



# Oregon Department of Environmental Quality

## 2015 MATERIALS MANAGEMENT GRANT PROGRAM

### Materials Management Projects Grant

#### INSTRUCTIONS and APPLICATION FORM

**APPLICATION DEADLINE: DECEMBER 14, 2015**

DEQ Materials Management (formerly Solid Waste) grants support [\*Materials Management in Oregon: 2050 Vision and Framework for Action\*](#), Oregon's 2050 vision for managing materials: taking action to reduce pollution and conserve resources across the full lifecycle of materials. This includes upstream design and production, consumption and use and end-of-life management.

#### 2015 Grant Schedule

Application materials available	Tuesday, September 15, 2015
Completed applications due at DEQ offices	E-mailed by Monday, December 14, 2015 (11:59 pm PST)
Grant awards announced (estimated)	Friday, February 26, 2015
Grant funds available	After grant contract is signed by all parties

**Use this application packet for Materials Management Project Grants ONLY.**

(There are two other grant categories: **HHW/Solid Waste/Materials Management Planning** and **HHW Facility**. Find more information on these programs here: [www.deq.state.or.us/lq/sw/grants/](http://www.deq.state.or.us/lq/sw/grants/).)

#### Who can apply?

Local governments responsible for solid waste management are eligible to apply, including cities, counties, tribes, metropolitan service districts, regional parks districts, sanitary districts, county service districts, and regional air quality control authorities. Local governments may receive grant funds to develop their own project or may partner with community groups, private individuals, non-profit organizations, schools, or businesses, who will work under contract with the local government.

#### What types of projects can be proposed in this grant category?

Any project that reduces impacts of materials through their life cycle. This can include product redesign or production changes, marketing to reduce consumption, creating reuse infrastructure, and traditional recycling and composting collection and processing.

#### What is a "Priority Area" Project?

DEQ is encouraging grant proposals that further current priorities for implementing Oregon's 2050 vision for materials management by awarding **up to 10 points** (out of a total of 100 possible points) for projects focused at least in part in one or more priority areas. See the Materials Management Project Grant priorities on the list below, along with example projects:

## **Priority Areas and Examples:**

### ☐ **Food Waste Recovery:**

#### **Examples:**

- Programs to donate edible food to food banks from restaurants, grocery stores, institutions, etc.
- Programs to use food residuals or be processed into commercial animal feed or pet food.
- Educational programs to support the increase in recovery or reduction of contamination for food waste collected.

### ☐ **Plastics Recovery:**

#### **Examples:**

- Programs to increase recovery of plastic through innovative collection, processing or marketing schemes or technologies.
- Educational programs to increase recovery of or reduce contamination in plastic waste collected.

### ☐ **Multi-Tenant (commercial and residential) Recovery:**

#### **Examples:**

- Programs to assess or address recovery barriers (e.g., lack of infrastructure for convenient recycling or composting, contamination, education and outreach challenges, updating building or zoning codes).
- Programs to develop best practices to reduce contamination or increase participation.
- Educational programs to help increase recovery of or reduce contamination from materials collected at multi-tenant facilities.

### ☐ **Waste Prevention and Reuse:**

#### **Examples:**

- A city or watershed-wide education and promotion program about the environmental benefits of and opportunities to reduce waste generation through waste prevention and reuse.
- A waste prevention campaign targeting residential, commercial or institutional generators of waste focused on sustainable purchasing practices.
- A waste prevention education program to promote reduced use of household hazardous products.

(Note: “**Waste prevention**” means to reduce the amount of solid waste generated without increasing toxicity in the design, manufacture, purchase, or use of products and packaging. “**Reuse**” means the return of a commodity into the economic stream for use in the same kind of application as before without changing its identity. “**Recovery**” means the process of obtaining useful material or energy from solid waste and includes energy recovery, composting and recycling.)

## **Will a project not in a priority area have a lower chance of being funded?**

Not necessarily. Priority area projects may receive *up to* 10 points; they may receive fewer. In addition, strong proposals for projects not in priority areas may receive up to 90 points and could score higher than priority area projects.

