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## **REQUEST FOR PROPOSALS**

### **COMMUNITY DEVELOPMENT PROJECT GRANT WITHIN CASTRO VALLEY SANITARY DISTRICT**

**DEADLINE: WEDNESDAY, JULY 27, 2005, 4:30 P.M.**

Castro Valley Sanitary District's (CVSD) Community Advisory Committee (CAC) is requesting proposals from community organizations or individuals with a community development project within the District.

The CAC can recommend multiple distributions to the District's Board of Directors in order to award a total of \$30,000.00. Proposed projects are not restricted to topics concerning the environment, waste diversion/recycling, or wastewater, but may focus on any community development project whose benefits are within District boundaries.

### **WHO IS THE CASTRO VALLEY SANITARY DISTRICT?**

The Castro Valley Sanitary District is a local unit of government responsible for wastewater and solid waste services within the unincorporated area of Alameda County known as Eden Township. Castro Valley Sanitary District has been providing service to the community of Castro Valley since its incorporation in 1939. The District's purpose can be summed up in its mission statement which states:

"We are committed to provide safe, efficient and effective wastewater and solid waste management. We promote waste diversion through recycling, education and practices. We strive for public satisfaction through quality service, reasonable rates and proper stewardship of our resources and the environment."

Castro Valley Sanitary District provides this service to more than 50,000 residents who call Castro Valley their home and/or place of business.

### **WHAT IS THE COMMUNITY ADVISORY COMMITTEE?**

The Community Advisory Committee (CAC) is a body of ten (10) members of the community. The District utilizes the CAC to involve the larger community in the thinking, planning, and implementation of select major initiatives. It is an effective means to connect the District with the public it serves.

**BACKGROUND:**

Castro Valley Sanitary District was awarded the incentive funds from Stopwaste.org of Alameda County based on an increased percentage of waste diversion through the Food Scrap Recycling Program and for being an early implementer of this program.

**District Contact**

Castro Valley Sanitary District, 21040 Marshall Street, Castro Valley, CA 94546  
(510) 537-0757

**Proposal Requirements**

The applicant(s) who submit(s) the most complete and compelling submission(s) (no more than 1, double-sided page long; 12 pt. font; single-line spaced) may be selected for recommendation by the CAC before the Board of Directors. To be considered for the Community Development Project Grant, submit six (6) copies of the submission to the District office, 21040 Marshall Street, Castro Valley, CA 94546 by 4:30 p.m., Wednesday, July 27, 2005.

**SUBMISSION FORMAT:**

**Selection Criteria**

The principle basis to be used to evaluate the applicant’s proposal will be its ability to demonstrate a detailed approach to utilizing the grant funding in a worthwhile manner within the Castro Valley Sanitary District boundaries. Please include any environmental advantages your program/project may have.

The applicant is encouraged to provide information pertaining to any experience it may have had with similar projects or utilization of past grant funding. While is not mandatory, applicants will be considered on experience or training.

Please provide an organizational plan for the amount your propose. Identify how many individuals will be involved in the process, as well as information about the organization/person(s) which/who will benefit.

Selection Considerations:

- a. Approach to utilizing grant funding 50%
- b. Experience 15%
- c. Organizational plan 35%

Applicants may be called to participate in an interview before the CAC once submissions have been reviewed. Interviews may be necessary on August 3<sup>rd</sup> or 10<sup>th</sup>.

The District reserves the right to refuse any and all proposals without cause. Submission of proposal does not consent an expressed or implied acceptance or award of grant.

**Follow-Up Report**

The selected organization will be required to compile a follow-up report to the District, including copies of receipts or paid invoices for materials or work completed utilizing the grant funding.