

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Electronic Products Collection and Recycling Program Grant

**DEPARTMENT:** Environmental Services **DIVISION:** Solid Waste Management

**AUTHORIZED BY:** *Robert G. Adolphe* **CONTACT:** *David Gregory* **EXT.** 2022  
Robert G. Adolphe, P.E. David Gregory

<b>Agenda Date</b> <u>03-11-03</u>	<b>Regular</b> <input type="checkbox"/>	<b>Consent</b> <input checked="" type="checkbox"/>	<b>Work Session</b> <input type="checkbox"/>	<b>Briefing</b> <input type="checkbox"/>
	<b>Public Hearing – 1:30</b> <input type="checkbox"/>		<b>Public Hearing – 7:00</b> <input type="checkbox"/>	

**MOTION/RECOMMENDATION:**

Approve and authorize Chairman to execute offer and acceptance for receipt of State funds for Florida Department of Environmental Protection Electronic Products Collection and Recycling Program Grant in the amount of \$80,000.00.

**BACKGROUND:**

The Florida Department of Environmental Protection (FDEP) selected a grant proposal submitted by the Solid Waste Management Division to initiate an Electronic Products Collection and Recycling Program. The FDEP is awarding a \$80,000 grant for this project. Funds from this grant will be used to:

- Educate public entities, businesses and households on the need to properly dispose of electronic waste.
- Expand, promote, and support the County's current program that provides free electronic waste collection to private households.
- Initiate an Amnesty Days program to provide for the collection of electronic waste from public entities, institutions, and businesses. This will be a limited time only program funded by the grant. The Amnesty Days program will raise awareness of the need for proper management of discarded electronics.

Research conducted at the Florida Center for Solid and Hazardous Waste Management indicates that discarded electronics contain high levels of heavy metals. In particular, the cathode ray tubes (CRT) found in computer monitors and televisions can be a hazardous waste because of the lead and other metals they contain. These metals can contaminate soil and groundwater if discarded electronic products are not recycled or disposed of properly. Many components of discarded electronics are still useable and can be recycled. The collected electronics will be managed by a properly licensed and permitted firm that de-manufactures and recycles the units. A BAR has been completed to realize the revenue and request fund transfer to cover the costs for the 50% match required for equipment purchases.

<b>Reviewed by:</b> <u><i>S. [Signature]</i></u> <i>2-25-03</i>
<b>Co Atty:</b> <u><i>S. [Signature]</i></u>
<b>DFS:</b> <u>N/A</u>
<b>Other:</b> <u>N/A</u>
<b>DCM:</b> <u><i>[Signature]</i></u>
<b>CM:</b> <u><i>[Signature]</i></u>
<b>File No:</b> <u>CESS01</u>

DEP AGREEMENT NO. S0062

STATE OF FLORIDA  
ELECTRONIC PRODUCTS COLLECTION AND RECYCLING GRANT  
PURSUANT TO LINE ITEM 1821 OF THE 2002-2003 GENERAL APPROPRIATIONS ACT

THIS AGREEMENT is entered into between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, whose address is 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (hereinafter referred to as the "Department") and SEMINOLE COUNTY, whose address is 1101 East 1<sup>st</sup> Street, Sanford, Florida 32771 (hereinafter referred to as "Grantee" or "Recipient"), a local government, to fund an electronic products collection and recycling program in Seminole County.

In consideration of the mutual benefits to be derived herefrom, the Department and the Grantee do hereby agree as follows:

1. The Grantee does hereby agree to conduct an electronic products collection and recycling program, as set forth in this Agreement, Attachment A (Work Plan), Attachment B (Electronic Products Collection and Recycling Grants Criteria), and all attachments and exhibits named herein which are attached hereto and incorporated by reference. For purposes of this Agreement, the terms "Contract" and "Agreement" and the terms "Grantee", "Recipient" and "Contractor", are used interchangeably.
2. This Agreement shall begin upon execution by both parties and end December 31, 2003, inclusive. A final invoice shall be submitted no later than December 15, 2003, to assure the availability of funding for final payment.
3. As consideration for the services rendered by the Grantee under the terms of this Agreement the Department shall pay the Grantee on a cost reimbursement basis in an amount not to exceed \$80,000.
  - A. The Grantee shall be eligible for reimbursement for work completed on or after July 1, 2002.
  - B. The Grantee shall be reimbursed on a cost reimbursement basis for all eligible project costs upon receipt and acceptance of a properly signed and completed Payment Request Summary Form, attached hereto and made a part hereof as Attachment C. In addition to the Payment Request Summary Form, the Grantee shall submit documentation, in accordance with the Comptroller's Contract Payment Requirements, attached hereto and made a part hereof as Attachment D, supporting the costs reported on the Payment Request Summary Form. No travel is authorized under this Agreement. The Department reserves the right to audit the Grantee's disbursements as it deems necessary. All bills for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
  - C. The Grantee shall submit quarterly invoices in conjunction with the quarterly progress reports required under paragraph 5.B.
  - D. Four copies of each invoice, including appropriate backup documentation, shall be submitted to:

Florida Department of Environmental Protection  
Hazardous Waste Management Section  
Attn: Jack Price  
2600 Blair Stone Road, MS 4555  
Tallahassee, Florida 32399-2400

A final invoice must be submitted by December 15, 2003, to assure availability of funding for final payment.

4. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The parties hereto understand that this Agreement is not a commitment of future appropriations.
5. A. In an effort to conserve and recycle natural resources, the Grantee shall submit all reports generated under this Agreement on recycled paper.

- B. The Grantee shall submit quarterly progress reports describing the work performed (including the information required in Attachments A and B), problems encountered, problem resolution, schedule updates and proposed work for the next reporting period. Quarterly reports shall be submitted to the Department's Grant Manager no later than thirty (30) days following the completion of the quarterly reporting period. It is hereby understood and agreed by the parties that the term "quarterly" shall reflect the calendar quarters ending March 31st, June 30th, September 30th and December 31st. The Department's Grant Manager shall have ten (10) calendar days to review deliverables submitted by the Grantee.
  - C. The Grantee shall submit a draft final report by October 31, 2003. The Department's Grant Manager will have 15 days to review and comment on this draft final report. The final report shall be submitted by the Grantee no later than December 15, 2003.
  - D. Documentation, in the form of required reports, must be in detail sufficient for pre-audit and post-audit review and approval of invoices. The Grantee agrees to provide a copy of any draft report and/or final report to the Department before making, or allowing to be made, a press release, publication, or other public announcement of the project findings.
- 6.
- A. Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes.
  - B. The Grantee agrees to require all subcontractors to indemnify, defend, save and hold harmless the Department from all claims, demands, liabilities and suits of any nature arising out of, because of, or due to any negligent act or failure to act by the subcontractor, its agents or employees to the extent permitted by Florida law.
- 7.
- A. The Department may terminate this Agreement at any time in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.
  - B. The Department may terminate this Agreement without cause and for its convenience by giving thirty (30) calendar days written notice to the Grantee.
  - C. Notice shall be sufficient if delivered personally or by certified mail to the appropriate Grant Manager.
8. This Agreement may be unilaterally canceled by the Department for refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement, unless the records are exempt from Section 24(a) of Article I of the State Constitution and Section 119.07(1), Florida Statutes.
9. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five years following Agreement completion. In the event any work is subcontracted, the Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
10. In addition to the provisions contained in paragraph 9 above, the Grantee shall comply with the applicable provisions contained in Attachment E. A revised copy of Attachment E, Exhibit-1, must be provided to the Grantee with each amendment which authorizes a funding increase or decrease. The revised Exhibit-1 shall summarize the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of Attachment E. If the Grantee fails to receive a revised copy of Attachment E, Exhibit-1, the Grantee shall notify the Department's Grants Development and Review Manager at 850/245-2361 to request a copy of the updated information.

11.
  - A. The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager. The subcontractor must comply with all applicable requirements of Attachment B. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
  - B. The Department of Environmental Protection supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. The Department will be glad to furnish a list of minority owned businesses for consideration in subcontracting opportunities.
  - C. Unless and to the extent indicated in paragraph 11.A above, this Agreement shall not be subject to transfer, assignment, sale or other disposition which would have the effect of substituting the Grantee's performance with that of another.
12. In accordance with Section 216.347, Florida Statutes, the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency.
13. The Grantee shall comply with all applicable federal, state and local rules and regulations in performing this Agreement. The Grantee acknowledges that this requirement includes compliance with all applicable federal, state and local health and safety rules and regulations. The Grantee further agrees to include this provision in all subcontracts issued as a result of this Agreement.
14. The Department's Grant Manager for this Agreement is identified below.

Jack Price  
Florida Department of Environmental Protection  
Hazardous Waste Management Section  
2600 Blair Stone Road, MS 4555  
Tallahassee, Florida 32399-2400  
Phone: 850/ 245-8751  
Fax: 850/ 245-8811  
E-mail: john.l.price@dep.state.fl.us
15. The Grantee's Grant Manager for this Agreement is identified below.

Colleen Puglisi, Special Projects Coordinator  
Seminole County Solid Waste Management  
1634 State Road 419  
Longwood, Florida 32750  
Phone: 407/ 665-2254  
Fax: 407/ 324-5731  
E-mail: cpuglisi@co.seminole.fl.us
16. To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of his employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of his employees not otherwise protected.