## **What costs are eligible for funding?**

Grant funds may be used for (but are not limited to):

- Administrative costs
- Salaries and benefits for project personnel and payments to consultants or contractors
- Publications and other printed materials
- Machinery, vehicles, equipment, signs, containers and project-related supplies

## What costs are NOT covered?

- Costs incurred for activities outside the scope of the grant agreement unless approved by DEQ
- Costs for which payment has been or will be received under another financial assistance program
- Costs incurred before issuance of, or after the expiration date of, a signed grant contract with DEQ
- Ordinary operating expenses of local government that are not directly related to the project.
- DEQ permit fees or costs incurred for landfill closure

## Is there a limit on the amount that can be requested?

There is no limit on the amount that can be requested for a project. Up to \$500,000 may be awarded in this 2015 grant round for all materials management grants (including household hazardous waste and planning grants). In some cases, DEQ may offer an award for less than the amount requested. Historically, the average grant amount has been approximately \$25,000, ranging from \$1,500 to \$148,550.

## Are matching funds required?

There is no grant matching funds requirement. However, local support like cash matches factor in the evaluation of the proposal, thus it may be advantageous to show them in your response to the appropriate questions below. Matches must be cash from local governments, partners or other grants or sources. Cash matches will be subject to grant accounting procedures.

# Instructions for Filling out the Application Form:

## General Information –

The attached Application Form is designed to be filled-in from your computer. Use this Guide to help you answer the questions fully. Begin typing in the *grey rectangle* next to the questions. Many of these have a built-in format, such as dollars and cents or date. **Question 1** is set to a limit of **300 words**; **Questions 2 – 4** are not set to a limit, but please try to limit your responses to **one page for each question**.

## Cover Page –

Be sure to fill out all applicable items on the page. (For help with your Senate and House Districts, see: <http://bluebook.state.or.us/state/legis/legis.htm>)

## Question 1. Project Overview

### Provide a brief summary of your project.

Concisely describe what the project will accomplish, the method(s) that will be used, who will benefit from the project and why it's important. Limit your response to 300 words.

## Question 2. Project Description

### a. What environmental or public health need does this project address?

Describe the problem or need this project will address and its relevance to the impact of materials on the environment. How was the need determined, and who helped determine it?

### b. What are the goals of the project?

Describe the goals of the project and how they will address the identified need.

For education/outreach projects:

- Identify the specific behaviors of your targeted audience(s) the project intends to change
  - Discuss, if any, your plans to identify the barriers to changing behaviors of your target audience.
- (You can find information on identifying barriers at <http://www.cbsm.com/pages/guide/step-2:-identifying-barriers-and-benefits/>)

**c. How will the project achieve those goals?**

Describe the work that will be accomplished, the methods that will be used, and the timeframe for that work.

If your project involves capital purchases of \$5,000 or more, you *must* attach bid specifications and quotes. You may *optionally* attach additional pages of photographs, diagrams, and relevant supporting documents.

**d. How will the project's success in achieving the goals be measured?**

What performance measures will you use? How will you measure results and how often?

**Question 3. Project Resources and Commitment**

**a. Identify the key people who will be involved in developing and implementing the project and describe the roles they will play.**

Discuss relevant experiences, accomplishments, and qualifications of the project officer and key personnel. If you will use a subcontractor, include subcontractor personnel (You may additionally attach resumes of key personnel.)

Describe how the project will be managed.

**b. How will your project be cost-effective?**

Demonstrate how costs are reasonable for the proposed work. Also include information on any cost saving efforts and other project resources such as cash match from partners, use of existing materials, refurbished equipment, volunteer labor, etc. (**Note:** Cash match will be required to be listed in the **Project Budget** form.)

**c. What community support do you have for the project?**

Please detail the support. Attach letters of commitment from partners. Letters should indicate if there are **specific commitments of resources to the project** (Do not include general letters of support that simply state that the project is a good idea; **these will not be considered**).

**Question 4. Potential for Project Continuity/Ongoing Benefits**

**Describe any on-going benefits from this project after the grant period.**

- Describe how you will determine if this project will continue to achieve benefits beyond the grant period.
- If the project is planned to continue, describe the plans for how the project will be carried out and funded (e.g., efforts to enlist community partners, methods of making the project self-funding, adjusting rates to provide on-going funding)
- Discuss the potential for the project to serve as a model or to support other projects to reduce environmental or public health impacts of materials.

**Project Budget –**

Be sure to fill out the form completely, including any cash match in the appropriate columns.

