

Dakota County Community Waste Abatement Grant Program 2023 Application

Application Deadline: October 1, 2022

Municipality:	West St. Paul, South St. Paul, Mendota Heights, Sunfish Lake and Lilydale
Application Submittal Date:	10/1/2022
Funding Period:	January 1, 2023 - December 31, 2023
2023 Report and Reimbursement Request Due Dates:	July 15, 2023 for January - June 2023 January 15, 2024 for July - December 2023

Authorized Representative (Contract Signatory)			
Name:	Nate Burkett	Title:	City Manager
E-mail:	nburkett@wspmn.gov	Phone:	651-552-4101
Mailing Address:	1616 Humboldt Ave, West St. Paul, MN 55118		
Municipality Primary Contact			
Designated Liaison:	Dave Schletty	Title:	Parks & Rec Director
E-mail:	DSchletty@wspmn.gov	Phone:	651-552-4152
Municipality Secondary Contact			
Designated Back-up:	Dave Schletty	Title:	Parks & Rec Director
E-mail:	DSchletty@wspmn.gov	Phone:	651-552-4152
Municipality Communications Contact			
WSP Name:	Dan Nowicki	Title:	Marketing & Communications Manager
WSP E-mail:	dnowicki@wspmn.gov	Phone:	651-552-4117
SSP Name:	Jacob Steiner	Title:	Communications
SSP Email:	jsteiner@southstpaul.org	Phone:	651-554-3272
MH Name:	Kelly Torkelson	Title:	Asst. City Administrator
MH Email:	ktorkelson@mendotaheightsmn.gov	Phone:	651-255-1356
SFL Name:	Mike Hovey	Title:	Communications
SFL Email:	mhovey@hmcc.com	Phone:	651-554-0433
LD Name:	Mary Schultz	Title:	City Administrator
LD Email:	cityoflilydale@comcast.net	Phone:	651-457-2316

Budget Summary	Fund Eligibility	Fund Request
Part 1: Base Funding Request (Required)		
1. Administration	\$29,000	\$28,857
2. Residential Communications	\$16,500	\$16,499
3. Municipal Facilities Verification and Education	\$3,840	\$3,840
4. Special Collections	\$18,349.6	\$18,483
<i>Subtotal</i>	\$67,689.6	\$67,679
Part 2: Supplemental Funding Request (Optional)		
5. Multifamily Recycling	\$17,068.5	\$15,339

6. Additional Special Collections and Reduce/Reuse Activities	\$9,174.8	\$7,252
7. In-Person Education + Event Recycling and Organics	\$11,468.5	\$10,126
8. Gap Funding	\$5,912.26	\$5,909
<i>Subtotal</i>	\$43,624.06	\$38,626
Total Eligible Grant Funding	\$111,313.66	-
Total Grant Funding Request	-	\$106,305
Total Grant Match/In-Kind Funding (25%)		\$27,781
Total Cost of Proposed Activities (Request + Match)		\$134,086
Total Grant Diversion Potential (Tons)		130

A. Application and Reporting Instructions

1. Complete all pages of the Application, excluding shaded areas for reporting.
2. Use whole numbers for hours included in Cost Basis Calculations.
3. If multiple municipalities submit one Application, the Application must itemize descriptions, costs, and funding requests for each municipality. Insert additional rows as needed.
4. Submit Application by October 1, 2022 to Dakota County for review. Email to: gena.gerard@co.dakota.mn.us.
5. Finalize Application and collect signature of authorized representative (i.e., authorized contract signatory).
6. Submit signed Application to Dakota County for approval. Email to: gena.gerard@co.dakota.mn.us.
7. Obtain Grant Agreement from Dakota County.
8. Execute Grant Agreement.
9. Complete all shaded areas for the mid-year and final reports as described in Guidelines Section VII.

