



2016 Community Pollution Prevention Grant Webinar

Reducing & Diverting Food
Waste

February 3, 2016



Welcome to the webinar!



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- www.michigan.gov/deqp2grants

Quick Poll 1

Agenda

1. Community P2 Grant Program Overview
2. 2016 Request for Proposal
3. Elements of a Complete Application
4. How to Complete Forms
5. How to Submit an Application
6. Community P2 Grant Selection and Timeline
7. Questions and Answers

Community P2 Grant Program

- The Community Pollution Prevention (P2) Grant Program seeks to bring local government, businesses, planning agencies, and residents together to achieve measurable waste reductions using innovative sustainable pollution prevention practices.
- Reimbursement Grant Program
- Focus for the past two years has been on increasing the statewide recycling rate.
 - 2014 - Awarded 3 grants- \$250,000
 - 2015 - Awarded 14 grants - \$635,500

Quick Poll 2

2016 Community P2 Grant Program

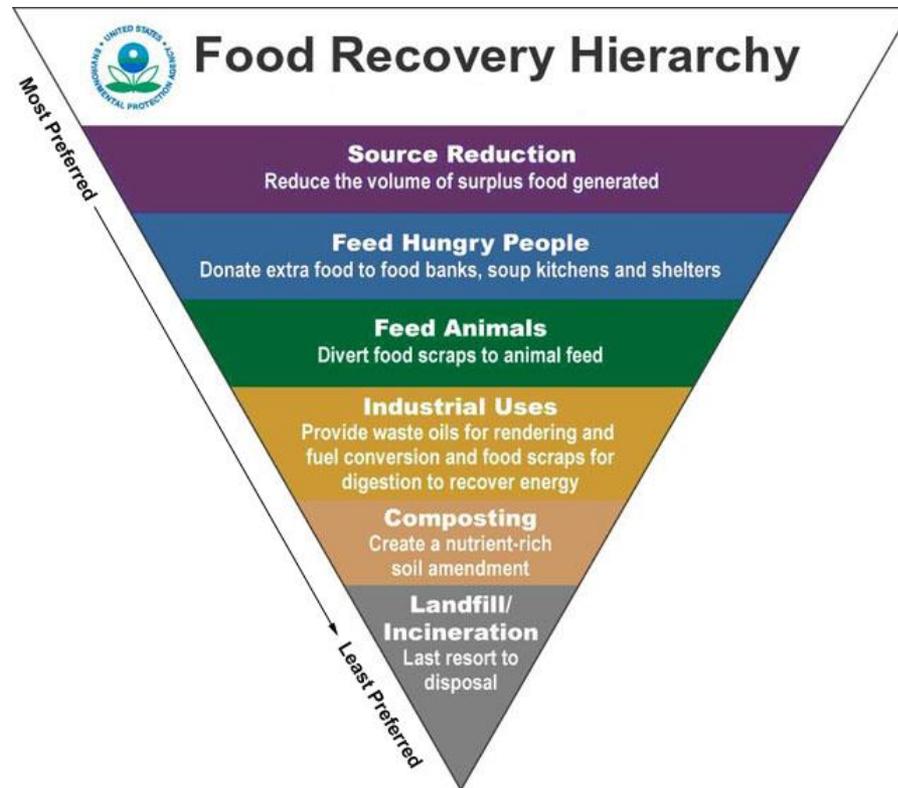
\$250,000 Total Amount Available

- Focus on Food Waste Reduction & Diversion
 - Objective – To fund sustainable projects that reduce and divert food waste as prioritized by the U. S. EPA Food Recovery Hierarchy, that can be transferred or replicated in other communities or organizations.

2016 Grant Details

- Why focus on food waste?
 - According to the U.S. Environmental Protection Agency, more food reaches landfills and incinerators than any other single material in our everyday trash.
 - The draft 2015 Community P2 Grant report titled, *Michigan Municipal Solid Waste Characterization and Valuation Study 2015*, indicates that food waste comprises nearly 14 percent of municipal solid waste and 38.5 percent of organic municipal solid waste in Michigan.
 - Reducing and diverting food waste will help to support Governor Snyder's recycling initiative and increase the statewide recycling rate.
 - There are many beneficial uses for food waste.