**Project Work Plan and Schedule –**

Include on the form all major activities planned and their expected dates of completion.

**Signatures –**

Authorized Signatures from each participating local governments are required. Please ensure enough time to secure them prior to the submittal deadline. A scanned copy of the completed Signature Page must be attached to the electronic submission.

## What happens if my grant is funded?

If awarded a grant, the local government will enter into an agreement with DEQ and will administer the funds, oversee the project, and invoice DEQ for reimbursement. A grant agreement will not be issued unless the applicant and DEQ agree to the amount of money granted, how it will be spent, and what work will be performed before the grantee is paid. If a grantee uses a subcontractor, the grantee is responsible for monitoring the subcontractor's work and ensuring that it meets the grantee's obligations under the grant agreement with DEQ. The general terms of this agreement can be reviewed at [www.deq.state.or.us/lq/sw/grants/](http://www.deq.state.or.us/lq/sw/grants/).

## Need help?

We encourage you to work with DEQ's technical assistance staff (TAs) as early as possible as you develop your grant application. They will answer questions about the application form throughout the application period or discuss your proposed project. **We urge you to contact TAs as early as possible, and well before the Dec. 14, 2015 application submission deadline.**

Counties	TA Name and Address	How to Contact
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	<b>Cathie Rhoades</b> Oregon Dept. of Environmental Quality 750 Front St. NE, Suite 120 Salem, OR 97310	(503) 378-5089 <a href="mailto:Rhoades.Cathie@deq.state.or.us">Rhoades.Cathie@deq.state.or.us</a> Fax (503) 378-4196
Coos, Curry, Douglas, Jackson, Josephine, and Lane	<b>Craig Filip</b> Oregon Dept. of Environmental Quality 165 East 7th St., Suite 100 Eugene, OR 97401	(541) 686-7868 <a href="mailto:Filip.Craig@deq.state.or.us">Filip.Craig@deq.state.or.us</a> Fax (541) 686-7551
Deschutes, Grant, Harney, Klamath and Malheur	<b>Susan Christensen</b> Oregon Dept. of Environmental Quality 475 NE Bellevue, Suite 110 Bend, OR 97701	(541) 633-2007 <a href="mailto:Christensen.Susan@deq.state.or.us">Christensen.Susan@deq.state.or.us</a> Fax (541) 388-8283
Clackamas, Clatsop, Columbia, Multnomah, Tillamook and Washington	<b>Leslie Kochan</b> Oregon Dept. of Environmental Quality 700 NE Multnomah St., Suite 600 Portland, OR 97201-4987	(503) 229-5529 <a href="mailto:Kochan.Leslie@deq.state.or.us">Kochan.Leslie@deq.state.or.us</a> Fax (503) 229-6945
Baker, Crook, Gilliam, Hood River, Jefferson, Lake, City of Milton-Freewater, Morrow, Sherman, Umatilla, Union, Wasco, and Wheeler	<b>Shari Harris-Dunning</b> Oregon Dept. of Environmental Quality 475 NE Bellevue, Suite 110 Bend, OR 97701	(541) 633-2010 <a href="mailto:Harris-Dunning.Shari@deq.state.or.us">Harris-Dunning.Shari@deq.state.or.us</a> Fox (541) 388-8283

## How will proposals be evaluated?

Applications will be reviewed and ranked competitively by a panel of DEQ staff based on selection criteria in OAR 340-083-0070. Grant applications must meet a minimum qualifying score. DEQ will fund the highest scoring projects. See the criteria and evaluation factors below:

<b><u>Selection Criteria and Examples of Evaluation Factors</u></b>	<b><u>Possible Points</u></b>
An application must receive a minimum score of 50 points (100 possible) to be considered for a grant.	<b>100</b>
<input type="checkbox"/> Project is within one or more priority areas.	<b>10</b>
<b><u>Project Overview</u></b> <input type="checkbox"/> Project clearly and concisely summarized.	<b>5</b>
<b><u>Project Description</u></b> <input type="checkbox"/> Project is clearly described <input type="checkbox"/> Project addresses an important problem or need related to environmental or public health impacts of materials <input type="checkbox"/> Project goals address the problem or need <input type="checkbox"/> Work described is likely to achieve project goals in timeframe provided <input type="checkbox"/> Project's success (or failure) in meeting goals will be effectively measured	<b>50</b>
<b><u>Project Resources and Commitment</u></b> <input type="checkbox"/> Project will be managed and implemented in a manner likely to achieve project goals <input type="checkbox"/> Project will have community involvement and support <input type="checkbox"/> Project Budget is complete and clearly described <input type="checkbox"/> Project costs are reasonable for the work to be completed and outcomes achieved <input type="checkbox"/> Project work plan and schedule are clearly described <input type="checkbox"/> Work plan and timeline demonstrate project will be completed in realistic and reasonable timeframe	<b>20</b>
<b><u>Potential for Project Continuity/Ongoing Benefits</u></b> <input type="checkbox"/> Project is likely to continue or support other projects that will reduce impacts of materials.	<b>15</b>

