

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND
THE SAN MATEO UNION HIGH SCHOOL DISTRICT**

This Agreement is entered into this 22th day of July 2019, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and the San Mateo Union High School District, hereinafter called "Grantee."

* * *

Whereas, the County's 4R's (Reduce, Reuse, Recycle, Rot – Compost) Grants Program promotes reuse, waste reduction, recycling, and composting or education about these environmental issues in San Mateo County; and

Whereas, Grantee has applied to the County seeking a grant to fund **the Effective Implementation of Green Compost Bin Program at Aragon High School**, set forth in detail in Exhibit A (the "Project"); and

Whereas, the County has approved the grant of certain funds to Grantee pursuant the terms set forth in this Agreement.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A – 4R's Grants Program Project Scope
- Exhibit B – Project Budget
- Exhibit C – Reporting Requirements

2. Services to be performed by Grantee

In consideration of the payments set forth in this Agreement and in Exhibit A, Grantee shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Grantee in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Grantee based on parameters specified in Exhibit B and Section 5 of this Agreement. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed four thousand seven hundred forty-two dollars (\$4,742.00). In the event that the County makes any advance payments, Grantee agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Grantee is not entitled to payment for work not performed as required by this Agreement.

4. **Term**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 22th, 2019, through July 21th, 2020.

5. **Payment Use Parameters**

Payment (Grant) funds can be used for the following:

- *Labor cost* – Grant funds can be used for staff labor and contract service costs. If requesting funding for staff labor, hourly rate of staff (\$/hour) and total estimated staff hours must be included in the budget section of Exhibit B and in the final report, as detailed in Exhibit C.

The County is committed to promoting diversity, equity, and inclusion throughout San Mateo County. As such, if requesting grant funding for staff labor, we encourage the Grantee to consider in the budget the County's Living Wage Ordinance to promote the creation of a livable wage for associated labor staff costs. For additional information on the County's Living Wage Ordinance, please visit: (1) <https://hr.smcgov.org/san-mateo-county%E2%80%99s-living-wage-ordinance-lwo> and (2) https://hr.smcgov.org/sites/hr.smcgov.org/files/LWO%20FAQ_Final_03142017.pdf

- *Equipment, supplies and materials* – Examples include recycling and composting bins, posters and stickers, composting tools, environmental education curriculum, etc. When possible, equipment purchases for project must remain at the project site.
- *Outreach and educational materials and expenses* – Examples include curriculum development, lesson plan printouts, graphic designer, materials/supplies/props used for instruction, etc.
- *Advertising and marketing* – Examples include printing, ads, and designer fees.
- *Event expenses* – This can include venue reservation cost, equipment rental (e.g., tables, chairs, A/V equipment), and speaker fees. Grant funds cannot be used for food/beverage.
- *Field trip fees* – This can include charter bus fees, entrance fees, and guide/educational literature fees.

Grant funds cannot be used for the following:

- Overhead costs (e.g., insurance [property, equipment, etc.], internet/phone fees, utilities, rent, etc.)
- Food/Beverage (unless they are used directly for educational purposes, for example, as part of instructional material in a food preservation class)
- Expenses incurred before the start date for the Project agreed upon in this Agreement
- Gift cards
- Donations
- Legal fees or indemnity obligations
- Repayments of debts
- Loan or bank fees

It is the responsibility of the Grantee to first check with the County to determine the eligibility of the use of grant funds for costs not listed above prior to the use of grant funds. All expenditures must be clearly listed in the budget section of Exhibit B.

6. Payment Fund Disbursement

The payment disbursement schedule is as follows:

- For payments exceeding five thousand dollars (\$5,000.00), Grantee shall be paid in two installments. The first payment will consist of 75% of the project cost as stated and agreed upon in Exhibit B. This initial payment will be disbursed after Grantee signs this Agreement and provides the required documents to the County. The final 25% of the project costs will be held until the project is completed and final documentation is submitted and approved by the County, as detailed in Exhibit C.
- For payments equal to or less than five thousand dollars (\$5,000.00), Grantee shall be paid in two installments. The first payment will consist of 90% of the project cost as stated and agreed upon in Exhibit B. This initial payment will be disbursed after Grantee signs this Agreement and provides the required documents to the County. The final 10% of the project costs will be held until the project is completed and final documentation is submitted and approved by the County, as detailed in Exhibit C.

Grantee shall submit electronically to County staff a final report, along with relevant documentation to verify costs incurred (e.g., receipts/invoices for professional services rendered and/or purchased materials, calculation of salary and benefits, etc.) detailed in Exhibit B. The County reserves the right to change the disbursement method during the term of this Agreement.

7. Termination

This Agreement may be terminated by Grantee or by the Director of the County's Office of Sustainability or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Grantee shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Grantee as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Grantee notice of the alleged breach. Grantee shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Grantee fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

8. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as “contract materials”) prepared by Grantee under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Grantee may make and retain a copy of such contract materials if permitted by law.

