas  
Date: 2023.02.07 16:00:22 -06'00'

OMB Director

DATE

CHAIRMAN (if applicable)

DATE



**SCOPE OF WORK  
REO/SWIFR GRANT APPLICATION SERVICES  
FOR THE  
OKALOOSA RECYCLING DEPARTMENT**

**INTRODUCTION**


Okaloosa County needs grant application services associated with the EPA's REO and SWIFR grant programs. The applications seek grant funding for educational programs and infrastructure related to recycling programs.

The HDR fee for this scope of work is a Lump Sum amount of \$42,454.00.

Total Task Order Amount: **\$42,454.00.**

**ACCEPTANCE BY:**

Jason T. Autrey, P.E.,  
C.P.M.

 Digitally signed by Jason T. Autrey,  
P.E., C.P.M.  
Date: 2023.02.07 15:13:53 -06'00'

Jason Autrey, PE  
Public Works Director



## SCOPE OF WORK

### REO/SWIFR GRANT APPLICATION SERVICES FOR THE OKALOOSA RECYCLING DEPARTMENT

With the passage of the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA), there are more grant programs, and more money in those programs, than we have seen in a generation. Navigating the grant opportunities, application timelines, project eligibility and grant administration requirements can be challenging. HDR's funding and grants expertise can help your community maximize its competitiveness for these funds.

We are excited to partner with Okaloosa County (County) to lead the development of individual responses to the Environmental Protection Agency (EPA)'s Solid Waste Infrastructure for Recycling (SWIFR) Grant Program for Political Subdivisions of States and Territories and Consumer Recycling Education and Outreach (REO) Grant Program. Our success in supporting winning grant applications for a wide range of entities from governmental to private industry reflects our team's experience in crafting application strategies, preparing competitive grant applications, maintaining an organized structure, and following the grants through the finish line.

The following outlines HDR's proposed approach to support the County in the grant application development for the SWIFR and REO grant programs.

## Work Plan



### Grant Application Development

We will coordinate and lead the application development process while working closely with the County to agree on key strategic decisions throughout the application process. We understand the firm deadline for this submittal is February 15, 2023, and we will develop a schedule, assignments, and reviews to guide the process. HDR will essentially serve as the facilitator throughout the process.

We will suggest a thematic approach for the application to emphasize the project's strengths. This theme will be incorporated throughout the application content and forms. *We will draw upon our staff with federal agency and subject matter experience throughout the process for input and to answer questions.* In general, we have identified the following best practices to provide the County a successful approach to grant application development:

- Identify team members and roles from the County to work with HDR throughout the process.
- HDR will develop an agreed upon schedule and task assignments for HDR and the County. Task assignments will be important as there will be several forms that will need to be filled out by the County. The schedule and assignments will be a critical path item at the onset.
- Clear alignment with the grant program's merit criteria. Conduct a review to determine any gaps in information and prioritize obtaining that information. Collectively agree where to focus more time for the strongest impact due to the tight schedule.



- A clear path for each component of the full application and form requirements. Some of the requirements vary significantly in the level of effort, so prioritization and schedule will be a key.

### **TASK 1: Prepare Project Schedule and Assignments**

Due to the timeline for these submissions, the project schedule and assignments will be developed at the onset. HDR will take the lead in developing a draft and will then set-up a virtual meeting with County staff to coordinate and reach agreement on application milestones. Afterwards, HDR will develop a final schedule and task assignment list.

We will develop two Grant Program Requirement Checklists, a specific workplan tailored for each grant program. The checklists will include a work plan and schedule to address each application requirement, including required supporting documentation and data. These checklists will be used to monitor progress, identify critical path items, document issues and concerns as they arise, and ultimately meet the deadline. Updates to the workplan will be shared regularly with the County, and we will schedule routine virtual meetings with County staff.

#### **Deliverables:**

- Overall Project Schedule and Task Assignments
- SWIFR Workplan and Checklist
- REO Workplan and Checklist

### **TASK 2: Develop Application Strategies**

At the kickoff meeting to develop the overall schedule, HDR will also facilitate a discussion on strategic issues which will shape the grant narratives. Topics will include verifying project eligibility, identifying specific Request for Application (RFA) scoring criteria and requirements to highlight in the application, and overall thematic approach to emphasize project strengths.

These topics will lead to a focused discussion of the project itself, including any previous analyses that have been done, other stakeholders or project supporters, and the project's expected benefits. The project's timeline and potential weaknesses in terms of project readiness will also be discussed with a goal to identify actions that the County must quickly undertake to mitigate any potential reviewer concerns. This will include a gap analysis of the available information.

#### **Deliverable:**

- Document summarizing available information and gaps and an outline of overall theme and strategy for each grant program

### **TASK 3: Develop Application Content and Complete Forms**

The application and form requirements are prescriptive and outlined by the EPA. The complete packages will be uploaded to the Grants.gov website, and HDR will assist with that process.