## Is your application complete?

Ensure that you have a complete application package, including:

- ☐ Completed cover sheet
- ☐ All applicable questions answered completely
- ☐ Bids and spec sheets for any capital expenditures of \$5,000 or more
- ☐ Budget, including cash match
- ☐ Project work-plan and schedule
- ☐ Required signatures scanned and attached to electronic document

## Ready to submit?

Attach the completed application form saved in Microsoft Word or PDF format to an email, and send to [pasterz.pete@deq.state.or.us](mailto:pasterz.pete@deq.state.or.us). (Contact your DEQ TA listed above if you cannot send electronically)

**Applications must be received by 11:59 pm, December 14, 2015.**



Oregon Department of Environmental Quality Materials Management Program

**2015 Application for Materials Management Grant Funds**

<b>Name of local government applying:</b> Multnomah County	<b>Federal taxpayer ID #:</b> _____
<b>Address:</b> 1900 SW 4 <sup>th</sup> Ave., Room 7100 Portland, OR 97201	<b>State Legislative Districts:</b> <b>House:</b> <u>36</u> <b>Senate:</b> <u>18</u>
<b>Contact person:</b> John Wasiutynski	<b>Title:</b> Director of the Office of Sustainability
<b>Telephone:</b> (503)988-3193	<b>E-mail:</b> john.wasiutynski@multco.us
<b>Name of project:</b> Vehicle Request for Food Rescue	
<b>Amount requested from DEQ:</b> \$51,355.00	<b>Total cost of project:</b> \$125,901.00
<b>Matching funds</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Amount:</b> \$74,546.00	<b>Is this a Priority Area proposal? If so, indicate type(s)</b> (See Application Instructions for definitions)
List Participating Jurisdictions and contact information N/A	<input checked="" type="checkbox"/> Food Recovery <input type="checkbox"/> Plastic Recovery <input type="checkbox"/> Multi-tenant Recovery <input type="checkbox"/> Waste Prevention/Reuse
<b>Will you use a subcontractor?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>If Yes, fill out contractor information below:</b>	
<b>Subcontractor name:</b> Oregon Food Bank	<b>Contact person:</b> Heather Ellis
	<b>Contact person title:</b> Grant Writer
<b>Subcontractor mailing address:</b> PO Box 5817, Beaverton, OR 97006	<b>Subcontractor e-mail address:</b> hellis@oregonfoodbank.org
<b>Phone:</b> (503)348-9526	<b>Web address:</b> www.oregonfoodbank.org



Please fill-in the answers to Questions 1 – 4 starting in the grey rectangle. Refer to the Instructions for assistance.

## **Question 1. Project Overview**

**Provide a brief summary of your project.** Oregon Food Bank (OFB) requests \$51,355 from the Oregon Department of Environmental Quality to purchase a 24-foot refrigerated truck for the Fresh Alliance program, our retail store donation program. Since 2002, the Fresh Alliance program has rescued healthy, fresh food from national and local retail partners and distributed it to hungry clients. In that time, the program has grown from 7 stores to 262 stores in Oregon and Clark County, Washington, providing more than 80 million pounds of nutritious food in total.

Fresh Alliance operates throughout the OFB Network of 21 Regional Food Banks and in coordination with local hunger-relief partner agencies. OFB and partner agencies pick up food donations from retail partners and process the food for distribution. This program directly supplies underserved communities with nutritious foods donated by retail partners while simultaneously diverting over 19.4 million pounds of food from landfills each year. At the beginning of FY2015/16, Fresh Alliance had 262 retail partners across the OFB Network of partner agencies; this number is expected to grow to approximately 382 by year's end. OFB will directly serve 42 of the 120 stores to be added this fiscal year. The expansion of additional stores is a significant increase over the prior year and a new truck is a vital purchase to ensure food is being placed in the hands of food insecure individuals rather than into landfills.