9. Relationship of Parties

Grantee agrees and understands that the work/services performed under this Agreement are performed as an independent Grantee and not as an employee of County and that neither Grantee nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

10. Hold Harmless

a. General Hold Harmless

Grantee shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Grantee under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

(A) injuries to or death of any person, including Grantee or its employees/officers/agents;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

(C) any sanctions, penalties, or claims of damages resulting from Grantee’s failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Grantee’s duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Grantee to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

11. Assignability and Subcontracting

Grantee shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Grantee under this Agreement without the prior written consent of County. Any such assignment or subcontract without County’s prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

12. Insurance

a. General Requirements

Grantee shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved

by County's Risk Management, and Grantee shall use diligence to obtain such insurance and to obtain such approval. Grantee shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Grantee's coverage to include the contractual liability assumed by Grantee pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

b. Workers' Compensation and Employer's Liability Insurance

Grantee shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Grantee certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Grantee shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Grantee and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Grantee's operations under this Agreement, whether such operations be by Grantee, any subgrantee, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(a) Comprehensive General Liability... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

13. Compliance With Laws

All services to be performed by Grantee pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to

appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Grantee will timely and accurately complete, sign, and submit all necessary documentation of compliance.

14. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Grantee shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Grantee's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Grantee shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to Grantees who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Grantee shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Grantee's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Grantee and any subgrantee shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime Grantees and subgrantees to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Grantee certifies that no finding of discrimination has been issued in the past 365 days against Grantee by the Equal Employment Opportunity Commission, the California Department of Fair Employment and

Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Grantee within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Grantee shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting; Violation of Non-discrimination Provisions

Grantee shall report to the County Manager the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Grantee that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Grantee to penalties, to be determined by the County Manager, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Grantee from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this Section, the County Manager shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Grantee under this Agreement or any other agreement between Grantee and County.

15. Compliance with County Employee Jury Service Ordinance

Grantee shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Grantee shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Grantee, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Grantee or that the Grantee may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Grantee certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Grantee has no employees in San Mateo County, it is sufficient for Grantee to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Grantee certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Grantee shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply if this

Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Grantee acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or exceeds that threshold amount.

16. Retention of Records; Right to Monitor and Audit

(a) Grantee shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Grantee shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Grantee shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Grantee agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

17. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

18. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

19. Publicity & Promotional Notice

Grantee agrees that the County of San Mateo may use, demonstrate, depict or describe Grantee's project in County's written materials, on the County/Office of Sustainability websites, and other related presentations and publications concerning the 4R's Grants Program. Grantee shall not be entitled to and hereby waives any additional payment or royalties or said additional uses, demonstrations, depictions or descriptions.

All promotional materials (e.g., signage, flyers, labels, giveaways, etc.) that were purchased with grant funds shall credit the County's 4R's Grants Program.

20. Photo/Video/Artwork Waivers

When submitting photos/videos/artwork as part of the final reporting requirements (Exhibit C), Grantee will submit completed and signed photo release form for each relevant subject in the photos/video/artwork. County staff will use these photos/video/artwork in marketing collateral in the future (e.g., flyers, County website, etc.). County staff will provide Grantee with the photo/video/artwork waiver at the beginning of the project. It is the responsibility of the Grantee to distribute and collect all photos/video/artwork waivers.

21. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Kevin Lu, Sustainability Coordinator
Address: 455 County Center – 4th Floor, Redwood City, CA 94063
Telephone: 650-363-4698
Email: khlu@smcgov.org

In the case of Grantee, to:

Name/Title: Jessica Valera, Teacher & Project Coordinator
Address: 900 Alameda de las Pulgas, San Mateo, CA 94402
Telephone: 510-423-1751
Email: jvalera@smuhsd.org

22. Electronic Signature

Both County and Grantee wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

23. Payment of Permits/Licenses

Grantee bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Grantee's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

Exhibit A - 4R's Grants Program Project Scope

Grantee shall provide the below detailed service, in accordance with the timeline detailed in this section.

1. Project Name

Effective Implementation of Green Compost Bin Program at Aragon High School

2. Project Concept and Objectives

Our proposed project goal is the successful implementation green bin composting at Aragon High School. We plan to achieve this through campus education and the purchase of a three stream bin system for compost, recycling and landfill. The requested funds will be used to purchase the three stream bin system and to provide time to follow up and meet with involved parties (administrators, facilities manager, students and teacher leaders) to ensure we are doing all we can to reduce our environmental impact and decrease our landfill waste.

We will standardize the waste collection system with the three stream bin system. Currently there is no standardization and single bins for various types of waste (recycling, compost and landfill) are haphazardly placed around campus without clear signage. Both students and faculty members are unclear on which type of waste goes in each container and often because of improper sorting and placement of waste - it all ends up in landfill.

A three stream bin system supported by campus-wide education with leadership students and our environmental club will help us reduce the amount of waste that we are sending to landfill.