Preferred uses for Food



Proposals will be evaluated relative to the hierarchy among other factors.

Grant Details - Who's eligible to apply?

- Eligible applicants include:
 - Municipalities
 - Non-profit organizations
 - Local and tribal governments
 - Local health departments
 - Regional planning agencies

Who can be a project partner?

- Grantees may subcontract with for-profit or non-profit organizations to meet project deliverables.
- Examples of partners include, but are not limited to:
 - Municipalities
 - Non-profit organizations
 - Educational institutions
 - Grocery stores
 - Restaurants
 - Public event centers
 - Sports facilities
 - Hospitals
 - Food processing facilities

No fiduciary agreements

2016 Grant Details



- Applicants may request up to \$100,000 in grant funds.
- Projects of all sizes are encouraged.
- A minimum 25% local match of the total project cost is required.

Total Project Cost

Step 1 – Determine the Total Project Cost.

Total Project Cost
(TPC)

=

Sum of Staffing, Fringe
Benefits, Contractual
Services, Supplies,
Materials, Equipment,
Travel and Indirect
Costs

Step 2 – Calculate 25% of Total Project Cost.

This is your minimum grantee match amount.

Total Project Cost
(TPC)



25%



Grantee
Minimum Match
Amount

Step 3 – Determine the grant request amount.

Total Project
Cost (TPC)

—

Grantee Match
Amount

=

Grant Request
Amount

How to calculate match

- Total Project Cost = Match + Grant Request
- Total Project Cost x 25% = Minimum Match
- $\$133,333 \times .25 = \$33,333$ (match)
- $\$133,333$ (TPC) = $\$33,333$ (match) + $100,000$ (grant)

Local match can be dollars, in-kind goods and services and/or third party contributions.

Federal and state funds cannot be used as matching funds.

Proposal Checklist

III. Checklist for a Complete Community P2 Grant Proposal

Submit one original hardcopy that includes all portions of your proposal. Number all pages of your proposal. Proposals may be submitted by U.S. Postal Service, commercial delivery service or hand delivery. Proposals sent by facsimile machine or email will not be accepted. Digital submissions will not be accepted.

The entire proposal package should not be more than 12 pages, plus the Audit Letter and Letters of Commitment:

- One-page Community P2 Grant Proposal Cover Sheet
- Maximum four-page Project Description
- Maximum three-page Work Plan
- One or two-page Timetable
- One or two-page Project Budget Form
- One-page audit letter
- Letters of commitment

Department of Environmental Quality 2016 COMMUNITY P2 GRANT PROPOSAL COVER SHEET <small>(Authorized by 1996 Public Act 284)</small>		
(Completion of this form is required in order to receive grant consideration)		
PROJECT		
Project Name:	Reducing Food Waste in Medical Facilities	
APPLICANT		
Organization Name:	Get Well Quick Health Facility	
Contact Name:		
Contact E-Mail Address:		
Organization Street Address:		
City, State, Zip Code:		
Telephone Number:		
FAX Number:		
Organization E-Mail:		
Federal Tax ID Number:		
DUNS Number:		
Primary County:		
State Senator:		District #:
State Representative:		District #:
PROPOSED GRANT		
Project Start Date:	08/01/16	
Project End Date:	07/01/18	
Grant Amount Requested:	\$ 72,350.00	
Local Match:	\$ 30,575.00	
Percent Match:	30%	
Total Project Cost:	\$ 102,925.00	
PROJECTED GRANT IMPACT		
Type of Food Waste:	Cafeteria	
	PRE-GRANT	POST GRANT
Source Reduction (tons/year):	0	0.5
Human Consumption (tons/year):	0	0
Animal Consumption (tons/year):	0	0
Industrial Use (tons/year):	0	2
Compost (tons/year):	0.25	0.5
Landfill/Incinerator (tons/year):	4	1.25
EDUCATION AND OUTREACH		
Target Audience:	Medical facilities	
Number of People Influenced:	500	
By signing this cover sheet the applicant is certifying that they and their partners partners will follow all applicable or relevant and appropriate requirements including local, state and federal laws, rules and regulations, industry-recognized Best Management Practices, and be in accordance with local zoning ordinances and special use permits associated with the project.		
PERSON WITH GRANT ACCEPTANCE AUTHORITY:		
Signature / Date: _____		