Our current truck fleet has exceeded its capacity, and we are unable to accept additional retail store donations and add additional pounds to our distribution activities. This truck will enable us to expand our program to rescue 846,768 pounds of fresh food from landfills and distribute it to hungry individuals across metropolitan Portland each year.

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## **Question 2. Project Description**

**a. What environmental or public health need does this project address?** With support from the Oregon Department of Environmental Quality, OFB will purchase a new truck which will divert 846,768 pounds of food from landfills over the course of a year and place it in the hands of food insecure clients. Each year, approximately 40 million tons of food waste are sent to landfills in the United States. At the same time, record numbers of Americans – one in six – are receiving government food assistance (Food Waste Reduction Alliance, 2015).

OFB will purchase a new 24-foot refrigerated truck for Fresh Alliance, which is dedicated to strategically sourcing protein, produce, and staples that support the nutritional needs of food insecure individuals and families. Rates of illness, such as diabetes, related to low quantities of nutritious food, are increasingly affecting low-income populations in greater numbers (Live Science, 2013). Also, decomposition of food waste in landfills creates significant amounts of methane, a greenhouse gas that is 25 times more potent than carbon dioxide (Department of Environmental Quality, 2011). OFB is committed to meeting the nutritional needs of food insecure clients while reducing the release of harmful methane gas into the environment through the diversion of food from landfills.

**b. What are the goals of the project?** The Fresh Alliance program captures high quality, nutrient dense food from major retailers to be distributed to clients throughout our Network of 21 Regional Food Banks and over 970 Partner Agencies. This year, OFB is expanding the Fresh Alliance program across the Network by 120 stores (106 Safeway Stores, 3 Walmart Stores, and 11 additional local retail stores), 42 of which will be serviced directly by OFB. We will purchase a new truck to service additional stores through the expansion and directly supply greater amounts of rescued food to hungry clients while diverting 846,768 pounds of food from landfills each year.

**c. How will the project achieve those goals?** OFB's Fresh Alliance program operates throughout Oregon and Clark County, WA through the OFB Network of 21 Regional Food Banks, four of which are OFB branches, in coordination with many partner agencies. In total, this program diverts 19.4 million pounds from landfills and distributes it to food insecure clients each year. OFB is currently expanding the Fresh Alliance program by 120 retail stores, 42 of which will be directly serviced by OFB. The majority of stores participating in the Fresh Alliance program represent national retailers

(85%), with the remaining representing local and regional retailers (14%).

The rapid expansion of our Fresh Alliance program has given OFB a great opportunity to examine how we can best capture both current donations as well as projected increases. With the expansion of 120 new stores we have looked closely at our fleet and surveyed our partners to understand their transportation capacity. We concluded that our Fresh Alliance fleet is at capacity and must expand to rescue more food. The desired truck has a weight capacity of 12,000 pounds and fits 10 pallet spaces and will service a new route of 13 stores (5 Safeway, 3 Haggen, 2 Walmart, 2 Fred Meyers, and 1 Albertsons). Based on average store donation levels, we can estimate that this truck will rescue 846,768 pounds of food from retail partners and diverted from the waste stream each year. Over 10 years, the ideal lifetime of a truck, this single truck will divert close to 8.47 million pounds of food from the waste stream.

Donations that are picked up from stores directly by OFB are brought back to our warehouses, repacked by volunteers, and distributed to partner agencies. The OFB Network utilizes this program model to ensure that product moves swiftly from store to client. Perishable products, in particular, are best served by this structure. The Fresh Alliance program's total poundage number in the OFB Network is expected to increase by 45% this fiscal year to serve 383 total stores with the addition of new stores including Walmart, Safeway, and other regional grocery stores.