B. Grant Request and Reimbursement Expenses

Part 1: Base Funding (Required)

1. Grant Administration and Master Plan Support	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Base Funding #1	Name: Title:	# Hours:			
Staff: WSP Salary	New Employee, TBD	\$42/hr x 160 hours	\$6,720		
Staff: WSP Salary	Name: Cassandra Johnson Title: Recycling Coordinator Training new staff person	\$42/hr x 42 hours	\$1,764		
Staff: SSP Salary	New Employee, TBD	\$42/hr x 160 hours	\$6,720		
Staff: SSP Salary	Name: Cassandra Johnson Title: Recycling Coordinator Training new staff person	\$42/hr x 38 hours	\$1,596		
Staff: MH Salary	New Employee, TBD	\$42/hr x 200 hours	\$8,400		
Staff: SFL Salary	New Employee, TBD	\$42/hr x 23 hours	\$966		
Staff: LD Salary	New Employee, TBD	\$42/hr x 23 hours	\$966		
MH Training	ARM membership, REUSE MN membership, webinars	ARM: \$35 REUSE: \$50 Webinars: \$100	\$185		
LD Training	LD contribute to waste abatement training, webinars that cost money		\$34		
SFL Mileage	Mileage to conferences and meetings	\$0.625/mile x 50 miles	\$32		
Other: WSP Salary	Communications Manager Dan Nowicki time with verifying County links on website are active and link to correct pages	\$47/hr x 10 hours	\$470		
Other: SSP Salary	Communications staff, Jacob Steiner staff time verifying links on website	\$39/hr x 16 hours	\$624		

Other: MH Salary	Communications staff Katie Bengtson time in verifying links on website	\$38/hr x 10 hours	\$380		
			WSP: \$8,954 SSP: \$8,940 MH: \$8,965 SFL: \$998 LD: \$1,000 = \$28,857		
<i>Funding Request Subtotal</i>	-	-			
<i>WSP Matching Funds</i>	Parks & Rec Director Dave Schletty supervisory time	\$67/hr x 40 hours	\$2,680		
<i>SSP Matching Funds</i>	Community & Economic Development Monika Mann supervisory time	\$37/hr x 50 hours	\$1,850		
<i>MH Matching Funds</i>	Parks and Recreation Manager Meredith Lawrence's supervisory time	\$51/hr x 45 hours	\$2,295		
<i>SFL Matching Funds</i>	City Clerk/City Administrator New Employee, TBD	\$38/hr x 7 hours	\$266		
<i>SFL Matching Funds</i>	Communications, Mike Hovey, staff time updating website and verifying links	\$50/hr x 2 hours	\$100		
<i>LD Matching Funds</i>	City Administrator Mary Schultz's supervisory time	\$55/hr x 5 hours	\$275		

Description of Activity (Minimum Grant Requirements)

☒ A. Fulfill responsibilities necessary for effective grant administration and demonstrate performance of waste abatement programs.

☒ B. Identify and ensure new municipal Liaison(s) is properly trained to fulfill responsibilities by attending the Dakota County Master Recycler/Composter class or equivalent as approved by the County Liaison.

☒ C. Participate in solid waste management training (e.g., Association of Recycling Managers [ARM] regional meetings, ARM workshops, RAM/SWANA conference, Reuse Minnesota) to support effective implementation of responsibilities.
Describe training plans for (b) and (c): [Employee will enroll in MRC program or coordinate with Dakota County on approved equivalent. Employee will become an ARM member, REUSE MN member and attend RAM/SWANA conference assuming schedule allows. Employee will attend Dakota County solid waste management training.](#)

☒ D. Ensure municipal Liaison(s) attends at least four of the six Program meetings hosted by the County Liaison.

☒ E. Refer persons, groups, and organizations to County Program Managers (e.g., business, multifamily, school).

☒ R. Provide reasonable support to implement the Solid Waste Master Plan, including but not limited to:

1. Coordinate with the County Liaison to develop or update municipal permits and agreements to require recycling/back-of-house organics with best waste management practices at events, tournaments, and festivals (e.g., event permit, event vendor agreement, facility rental agreement, event hauler agreement), consistent with city codes and County Ordinance 110.

☒ G. Maintain current waste management information on the municipal website:

1. Describe municipal solid waste collection requirements for haulers; (i.e., licensing requirements) and hauler collection information (e.g., allowable collection days and time of day) for residents and commercial generators;
2. Describe municipal solid waste collection requirements for generators, including commercial generators, events, multifamily properties;
3. Post the County's standardized messages for residential recycling materials (i.e., the yes/no "what to recycle" list); and
4. Coordinate with County staff for municipal website content and links to Dakota County website pages (e.g., Dakota County Recycling Requirements, the Recycling Guide, The Recycling Zone, Residential Recycling, Business Recycling, Multifamily Recycling, School Recycling, Event Recycling, Reuse Map, Environmental Education Resources).