Project Description

1. Statement of Environmental Conditions & Concerns
2. Project Goals and Objectives
3. Organization Information
4. Project Partners
5. Project Sustainability
6. Evaluation

Project Proposal Requirements

Refer to Section I. D in the RFP

- How the project will reduce and divert food waste.
- How the project will estimate the number of tons of food waste to be reduced and diverted per year as a result of the project.
- The approximate number of tons of food waste to be reduced and diverted per year as a result of the project.

- The education and outreach methods that will be used to increase participation in food waste reduction and diversion practices and programs.
- The education and outreach methods that will be used to raise awareness of the issue of food waste and the benefits of reduction and diversion.
- How it will estimate of the number of people influenced by education and outreach associated with the project.
- The approximate number of people influenced by education and outreach associated with the project.

- How the project will be sustainable after the grant period.
- How the project will encourage regional solutions.
- How the project will have the ability to be replicated or transferred to other communities, businesses, institutions or organizations.

- How the project will inform the general public and appropriate business and/or industry sector about project outcomes.
- How the project will define success and the likelihood of achieving success.
- How the applicant has demonstrated the ability to successfully implement and administer grant projects.

Work Plan

- Tasks/subtasks – Identify each task and subtask for the project, who is responsible for each task/subtask and the approximate percentage of time given to complete each task.
- Deliverables - Describe products/deliverables that evidence completion or progress toward completion of each task and sub-task.

Example Timetable

Subtask	Deliverable	July	August	September	October	November	December	Jan-16	February	March
1.1 Contact trailer rental agencies and request bids	D 1.1 Semi-trailer Rental Agreement	D 1.1								
1.2 Rent semi-trailer for July										
1.3 Enter into property lease with landowner, North Central Co-op, to park semi-trailer for jug collections.	D 1.2 Property Lease with North Central Co-op	D 1.2								
1.4 Confirm with MDARD and ACRC that CSN offers free recycling collection	D 1.3 Correspondence with verification									D 1.3
2.1 Schedule jug pick-up day with Container Services Network	D 2.1 Schedule pick-up for Container Services Network.	D 2.1								
2.2 Schedule pesticide jug collection days and times	D 2.2 Schedule for pesticide container collection days	D 2.2								
2.3 Schedule pesticide jug collection appointments	D 2.3 Appointment schedule with farmers for collections		D 2.3							
3.1 Obtain permission from Ag Container Recycling Council to use ACRC posters	D 3.1 Posters	D 3.1								
3.2 Develop & print brochures to advertise the collection days	D 3.2 Brochures	D 3.2								
3.3 Develop & print pesticide collection event banner	D 3.3 Banner	D 3.3								
3.4 Develop press release to announce and summarize collection events	D 3.4 Press release	D 3.4				D 3.4				
3.5 Include information on collection event in OCD Annual Report newspaper insert	D 3.5 Newspaper insert									D 3.5
3.6 Schedule informational public meeting	D 3.6 Public information meeting schedule	D 3.6								
3.7 Obtain DEQ approval for printed program materials	D 3.7 Confirmation e-mail from DEQ	D 3.7								
3.8 Distribute brochures at local agribusinesses, meetings and other events.	D 3.8 List of meetings, events, businesses where distributed and miles travelled.				D 3.8			D 3.8		

