

## **RECYCLING PARTNERSHIP GRANT AGREEMENT**

This Recycling Partnership Grant Agreement (“Grant Agreement”) is hereby made and entered into on the last date of execution below (“Effective Date”), by and between The Recycling Partnership, Inc., with a principal place of business located at 20 F Street NW, 7<sup>th</sup> Floor, Washington, DC 20001 (“The Partnership”), and Levy County, a political subdivision of the State of Florida, with a principal place of business located at 310 School Street, Bronson, FL 32621 (the “Grantee”), which are referred to collectively herein as the “Parties” and each individually as a “Party.”

### **RECITALS**

WHEREAS, The Partnership is a tax-exempt organization under Section 501(a) of the Internal Revenue Code of 1986, as amended (“Code”), as an organization described in Code Section 501(c)(3) and is classified as a public charity described in Code Section 170(b)(1)(A)(vi);

WHEREAS, the purposes of The Partnership include furthering charitable and educational purposes within the meaning of Code Section 501(c)(3) by engaging in activities related to increasing recycling;

WHEREAS, the Grantee desires to improve drop-off recycling services in Levy County (the “County”) by improving a permanently located, staffed, drop-off site, and increasing resident participation through an education and outreach effort, as further described in the Work Plan on Attachment B (the “Project”);

WHEREAS, the Parties have determined the Project will increase the collection of recyclables from the Grantee’s drop-off recycling program;

WHEREAS, The Partnership has determined the Project will increase residential drop-off recycling and provide environmental benefits and thereby further its charitable purposes within the meaning of Code Section 501(c)(3);

WHEREAS, The Partnership desires to further its charitable purposes by providing Cash Grants (as defined below) and access to resources, Partnership staff time, and other In-Kind Services (as defined below) to the Grantee to support the Project; and

WHEREAS, the Grantee is willing to accept Cash Grants and the In-Kind Services from The Partnership under the terms and conditions of this Grant Agreement, including, but not limited to, sharing recycling data and other information related to the Project with The Partnership and others as the Parties

shall reasonably agree and recognizing the provision of Cash Grants by The Partnership in such manner and under such terms as the Parties shall reasonably agree.

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Grant Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Grant Agreement Documents; Entire Agreement:** This Grant Agreement consists of this document and its attachments: Terms and Conditions (Attachment A), and Work Plan (Attachment B). This Grant Agreement comprises the entire agreement between the Parties and supersedes any and all previous and contemporaneous agreements and representations, whether oral or written.
2. **Term:** The Grant Agreement shall be effective during the Grant Period, which begins on the Effective Date and ends on March 31, 2027, unless the Parties agree to terminate this Grant Agreement as set forth on Attachment A or amend this Grant Agreement as provided in Paragraph 8.
3. **Grantee's Duties:** Subject to Paragraph 11 hereof, the Grantee shall take reasonable and appropriate steps to substantially complete the Work Plan set forth in Attachment B, in accordance with the anticipated implementation timeline and under the terms and conditions set forth in Attachment A.
4. **Duties of Partnership and Grantee:** Subject to the Grantee satisfying the terms and conditions of this Grant Agreement, The Partnership shall make cash grants to the Grantee in an amount not to exceed ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000) to support the Project ("Cash Grants"). The details of the Cash Grants and the anticipated costs and expenditures associated with the Project are set forth in Attachment B, Section f. Notwithstanding anything contained in this Grant Agreement to the contrary, The Partnership shall not be obligated to distribute any Cash Grants to the Grantee or a Vendor (as defined below), even if the required documentation is submitted to The Partnership, unless such Cash Grants are for an Allowable Expenditure (as defined below).

In addition to the Cash Grants, during the Grant Period, The Partnership shall also provide the Grantee with access to In-Kind Services with an estimated value of up to ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$125,000) ("In-Kind Services"). The purpose of the In-Kind Services is to support the Project through the provision of technical support for strategic planning, program assessment, program implementation, measurement activities and recycling education and outreach, including graphic design customization. The amounts set forth below

represent The Partnership's intended distribution and projected value of the In-Kind Services to the Grantee.