3. Project Implementation and Timeline

Project Task Description	Project Task Description and Timeline
Education and Outreach Planning	<p><u>May 2019 - Planning</u></p> <ul style="list-style-type: none"> • Meet with LEAP students (Leaders for Environmental Awareness and Protection) to plan education and outreach. Ideas include: <ul style="list-style-type: none"> ○ Video announcement ○ Collaboration with leadership students for ongoing promotion and education. ○ Student and teacher ambassadors to promote proper use of three stream bin system. <p><u>September 2019 - Implementation and Ongoing Education</u></p> <ul style="list-style-type: none"> • Work with leadership program to develop and mentor the new environmental commissioner (student position within leadership). • Meet with the LEAP students to support ongoing education and continue to plan.
Purchase of Three Stream Bin System	<p><u>August-September 2019</u></p> <ul style="list-style-type: none"> • Work with facilities manager to choose a three bin system. • Work with the grant manager at Aragon to purchase 10 three stream bin systems.
Education Program	<p><u>August 2019 – June 2020</u></p> <ul style="list-style-type: none"> • Continue to meet with LEAP students and student environmental commissioner to plan and implement education and outreach programs.

	<ul style="list-style-type: none"> Implement year long program for ongoing education and awareness.
Ongoing support - Substitute to cover Jessica Valera as project coordinator	<u>School Year 2019 - 2020</u> <ul style="list-style-type: none"> Four days covered by a substitute teacher for meeting and planning time to ensure success of waste management at Aragon High School.

4. Deliverables

In addition to the final project report discussed in Exhibit C, below is a list of project deliverables based on funding from the 4R's Grant Program:

- Purchase three stream bin systems to improve waste management at Aragon High School.
- Work with LEAP students (Leaders for Environmental Awareness and Protection) to plan education and outreach for students.
- Provide school wide education and training about three stream bin system.
- Work with the leadership program to build environmental awareness on campus.

5. Project Team

Jessica Valera, AP Environmental Science and Biology Teacher - Project Coordinator

Exhibit B – Project Budget

Project Items/Tasks	Price	Quantity	Amount to be Funded by Mini Grant
Cost of substitute teacher to cover Jessica Valera for release time to work on project implementation and management	\$267 per day	6 days	\$1602
Recycle Away Systems and Solutions Waste Watcher Three-Stream Station - Custom	\$314 per system	10 systems	\$3140
Total			\$4,742

Exhibit C – Reporting Requirements

An official reporting template will be provided by the County for use by the Grantee for final reporting towards the end of the project year/project. The information provided below includes the list of the required reporting items that will be detailed in the reporting template. The reporting items may be updated at the discretion of County staff.

Prior to launching the project, Grantee will review the below final reporting items carefully so that they can plan accordingly throughout the project period.

In addition to the final report, County staff will also be connecting with the Grantee at least on a quarterly basis to check in on the progress of the project and answer any questions that the Grantee may have.

Required Reporting Items:

1. List your grant objectives, as stated in your proposal. Discuss the activities performed and the manner in which you have achieved these goals.
2. Describe any changes made in the original timeline. What factors played a role in timeline changes?
3. List the names of organizations/entities that you partnered with and their roles in your project.
4. Describe the impacts the project has had on the waste stream/waste handling practices at your facility/location/Countywide. Please make sure to include the amount (in pounds or tons) and type of materials that were recycled/reused as a result of the project.
5. Other than the amount and type of materials that were recycled/rescued as a result of the project (from question #4 above), provide other relevant performance metrics that will help evaluate the success of your project. Examples can include the number of workshops completed, number of workshop attendees, number of participating students, number of surveys collected and their results, etc.
6. Describe your best practices, including specifics on what aspects worked well for your project and were effective as well as potential areas for improvement.
7. Discuss the plan to sustain the project in the future, including responsible parties and their roles.
8. Track and list budget expenditures according to the finalized project budget submitted in the grant project Agreement (Exhibit B) in an Excel budget expenditure tracking spreadsheet template that will be provided by the County. If there are any discrepancies in the budget details between the project budget in grant project Agreement and what are being reported in the final report, please explain why. Please also include copies of all original receipts and time sheets. Copies of budget documents can be provided in separate documents. Please clearly index the file/document names so that they can be easily located.
9. List any in-kind contributions made to the project.
10. Please list and include copies of any promotional materials or media coverage. Copies of the promotional materials or media coverage can be provided in separate documents. Please clearly index the file/document names so that they can be easily located.
11. Include relevant photos/videos along with a short description for each photo/video from the project, if any. County staff will provide Grantee with a waiver in the beginning of the project that will need to be signed by each identifiable subject in the photos/videos. County staff will use these photos/videos in marketing collateral in the future (e.g., flyers, website, etc.) Please submit the photos as separate photo files (e.g., jpegs, tiffs, etc.). For videos, please submit as separate video files (e.g., MOV, WMV, etc.).
12. Please share with us a quote summarizing your experience as a recipient of the County's 4R's Grants Program.

13. Do you have any recommendations for improving the 4R's Grants Program?
14. Please provide any additional comments you would like to offer.

All final reporting will need to be submitted electronically (via email) to County staff at the end of the project or within one year of the official start of the project as detailed in the Agreement, whichever comes first. If applicable, Grantee may be allowed to submit the final report after one year of the official start of this project only at the discretion of County staff. If additional time is needed and it is approved by County staff, Grantee shall provide a detailed status update of their project at the one-year mark, in addition to submitting the final report once the project has been completed.