17. The Grantee, as an independent contractor and not an agent, representative, or employee of the Department, agrees to carry adequate liability and other appropriate forms of insurance. The Department shall have no liability except as specifically provided in this Agreement.
18. The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.
19. The parties hereto agree that the Grantee is responsible for providing a minimum of 50% match toward any grant funded capital equipment purchase. Upon satisfactory completion of this Agreement, the Grantee may retain ownership of the equipment purchased under this Agreement. However, the Grantee shall complete and sign a Property Reporting Form, provided as Attachment F, and forward it along with the appropriate invoice to the Department's Grant Manager. The following terms shall apply:
  - A. The Grantee shall have use of the equipment for the authorized purposes of the contractual arrangement as long as the required work is being performed.
  - B. The Grantee is responsible for the implementation of adequate maintenance procedures to keep the equipment in good operating condition.
  - C. The Grantee is responsible for any loss, damage, or theft of, and any loss, damage or injury caused by the use of, non-expendable personal property or equipment purchased with state funds and held in his possession for use in a contractual arrangement with the Department.
20. The Department may at any time, by written order designated to be a change order, make any change in the work within the general scope of this Agreement (e.g., specifications, time, method or manner of performance, requirements, etc.). All change orders are subject to the mutual agreement of both parties as evidenced in writing. Any change order which causes an increase or decrease in the Grantee's cost or time shall require formal amendment to this Agreement.
21. This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of the Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action hereon or in connection herewith shall be brought in Leon County, Florida.
22.
  - A. No person, on the grounds of race, creed, color, national origin, age, sex, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
  - B. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and intends to post the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity at 850/487-0915.
23. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not perform work as a grantee, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.

24. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

SEMINOLE COUNTY

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: \_\_\_\_\_  
Title\*: \_\_\_\_\_

By: William M. Workley  
Secretary or designee

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

Date: 2/12/03

ATTEST:

Jack Price  
Jack Price, DEP Grant Manager

By: \_\_\_\_\_  
Title: Clerk of Board of  
County Commissioners  
Seminole County, Florida

Suzanne A. Gray  
DEP Contracts Administrator

Approved as to form and legality:

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

Mark L. [Signature]  
DEP Attorney

FEID No.: 59-6000856

*\*For Agreements with governmental boards/commissions: If someone other than the Chairman signs this Agreement, a resolution, statement or other document authorizing that person to sign the Agreement on behalf of the Chairman must accompany the Agreement.*

List of attachments/exhibits included as part of this Agreement:

Specify Type	Letter/ Number	Description (include number of pages)
<u>Attachment</u>	<u>A</u>	<u>Work Plan (5 Pages)</u>
<u>Attachment</u>	<u>B</u>	<u>Electronic Products Collection and Recycling Grants Criteria (2 Pages)</u>
<u>Attachment</u>	<u>C</u>	<u>Payment Request Summary Form (1 Page)</u>
<u>Attachment</u>	<u>D</u>	<u>Comptroller's Contract Payment Requirements (1 Page)</u>
<u>Attachment</u>	<u>E</u>	<u>Special Audit Requirements (5 Pages)</u>
<u>Attachment</u>	<u>F</u>	<u>Property Reporting Form (1 Page)</u>

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## ATTACHMENT A

### WORK PLAN

#### Seminole County Solid Waste Management *Electronic Products Collection and Recycling Program*

##### Project Abstract:

Seminole County is proposing to develop a program to promote community awareness of the need for proper management and recycling of residential and commercial end-of-life electronics. The Electronics Collection and Recycling Program will create an environmentally and economically preferred method for the management of end-of-life electronics (e-waste). It is anticipated that the proposed program will reduce the amount of end-of-life electronics, especially those containing cathode ray tubes, from the municipal solid waste stream. As part of the program, Seminole County will also survey residential and non-profit donation stores to determine electronics ownership, disposal and waste reduction practices, awareness levels of hazardous materials used in the manufacture of electronic products, and consumer preferences for public information programs and disposal or recovery options.

The Program will target two sources of e-waste: the first source is commercial and institutional sources and the second source is households. Informational and educational efforts and collection programs will address these generators separately. The grant funded program will assist the County in developing on-going programs to collect and recycle e-waste.

##### Project Details:

Commercial and institutional generators will be provided up to four "Amnesty Day" type events where free recycling opportunities will be allowed for e-waste. In order to not exceed our budgeted grant funds for our Commercial Amnesty Collection Events, we will require that businesses or institutional entities wishing to participate in the event contact the County in advance with information regarding the items they intend to deliver. This will provide the County valuable information as to the number of participants and the volume of materials to expect. If the number of participants or the volumes of waste delivered prove to be higher than anticipated, we will alter our scope of work appropriately. To meet the grant budget, either the number of items accepted from each participant will be limited or the number of amnesty day events will be reduced. The Amnesty Days will be promoted as limited time only events. The intent of these events is to raise awareness within the commercial and institutional community that e-waste does require proper management and that there is a cost associated with this management.

On the commercial and institutional side, the County intends to inform all generators that the electronic recycling program is grant funded and that free disposal will only be provided for a limited time (the duration of the grant). The grant funded nature of the amnesty program will be explicitly indicated on all literature provided to the commercial and institutional sectors. At each commercial/institutional amnesty event, data will be collected from each generator. This data will include the name of the generator, and the number and type of electronics received. From this information, we will work with our contractor to determine the costs incurred for each generator. As part of an educational effort, generators will be provided detailed information concerning the value of the service they received so that they can build these costs into their operating budgets.