	A	B	C	D	E	F
1	STAFFING DETAILS					
2						
3	Grantee Name	Get Well Quick Health Facility				
4	Project Name					
5	Tracking Code					
6						
7	Name	Position Title	Estimated Hours	Current *	Hourly Rate Range Projected Highest **	Fringe Rate (Max. 40%)
8	Jane	Manager	500.00	\$40.00	\$45.00	30.00%
9	Joe	Sustainability Specialist	1000.00	\$30.00	\$33.00	30.00%
10			0.00	\$0.00	\$0.00	0.00%
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25	* Current hourly rate is the rate for each position when the contract starts.					
26						
27	** Projected highest hourly rate is the anticipated maximum rate for each position during the contract period.					
budget Staff Detail						

2016 Community P2 Grant Program

	A	B	C	D	E	F
7	Grantee Name:	Get Well Quick Health Facility				
8	Project Name:					
9	Tracking Code Number:					
10				GRANT	LOCAL MATCH	
11				AMOUNT	AMOUNT	TOTAL
12	Staffing			\$ 30,000.00	\$ 20,000.00	\$ 50,000.00
13	Fringes (not to exceed 40%)			\$ 9,000.00	\$ 6,000.00	\$ 15,000.00
14	STAFFING AND FRINGE BENEFITS Subtotal			\$ 39,000.00	\$ 26,000.00	\$ 65,000.00
15		HOURS or	RATE or			
16	CONTRACTUAL SERVICES	UNITS	TOTAL			
17	Food Waste Collection LLC	1,000	\$ 25.00	\$ 25,000.00	\$ -	\$ 25,000.00
18	Community Radio Station	10	\$ 40.00	\$ -	\$ 400.00	\$ 400.00
19	Great Printing Company	50	\$ 5.00	\$ -	\$ 250.00	\$ 250.00
20			\$ -	\$ -	\$ -	\$ -
21			\$ -	\$ -	\$ -	\$ -
22			\$ -	\$ -	\$ -	\$ -
23			\$ -	\$ -	\$ -	\$ -
24			\$ -	\$ -	\$ -	\$ -
25			\$ -	\$ -	\$ -	\$ -
26			\$ -	\$ -	\$ -	\$ -
27			\$ -	\$ -	\$ -	\$ -
28			\$ -	\$ -	\$ -	\$ -
29			\$ -	\$ -	\$ -	\$ -
30			\$ -	\$ -	\$ -	\$ -
31			\$ -	\$ -	\$ -	\$ -
32			\$ -	\$ -	\$ -	\$ -
33			\$ -	\$ -	\$ -	\$ -
34			\$ -	\$ -	\$ -	\$ -
35			\$ -	\$ -	\$ -	\$ -
36			\$ -	\$ -	\$ -	\$ -
37	CONTRACTUAL SERVICES Subtotal			\$ 25,000.00	\$ 650.00	\$ 25,650.00
38	SUPPLIES, MATERIALS AND EQUIPMENT					
39	SUPPLIES & MATERIALS (itemize)	QUANTITY	COST			
40	Food waste collection containers	100	\$ 25.00	\$ 2,500.00	\$ -	\$ 2,500.00
41	Postage	50	\$ 0.50	\$ -	\$ 25.00	\$ 25.00
42			\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -	\$ -	\$ -