☒ H. Demonstrate Program compliance and waste abatement metrics in mid-year and final reports that include information for all Base and Supplemental funded projects, as described in Reporting and Reimbursement below.

☒ J. Submit reimbursement requests by County deadlines with substantiating documentation, as described in Reporting and Reimbursement below.

☐ Other: [Click or tap here to enter text.](#)

<i>Diversion Potential (Measured Tons)</i>	0		
<i>Other Potential Outcomes (Optional)</i>			
<i>Activity Report: Jan-Jun</i>	- List training attended/memberships obtained - List updated permits and agreements - Provide links to website pages - Additional Information (optional)		
<i>Activity Report: Jul-Dec</i>	- List training attended/memberships obtained - List updated permits and agreements - Provide links to website pages - Additional Information (optional)		

2. Residential Communications	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Base Funding #2	Name: Title:	# Hours:			
Staff: WSP Salary	New Employee, TBD	\$42/hr x 60 hours	\$2,520		
WSP Assisting Staff Salary	Name: Dan Nowicki, Marketing & Communications Manager, editing and compiling recycling articles, advertising recycling events on social media and newsletter	\$47/hr x 4 hours	\$188		
Staff: SSP Salary	New Employee, TBD	\$42/hr x 60 hours	\$2,520		
SSP Assisting Staff Salary	Communications staff, Jacob Steiner, editing and compiling recycling articles, advertising recycling events and promoting County waste abatement messaging on social media	\$39/hr x 3 hours	\$117		
Staff: MH Salary	New Employee, TBD	\$42/hr x 60 hours	\$2,520		
MH Assisting Staff Salary	Communications staff Katie Bengtson, editing and compiling recycling articles advertising recycling events and promoting County waste abatement messaging on social media	\$38/hr x 9 hours	\$340		
Staff: SFL Salary	New Employee, TBD	\$42/hr x 23 hours	\$966		
Staff: LD Salary	New Employee, TBD	\$42/hr x 20 hours	\$840		
WSP Article expense (% of cost)		[\$896 for 1 full-color page which includes printing and postage x2 full pages per year (each article requiring ½ page) = \$1,792]	\$1,792		
SSP Article expense (% of cost)		[\$931 for 1 full-color page which includes printing and postage x2 full pages per year (each article requiring ½ page) = \$1,862]	\$1,862		

MH Article expense (% of cost)		[\$820 for 1 full-color page which includes printing and postage x2 full pages per year (each article requiring ½ page) = \$1,640]	\$1,640		
SFL Article expense (% of cost)		\$133.5 x 4/year, including printing and postage	\$534		
LD Article expense (% of cost)		\$165 x 4/year, including printing and postage	\$660		
<i>Funding Request Subtotal</i>	-	WSP: \$4,500 SSP: \$4,499 MH: \$4,500 SFL: \$1,500 LD: \$1,500	\$16,499		
<i>WSP Matching Funds</i>	Communications Manager Dan Nowicki time advertising recycling events and promoting County waste abatement messaging on social media	\$47/hr x 15 hours	\$705		
<i>SSP Matching Funds</i>	Communications staff, Jacob Steiner staff time, Community Affairs Liaison Deb Griffith social media and advertisement help	Jacob: \$39/hr x 20 hours: \$780 Deb: \$50/hr x 8 hours = \$400	\$1,180		
<i>MH Matching Funds</i>	Communications staff Katie Bengtson, advertising recycling events and promoting County waste abatement messaging on social media	\$38/hr x 33 hours	\$1,254		
<i>SFL Matching Funds</i>	City Clerk/City Administrator New Employee, TBD assisting with newsletter	\$38/hr x 10 hours	\$380		
<i>LD Matching Funds</i>	City Administrator Mary Schultz's time advertising recycling events and referring residents to proper waste abatement outlets	\$55/hr x 7 hours	\$385		
<i>Description of Activity (Minimum Grant Requirements)</i>					
☒ A. Provide written waste abatement information to all residents of single-family and multifamily dwellings by including County standardized messaging articles and images in Municipality-mailed newsletters on each of the following topics, with full pages preferred as resources allow: 1. Home recycling; 2. Residential services at the Recycling Zone; 3. Residential organics drop-off site(s); and 4. Local reduce/reuse opportunities for residents (e.g., local donation and exchange options, County online Dakota County Reduce & Reuse Map, County Fix-It Clinics).					
☒ B. Promote County staff-developed electronic media messages (e.g., website, social media, e-news) about solid waste and household hazardous waste management, including all priority waste abatement topics listed above using County messaging standards.					
☒ C. Serve as a resource to residents on waste abatement-related inquiries (e.g., email, phone).					
☒ D. Provide funding source credit on all print materials, written as: Partially funded by Dakota County and the Minnesota Pollution Control Agency.					
☒ E. Submit written residential waste abatement information to County Liaison for review at least three business days before printing.					
☐ Other: Click or tap here to enter text.					
<i>Diversion Potential (Measured Tons)</i>	0				

