

## 1. Applicant Information



### FLORIDA DEPARTMENT OF TRANSPORTATION

#### 17/18 - APPLICATION FOR FUNDS COVER SHEET

Applicant's control # \_\_\_\_\_ (FDOT use only)  
Applicant's FEID# \_\_\_\_\_

Applicant Name: City of Key West/ Keep Key West Beautiful

Applicant's State Vendor ID (SVID) Number ID #VF596000346036

Based on your SVID Number, the Applicant is a Non-profit 501C3 ☒ Local Gov't (only ☒ one)

State Vendor ID Mailing Address: PO Box 1409 City Key West

State FL Zip 33040

Telephone/Cell (305) 809-3776 Fax (305) 809-3978

Web-Site address KeyWestRecycles.com Facebook Name: Keep Key West Beautiful

Contact Person Dee Dee Green E-mail address dgreen@cityofkeywest-fl.gov

Person responsible for funds Mark Finigan, Finance Director City of Key West

Program manager is employed by ☒ local/county govt. ☐ not-for-profit organization (only ☒ one)

Program manager is a ☒ part-time employee ☐ full-time employee. (For local and county Government, indicate whether the program manager devotes part time or full time efforts to the KAB Affiliate).

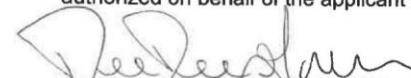
Does the organization have a Board of Directors ☐ NO ☒ YES (enclose current list of board members)?

I have enclosed the following attachments:

- ☒ Affiliate 17.18 Budget Form (attached exhibit "C")
- ☒ Detailed Marketing Plan (Summary of the proposed 17/18 grant program activities)
- ☒ List of Board of Directors Members
- ☒ Affiliate Grant Program Activity Options Form (attached exhibit "D")
- ☒ Screen shot of the front page of your web site and Facebook\* page.
- ☐ Proof of registration with the [Florida Department of Agriculture and Consumer Services](#) as a [charitable organization](#).\*
- ☐ Proof of registration with the [Florida Department of State as a not-for-profit organization](#).\*
- ☐ Proof of registration with the [State of Florida Vendor Identification Number](#).
- ☒ Copy of the final version of the 16.17 FDOT Annual Report's exhibit "E" (if applicable).
- ☒ Copy of the 2017 KAB Annual Report tracker completion page.
- ☐ Copy of the Single Audit Act Exemption Submission Letter - 2016 ending year (if applicable)
- ☒ KAB 17/18 Certificate or KAB Letter in good standing (obtain from KAB).

(\*local gov't based programs exempt)

The undersigned has read and fully understands the requirements and conditions for applying and receiving FDOT Litter Prevention Education Program funding, and represents that he/she is duly authorized on behalf of the applicant to act as the authorized representative.

  
Signature of Authorized Representative

Jan 4, 2018  
Date

## 2. Grant Marketing Plan

City of Key West, Island

Population 26,990 (2016)

Local and tourist population of

Total passengers arriving via plane in Key West 2016- 366,649

Total passengers arriving via cruise ship in Key West 2016- 696,887

Total passengers arriving via ferry in Key West 2016- 93,947

Hotel occupancy rate in Key West 2016- 83.0% Total rooms-

### **How funds will be used.**

FDOT funds will be used for purchasing materials for the Adopt-A-Spot Program, advertising the Adopt-A-Spot program, materials and advertising for GAC & DIH Trash Off, materials for local presentations at schools, events and community groups, advertising and program materials for targeting tourist recycling and littering, purchase T-Shirts for volunteers, and for extra recycling programs with groups like TerraCycle such as; Cigarette recycling, battery recycling and other hard to recycle products.

**KEEP KEY WEST BEAUTIFUL  
PROGRAM CALENDAR  
17-18 FDOT/KAB SYSTEMS LITTER PREVENTION EDUCATION PLAN**

**DECEMBER 2017/JANUARY 2018**

Prepare and submit FDOT grant application, sign and return contract  
Request audio/video/print ads for DIH

**JANUARY 2018**

Solicit GAC partner assistance- Waste Management, plan 2018 program  
Update cleanup schedule with all AAS partners  
Prepare submission for local newspaper (continuing at least quarterly)  
Contact broadcast media related to 2018 program plan Update website and Facebook (continuing)

**FEBRUARY 2018**

Recycling/MSW presentations at Local Schools continuing  
KAB Conference Special report to media on GAC/DIH/AAH Roadside Cleanup (location TBD)  
Update website and Facebook (continuing)

**MARCH 2018**

Recycling/MSW presentations at Local Schools (continuing )  
Pay KAB fee and submit semi-annual report  
Roadside cleanup FCGC GAC/DIH ads GAC/DIH Cleanup Event  
Update website and Facebook (continuing)  
Prepare grant report Garden projects ongoing