As a follow up to the DEP April 2000 survey, the County also intends to do an extensive survey to get an accurate indication of consumer attitudes and practices as well as any shifts in non-profit, donation stores electronics collection and recycling programs.

After the conclusion of the amnesty program (i.e., the grant budget has been expended), the County intends to continue to make electronics recycling available to commercial and institutional customers through a program modeled on the way the County makes hazardous waste disposal available to Conditionally Exempt Small Quantity Generators (CESQGs). The County will include language in our electronics recycling contract that the Contractor must make County pricing available to other entities in the County. Other qualified recyclers will also be promoted through this program.

The County also intends to conduct quarterly events once the grant program has ended. These events will be held at central locations, where generators of limited amounts of electronic waste can deliver the material to the Contractor and pay the Contractor a recycling fee (similar to the County's contracted fee). Through the grant-funded program, the County will gather information to determine if a milk-run program (where the Contractor collects limited amount of materials from generators at their property) will be feasible.

Seminole County will combine the collection of residential generated e-waste with its successful Household Hazardous Waste (HHW) collection program. The County operates two HHW drop off sites (at the Landfill and Central Transfer Station) and periodically conducts HHW Collection Events at various sites throughout the County. Household e-waste will initially only be accepted at the Central Transfer Station (because of its central location) and at scheduled HHW Collection Events. Informational items will be developed to raise the awareness of proper household e-waste management.

Informational items and outreach will be developed that target residential, commercial and institutional e-waste generators. The County will develop separate information items, promotion, and advertisements that differentiate the commercial and institutional waste collection efforts from the household waste collection efforts.

The Program will focus primarily on CRTs (monitors and TVs), computers, and peripherals, but all of the following items may be accepted:

1. Monitors/terminals
2. TVs > 19" (consoles or tabletops)
3. TVs ≤ 19" (tabletops)
4. CPUs (includes laptops)
5. Large computer peripherals (printers, scanners, copiers, fax machines, etc.)
6. Small computer peripherals (keyboards, mice, cables, game hardware, uninterruptible power supplies (UPS), external drives and modems, etc.)
7. Telecommunications devices (desk phones, mobile phones, pagers, hand held devices, etc.)
8. Video and audio equipment (stereos, VCRs, radios, tape players, speakers, etc.)
9. Small household electrical appliances (small kitchen appliances, power tools, health/beauty appliances, etc.)

Following County purchasing procedures, the services of an electronics recycling contractor will be engaged. The contractor will refurbish and sell all viable items and demanufacture and recycle all other items which it is not able to reuse. The contractor will be required to meet all conditions indicated in the *Florida Department of Environmental Protection Electronic Products Collection and Recycling Grants Criteria For Grant Period Beginning July 1, 2002, section E. Additional Grant Requirements.*

One important element of this grant funded project will be the research and acquisition by Seminole County of a device to assist staff in removing televisions and other bulky e-waste from the trunks of cars. Many individuals load large items into the trunks of cars without realizing the effort needed to remove the items. Initial research indicates that relatively small walk-behind industrial machines are on the market to facilitate materials handling. One of these machines, outfitted with a sling or clamps, may allow an unassisted individual to handle a television with reduced risk of back injury.

The County has not performed an exhaustive search for the removal device described above.. Once the grant is authorized, the County will conduct a thorough search for a device that can effectively perform the removal activity. Grant funds will be reallocated if the price for a suitable device is significantly different from the grant proposal. If a suitable device cannot be found, grant funds will be reallocated to cover processing or labor to do the work of the machine. The FDEP will be notified of any significant changes to the grant budget.

Another anticipated purchase is the acquisition of racks to facilitate the storage of pallets of e-waste in the limited space available at the Central Transfer Station's HHW collection center. Seminole County will match any grant funded capital equipment purchase by 50%. Also, expendable supplies related to e-waste handling may be charged to the grant.

The project will include the following:

- Program Research and Development

- Equipment Purchase
- Program Advertising and Marketing
- End of Life Electronic Statewide Survey
- End of Life Electronic Equipment Collection
- End of Life Electronic Equipment Recycling
- Program Data Collection
- Program Progress Reporting

### Project Background

Seminole County estimates that over 70% of the residential households own a computer. Most businesses have at least one computer, with larger businesses having numerous computers and peripherals. Almost every household in the United States has at least one television.

On July 14, 2002 Seminole County held its first electronics recycling collection event as part of an HHW Collection Event. The event was essentially a pilot program for e-waste collection to gauge community interest. The e-waste collection event had very limited advertising and was restricted to residents only, businesses were not invited to participate.