<i>Other Potential Outcomes (Optional)</i>			
<i>Activity Report: Jan-Jun</i>	- List mailed newsletter article topic, date mailed, and # households receiving mailer - List social media platforms used, which County messages were promoted, and when - Additional Information (optional)		
<i>Activity Report: Jul-Dec</i>	- List mailed newsletter article topic, date mailed, and # households receiving mailer - List social media platforms used, which County messages were promoted, and when - Additional Information (optional)		

3. Municipal Facilities/Parks Verification and Education	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Base Funding #3	Name of Responsible WSP Parks/Facilities Staff: TBD Title: Recycling Coordinator	\$42/hr x 28 hours	\$1,176		
	Name of Responsible SSP Parks/Facilities Staff: TBD Title: Recycling Coordinator	\$42/hr x 31 hours	\$1,302		
	Name of Responsible MH Parks/Facilities Staff: TBD Title: Recycling Coordinator	\$42/hr x 30 hours	\$1,260		
	Name of Responsible LD Parks/Facilities Staff: TBD Title: Recycling Coordinator	\$42/hr x 1 hour	\$40		
WSP Mileage		\$0.625/mile x 38 miles	\$24		
SSP Mileage		\$0.625/mile x 38 miles	\$18		
MH Mileage		\$0.625/mile x 32 miles	\$20		
<i>Funding Request Subtotal</i>	-	WSP: \$1,200 SSP: \$1,320 MH: \$1,280 LD: 40	\$3,840		
<i>WSP Matching Funds</i>	Mike Sanders, Public Works staff time assisting with verification	\$52/hr x 6 hours	\$312		
<i>SSP Matching Funds</i>	Melissa Blair, Asst to Public Works Director/City Engineer salary to assist with verification	\$43hr x 8 hours	\$344		
<i>MH Matching Funds</i>	John Boland Parks/ Facility Staff salary, assisting with parks verification	\$58/hr x 6 hours	\$348		
<i>LD Matching Funds</i>	City Administrator Mary Schultz's salary to assist with verification	\$55/hr x 1 hour	\$55		

Description of Activity (Minimum Grant Requirements)

- ☒ A. Ensure collected recyclables and organics generated at municipal facilities/parks are delivered to the respective licensed facility, or to another facility approved by the County Liaison.
 - ☒ B. Provide monitoring and verification of best waste management practices at least once annually, by:
 1. Visually inspecting waste management at all municipality-controlled facilities, including parks; and
 2. Reporting on status of compliance with Dakota County Ordinance 110 using the Municipal Recycling Tracking Tool or another tool provided by Dakota County, to verify recycling programs for facilities under the municipality's control collect the Designated List of Recyclables wherever trash is collected and follow best waste management practices.
 - ☒ C. Provide County standardized solid waste abatement messaging about recycling in municipal buildings, in print or electronic format to each municipal employee, volunteer, tenant, and custodial/housekeeping staff annually, and other people responsible for sorting, collecting, or transporting waste to external carts or dumpsters, within 30 days of a new hire or new tenant, and within 30 days of a substantive change to your recycling or waste program.
- [Describe plan for employees: Ensure new hires are given recycling education electronically within 30 days of hire through New-Hire PowerPoints and online documents new hires review upon start. Recycling information will also be available in each City Hall lobby for new hires, and all employees, to take a print piece. Once per year email to all staff, at all cities, will be sent out using messaging on OneDrive provided by County.](#)

Describe plan for volunteers, tenants, and custodial staff: Custodial staff will be given recycling print resources provided by County, along with the staff email if custodial staff has an email address. Volunteers will be educated on specific recycling topics pertaining to the volunteer opportunity.