Description of In-Kind Services from The Partnership	Projected Value
Access to The Partnership's educational campaign materials	Up to \$100,000
Dedicated technical assistance and outreach campaign design support from Partnership staff	Up to \$25,000
Total projected value of In-Kind Services	Up to \$125,000

In exchange for the Cash Grants and In-Kind Services from The Partnership, the Grantee will commit staff time and resources for the planning and implementation of the Project that is the subject of this Grant Agreement, including but not limited to: (a) reviewing and approving Partnership-designed educational materials; (b) developing and implementing an education program that includes the use of the Grantee's website, digital content, and supported events; (c) producing and distributing educational materials; (d) conducting recycling program operations; (e) supporting research and program analysis through the provision data; (f) assistance with Partnership funded measurement activities; and (g) providing additional support as the Project requires in the Work Plan set forth in Attachment B, under the terms and conditions set forth in Attachment A.

- 5. Distribution Provisions:** The Partnership shall distribute Cash Grants to the Grantee to reimburse the Grantee for Allowable Expenditures the Grantee has made or otherwise incurred during the Grant Period to support the Project. An Allowable Expenditure is an actual expenditure associated with work performed, or goods or services acquired, to complete the Work Plan set out in Attachment B, as determined by The Partnership in its sole and absolute discretion (collectively, "Allowable Expenditures" and individually, an "Allowable Expenditure"). As provided for in Attachment A, Section s, The Partnership may instead make payments of Cash Grants directly to Vendors, with the written permission of Grantee, to print, distribute, and/or translate educational materials, provide goods, or perform other services in connection with the Project (each a "Vendor" and collectively, the "Vendors"). Cash Grants other than those paid directly to Vendors, excluding the final payment of Cash Grants, shall be distributed to reimburse the Grantee for Allowable Expenditures within thirty (30) days of receiving an Invoice prepared by the Grantee documenting Allowable Expenditures as described in Paragraph 6 hereof. Total Cash Grants from The Partnership will not exceed ninety percent (90%) of Allowable Expenditures until the submittal of a Final Report as defined in Attachment A, Section q ("Final Report"). The remaining ten percent (10%) of reimbursable Allowable Expenditures shall be paid within thirty (30) days of completion of the Project, and acceptance of Grantee's Final Report. The Partnership may withhold Cash Grants if the Grantee does not meet its reporting obligations, as set out in Attachment A, Section

q. As provided in Attachment A, Section s, when distributing Cash Grants directly to Vendors for the Project in lieu of reimbursing the Grantee, The Partnership may, in its sole and absolute discretion, waive its right to withhold ten percent (10%) of Cash Grants until Final Report submittal. Cash Grants may be distributed to the Grantee or to Vendors for the Project by check or direct deposit, as the Grantee, The Partnership and a Vendor, as the case may be, shall mutually agree upon prior to the distribution of a Cash Grant.

6. **Invoices:** The Grantee shall submit reimbursement requests to The Partnership in the form of an invoice, using a template provided by The Partnership (each an “Invoice” and collectively, the “Invoices”). All Invoices submitted to The Partnership by the Grantee shall be accompanied by copies of invoices for each Allowable Expenditure for which Grantee is seeking reimbursement and accompanied by reasonable and appropriate documentation showing the actual amounts paid by the Grantee for work and services associated with any Allowable Expenditures included in the Invoice. Acceptable proof of payment includes copies of canceled checks or Grantee finance system reports showing that payment was made. The Grantee’s final Invoice(s) must be received by The Partnership with the Final Report. Upon delivery of such Invoice(s) and supporting documentation, the Grantee will then be eligible for reimbursement of up to ninety percent (90%) of the amount of the Cash Grants to be provided by The Partnership for Allowable Expenditures with the final ten percent (10%) available as detailed in Paragraph 5 hereof.

