

WORK PLAN

Beverage Container Recycling Grant Program
Fiscal Year 2018–19
RBC30

Directions: **This is a required application document.** List the major activities, steps or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays. Include 12 months of CRV volume reporting after the date the program is in place. Email grantassistance@calrecycle.ca.gov for additional rows. After you complete this document, save it to your computer and then upload it to the Documents Tab of your application.

Applicant Name: **SF CRV Convenience Alliance**

MAJOR MILESTONE(S)	START DATE	COMPLETION DATE
Quarterly beverage container volume collection and reporting.	NTP	Ongoing
e.g. Order and place beverage container recycling bins	November 2018	December 2018
e.g. Design and distribute flyer campaign.	NTP	Ongoing
Design mobile unit	Current	Dec 2018
Send RFP for mobile unit	Sept 2018	Nov 2018
Send RFP for software	Sept 2018	Nov 2018
Send RFP for sorting equipment	Sept 2018	Nov 2018
Identify RealEstate mobile (and fixed) sites	Current	Nov 2018
Confirmation RCBF grant	Current	Oct 2018
1 st Progress Report (covering period from NTP – March 31,2019)	April 1, 2019	April 15, 2019
Secure additional funding	Current	Jan 2019
Certify SB458 Pilot RC with CalRecycle	need guidelines	Mar 2019
Release RFP for operator	Nov 2018	Feb 2019
Promote CRV recycling w/ IT partners, add sponsors for display	Oct 2018	Mar 2019
Sign leases for mobile and sorting sites	Current	Feb 2019
Begin education material development	Current	Mar 2019
Hire 2 RC mobile BottleBank QC associates	Jan 2019	Mar 2019
2 nd Progress Report (covering period from April 1, 2019 – June 30, 2019)	July 1, 2019	July 15, 2019
Select Operator, negotiate operating agreement	Mar 2019	Apr 2019
Soft opening at 16 sites the week of Earth Day	Current	Apr 2019
Promote bag drop membership, smartphone apps & kiosk use at retail	Sept 2018	Apr 2019

Promote recycling with key IT partners based in the City	Oct 2019	Apr 2019
Public education material development	Nov 2018	Apr 2019
Measure growth / track data /QC; Report to CR	Apr 2019	Jun 2019
ID next best parking lots	Current	Jun 2019
3 rd Progress Report (covering period from July 1, 2019 – September 30, 2019)	October 1, 2019	October 15, 2019
Identify other parking lots & Solicit schools and churches for their lots	Current	Sept 2019
Promote bag drop for school fundraisers	Apr 2019	Sept 2019
Measure growth / track data /QC; Report to CR	July 2019	Sept 2019
Promote bag drop membership, smartphone apps & kiosk use at retail	Apr 2019	Sept 2019
Promote Public education	Apr 2019	Sept 2019
Purchase order for 2nd sorting line & bag drop mobiles	Aug 2019	Sept 2019
4 th Progress Report (covering period from October 1, 2019 – December 31, 2019)	January 1, 2020	January 15, 2020
Promote Holiday Recycling of CRVables	Jun 2019	Oct-Dec 2019
Promote bag drop to schools and churches for fundraisers	Oct 2019	Dec 2019
Promote bag drop membership & Smart phone apps	Oct 2019	Dec 2019
Measure growth / track data /QC; Report to CR	Oct 2019	Dec 2019
Sign new leases	Jun 2019	Nov 2019
Hire 2 more QC associates	Nov 2019	Dec 2019
5 th Progress Report (covering period from January 1, 2020 – March 31, 2020)	April 1, 2020	April 15, 2020
Roll out second wave of mobiles, add 2nd sorting line, DOUBLE CAPACITY	May 2020	Mar 2020
Certify new RCs with CalRecycle	Feb 2020	Mar 2020
Promote SmartPhone app for BottleBank	Jan 2020	Mar 2020
measure growth / track data /QC; Report to CR	Jan 2020	Mar 2020
Promote recycling with key IT partners based in the City	Jan 2020	Mar 2020
Promote Public education	Jan 2020	Mar 2020
6 th Progress Report (covering period from April 1, 2020 – June 30, 2020)	July 1, 2020	July 15, 2020
Promote to schools and churches for fundraisers and bag drop membership	Apr 2020	Jun 2020
Promote BottleBank and Bag drop as citywide solution solved: BIG Earth Day events	Nov 2019	Apr 2020

Measure growth / track data /QC; Report to CR	Aor 2020	Jun 2020
Promote recycling with key IT partners based in the City, smart phone app & kiosks	Apr 2020	Jun 2020
Promote Public education	Apr 2020	Jun 2020
ID success; invite other communities to bag drop forum	Jan 2020	Jun 2020
7 th Progress Report (covering period from July 1, 2020 – September 30, 2020)	October 1, 2020	October 15, 2020
Promote bag drop to schools and churches for fundraisers	Jul 2020	Sept 2020
Measure growth / track data /QC; Report to CR	Jul 2020	Sept 2020
Promote bag drop membership, smartphone apps & kiosk use at retail	Jul 2020	Sept 2020
Promote Public education	Jul 2020	Sept 2020
Invite civic leaders to mobile bag drop fundraisers	Jan 2020	Jul - Sept 2020
Create video for monitor highlighting acceptance of bag drop	Feb 2020	Sept 2020
8 th Progress Report (covering period from October 1, 2020 – December 31, 2020)	January 1, 2021	January 15, 2021
Promote Holiday Recycling of CRVables	Mar 2020	Oct-Dec 2020
Promote bag drop to schools and churches for fundraisers	Oct 2020	Dec 2020
Measure growth / track data /QC; Report to CR	Oct 2020	Dec 2020
Show video on monitor highlighting acceptance of bag drop	Oct 2020	Dec 2020
Promote Public education	Oct 2020	Dec 2020
Promote bag drop membership, smartphone apps & kiosk use at retail	Oct 2020	Dec 2020
9 th Progress Report (covering period from January 1, 2021 – March 31, 2021)	April 1, 2021	April 15, 2021
measure growth / track data /QC; Report to CR	Jan 2021	Mar 2021
Start Draft Final Report	May 1, 2021	
Submit Draft Final Report to Grant Manager	June 1, 2021	
Submit Final Report and final invoice to Grant Manager		June 30, 2021
Last day to incur costs		June 30, 2021
Grant terminates	Dec 2020	June 30, 2021