☐ Other: [Click or tap here to enter text.](#)

<i>Diversion Potential (Measured Tons)</i>	0		
<i>Other Potential Outcomes (Optional)</i>			
<i>Activity Report: Jan-Jun</i>	- Describe how delivery to licensed facilities was ensured - Describe how monitoring and verification was done - Describe how municipal employees were educated, or attach education piece(s) used - Describe how volunteers, tenants, and custodial staff were educated, or attach education piece(s) used - Additional Information (optional)		
<i>Activity Report: Jul-Dec</i>	- Describe how delivery to licensed facilities was ensured - Describe how monitoring and verification was done - Describe how municipal employees were educated, or attach education piece(s) used - Describe how volunteers, tenants, and custodial staff were educated, or attach education piece(s) used - Additional Information (optional)		

4. Special Collections	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Base Funding #4	Name: Title:	# Hours:			
WSP	Name: New Employee, TBD Title: Recycling Coordinator	\$42/hr x 40 hours	\$1,680		
SSP	Name: New Employee, TBD Title: Recycling Coordinator	\$42/hr x 40 hours	\$1,680		
SSP Assisting Staff Salary	Name: Melissa Blair Title: Assistant to Public Works Director/City Engineer Purpose: Working Clean Up Day	\$43/hr x 8 hours	\$344		
MH	Name: New Employee, TBD Title: Recycling Coordinator	\$42/hr x 40 hours	\$1,680		
SFL	Name: New Employee, TBD Title: Recycling Coordinator	\$42/hr x 1 hour	\$42		
LD	Name: New Employee, TBD Title: Recycling Coordinator	\$42/hr x 5 hours	\$210		
WSP Vendor services	April paper shredding, mattress recycling through Clean Up Day in September, pumpkin dumpster the first weekend after Halloween	[3 paper trucks x 3 hours with transport = \$2,700] + [\$25/per mattress, estimate of 70 collected = \$1,750 through 2nd Chance Recycling + \$375 event fee] + [20-yard roll off for pumpkins, including delivery and SET disposal costs = \$700] = \$5,525	\$5,525		
SSP: Vendor services	June paper shredding, mattress recycling through Clean Up Day in September, pumpkin	[2 paper trucks x 3 hours with transport, split with local credit union =	\$5,125		

	dumpster the first weekend after Halloween	\$900] + [\$25/per mattress, estimate 110 collected = \$2,750 through 2nd Chance Recycling + \$375 event fee] + [20-yard roll off for pumpkins, including delivery and SET disposal costs = \$700] + [\$200 scrap metal roll off x2 = \$400]			
MH: Vendor services	Mattress recycling in August, and Pumpkin dumpster the first weekend after Halloween, paper shred event in October (paid for by WSP) Residents of Mendota will be invited on the shred and pumpkin flyers for co-collection, without contributing funds to defray costs	[\$25/per mattress, estimate of 82 collected = \$2,050 through 2nd Chance Recycling + \$375 event fee] + [20-yard roll off for pumpkins, including delivery and SET disposal costs = \$700]	\$3,125		
SFL: Vendor services	Mattresses through MH's August event, paper through WSP's April and MH's October event, SFL will join WSP/SSP/MH pumpkin collection events held the first weekend after Halloween	\$25/mattress x 5 collected = \$125 through 2nd Chance Recycling	\$125		
LD: Vendor services	Mattresses through MH's August event, paper through WSP's Spring event and MH's October event, LD will join WSP/SSP/MH pumpkin collection events held the first weekend after Halloween	[\$25/mattress x 4 collected through 2nd Chance Recycling = \$100] + contribution of \$160 toward MH's October shred].	\$260		
WSP Promotion expense	Color flyers	\$0.25/flyer x 350 flyers	\$87.4		
WSP Promotion expense	Advertising in newsletter for Clean Up Day, paper shred, pumpkins and mattresses	\$1,000	\$1,000		
SSP Promotion expense	Advertising in newsletter for Clean Up Day, paper shred, pumpkins and mattresses	\$146	\$146		
SFL Promotion expense	Advertising in newsletter for shred events pumpkins and mattresses	\$26	\$26		
Anticipated Revenue	WSP Mattress revenue	\$15/mattress x 70 estimated = \$1,050	-\$1,050		
Anticipated Revenue	SSP Mattress revenue	\$5/mattress x 110 estimated = \$550	-\$550		
Anticipated Revenue	MH Mattress revenue	\$10/mattress x 82 estimated = \$820	-\$820		
Anticipated Revenue	SFL Mattress revenue	\$10/mattress x 5 estimated = \$50	-\$50		
Anticipated Revenue	LD Mattress revenue	\$10/mattress x 4 estimated = \$40	-\$40		
	Mendota mattress co-collection contribution; Mendota will pay West St, Paul to defray costs	Up to \$62.40 for Mendota participation	-\$62.40		