7. **Contacts:** Contacts for purposes of this Grant Agreement are set forth below.

<b>Primary Partnership Contact:</b>	<b>Secondary Partnership Contact:</b>	<b>Grantee Contact:</b>
Charlotte Pitt VP, Community Development Telephone: (303) 931-4045 Email: cpitt@recyclingpartnership.org	Michelle Metzler Executive Director, Participation and Capture Telephone: (564) 209-1569 Email: mmetzler@recyclingpartnership.org	Brooke Smith Grant and Legislation Liaison Telephone: (352)-670-4211 Email: smith-brooke@levycounty.org

8. **Changes and Amendments:** This Grant Agreement may be amended in a writing signed by the Parties.
9. **Assignment, Successors and Assigns:** Neither Party may transfer, delegate or assign this Grant Agreement, or its rights or obligations hereunder, without the prior written consent of the other Party. Any assignment in violation of this Paragraph will be void. Subject to the restrictions on assignability herein, the terms and conditions of this Grant Agreement will inure to the benefit of,

and will be binding upon, the Grantee and The Partnership and their respective permitted successors and assigns.

10. **Signature Warranty:** Each of the undersigned represents and warrants that he or she is authorized to execute this Grant Agreement.
11. **Appropriations Limitation:** All expenditures and other performance by the Grantee under this Grant Agreement are subject to appropriations by the Grantee's Board of Supervisors. Consequently, this Grant Agreement shall bind the Grantee only to the extent the Grantee appropriates sufficient funds for the Grantee to perform its obligations hereunder.

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The Parties have executed this Grant Agreement as of the Effective Date.

THE RECYCLING PARTNERSHIP, INC.

By: \_\_\_\_\_

Charlotte Pitt

Vice President, Community Development

Date: \_\_\_\_\_

LEVY COUNTY, FLORIDA

By: \_\_\_\_\_

Name:

Its: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment A: Terms and Conditions**

- a. Termination:** Either Party may terminate this Grant Agreement in writing with thirty (30) days' notice to the other Party. If the Grantee fails to substantially fulfill its obligations under this Grant Agreement in a timely and proper manner, The Partnership may provide written notice to the Grantee of its intent to terminate this Grant Agreement. Such notice shall specify the reasons for termination and allow the Grantee thirty (30) days to mitigate any specified reasons. If the Grantee fails to cure such breach within the thirty (30) day period, as determined by The Partnership in its sole discretion, The Partnership may terminate this Grant Agreement by giving written notice to the Grantee of such termination and the effective date of such termination (the "Termination Date"). Notwithstanding receipt of such notice of termination, Grantee may still receive Cash Grants for any Invoices which were submitted prior to the Termination Date, and approved by The Partnership in accordance with Paragraphs 5 and 6 of this Grant Agreement.
- b. Notices:** All notices required by the terms of this Grant Agreement to be sent to each Party must be delivered by email with a read receipt requested to each Party's respective primary and secondary contacts set out in Paragraph 7 hereof.
- c. Recycled Paper:** The Partnership encourages the Grantee, if cost effective, to have all publications produced as a result of this Grant Agreement be printed double-sided on recycled-content paper with minimal thirty percent (30%) post-consumer recycled content.
- d. Lobbying and Political Activity:** The Grantee shall not use or appropriate any Cash Grant to (i) carry on propaganda or otherwise attempt to influence legislation or (ii) participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- e. Compliance with Work Plan:** The Grantee shall substantially adhere to the timeline and objectives detailed in the Work Plan set forth in Attachment B and use commercially reasonable efforts to achieve such timeline and objectives.
- f. Extensions:** The Partnership may grant extensions of time for the Grantee to perform its obligations hereunder, but such extensions are not guaranteed. If the Grantee desires an extension, the Grantee shall submit a written request to The Partnership's primary and secondary contacts set out in Paragraph 7 hereof at least sixty (60) days prior to the due date of an obligation.
- g. Retroactive Costs:** Costs incurred before the Grant Period are not eligible for reimbursement unless approved in writing by The Partnership's primary or secondary contact set out in Paragraph 7 hereof.