2016 Community P2 Grant Program

	A	B	C	D	E	F
37	CONTRACTUAL SERVICES Subtotal			\$ 25,000.00	\$ 650.00	\$ 25,650.00
38	SUPPLIES, MATERIALS AND EQUIPMENT					
39	SUPPLIES & MATERIALS (itemize)	QUANTITY	COST			
40	Food waste collection containers	100	\$ 25.00	\$ 2,500.00	\$ -	\$ 2,500.00
41	Postage	50	\$ 0.50	\$ -	\$ 25.00	\$ 25.00
42			\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -	\$ -	\$ -
46			\$ -	\$ -	\$ -	\$ -
47			\$ -	\$ -	\$ -	\$ -
48			\$ -	\$ -	\$ -	\$ -
49			\$ -	\$ -	\$ -	\$ -
50	SUPPLIES AND MATERIALS Subtotal			\$ 2,500.00	\$ 25.00	\$ 2,525.00
51	EQUIPMENT (any item over \$1000)					
52			\$ -	\$ -	\$ -	\$ -
53			\$ -	\$ -	\$ -	\$ -
54	EQUIPMENT Subtotal			\$ -	\$ -	\$ -
55	SUPPLIES, MATERIALS AND EQUIPMENT Subtotal			\$ 2,500.00	\$ 25.00	\$ 2,525.00
56	TRAVEL					
57	MILEAGE	0	\$ -	\$ -	\$ -	\$ -
58	LODGING		\$ -	\$ -	\$ -	\$ -
59	MEALS		\$ -	\$ -	\$ -	\$ -
60	OTHER TRAVEL (itemize)					
61			\$ -	\$ -	\$ -	\$ -
62			\$ -	\$ -	\$ -	\$ -
63	TRAVEL Subtotal			\$ -	\$ -	\$ -
64						
65	PROJECT Subtotal			\$ 66,500.00	\$ 26,675.00	\$ 93,175.00
66	INDIRECT RATE (not to exceed 20% Staffing and Fringe Benefits)		15.00%	RATE		
67	INDIRECT COSTS (Summarize Below)			\$ 5,850.00	\$ 3,900.00	\$ 9,750.00
68	TOTAL GRANT AND MATCH BUDGET			\$ 72,350.00	\$ 30,575.00	\$ 102,925.00
69	Project Percentage Split			70.29%	29.71%	
70						
71	SUMMARY OF INDIRECT CHARGES:					
72						
73						
74	Office space, phones, and general office supplies.					

Audit Letter

- Applications must include a letter from a certified public accountant documenting that the organization has undergone a successful financial audit within the last 24 months.
- The letter must also include the dates and scope of the successful financial audit.

Letters of Commitment

- A letter from each project partner specifying what they will contribute to the project is required.
- Partners may commit a specific amount of time, money, activity or resources to meet the deliverables identified in the project.

How to Submit an Application

- Via the U.S. Postal Service to:

Department of Environmental Quality
Office of Environmental Assistance
Pollution Prevention and Stewardship Unit
2016 Community P2 Grant Program
P.O. Box 30457
Lansing, Michigan 48909-7957

- Via Hand Delivery, Commercial Carrier or Overnight Mail to:

Department of Environmental Quality
Office of Environmental Assistance
Pollution Prevention and Stewardship Unit
2016 Community P2 Grant Program
525 West Allegan, CH-1S
Lansing, Michigan 48933

Proposals are due by 5:00 pm on February 29, 2016

Quick Poll 3

Selection Criteria

Refer to Section I.F in the RFP

- The tons of food waste reduced or diverted per year in accordance with the U.S. EPA Food Recovery Hierarchy.
- The overall cost effectiveness of the proposal. (Total tons of food waste reduced and diverted divided by the total project cost.)
- The approximate number of people influenced by education and outreach efforts, and the methods selected to provide education and outreach.

Selection Criteria

Refer to Section I.F in the RFP

- The degree to which the approach outlined in the application would be transferable or replicable by other organizations or communities.
- The degree to which the applicant and any subcontractors have the technical ability, experience, depth of staff, qualifications and credibility necessary to administer the grant, implement the project and produce deliverables.
- Letters of commitment from each project partner securing the support necessary to execute the project and produce deliverables.

Selection Criteria

Refer to Section I.F in the RFP

- A completed and signed cover page that certifies the applicant and their partners will follow all applicable or relevant and appropriate requirements including local, state and federal laws, rules and regulations, industry-recognized Best Management Practices, and be in accordance with local zoning ordinances and special use permits associated with the project.
- A description of project goals that is clear and realistic.