The electronics recycling collection event captured:

- 41 Computer Monitors
- 2 Laptops
- 26 Televisions
- 1 CRT
- 43 CPUs
- 12 Desktop Printers
- 8 Keyboards
- 24 pounds of copiers
- 61 pounds of UPS
- 87 pounds of stereo and VCR equipment
- 21 pounds of circuit boards
- 42 pounds of cables and wire
- 34 pounds of telephone equipment

Seminole County contracted with Quicksilver Recycling Services to provide the collection, preparation, and transportation of the electronics. Quicksilver was selected by the County to perform this service based on a referral from Collier County, who uses Quicksilver in their grant-funded electronics recycling program. Reuse is Quicksilver's main objective, followed by demanufacturing and recycling. They also guarantee that whole electronic components they collect are not sold outside of the United States. The pilot electronic recycling collection event was quite successful in lieu of the limited advertisement and restricted participation. Based on the types and amounts of material collected at this one day event, the County is certain that establishing a long term program that serves the public and private sector will allow us the opportunity to remove much larger amounts of these items from the municipal solid waste stream.

### Project Summary

Seminole County is proposing to develop an Electronics Collection and Recycling Program that would evaluate the viability of fully integrating this program as a permanent part of our solid waste management system. The program would assess the economic and environmental costs and benefits associated with the collection and recycling of electronics from residential, commercial and institutional sources.

The County will use a competitive process to procure a contractor who is most qualified to meet the goals of the grant program. This process will include giving strong consideration to the state grant-funded program under development by Creative Recycling in Orange County. Tom Waters has volunteered to take part in a technical advisory group (TAG) for the Creative Recycling grant program.

The County will incorporate the residential collection as part of our permanent HHW Collection Center. Up to four (4) commercial and institutional collection events will be held over the course of the one year grant period. A statewide survey will be conducted of residential and non-profit donation centers.

The majority of the grant funds will be used for awareness efforts and the collection and recycling of e-waste. The County will commit funds to administer and operate the program, fulfill all reporting requirements, and match any capital expenditures. (Note: in Seminole County an item with an acquisition cost greater than \$750 and useful life of more than two years is considered a capital item.) Seminole County will abide by all grant conditions.

**Proposed Project Scope:**

Proposed Program Research and Development

Develop Request for Proposals (RFP) for an electronics recycler  
Reward a contract for the selected electronics recycler  
Determine Dates for Four (4) Commercial and Governmental Collections  
Determine drop off locations within HHW Collection Center  
Develop system for collection and storage within HHW Collection Center  
Coordinate with the seven (7) municipalities of Seminole County

Proposed Equipment Purchase

Purchase Pallet Racking System  
Purchase Specialized Lifting Device for removing televisions from vehicles  
Purchase Safety Equipment  
Purchase Storage/Shipping Containers/ Pallets and operating supplies

Proposed Program Advertising and Marketing

Develop two (2) Educational Brochures (Residential and Commercial)  
Mail out Brochures  
Develop Public Service Announcement  
Purchase air time on local television stations for PSA  
Run PSA on local Seminole County television station  
Develop Press Releases  
Develop Educational Posters and/or other promotional items (Residential and Commercial)  
Develop WebPages

Proposed Statewide Survey

Develop survey questions similar to DEP April 2000 survey conducted in Florida  
Develop appropriate demographic breakdowns by sex, age, ethnicity, and region of Florida  
Procure a polling & research firm to conduct the telephone survey  
Provide a comparison and evaluation of the April 2000 survey events  
Prepare draft and final reporting documents that include the following sections

Proposed End of Life Electronic Equipment Collection & Recycling

Implement collection of electronics as part of permanent HHW collection center  
Fund up to (4) Commercial and Institutional Collections  
Contractor to train County employees how to handle electronics  
Contractor to accept and transport electronics from County facilities  
Contractor to refurbish and resell the operational electronics  
Contractor to demanufacture and recycle the inoperable electronics

Program Data Collection

Number of participants in each collection  
Breakdown of equipment collected by type  
Costs  
Written survey of participants  
Record the Weights, Types, Number of each item received from residential sources  
Record the Weights, Types, Number of each item received from commercial sources  
Record Associated Program Costs (i.e., labor, contracted services)

Record of Survey Responses (From NEPSI Consumer Survey)

Program Progress Reporting

Quarterly progress reports describing Electronic Collection and Recycling Program  
 Final report describing Electronic Collection and Recycling Program

**Program Budget:**

Seminole County is requesting the Electronic Collection and Recycling Grant in the amount of \$850,000. It is anticipated that this is the amount necessary to develop and implement the program. The table below provides a detailed breakdown.