- h. Travel Expenses:** Cash Grants from The Partnership may not be used for travel expenses without prior written approval from The Partnership's primary or secondary contact set out in Paragraph 7 hereof.
- i. Technical Assistance:** The Grantee agrees to work with The Partnership during the design, implementation, and monitoring of the Project, both educational and operational, during the Grant Period.
- j. Material Collection and Management of Recyclable Materials:** The Grantee shall provide The Partnership with a list of materials currently accepted for recycling by the Grantee's program. The Partnership (and/or a contractor hired at The Partnership's expense) shall review the list of materials currently accepted for recycling by the Grantee, and shall work with the Grantee, the Grantee's recycling collection contractor(s), if any, and the materials recovery facility or facilities ("MRF" or "MRFs" as the case may be) processing its recyclables, to evaluate the potential for inclusion of other recyclable materials as appropriate in curbside collection.

The Parties agree that recyclable materials meeting reasonable contamination standards established by the Grantee, the Grantee's recycling collection contractor(s), if any, and/or the MRF processing the Grantee's recyclable materials that are collected for recycling in connection with the Project, will be delivered to a reputable processor for recycling and recovery. The Grantee shall work in good faith with The Partnership to address any issues related to the recycling and/or recovery of such materials with the goal that properly prepared recyclable materials collected by the Grantee's program will be managed responsibly.

- k. Educational Best Practices:** The Partnership utilizes a behavior change approach to recycling education and outreach. The best practices related thereto consist of sending recycling education materials to all serviced residents with information about acceptable materials and informational signs at drop-off recycling sites that reinforce acceptable materials and address recycling contamination. At a minimum, The Partnership requires that Cash Grants allocated for education and outreach be used toward the procurement of drop-off site signs and additional materials to support the education and outreach campaign. The Partnership further requires that the Grantee cooperate with The Partnership in support of the design and implementation of the education and outreach campaign. Finally, The Partnership requires that the Grantee update its website(s) with updated messaging and information about the public recycling services in its jurisdiction based on recent work with The Partnership to include, at a minimum, a listing of acceptable materials as well as information about drop-off recycling requirements and services.
- l. Publicity and Press Events:** The Grantee may make information regarding this Grant Agreement and the Project available to the public at any time after the Effective Date and in a manner which it deems



appropriate. This requirement is not intended to limit or otherwise restrict the Grantee's public information obligations or requirements and is instead intended to allow the Parties to coordinate public announcements about this Grant Agreement and the Project. The Grantee agrees to reasonably cooperate with The Partnership during the Grant Period to publicize this Grant Agreement and the Project, including, but not limited to, designating a suitable representative to appear on behalf of the Grantee at publicity events, providing relevant and pertinent information to include in press releases and distributions, and responding as appropriate to relevant and pertinent press inquiries. The Partnership agrees to give reasonable notice to the Grantee contact regarding any such publicity events. The Grantee agrees to provide The Partnership with reasonable notice in advance of any efforts by the Grantee to publicize the Project for the purpose of allowing the Parties to coordinate any public announcements about the Project.