Selection Criteria

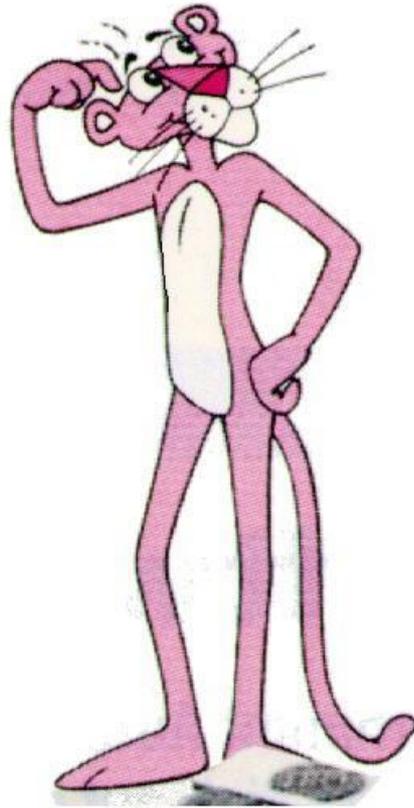
Refer to Section I.F in the RFP

- A work plan that is complete and realistic.
- A timeline that is complete and realistic.
- A budget that is complete and realistic.
- A clear definition of project success and the likelihood of achieving success.
- The description of how the project will be sustained after the grant period.

Approximate Timeline

- Proposals will be evaluated in March and potential grantees will be notified.
- Grant agreement negotiations will begin in March/April.
- Grantees will be invited to attend the 2nd Governor's Recycling Summit on May 3, 2016 at the Inn at St. Johns, Plymouth, MI.
- Grantee work plans, time lines and budgets will be finalized as soon as possible.
- Once a grant agreement is signed by the grantee and the DEQ, work on the project may begin.

Questions?



Quick Poll 4

Contact information

- Debbie Swartz, swartzd@michigan.gov
 - Chad Rogers, rogersc1@michigan.gov
 - Devan Dodge, dodged1@michigan.gov
 - Jeff Spencer, spencerj3@michigan.gov
-
- Additional information about the Community Pollution Prevention Grants Program can be found at www.michigan.gov/deqp2grants

Look for our Upcoming Sustainability Webinar Series!






ABOUT THE DEQ
AIR
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WATER
SUSTAINABILITY

DEQ / TRAINING AND WORKSHOPS

Sustainability Webinar Series

Agency: Environmental Quality

The Department of Environmental Quality (DEQ), Pollution Prevention and Stewardship Unit, proudly presents this series of webinars produced in partnership with our voluntary partners. This series is intended to promote meaningful engagement with our current and future customers around the topic of business sustainability.

Do you have a specific sustainability topic or speaker you are interested in? Please complete our [CONTACT FORM](#) and let us know

Webinars in this series:

February 18, 2016 - Thu, Feb 18, 2016 2:00 PM - 3:00 PM EST
The Business of Sustainability, produced in partnership with T&M Associates, Inc. and Haley & Aldrich, Inc.
 The Business of Sustainability webinar will explore the interrelationship between stakeholder preferences, business leadership and environmental regulations and how these drivers can affect sustainable business practices. Case studies and trends will be examined to illustrate how these factors are helping to advance society toward a safer and more sustainable future through business practices. Presenters include Ms. Natalie Pryde, Principal Scientist with T and M Associates, and Maryann Sanders, Sr. Regulatory Compliance Specialist with Haley & Aldrich, Inc.



Natalie Pryde
T and M Associates



Maryann Sanders
Haley & Aldrich

March 2016
How to Create a Culture of Sustainability

April 2016
Energy Audit/Conservation

May 2016
Water Audit/Conservation

June 2016
Waste Audit/Waste Reduction

July 2016
Green Chemistry 101, produced in partnership with Steelcase, Inc.

August 2016
Triple Zero

September 2016
Food Waste

Thank You!