## **KEEP KEY WEST BEAUTIFUL**

### **PROGRAM CALENDAR**

#### **17-18 FDOT/KAB SYSTEMS LITTER PREVENTION EDUCATION PLAN (continued)**

#### **APRIL 2018**

Recycling/MSW presentations at Local Schools (continuing)

Community Cleanup Earth Day /GAC/DIH Event

Pride Award

Cigarette recycling ongoing

#### **MAY 2018**

Pay KFB dues KAB Litter Index Beautification project

#### **JUNE 2018**

KFB Conference Prepare 3rd grant report Update website and Facebook (ongoing)

#### **JULY 2018**

Prepare KAB Annual report, Cost Benefit Analysis

#### **AUGUST 2018**

Prepare and submit KAB award application

#### **SEPTEMBER 2018**

Sign up for 2018 GAC Salt ponds and Coastal Cleanup Save our Waters Week Prepare final grant report

### 3. Budget

#### EXHIBIT "C" \*\*\*

#### 17/18 BUDGET FOR USE OF FDOT FUNDS & MATCH

	<u>FDOT FUNDS*</u>	<u>MATCHING FUNDS*</u>
Salaries (up to \$15.00 @ hr / \$3200 max limit)	_____ (Exe. Dir Only)	_ 5,200.00 _____
Organizations Public Liability Ins.	_____	_____
Rent/ Utilities	<u>Match Only</u>	_____
Accounting / Auditor Services	_____ (\$300.00 max)	_____
Phone / cell / internet access*	_____ (\$600.00 max)	_____
Office Supplies	_ 500.00 _____	_ 500.00 _____
Program Materials for Exhibit "D"	_ 11,000.00 _____ (No Drink / Food)	_ 11,000.00 _____
Volunteer Hours	<u>Match Only</u>	_____
Local Advertising (DIH-KOPLF)	_ 2,700.00 _____ (\$2,000.00 min)**	_ 2,000.00 _____
Printing*	_____	_____
Travel (KAB / KFB Annual Meetings Only)	_ 1,500.00 _____ (\$1,500.00 max)	_____
Internet / Social Media Support	_____ (\$2,000.00 max)	_____
KAB Annual Dues Only	_ 300.00 _____	_____
Total FDOT Funds	<u>\$16,000.00</u>	Total Matching _ 18,700.00 _____

## **Budget (continued)**

\* see items below. \*\*The \$2000 local advertising minimum may be in the form of grant dollars or a local in kind advertising match  
\*\*\*If awarded funds, this exhibit will become a part of the agreement.

\*\*\*\*\*

- **Telephone** – the use of FDOT funds for the purchase/lease or monthly charges related to personal cell phones, beepers, pagers, or other electronic devices are **not** allowed.
- **Food & Drinks** - State funds **cannot** be used for the purchase of food (F), drink (D) or FD items.
- **Travel** – State rates shall be used. Overnight Travel and per-diem expenses shall be in accordance with Section 112.061, Florida Statutes & documented on the state travel form #300-000-06. Reimbursement will not be made for partial per diem for non-overnight travel. Maximum allowable room rate is **\$150.00 per night**, excludes taxes & fees. Reimbursements for travel shall be submitted separately using state travel form #300-000-06.
- **Educational Material** – Wherever possible, the applicant will utilize already accepted and established educational material rather than develop new material. The department recommends the use of the EPS publication “Environmental Education Materials: Guidelines for Excellence” in developing educational material or Keep America Beautiful “Waste In Place.” Before developing or purchasing new educational material other than the ones listed, the applicant should contact the FDOT Project Manager for approval.
- **Total FDOT Funds requested** – the total amount of FDOT funds requested might not exceed the maximum amount allocated by the department as stated in the proposal guidelines.
- **Total Matching** – A 1:1 match of FDOT funds is required. The total matching should reflect cash, in kind donations, anticipated volunteer hours \$16.00 per hour (value based on the minimum amount paid by private industry for litter collection), donation of equipment, and other materials. The Department encourages additional matching dollar funds where possible. You may use either other State or Federal funds as a match, but no other FDOT funds, directly or indirectly may be used as a match to this program. Cash, In-kind and other supporting matches, must be documented in the same manner as the reimbursements per attachment F.
- **Tangible Property** – The use of FDOT funds for the purchase of tangible property as noted in Chapter 273, F.S. is **not** allowed.
- **Printing** - All purchases of printing in excess of \$1000 require a minimum of three written bids. The Recipient shall use reasonable efforts to include at least one bid from a Minority Business Enterprise (MBE). The Recipient shall retain documentation of competitive bids. All printed materials produced under this Agreement with the use of Department funds, in full or part, shall contain the following language in no less than a 10pt font. ***“The printing of this material has been made possible through funds provided by the Florida Department of Transportation”***. All material printed with the use of Department funds shall display the official Department logo and DIH-KOPLF logo.

