

FLORIDA DEPARTMENT OF TRANSPORTATION

19/20 - APPLICATION FOR FUNDS COVER SHEET

Applicant's control # _____ (FDOT use only)

Applicant's FEID# 59-6000346

Applicant/Programs Name: Keep Key West Beautiful

Applicant/Programs State Vendor ID (SVID) Number F596000346 036

Based on your SVID Number, the Applicant is a _____ Non-profit 501C3 ☒ Local Gov't (only 1 one)

State Vendor ID Mailing Address: _____ City _____

State _____ Zip _____

Telephone/Cell (305) 809-3776 Fax _____

Web-Site address www.KeyWestRecycles.com Facebook Name Key Key West Beautiful and
Plogging the Keys _____ 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 1 one)

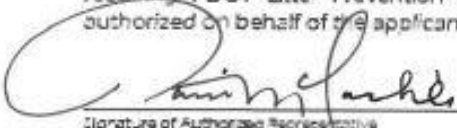
Program manager is a _____ part-time employee ☒ full-time employee. (For local and county Government, indicate whether the program manager devotes part time or full time efforts to the KAB Affiliate).

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

I have enclosed the following attachments.

- ☒ Affiliate 19/20 Budget Form (attached exhibit "C")
- ☒ Detailed Marketing Plan with timeline (Summary of the proposed 19/20 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 18/19 FDOT Annual Report's exhibit "E" (if applicable)
- ☐ Copy of the 2019 KAB Annual Report tracker completion page
- ☐ Copy of the Single Audit Act Exemption Submission Letter - 2018 ending year (if applicable)
- ☒ KAB 19/20 Certification of Program Status - KAB good standing listing

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

12/6/2019
Date

EXHIBIT "D"

FLORIDA DEPARTMENT OF TRANSPORTATION

19/20 GRANT PROGRAM ACTIVITY OPTIONS

Please check the activities that your affiliate will conduct at the local level during the grant period ending September 30, 2020. 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.

[illegible]

**Keep Key West Beautiful
Program Grant Activities (per Exhibit "D" Summary Form**

1. DRIVE IT HOME – Keep Our Paradise Litter-Free (DIH-KOPLF) Trash-Off in conjunction with the National Great American (GA) cleanup (March, April, & May) *required-

We host a large Drive It Home Clean Up on Earth Day with local community, schools and businesses. We also attend Key West Seafood Festival with Anti-litter campaign and cleanup information sign in sheets.

2. Solid Waste, Recycling, and Litter Prevention Presentations *required-

Go into schools from Pre-K to College, businesses and local community groups with presentations about litter prevention, Solid Waste, where garbage, recycling, yard waste, and leachate go. How this affects our community and understanding what resources are.

3. Adopt-a-Highway Annual Promotion *required-

Highways are available for adoption by local service groups, businesses, families or schools. Adoptive groups are asked to agree to clean their area four times a year and submit tallies sheets that include number of volunteers, bags of trash collected and a count of certain types of trash such as cigarette-butts and plastic bags. Each group is given an "Adopt-a-Highway" sign with their name and the sign is displayed during the clean-ups acknowledging the group efforts.

The City of Key West and Waste Management assists KKWB with group referrals; gloves and trash bags; and the removal of waste when needed through coordination of Waste Management and Community Service crews and/or waste containers.

4. KAB 2017 Award Submission *required-

Will be submitting Reef Relief for award for the "Skip the Straw" Campaign.

5. KAB Adopt-A-Spot Program-

Pushing for more businesses and neighborhoods to Adopt A Spot and be involved in cleaning up their neighborhoods.

6. Litter receptacle placement-

We keep adding litter receptacle where needed, repairing ones that are in use already. Currently painting and making the garbage and recycle containers fun and informative.

7. Christmas Tree Recycling Program-

We collect from the curb each week with yard waste as long as all decorations are removed.

8. Cigarette Recycling Brigade-

Outreach program about the dangers of cigarette litter. We collect cigarettes from local cleanups and businesses for recycling with TerraCycle.

The City plans to place more cigarette collection containers along the major streets and public areas and for collection this year with the grant.

9. Battery Recycling-

Recycling alkaline batteries with TerraCycle.

10. Other-

We are working with community to beautify the City. Cleanups, tree and garden plantings, painting public areas and depressed areas, covering graffiti and painting dumpsters.