**d. How will the project's success in achieving the goals be measured?** OFB will consider this project a success when purchase timelines are met and the truck is put into service optimizing the Fresh Alliance fleet. The new truck will be purchased between April and July 2016. It takes approximately four months for the truck to be ordered and delivered to our Portland location. If purchased in April, we expect the truck to arrive in Portland ready for use in July 2016. That allows for eight months of use during the grant period. Based on those projections we estimate receiving 564,512 lbs of food with the use of this truck during the grant period (13 stores\* 1357 lbs. per store per week\*4 weeks per month\*8 months = 564,512 lbs).

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### **Question 3. Project Resources and Commitment**

**a. Identify the key people who will be involved in developing and implementing the project and describe the roles they will play.**

John Wasiutynski — Director of the Office of Sustainability, Multnomah County. John is the lead program applicant and the contract manager for the project.

Katie Pearmine — Strategic Sourcing Manager. Katie is responsible for project management, staff oversight, and internal and external stakeholder management for the Fresh Alliance program. She also currently oversees a staff of five Food Resource Developers and brings a wide variety of experiences germane to food sourcing. Prior to her work at OFB, Katie worked for Oregon Department of Agriculture where she spent a year as a Domestic Trade Manager growing Oregon food and agricultural businesses, and three years running the USDA Specialty Crop Block Grant Program.

Rachel Dueker — Food Resource Developer. Rachel is responsible for Network technical assistance, regional corporate relationship management, and acts as the Feeding America Network liaison. Prior to joining OFB in 2007, Rachel was a Program Coordinator with South Coast Food Share, a partner agency. She holds a Bachelor of Science from the University of Oregon in Social Science with a minor in Planning, Public Policy, and Management.

**b. How will your project be cost-effective?** The purchase of this truck will enable us to retire a 16 year old truck from our fleet. OFB generally tries to replace trucks after 10 years of service as we see the probability for needed major repairs increase at that point. Our 1999 truck that will be replaced has required nearly \$27,000 of repairs in recent years. A new truck will require fewer repairs, particularly in the first several years of service, reducing our current repair expenses and helping us avoid some potentially very large expenses (e.g., new transmission).

Approximately \$74,546 of the truck will not be covered with these grant funds. OFB will actively seek out additional sources of funding for this truck including a request from the Hedco Foundation for \$80,000. If needed, OFB will apply

general operating funds to support additional costs associated with this truck, which is vital to the expansion. However, even though we raise over \$12 million in operating revenues, this funding is already allocated to existing program costs. If we use general operating funds to purchase the truck, we won't be able to serve as many people..

**c. What community support do you have for the project?** At the start of FY15/16, 262 retailers donated food to the Fresh Alliance program network-wide. OFB is experiencing significant growth in Fresh Alliance. This year, the OFB Network will see an increase of 120 stores (106 Safeway Stores, 3 Walmart Stores, and 11 additional local retail stores) with OFB responsible for administering the donation programs for 42 of those new stores. The majority of stores serviced through the Network, over 85% represent national retailers, with the remaining 14% representing local and regional retailers.

The enthusiasm and commitment of OFB volunteers is also a central component of our programs. Last fiscal year, OFB volunteers donated total of 180,000 hours and repacked 17.4 million pounds of food. In the same year, volunteers spent 15,050 hours sorting and packing for the Fresh Alliance program. OFB also maintains strong partnerships with corporate retail partners and is the recent recipient of two grants for \$20,000 and \$50,000 from Walmart/Feeding America in support of the Fresh Alliance program.

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#### **Question 4. Potential for Project Continuity/Ongoing Benefits**

**Describe any on-going benefits from this project after the grant period.** In 2014, OFB launched its new five year strategic plan which highlights our commitment to sourcing high quality, safe, nutrient dense food and distributing it to people throughout the Network of 21 Regional Food Banks and over 970 Partner Agencies. OFB is committed to shifting our focus from capturing all pounds of food to strategically sourcing produce, protein, and staples. The Fresh Alliance program provides an important source of products that fall into each of these categories, particularly expensive animal proteins. Specific strategic plan initiatives which tie directly into our Fresh Alliance program include increasing the total fresh produce from 10 million to 15 million and ensuring that 40% of Oregon Food Bank branch pantries will adopt healthy pantry techniques and encourage healthy food choices. Food from the Fresh Alliance program will directly help OFB meet these goals and support our commitment to strategically sourcing food while ensuring the food does not waste away in landfills.