- m. Graphic Design Edits:** The Partnership will work with the Grantee to customize educational materials to fit the needs of the Grantee's campaign for the Project in accordance with the timeline established by the Parties. The Grantee must give at least five (5) days' written notice for any edits or changes to educational materials that are to be reviewed by The Partnership. If the Grantee uses a third party service provider for the design of education and outreach materials, The Partnership will cooperate with the third-party service provider by providing access to The Partnership's tools, artwork, and images for use by such third-party provider. The Partnership will not, however, provide customized design services to such third-party service provider. The Partnership will work with the Grantee on campaign materials and will provide two (2) rounds of edits to the graphic design of these materials. Additional rounds of editing on graphic design materials may be provided by mutual agreement between the Parties. The Project timeline may be delayed if there are approval delays during the two rounds of edits. This delay may result in the extension of the deadline for Project completion. It is best practice to have one Grantee staff member serve as the point of contact for the Grantee and collect all approvals and edits to educational materials to deliver to The Partnership for graphic design completion. Print buying and approvals are the sole responsibility of the Grantee unless otherwise agreed by the Parties.
- n. Logo Usage:** During the Grant Period, the Grantee shall use The Partnership logo with the phrase "Funded in part by" on all education materials associated with the Project unless otherwise agreed by the Parties or prohibited by law. When a Partnership project is funded by one or more other funders, then, in addition to The Partnership logo, such funders may also need to be acknowledged by the Grantee in communications materials with the "Funded in part by" language, and the use of one or more funder logos may be requested, with the final acknowledgment to be developed by mutual agreement between the Parties. Prior to finalization, The Partnership requires proof review of any campaign materials developed by the Grantee or a third party that uses campaign images, graphics or logos of The Partnership and any of its funders. Upon presentation of materials for review, The Partnership agrees to review proofs and provide feedback within five (5) business days, or it shall lose

the right to require the use of The Partnership logo, and the logos of any of its funders and associated use of the “Funded in part by” phrasing. The Partnership understands that under no circumstances may the Grantee appear to be endorsing or advertising on behalf of a private business.

- o. Compliance with Patent, Trademark and Copyright Laws:** The Parties agree that all work performed under this Grant Agreement shall comply with all applicable patent, trademark and copyright laws, rules, regulations, and codes. The Parties further agree that neither will use any protected patent, trademark, or copyright in the performance of their respective work unless a Party has obtained proper permission and all releases and other necessary documents. The Parties agree to release, indemnify and save one another harmless from any and all claims, damages, suits, costs, expenses, liabilities, actions, or proceedings of any kind or nature whatsoever, of or by anyone whomsoever, in any way resulting from, or arising out of, directly or indirectly, the performance or work by the Parties under this Grant Agreement which infringes upon any patent, trademark, or copyright protected by law.
- p. Electronic Signatures and Electronic Records:** The Parties hereby consent to the use of electronic signatures. This Grant Agreement, and any other documents requiring a signature that are related to this Grant Agreement, may be signed electronically in the manner specified by the Parties. The Parties agree not to deny the legal effect or enforceability of this Grant Agreement or any document related thereto solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of this Grant Agreement or any document related thereto in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.
- q. Reporting and Additional Post-Award Requirements:** The Grantee shall comply with the following reporting requirements:

  - The Grantee shall provide The Partnership, within fifteen (15) days of the Effective Date, an Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification, that is signed and dated in the current year.
  - On a quarterly basis, the Grantee shall deliver to The Partnership, recycling data reports until the later of (i) the end of the Grant Period as defined in Paragraph 2 of this Grant Agreement and (ii) one (1) calendar year beyond the date of the implementation of the Project. Such reports shall be submitted electronically to The Partnership via a reporting system and format established by The Partnership.
  - The Grantee shall establish a profile in The Partnership’s Recycling Program Solutions Hub (“Solutions Hub”) and a representative of the Grantee shall become a verified representative for the Grantee’s jurisdiction in the Solutions Hub. Access to and use of the Solutions Hub is provided at no cost to Grantee. The Grantee, upon finalization of this Grant Agreement, shall complete the general

information section of the Grantee's community profile, update information in the Solutions Hub for Grantee's current recycling efforts (if any), and shall submit recycling data about its most recently completed annual period (if any) into the Solutions Hub. Finally, to aid in the tracking of the longterm impacts of the Project, for a period of five (5) years following the end of the Grant Period, the Grantee shall update its profile and report annually regarding its recycling efforts in the Solutions Hub. The Partnership may, in its sole discretion, eliminate Grantee's cost-free access to the Solutions Hub at any time. In the event of such access termination, The Partnership shall provide Grantee with an alternative reporting mechanism that is no more burdensome than the Solutions Hub, and Grantee's reporting obligations shall continue.