#### **Task 3.1: Confirm Submission Information is Ready**

There are steps that need to be taken to facilitate a successful application submission. The first is a requirement for the County to have an active SAM.gov registration, including a government issued Unique Entity ID (UEI). The County must also register in Grants.gov. Creating an account can take more



than a month. HDR will work with the County to verify these registrations and accounts are active and ready. This task will be performed once and cover both grant applications.

The following section lists individual task breakdowns for each grant program.

## SWIFR Grant Development

### Task 3.2: Determine Program Track & Application Objectives

If the County has not decided which track the project falls within, HDR will work with the County to determine the appropriate track designation. The two track options are:

- **Track 1:** Projects that benefit disadvantaged communities as defined under *Section I.C: Key Definitions* of the RFA.
- **Track 2:** Projects that benefit all other communities that do not meet the definition of disadvantaged communities.

Once the appropriate track is determined, the application is required to address one or more of the following objectives outlined in the RFA:

- Establish, increase, expand, or optimize collection and improve materials management infrastructure.
- Fund the creation and construction of tangible infrastructure, technology, or other improvements to reduce contamination in the recycled materials stream.
- Establish, increase, expand, or optimize capacity for materials management.
- Establish, improve, expand, or optimize end-markets for the use of recycled commodities.
- Demonstrate a significant and measurable increase in the diversion,<sup>6</sup> recycling rate,<sup>7</sup> and quality of materials collected for municipal solid waste.

The application is also required to identify which of the following FY 2022-2026 EPA Strategic Plan goals and objectives the project meets:

- **Goal 1: Tackle the Climate Crisis**
  - Objective 1.1: Reduce Emissions that Cause Climate Change
  - Objective 1.3: Advance International and Subnational Climate Efforts
- **Goal 2: Take Decisive Action to Advance Environmental Justice and Civil Rights**
  - Objective 2.1: Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels
  - Objective 2.2: Embed Environmental Justice and Civil Rights into the EPA's Programs, Policies, and Activities
- **Goal 5: Ensure Clean and Safe Water for All Communities**
  - Objective 5.2: Protect and Restore Waterbodies and Watersheds
- **Goal 6: Safeguard and Revitalize Communities**
  - Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities
  - Objective 6.2: Reduce Waste and Prevent Environmental Contamination

The HDR Team will work with the County to determine the applicable objectives for both the RFA and the EPA Strategic Plan and include these in the written narrative.

### Task 3.3: Measuring and Reporting Environmental Results: Outputs and Outcomes

Grant applicants are required to address environmental outputs and outcomes. HDR will work closely with the County to collect and synthesize this information.



#### Task 3.4: Prepare the Application Materials

The RFA outlines five mandatory documents and a list of additional documents that need to be included in the application.

The County will take the lead on filling out the required forms. HDR will advise and review, as-needed, on the preparation of the following mandatory documents:

- Application for Federal Assistance (SF-424).
- Budget Information for Non-Construction Programs (SF-424A).
- EPA Key Contacts Form 5700-5.
- EPA Form 4700-4 Preaward Compliance Review Report.
- Project Narrative Attachment Form.

#### Task 3.4.1: Prepare the Project Narrative Development

The RFA also requires a Project Narrative Attachment Form. This is outlined as follows:

1. Summary Information Cover Letter: 1 page summary of the overall project.
2. Narrative Proposal: 10 page project description, evaluation criteria address, and threshold eligibility criteria.
  - a. Project Summary and Approach
  - b. Environmental Justice.
  - c. Measuring Environmental Results: Anticipated Outputs and Outcomes
  - d. Programmatic Capability and Past Performance
  - e. Project Sustainability
  - f. Innovative Approaches and Solutions
  - g. Project Replicability
  - h. Leveraging additional funds/resources.
3. Budget Table and Description: 4 page response to Criterion 5: Budget and Expenditure of Awarded Grant Funds.
  - a. Identify specific tasks which EPA funding will be used
  - b. Costs associated with each task
  - c. Costs the applicant/other partners will fund for each task
  - d. What outputs will be produced as a result of each task.

HDR will work with the County to prepare the project narrative development package as outlined above to meet the specific requirements in the RFA.

#### **Deliverable:**

- Formatted REO application, including forms and project narratives

#### **REO Grant Development**

##### Task 3.2: Determine Program Track & Application Objectives

If the County has not decided which track the project falls within, HDR will work with the County to determine the appropriate track designation. The two track options are:

- Track 1 - This program aims to deliver 40 percent of the overall benefits of climate, clean energy, affordable and sustainable housing, clean water, and other investments to disadvantaged communities.



- Track 2 – Projects that benefit all other communities that do not meet the definition of disadvantaged communities.

Once the appropriate track is determined, the application is required to address one of more of the following objectives outlined in the support the National Recycling Strategy (NRS).