#### **4. Funding Limits per Proposal:**

Affiliates will be eligible for \$16,000.00 for the 17/18 grant cycle based on budgetary spending authority and FDOT approvals, with the grant cycle ending September 30, 2018. All invoices for the 17/18 grant cycle for grant reimbursement will be dated on or before June 30, 2018 and adhere to the FDOT Comptroller's attachment "F" – Contracts Payment Requirements.

#### **5. Matching Requirements:**

A matching funds requirement of 1:1 of the total amount received is required. FDOT encourages additional matching funds where possible. The match may be provided by the applicant or a partner organization or institution, and may be provided in cash or by in-kind contributions, volunteer labor, and other non-cash support. Cash, In-kind and other supporting matches, must be documented in the same manner as the reimbursements per attachment "F" - Contract Payment Requirements. FDOT funds or FDOT in-kind contributions from other sources or programs may not be used as a match to this program. Documentation of in-kind contributions must be on file and available upon request.

#### **6. Program Options:**

The applicant must indicate on the enclosed Program Options form, which areas of priority they will conduct during the grant funding period. Participation in the DIH-KOPLF Trash-Off in conjunction with the National GA Cleanup, local litter prevention education community presentations, promotion of the FDOT Adopt-AHighway program, and 2018 KAB National Award submission are FOUR (4) mandatory activities. These activities do not replace nor meet the minimum requirement of three (3) additional program activity components for a minimum of seven (7) program activities.

## EXHIBIT “D”

### FLORIDA DEPARTMENT OF TRANSPORTATION

#### 17/18 GRANT PROGRAM ACTIVITY OPTIONS

Please check the activities that your affiliate will conduct at the local level during the grant period ending September 30, 2018. The applicant must identify 3 additional activities, which will be completed during the funding period for a minimum total of 7 activities. Return this completed form with your proposal application. If awarded funds, this exhibit will become a part of the agreement. The 4 activities already checked are required components, and cannot be counted towards the required 3 minimum additional activities. All program activities must be conducted within your local communities.

- 
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> GAC & DIH-KOPLF Trash-Off (Mar/April/May)(req.)     | <input type="checkbox"/> Litter prevention education PSA's             |
| <input checked="" type="checkbox"/> Community Litter Prevention & Recycling Pres.(req.) | <input checked="" type="checkbox"/> Local Adopt-A-Spot                 |
| <input checked="" type="checkbox"/> State Adopt-A-Highway promotion (required)          | <input type="checkbox"/> Local Adopt-A-Median                          |
| <input checked="" type="checkbox"/> 2018 KAB Award Submission (required)                | <input type="checkbox"/> Local Adopt-A-Road (County)                   |
| <input type="checkbox"/> Local Adopt-A-Street (City)                                    | <input type="checkbox"/> Clean Builders program                        |
| <input type="checkbox"/> Electronic Recycling partnership with SWIX                     | <input type="checkbox"/> Litter receptacle placement                   |
| <input type="checkbox"/> America Recycles Day Activities (November)                     | <input type="checkbox"/> Christmas tree Recycling (Dec)                |
| <input type="checkbox"/> Local Litter Hotline   | <input type="checkbox"/> Litter ordinance improvements                 |
| <input type="checkbox"/> Environmental court  | <input type="checkbox"/> "Waste in Place" education                    |
| <input type="checkbox"/> Local Litter enforcement programs                              | <input type="checkbox"/> Graffiti abatement                            |
| <input type="checkbox"/> Graffiti Hurts workshops / program implementation              | <input type="checkbox"/> Neighborhood improvement programs             |
| <input type="checkbox"/> Litter free events   | <input type="checkbox"/> Business / School Recycling                   |
| <input type="checkbox"/> Community gardens  | <input checked="" type="checkbox"/> MSW community presentations        |
| <input type="checkbox"/> Recycling / reuse projects / programs                          | <input type="checkbox"/> Composting                                    |
| <input type="checkbox"/> Local Waste exchange   | <input type="checkbox"/> "Get a Grip" video presentation               |
| <input type="checkbox"/> Recyclables collection program / special projects              | <input type="checkbox"/> Charge up to Recycle presentations            |
| <input type="checkbox"/> Close the Loop/Buy Recycled presentations                      | <input type="checkbox"/> Illegal dumping abatement                     |
| <input type="checkbox"/> Illegal dumping hotline  | <input type="checkbox"/> Tree planting reforestation projects          |
| <input type="checkbox"/> Recycling education  | <input checked="" type="checkbox"/> School Programs/Educational/ Fairs |
| <input type="checkbox"/> Marine Debris abatement programs/projects                      | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Local Adopt-A-Shore (Assist)                                   |  |
-



## ATTACHMENT "F"

### **Contract Payment Requirements Florida Department of Financial Services, Reference Guide for State Expenditures Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address [https://www.myfloridacfo.com/aadir/reference\\_guide/](https://www.myfloridacfo.com/aadir/reference_guide/).