		WSP request minus anticipated revenue: \$7,180 SSP request minus anticipated revenue: \$6,745 MH request minus anticipated revenue: \$3,985 SFL request minus anticipated revenue: \$143 LD request minus anticipated revenue: \$430			
<i>Funding Request Subtotal (Deduct Revenue)</i>	-			\$18,483	
<i>WSP Matching Funds</i>		Communications Manager Dan Nowicki time with updating website for events, creating flyers for events and posting on social media Parks and Rec Director, Dave Schletty, staff time supervising and assisting with acquiring space for events and coordinating barricades/cones Diane Erickson, Volunteer Coordinator, staff time acquiring volunteers	\$47/hr x 10 hours = \$470 \$67/hr x 10 hours = \$670 \$37/hr x 10 hours = \$370 Total: \$1,510	\$1,510	
<i>SSP Matching Funds</i>		Melissa Blair, Assistant to Public Works Director/City Engineer planning Clean Up Day. Cory Pace, Public Works, assisting with barricades, cones and moving equipment Communications staff, Jacob Steiner Anderson staff time, Community Affairs Liaison Deb Griffith social media and advertisement help	Melissa \$43/hr x 19 hours = \$817 Cory \$40/hr x 10 hours = \$400 Jacob: \$39/hr x 7 hours: \$273 Deb: \$50/hr x 4 hours = \$200 Total: \$1,690	\$1,690	
<i>MH Matching Funds</i>		Parks and Recreation Manager Meredith Lawrence's	Meredith: \$51/hr x 12 hours: \$612		

		supervisory time, and planning events John Boland, Parks/ Facility Staff salary, assisting with barricades, event layout and planning	John: \$58/hr x 6 hours: \$348 Total: \$960		
SFL Matching Funds		City Clerk/City Administrator New Employee, TBD helping plan and promote collection events	\$38/hr x 1 hour	\$38	
LD Matching Funds		City Administrator Mary Schultz's staff time promoting collection events	\$55/hr x 7 hours	\$385	
<i>Description of Activity (Minimum Grant Requirements)</i> ☒ A. Implement one or more drop-off events, discounts, curbside collections, permanent drop-off collection sites, or combination thereof to collect specific traditional and non-traditional solid waste materials from residents for reuse or recycling. ☒ B. Collect <u>all</u> of the following materials from residents for reuse or recycling or organics composting, with preference given to reuse: ☒ 1. Confidential paper for shredding ☒ 2. Mattresses and box springs ☒ 3. Pumpkins ☐ C. The following optional materials may also be collected from residents for reuse or recycling, with preference given to reuse (check all that apply): ☒ 1. Bicycles ☐ 2. Cardboard ☐ 3. CFLs ☐ 4. Furniture ☒ 5. Holiday Lights ☐ 6. Scrap Metal ☒ 7. Athletic gear ☐ 8. Shoes ☒ 9. Other materials as pre-approved by the County Liaison (e.g., carpet, textiles, film plastic/plastic bags). ☒ D. Obtain confirmation that collected materials are delivered to a reuse location or to a licensed recycling/organics facility, or to another facility approved by the County Liaison. ☒ E. Obtain and report weights for each material collected. ☒ F. Promote special collection opportunities to all single-family and multifamily residents using County messaging standards, telling residents how materials will be managed. ☒ G. Submit promotional communications to County Liaison for review at least three business days before publication. ☒ H. Coordinate collections with County liaison to prevent duplication of effort, conflicting messages, pricing conflicts, and competition for resident participation. ☒ I. Ensure special collection opportunities are conveniently located and scheduled, with an independent collection opportunity for each municipality having 1,000 households or more; a municipality with fewer than 1,000 households may coordinate with a neighboring municipality for co-collection. ☐ Other: Click or tap here to enter text.					
Diversion Potential (Measured Tons)		15 tons of paper + 20 tons of pumpkins + 10 tons of mattresses + 2 tons scrap metal = 47			
Other Potential Outcomes (Optional)					
Activity Report: Jan-Jun		- List event name, date, city, location, material collected, name of vendor/hauler, and tons weighed or reported by vendor/hauler; include quantities (# pieces) if available - Describe how delivery to a reuse location or licensed facility was ensured - Describe how collection opportunities were promoted to all residents - Additional Information (optional)			