## Project Budget

Complete all sections of the budget. **"Matching Funds" are cash contributions ONLY**, used to support the grant project. (**"In-kind contributions"** such as office space, goods or services, and labor should NOT be reported here, but listed in relevant Questions above.)

(A) **PERSONNEL SERVICES** - List principal personnel by name and project title. Include salaries and costs of benefits, such as quoted payments for insurance, retirement, social security, etc. Be sure to give subtotals of funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching funds.

(A) List Project Personnel	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Funds (optional)	Total Costs
1.					
2.					
3.					
4.					
5.					
6.					
SUBTOTAL					

Source of matching funds: \_\_\_\_\_

(B) **PROFESSIONAL SERVICES** - List consultants, contractors, etc. Be sure to give subtotals of funds requested, matching funds, and total costs in the spaces provided. Then, state the source of the matching funds.

(B) List Consultants or Contractors	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Funds (optional)	Total Costs
1. Multnomah County administrative rate @ 2.71%	\$0.00	N/A	\$1,355.00	N/A	\$1,355.00
2.					
3.					
4.					
SUBTOTAL			\$1,355.00		\$1,355.00

Source of matching funds: N/A

(C) **CAPITAL OUTLAY** - List all items to be purchased with a value greater than \$5,000. Be sure to give subtotals of grant funds requested, matching funds, and total costs in the spaces provided. Then, state the source of the matching funds. **For items costing \$5,000 or more, provide a bid or spec sheet** that demonstrates the anticipated cost.

(C) List Capital Outlay Items	DEQ Grant Funds Requested	Matching Funds (optional)	Total Costs
1. Truck-- Freightliner M2 106	\$50,000	\$74,546.00	\$124,546
2.			
3.			
4.			
SUBTOTAL	50,000	\$74,546.00	\$124,546.00

Source of matching funds: Hedco Foundation Capital Request \$80,000, General Operating Support

(D) **SERVICES AND SUPPLIES** - Include items not listed in "Personnel Services," "Professional Services," and "Capital Outlay." Examples are computer services, duplicating, materials/supplies, postage, publication charges, telephone, fuel, automobile mileage, travel, etc. The need for services and supplies should be clear from your answers to the questions on page 2. If you need to clarify further, you may provide additional information below. For example, if you include costs for travel, be certain to explain who will travel, where they will go, the purpose of the travel, and specific expenses (mileage, accommodations, meals, etc.). Be sure to give subtotals for funds requested, matching funds, and total costs. Then, state the source of the matching funds.

(D) List Services and Supplies	DEQ Grant Funds Requested	Matching Funds (optional)	Total Costs
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
SUBTOTAL			

Source of matching funds: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_

(E) **PROJECT BUDGET SUMMARY** - Fill in all applicable spaces. Be sure to total grant funds requested, matching funds, and total costs.

(E) Project Budget and Summary	DEQ Grant Funds Requested	Matching Funds (optional)	Total Costs
A. Personnel Services			
B. Professional Services	\$1,355.00		\$1,355.00
C. Capital Outlay	\$50,000.00	\$74,546.00	\$124,546.00
D. Services and Supplies			
E. Total DEQ Grant Funds Requested	\$51,355.00		
F. Total Matching Funds Committed		\$74,546.00	
G. Total Project Cost			\$125,901.00

**Project Work Plan and Schedule**  
Please make sure that you identify all major activities required for project completion. Be as specific as possible. Include dates for progress reports and the final report. You may add additional lines as necessary. Assume that grant funds will be available after May 1, 2016.

Planned Project Beginning Date:	5/15	Planned Project Ending Date:	8/30
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[illegible]



## Signatures

The **authorized representative** of the local government applying must sign the application. This is an official who has the authority to obligate the applicant's resources and is usually an elected official such as chair of the county commission, county executive, mayor, city manager, or chair of the city council. If more than one local government is applying, you must have signatures of authorized representatives from each jurisdiction.

*I certify that, to the best of my knowledge, the information provided in this application and attachments is correct and true. I understand and agree that if grant money is awarded as a result of this application, I will comply with all applicable statutory provisions and with applicable terms, conditions, and procedures of the DEQ grant agreement.*

Signature of Authorized  
Representative (Applicant #1) \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature of Authorized  
Representative (Applicant #2) \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature of Authorized  
Representative (Applicant #3) \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Scan signed page and attach to completed Application Form prior to emailing**