Program Element	Estimated Timeframe	Estimated Cost	Requested Amount
Program Research and Development	3-4 months	\$ 2,000	\$ 0
Equipment Purchase	3-4 months	\$20,000	\$ 10,000
Program Advertising and Marketing	8 months	\$10,000	\$ 10,000
End of Life Electronic Statewide Survey	4 months	\$30,000	\$30,000
End of Life Electronic Equipment Collection and Recycling	8 months	\$30,000	\$ 30,000
Program Data Collection	8 months	\$ 5,000	\$ 0
Program Progress Reporting	8 months	\$ 5,000	\$ 0
<b>Anticipated cost:</b>			
		\$102,000	\$80,000
<b>TOTAL GRANT REQUESTED</b>			

The above budget is estimated. Seminole County has the flexibility to move funds between different budget lines if necessary. If the item prices are either under or overestimated, funds can easily be moved to cover all expenses. Since this project is a pilot subject to unforeseeable changes during project implementation, it may be necessary to reallocate grant funds among the various categories or line items shown in the proposed budget. Up to 10% (\$5,000) of grant funds may be reallocated among budget categories upon written or electronic notification to the DEP grant manager by the county grant manager. Reallocating more than 10% of grant funds among budget categories will require a Change Order executed by both the county and DEP grant managers using the appropriate DEP Change Order form.

The Seminole County Electronics Collection and Recycling Program will reduce the volume and impact of electronics from the municipal solid waste stream. The Program will educate residential and commercial generators of the potential hazards associated with electronics. The Program will educate residential and commercial generators of the importance of proper management and disposal of electronics. The Program will determine the cost effectiveness of a permanent electronics collection and recycling in the County.

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**ATTACHMENT B**  
**Florida Department of Environmental Protection**  
**Electronic Products Collection and Recycling Grants Criteria**

**A. General Requirements and Guidelines**

1. Focus on CRTs (monitors and TVs), computers and peripherals but may collect all products listed below in "C. Acceptable Materials Categories"
2. Must collect from public and private (residential and small businesses)
3. Type of collection (single/multiple day, retail electronics business/charity partnership, mobile, drop-off, curbside/pickup, etc.) and selection of eligible reimbursement categories (listed below in B) up to the county
4. No requirement for a match, except if purchasing buildings or capital equipment (50% cash match for buildings or equipment line items only)
5. Up to 8 counties will be awarded \$50,000-\$75,000 each
6. Funds must be expended within 1 year of contract execution
7. Final invoices will be held until project is complete including recycling of all collected materials

Note: Funding is intended to help counties start an ongoing electronics recycling program. County programs that are planned to continue after funding dollars have expired are more desirable than programs that will not continue after the funding period. Electronic collections can be combined with regular Household Hazardous Waste collections.

**B. Eligible Reimbursement Categories**

1. Storage building (build, buy or lease): build or buy requires 50% cash match
2. Capital equipment including fork lift, truck, trailer, storage rolloff, scales (purchase or rent): purchase requires 50% cash match
3. Contracted labor
4. Contracted transportation costs to collect or deliver to demanufacturer including truck rental
5. Contracted recycling or demanufacturing costs
6. Contracted program publicity (print, radio, TV, Web)
7. Contracted data collection and report writing/printing

**Non-eligible reimbursement categories**

1. County labor
2. County office overhead and any administrative expenses
3. Travel and conferences

*Note: Proposals that direct most of the funding to actual recycling/demanufacturing costs are more desirable.*

**C. Acceptable Materials Categories**

Note: At a minimum, the following categories must be used:

1. Monitors/terminals
  2. TVs > 19" (consoles or tabletops)
  3. TVs ≤ 19" (tabletops)
  4. CPUs (includes laptops)
  5. Large computer peripherals (printers, scanners, copiers, fax machines, etc.)
  6. Small computer peripherals (keyboards, mice, cables, game hardware, uninterruptible power supplies (UPS), external drives and modems, etc.)
  7. Telecommunications devices (desk phones, mobile phones, pagers, hand held devices, etc.)
  8. Video and audio equipment (stereos, VCRs, radios, tape players, speakers, etc.)
  9. Small household electrical appliances (small kitchen appliances, power tools, health/beauty appliances, etc.)
- Unacceptable Materials: White goods (stoves, refrigerators, water heaters, dryers, etc.)

#### D. Data Collection

Note: At a minimum, the following data must be collected. Follow the model in "End-of-Life Electronic Equipment Pilot Collection Program Summary Report-Alachua County, Florida," October 1999, relevant sections attached, full report at [http://www.dep.state.fl.us/dwm/programs/electronics/files/alach\\_99.pdf](http://www.dep.state.fl.us/dwm/programs/electronics/files/alach_99.pdf).

1. Number of participants
2. Collected end-of -life electronic equipment breakdowns (by type, unit, weight and, for TVs only, manufacturer name): This can be done by the county or by the demanufacturer/recycler. See Alachua County report, pages 3-5.
3. Costs (include breakdown by reimbursement categories above): See Alachua County report, pages 5-6.
4. Written survey of participants (except with a curbside program or another type of collection where surveying would not be practical): See Alachua County report, Appendix A for survey questions.