- No less than thirty (30) days prior to the end of the Grant Period, the Grantee shall submit a final draft report (hereafter "Final Report") to The Partnership for review. The Partnership will provide Grantee with the required format for the Final Report. The Partnership shall provide Grantee with feedback, including necessary changes and points of clarification, within fourteen (14) days of receipt of the draft Final Report. The Grantee shall then incorporate any such revisions and submit a fully reviewed and approved Final Report by the end of the Grant Period.

- Additional reporting requirements may be included in Work Plan set out in Attachment B.

**r. [Reserved.]**

**s. Vendors Paid by The Partnership:** The Partnership may, in its sole discretion, and with the written permission of the Grantee, hire Vendors, and distribute Cash Grants directly to Vendors, for the purpose of performing activities in support of the Project. Such Vendors may be hired to provide various goods and services, including, but not limited to, printing, mailing, and translation services for the Project. No Vendor may be an employee of the Grantee or an entity controlled, as determined by The Partnership in its sole and absolute discretion, by an employee of the Grantee or members of the family (as defined in Code Section 4958(f)(4)) of an employee of the Grantee or The Partnership. Furthermore, it is expressly understood and agreed that each Vendor hired in connection with this Grant Agreement shall be and operate as an independent contractor and not as an agent, representative, or employee of the Grantee or The Partnership. Any Vendor hired will have the exclusive right to control the details of its operations and activities and will be solely responsible for the acts and omissions of its officers, agents, servants, employees, and subcontractors. It is further understood that neither the Grantee nor The Partnership will in any way be considered a co-employer or joint employer of any Vendor or any officers, agents, servants, employees, contractors, or subcontractors of a Vendor. No Vendor, or officers, agents, servants, employees, contractors, or subcontractors of any Vendor hired under this section will be entitled to any employment benefits from the Grantee or The Partnership. The Partnership shall notify the Grantee in writing of its intent to hire Vendors and shall include the Grantee in the process to integrate the services to be provided by such Vendors into the Work Plan as outlined in Attachment B. Such Vendors shall (i) provide evidence of commercially reasonable insurance for the services provided and (ii) indemnify and hold harmless The Partnership and the

Grantee for third-party and other claims related to the services provided, each under such terms and conditions as determined by The Partnership in its sole discretion.

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## **Attachment B: Work Plan**

- a. Background:** The Grantee currently operates three convenience drop-off sites which collect dual stream residential recyclables and serve more than 27,000 households. One of the convenience sites is permanently located on county property and two convenience sites are in temporary locations, where recycling trailers are available courtesy of private landowners and businesses. The program accepts a variety of materials including paper, cardboard, metal, and plastic containers #1 and #2. Illegal dumping continues to be an issue at the temporary sites. Households in the County have the option of paying for a subscription curbside recycling service. Material collected from the drop-off sites goes to the New River Solid Waste Association (NRSWA) MRF and Alachua County's Levada Park transfer station.
- b. Project Description:** With the support of Cash Grants and In-Kind Services from The Partnership, the Grantee shall (1) purchase five (5) roll off containers and one (1) forklift (collectively, the "Equipment") for use in the collection of single stream recycling at their permanently located and staffed drop-off site (the "Permanent Site"); (2) install signage at the Permanent Site for the purpose of informing residents as to which materials belong in each recycling container; (3) conduct an outreach and education campaign to support resident participation in the drop-off recycling service; and (4) distribute outreach materials to households in the Grantee's jurisdiction to alert residents as to the Permanent Site's location, hours, and accepted materials list. Outreach materials shall include mailers, digital messaging, signage, or other techniques that The Partnership assists the Grantee in developing.
- c. Measurement Plan:** The Grantee shall implement a system for tracking monthly tonnage data for municipal solid waste and the different categories of recyclables collected at the Permanent Site. The Grantee shall submit periodic reports to The Partnership containing the number of households with access to recycling services, the estimated number of monthly visitors at the Permanent Site, monthly tonnage data for the drop-off recycling program, and other Project elements, as further outlined in Attachment A, Section q.
- d. Public Outreach Plan:** The Grantee will work closely with The Partnership to develop and implement an effective education and outreach campaign in support of the Grantee's drop off recycling program utilizing the approach outlined in Attachment A, Section k. Technical support will be provided by The Partnership as set out in this Grant Agreement. The Grantee will partner closely with The Partnership to maximize the educational efforts and materials developed during this campaign. This educational effort will focus on informing residents about the changes at the Permanent Site, informing residents about which materials may be recycled at the Permanent Site, increasing participation in the drop-off recycling program, and improving the quality of the recyclable materials collected. The Grantee will work with The Partnership to localize educational materials from The Partnership's current library of templated recycling outreach materials. At a minimum, the education campaign will target the