Keep Key West Beautiful Board
(City of Key West City Commissioners)

Jimmy Weekley
Samuel Kaufman
Billy Wardlow
Clayton Lopez
Gregory Davila
Mary Lou Hoover

Monthly Timeline of Events

December 2019-

4 Plogging the Keys Cleanups
1 Paddle with a Purpose water cleanup
Beautification project-Mallory Square
Christmas tree pickup

January-

Prep for GAC and DIH
5 Plogging the Keys cleanups
1 Paddle with a purpose
Beautification project- Grinnell St. park
Christmas tree pickup
Order trees \$2500
Battery Recycling \$607
Order cleanup supplies \$3000

February-

Prep for GAC and DIH ads \$500
4 Plogging the Keys cleanups
1 Paddle with a purpose
Beautification project- Pick location month ahead
New cigarette litter receptacles placement \$2000
Printing for mailers and mailing \$5000
Order office supplies \$400

March-

GAC and DIH ads \$500
4 Plogging the Keys cleanups
1 Paddle with a purpose
Beautification project-
Tree planting
Printing \$3000

April-

GAC and DIH ads \$500
4 Plogging the Keys cleanups
1 Paddle with a purpose
Beautification project-
Conch Republic GAC Higgs Beach
Earth Day GAC
Tree planting
Order cleanup supplies \$700

May-

GAC and DIH ads \$500
5 Plogging the Keys cleanups

1 Paddle with a purpose
Beautification project-
Tree planting
KAB litter index

June-

4 Plogging the Keys cleanups
1 Paddle with a purpose
Beautification project-
FDOT grant report due
Travel \$1500
KAB Dues \$300

July- Grant completion wrap up

5 Plogging the Keys cleanups
1 Paddle with a purpose
Beautification project-

EXHIBIT "C" ***

19/20 PROPOSED BUDGET FOR USE OF FDOT FUNDS & MATCH

	<u>FDOT FUNDS*</u>	<u>MATCHING FUNDS*</u>
Salaries (up to \$15.00 @ hr / \$3200 max limit)	\$3200 (Exe. Dir Only)	\$3,200
Organizations Public Liability Ins.		
Rent/ Utilities	<u>Match Only</u>	
Grant Accounting/Bookkeeper Services	((\$300.00 max)	
Phone / cell / internet access*	((\$600.00 max) _	
Grant Office Supplies*	\$200	\$200
Grant Program Materials for Exhibit "D"	\$6,300 (No Drink / Food)	\$2500
Volunteer Hours	<u>Match Only</u>	\$4,600
Advertising (DIH-KOPLF - \$1000.min**)	\$1000	\$1000
Grant Printing*	\$5000	\$3000
Travel* (KAB / KFB Annual Meetings Only)	(\$1,500.00 max)	\$1500
Web site Support	(\$1,200.00	
max) KAB Annual Dues Only	_\$300	
Total FDOT Funds	\$16,000.00	Total Matching
		\$16,000.00

* see items below. **The \$1000 advertising minimum may be in the form of grant dollars or a local in-kind advertising documented 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 Keep America Beautiful "Waste In Place" or any environmental education materials recommended in the Environmental Protection Agency's (EPA) National Service Center for Environmental Publications (NSCEP). 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 may 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. State funds cannot be used for purchase, lease and/or maintenance of office equipment.
- **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.

Keep Key West Beautiful

Dee Dee Home Create

PageInbox 15EventsManage JobsNotifications 24InsightsMoreEdit Page InfoSettingsHelp



Keep Key West Beautiful


@KKWB4Everyone

HomeAboutPhotosVideosEventsPostsServicesShopGroupsNotesOffersJobsCommunityCollection Schedules an...Waste WizardPromoteVisit Ad Center

Help More People Find This Page

Dee Dee, you may want to add another category so that this Page can show up in more search results.

Add Category



KEEP KEY WEST BEAUTIFUL

A Keep America Beautiful Affiliate

LikedFollowingShareEdit Page InfoAdd a Button

CreateLiveEventOfferJob

Write a post...Photo/VideoGet MessagesFeeling/Activ...+...

Reach People Nearby

Get More Page Likes

Get Started With Automated Ads

Photos

Our Story

+ Tell people about your business

Page Tips

How to Create Effective Posts

Know Friends Who Might Like Your Page?

Easily Manage Your Page From Anywhere

Create a Group for Your Page

Chat 161