#### E. Additional Grant Requirements

1. Any demanufacturing/recycling contractor used on a contractual or lot bid basis must meet the following minimum requirements used in the state electronics recycling contract. Relevant sections of the state contract are attached for reference. Full contract is available at [http://fcn.state.fl.us/st\\_contracts/991705001](http://fcn.state.fl.us/st_contracts/991705001).
  - a. Large Quantity Handler of Universal Waste Batteries notification (not necessary for demanufacturers/recyclers that handle only TVs)
  - b. Mercury-Containing Device Handler registration (not necessary for demanufacturers/recyclers that handle only TVs)
  - c. Insurance type (required) and limits (recommended)
    - 1) Workers Compensation - legally required limits
    - 2) Commercial General Liability - \$1,000,000/occurrence; \$1,000,000 aggregate
    - 3) Hold Harmless Endorsement - holds county and state harmless
  - d. Documentation of end markets for equipment (monitors, TVs, CPUs, printers, phones, etc.), recovered components (chips, drives, circuit boards, batteries, etc. ) and recovered materials (ferrous metal, nonferrous metal, cones, leaded glass, plastic, etc.). The list of equipment or materials for which end markets shall be documented will depend on the level of demanufacturing involved. For example, if a TV is being sold as is for repair, documentation of recovered components of materials will not be required. Documentation may be in the form of (1) letters of agreements/contracts on subcontractor letterhead; (2) copies of agreements/contracts indicating scope of agreement, dates and signatures; or (3) sworn affidavit from contractor on contractor letterhead. Such documentation shall specify the specific materials involved, time period for which agreement or affidavit is valid, and a general description of the material disposition (precious metal recovery, sale to repair facility, resale to public, secondary lead smelter, etc.). If materials are being exported, documentation must indicate that the materials are being bought by the importer for a reasonable, commercial value, that is, for more than a token value.
2. Quarterly progress reports submitted to the DEP.
3. Final report describing the project including the number of participants, quantities of materials collected, costs and survey results. Follow the model in "End-of-Life Electronic Equipment Pilot Collection Program Summary Report-Alachua County, Florida," October 1999, available at:

[http://www.dep.state.fl.us/dwm/programs/electronics/files/alach\\_99.pdf](http://www.dep.state.fl.us/dwm/programs/electronics/files/alach_99.pdf).

#### F. Referenced Documents

The Grantee hereby acknowledges prior receipt of the following documents during the grant application process.

1. "End-of-Life Electronic Equipment Pilot Collection Program Summary Report-Alachua County, Florida," October 1999
2. "Recycling Services, End of Life Electronic Equipment," State Contract # 991-705-00-1, Effective: 6/19/00 through 6/18/03

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**ATTACHMENT C  
PAYMENT REQUEST SUMMARY FORM**

**GRANTEE:** \_\_\_\_\_

**GRANTEE'S GRANT MANAGER:** \_\_\_\_\_

**DEP AGREEMENT NO.:** \_\_\_\_\_

**PAYMENT REQUEST NO.:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

**PERFORMANCE PERIOD:** \_\_\_\_\_

**AMOUNT REQUESTED:\$** \_\_\_\_\_

**PERCENT MATCHING REQUIRED:** \_\_\_\_\_

**GRANT EXPENDITURES SUMMARY SECTION**

[Effective Date of Grant through End-of-Grant Period]

CATEGORY OF EXPENDITURE	AMOUNT OF THIS REQUEST	TOTAL CUMULATIVE PAYMENTS	MATCHING FUNDS	TOTAL CUMULATIVE MATCHING FUNDS
Salaries	\$	\$		\$
Fringe Benefits	\$	\$		\$
Travel (if authorized)	\$	\$		\$
Subcontracting:				
Planning	\$	\$		\$
Design	\$	\$		\$
Construction	\$	\$		\$
Construction Related Costs	\$	\$		\$
Equipment Purchases	\$	\$		\$
Supplies/Other Expenses	\$	\$		\$
Land	\$	\$		\$
Volunteer Services	N/A	N/A	N/A	
Donated Goods/Services	N/A	N/A	N/A	
Overhead	\$	\$		\$
<b>TOTAL REQUESTED</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>TOTAL GRANT AGREEMENT</b>				
Less Total Cumulative Payments of:				
<b>TOTAL REMAINING IN GRANT</b>				

**GRANTEE CERTIFICATION**

The undersigned certifies that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

_____	_____
Grantee's Grant Manager's Signature	Grantee's Fiscal Agent
_____	_____
Print Name	Print Name
_____	_____
Telephone Number	Telephone Number

## ATTACHMENT D

### Comptroller Contract Payment Requirements Department of Banking and Finance, Bureau of Auditing Manual (10/07/97) *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 must be provided for each amount for which reimbursement is being claimed indicating 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 contract budget should be reimbursed.

Listed below are examples of types of documentation representing the minimum requirements:

- (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.  
  
Pursuant to 216.346, Florida Statutes, a contract between state agencies including any contract involving the State University system or the State Community College system, the agency receiving the contract or grant moneys shall charge no more than 5 percent of the total cost of the contract or grant for overhead or indirect cost or any other cost not required for the payment of direct cost.