approximately 27,000 households in Grantee’s jurisdiction using signage and/or direct mail pieces that educate residents on what materials are accepted for recycling and how to access the Permanent Site. The Grantee agrees to work with The Partnership to design these materials, and to provide a list of addresses for all households in Grantee’s jurisdiction for the mailer to the residents.

In addition, and as agreed upon by the Parties, outreach efforts may be expanded to include one or more of the following outreach elements:

- Bill-inserts;
- Digital or other paid advertisements; and/or
- Other strategies determined effective by the Parties.

**e. Anticipated Implementation Timeline:** The Parties agree to develop and maintain a detailed project timeline, providing milestones in the implementation of the project. The anticipated key dates in the Project are as follows:

- August 2025 – Grantee collaborates with The Partnership to kick off the Project and start developing outreach materials;
- August-October 2025 – Grantee completes procurement process and finalizes the purchase of Equipment;
- October 2025 – March 2026– Grantee prepares the Permanent Site with infrastructure upgrades, Equipment installation, and training of staff;
- March 2026 – Grantee begins outreach campaign to promote the changes at the Permanent Site and inform residents about hours, location, and accepted materials;
- March 2026 – March 2027 – one year learn period; and
- March 2027 – Project complete.

The Parties acknowledge the difficulty of predicting the exact dates for implementation of the various elements of this project. With this in mind, the above dates are intended as milestones, with the understanding that if unanticipated changes or delays in the above schedule occur, then the Parties agree to revisit the timeline and adjust it as necessary to pursue the successful implementation of the Project as described in this Work Plan. In addition, and as necessary, the Parties may modify the Grant Period and other timelines as set out in Paragraph 2 of this Grant Agreement.

**f. Project Budget and Grant Funding:** The amounts set forth in the table below represent The Partnership’s intended distribution of Cash Grants to the Grantee:

Grant Element Description	Grant Amount
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Cash Grants to purchase five roll-off containers for the Permanent Site	\$75,000
Cash Grants to assist in the purchase of a forklift to support operations at the Permanent Site	\$25,000
Cash Grants to support recycling education and outreach for the Permanent Site including mailers and signage	\$30,000
Total not to exceed	\$130,000

All costs associated with Project implementation beyond the Cash Grants from The Partnership will be the responsibility of the Grantee. It is understood by the Parties that the Grantee may combine Cash Grants with local funding as well as grant funding from other sources to fund the Project. It is also understood by the Parties that actual expenses may vary depending on a variety of factors, including the cost of developing the recycling location and the actual expenses associated with the Grantee's education and outreach effort. Upon the mutual written agreement of the Parties, the final allocation of Cash Grants may be adjusted between expense categories. The actual amount of Cash Grants will be based on actual Allowable Expenditures, as outlined in Paragraph 5 of the Grant Agreement, and the total amount of Cash Grants shall not exceed the amount specified in Paragraph 4 of this Grant Agreement. Any Cash Grants to the Grantee are subject to the requirements set out in Paragraph 11 of this Grant Agreement. The Grantee shall only invoice and receive reimbursement for actual Allowable Expenditures incurred.

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