Awards made under this solicitation will support the following objectives of the NRS:

- improve markets for recycled commodities
- increase collection and improve materials management infrastructure
- reduce contamination in the recycled materials stream
- enhance policies and programs to support circularity
- standardize measurement and increase data collection

The application is also required to identify which of the following FY 2022-2026 EPA Strategic Plan goals and objectives the project meets:

- Goal 1: Tackle the Climate Crisis
  - **Objective 1.1:** Reduce Emissions that Cause Climate Change
  - **Objective 1.3:** Advance International and Subnational Climate Efforts
- Goal 2: Take Decisive Action to Advance Environmental Justice and Civil Rights
  - **Objective 2.1:** Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels
  - **Objective 2.2:** Embed Environmental Justice and Civil Rights into the EPA's Programs, Policies, and Activities
- Goal 5: Ensure Clean and Safe Water for All Communities
  - **Objective 5.2:** Protect and Restore Waterbodies and Watersheds
- Goal 6: Safeguard and Revitalize Communities
  - **Objective 6.1:** Clean Up and Restore Land for Productive Uses and Healthy Communities
  - **Objective 6.2:** Reduce Waste and Prevent Environmental Contamination

The HDR Team will work with the County to determine the applicable objectives for both the RFA and the EPA Strategic Plan and include these in the written narrative.

#### Task 3.3: Measuring and Reporting Environmental Results: Outputs and Outcomes

Grant applicants are required to address environmental outputs and outcomes. HDR will work closely with the County to collect and synthesize this information.

#### Task 3.4: Prepare the Application Materials

The REO Grant Applications must address at *least one* of the mandatory objectives and a list of additional documents that need to be included in the application:

##### Mandatory Documents

- Cover Letter (One page)
- Application for Federal Assistance (SF-424);
- Budget Information for Non-Construction Programs (SF-424A);
- EPA Key Contacts Form
- EPA Form 4700-4 Preaward Compliance Review Report; and
- Project Narrative Attachment Form: Use this to submit your Project Narrative, prepared as described in Section IV.E: Content of Application Submission

##### Optional Documents

- Milestone document
- References
- Letters of Support



- Resumes of key staff

#### Task 3.4.1 Prepare the Project Narrative Development

The RFA also requires a Project Narrative Attachment Form. This is outlined as follows:

1. Summary Information Cover Letter: 1-page summary of the overall project.
2. Narrative Proposal: 10-page project description, evaluation criteria address, and threshold eligibility criteria.
  - a. Project Summary and Approach
  - b. Environmental Justice Analysis.
  - c. Measuring Environmental Results: Anticipated Outputs and Outcomes
  - d. Programmatic Capability and Past Performance
  - e. Project Sustainability
  - f. Innovative Approaches and Solutions
  - g. Project Replicability
  - h. Leveraging Additional Funds/Resources.
3. Budget Table and Description: 4-page response to Criterion 5: Budget and Expenditure of Awarded Grant Funds.
  - a. Identify specific tasks which EPA funding will be used
  - b. Costs associated with each task
  - c. Costs the applicant/other partners will fund for each task
  - d. What outputs will be produced as a result of each task.
4. Evaluation Criteria: Grantees must report the following outputs and outcomes as a result of activities funded with the grant in (describe frequency):
  - a. Number of outreach campaigns or projects implemented
  - b. Total tons of MSW collected, recycled, composted, or managed via other management pathways as a result of the activities funded with the grant, including the percentage change from the baseline and GHG emissions reduced (in MTCO<sub>2e</sub>).
  - c. Percentage change in the participation rate of the recycling or composting program. • Reduction of contamination in the recycling stream.
  - d. Number of communities reached through outreach activities, including disadvantaged communities (as defined by this solicitation).
  - e. Number of temporary or permanent jobs created

#### Deliverable:

- Formatted REO application, including forms and project narratives

### TASK 4: Review Required Documents and Support Submission Process

The County will lead the project submission process, and HDR will work closely with the County throughout the process. We understand the Federal submittal system and will review the submission to minimize issues during the submittal process. The final application documents will be uploaded through the County's Grants.gov account.

County will be responsible for obtaining the appropriate government registrations required for eligibility of a submittal and uploading the required documents. HDR will review and advise as-needed.





## **Assumptions**

- County will provide available data to HDR and work with HDR to collect additional data as identified within 5 business days or less of request.
- County to complete mandatory forms as referenced in the scope.
- County will prepare draft letters of support for stakeholders to provide for the application.
- County will be responsible for uploading the application documents to the grants.gov website.

## **Deliverables**

- Work plan and schedule for application preparation
- Completed REO Grant Application documents:
  - Narrative and Supporting Appendices
    - Detailed Statement of Work, Schedule, and Cost Estimate
    - Letters of Support
- Required forms

## **Schedule**

HDR will perform the work on a continuing basis through the grant application deadline of February 14, 2023, with the period of performance ending on May 14, 2023 to allow for any needed closeout activities. Milestones include:

- Notice to Proceed (NTP) on or before January 15, 2023
- Final Application Document: February 12, 2023
- Upload to grants.gov: February 13, 2023
- Application deadline: February 15, 2023