## ATTACHMENT E

### SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachments.

#### MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Comptroller or Auditor General.

#### AUDITS

##### **PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$300,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1., the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$300,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$300,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://aspe.os.dhhs.gov/cfda>.

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## PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(1), Florida Statutes.

1. In the event that the recipient expends a total amount of State financial assistance equal to or in excess of \$300,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Agreement indicates State financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the State financial assistance expended in its fiscal year, the recipient shall consider all sources of State financial assistance, including State financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$300,000 in State financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$300,000 in State financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-State entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <http://sun6.dms.state.fl.us/fsaa/catalog.htm> or the Governor's Office of Policy and Budget website located at <http://www.eog.state.fl.us/> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website <http://www.leg.state.fl.us/>, Governor's Website <http://www.flgov.com/>, Department of Banking and Finance's Website <http://www.dbf.state.fl.us/>, and the Auditor General's Website <http://www.state.fl.us/audgen>.

## PART III: OTHER AUDIT REQUIREMENTS

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(7)(m), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

## PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this Agreement shall be submitted, when required by Section 320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:
  - A. The Department of Environmental Protection at the following address:

Audit Director  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department of Environmental Protection the following address:

Audit Director  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

3. Copies of financial reporting packages required by PART II of this Agreement shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at the following address:

Audit Director  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

- B. The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Agreement shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at the following address:

Audit Director  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

**PART V: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of 5 years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Comptroller, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Comptroller, or Auditor General upon request for a period of 3 years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

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EXHIBIT -1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:

Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:

Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:

State Program Number	Original Agreement	Funding Source	State Fiscal Year	State Financial Assistance Number	CSPA Title or Funding Source Description	Funding Amount	State Appropriation Category
		Solid Waste Management Trust Fund - GAA Line Item 1792	2001/2002	37031	End of Life Electronics Management Grants	\$50,000.00	149110
		Water Quality Assurance Trust Fund - GAA Line Item 1821	2002/2003	37031	End of Life Electronics Management Grants	\$30,000.00	149110
						<b>Total Award</b>	<b>\$80,000.00</b>

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) (<http://asps.us.dhs.gov/efda>) and/or the Florida Catalog of State Financial Assistance (CSFA) (<http://asps.dms.state.fl.us/efsa/catalog.htm>). The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.

DEP Agreement No. S0062, Attachment E, Page 5 of 5

**ATTACHMENT F**

**PROPERTY REPORTING FORM FOR DEP Agreement NO. S0062**

**(For Property With Grantee/Contractor Assigned Property Control Numbers)**

**GRANTEE/CONTRACTOR:** List non-expendable equipment/personal property\* costing \$1,000 or more purchased under the above Contract. Also list all upgrades\* under this contract, costing \$1,000 or more, of property previously purchased under a DEP contract (identify the property upgraded and the applicable DEP contract on a separate sheet). Complete the serial no./cost, location/address and property control number columns of this form. The Grantee/Contractor shall establish a unique identifier for tracking all personal property/equipment purchased under this Contract and shall report the inventory of said property, on an annual basis, to the Department's Project Manager, by DEP Contract number, no later than January 31<sup>st</sup> for each year this Contract is in effect.

DESCRIPTION	SERIAL NO./COST**	LOCATION/ADDRESS	GRANTEE/CONTRACTOR ASSIGNED PROPERTY CONTROL NUMBER

\*Not including software. \*\*Attach copy of invoice, bill of sale, or other documentation to support purchase.

GRANTEE/CONTRACTOR:	Grantee's/Contractor's Project Manager: _____ Date: _____
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<b>BELOW FOR DEP USE ONLY</b>	
<p><b>DEP CONTRACT MANAGER:</b> MAINTAIN THIS DOCUMENT WITH A COPY OF THE INVOICES SUPPORTING THE COST OF EACH ITEM IDENTIFIED ABOVE IN YOUR CONTRACT FILE. IF THE CONTRACT IS A COST REIMBURSEMENT CONTRACT, MAKE SURE TO SEND INVOICES SUPPORTING THE COST OF THE ITEMS TO FINANCE AND ACCOUNTING FOR THE PROCESSING OF THE GRANTEE'S/CONTRACTOR'S INVOICE FOR PAYMENT. REFER TO DEP DIRECTIVE 320 FOR PROPERTY GUIDELINES.</p>	<p>DEP Contract Manager Signature: _____ Date: _____</p>

**DEP FINANCE AND ACCOUNTING:** No processing required by Finance & Accounting as the Grantee/Contractor is responsible for retaining ownership of the equipment/property upon satisfactory completion of the Contract.  
**DEP PROPERTY MANAGEMENT:** No processing required by the Property Management section as the Grantee/Contractor will retain ownership of the equipment/property upon satisfactory completion of the Contract.  
 DEP 55-212 (03-02)