Activity Report: Jul-Dec	- List event name, date, city, location, material collected, name of vendor/hauler, and tons weighed or reported by vendor/hauler; include quantities (# pieces) if available - Describe how delivery to a reuse location or licensed facility was ensured - Describe how collection opportunities were promoted to all residents - Additional Information (optional)
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	BASE FUNDING SUMMARY	Jan-Jun Report	Jul-Dec Report
Total Base Funding	\$67,679		
Total Base Funding Matching Funds	\$17,012		
Total Base Funding Diversion Potential (Tons)	47		
Total Base Funding Staff Hours	1,145		

Part 2: Supplemental Funding (Optional)

5. Multifamily Recycling	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Supplemental #5	Name: Title:	# Hours:			
WSP to serve 3 properties at roughly 40 hours per site	New Employee, TBD	\$42/hr x 136 hours	\$5,712		
SSP to serve 3 properties at roughly 40 hours per site	New Employee, TBD	\$42/hr x 140 hours	\$5,880		
MH to serve 3 properties at roughly 28 hours per site	New Employee, TBD	\$42/hr x 85 hours	\$3,570		
Other: WSP Mileage	Mileage from WSP budget	\$0.625/mile x 100 miles	\$63		
Other: WSP Postage costs	Envelopes and stamps for mailer to townhome/condo HOA properties (Mailer to apartments is \$0 additional cost)	\$0.50/stamp x 30 letters = \$15 \$0.25/color copies x 90 total pages = \$23	\$38		
Other: SSP Postage costs	Envelopes and stamps for mailer to townhome/condo HOA properties (Mailer to apartments is \$0 additional cost)	\$0.50/stamp x 30 letters = \$15 \$0.25/color copies x 90 total pages = \$23	\$38		
Other: MH Postage costs	Envelopes and stamps for mailer to townhome/condo HOA properties (Mailer to apartments is \$0 additional cost)	\$0.50/stamp x 30 letters = \$15 \$0.25/color copies x 90 total pages = \$23	\$38		
Funding Request Subtotal	-	WSP: \$5,813 SSP: \$5,918 MH: \$3,608	39		
WSP Matching Funds	Laura Vaughan, Crime Prevention Specialist, staff time assisting with Multifamily recruiting, connections with	Laura: \$50/hr x 15 hours = \$750	\$1,590		

	property managers, setting up ROMA meetings and passing County information along in e-news to ROMA members Zach Ludwig, Housing and Code Inspector, staff time assisting with referring properties to Multifamily grant and communicating with properties, assisting with updating inventory of properties	Zach: \$42/hr x 20 hours = \$840 Total: \$1,590			
SSP Matching Funds	Deb Griffith, Community Affairs Liaison, staff time referring properties to Multifamily grant and identifying new properties, preparing The Voice article Mike Lindamood, Code Enforcement Officer, staff time assisting with referring properties to Multifamily grant and communicating with properties, assisting with mailer to all properties and updating inventory	Deb: \$50/hr x 15 hours = \$750 Mike: \$42/hr x 20 hours = \$840	\$1,590		
MH Matching Funds	Public Works Director Ryan Ruzek staff time identifying potential new properties and directing inquiries to Multifamily Grant	\$89/hr x 20 hours	\$1,780		

Description of Activity (Minimum Grant Requirements)

A. Conduct all of the following activities:

- ☒ 1. Take or maintain an inventory of all multifamily properties in the Municipality, create a list or directory, and provide a copy to Dakota County.
- ☒ 2. Coordinate with the County Liaison to develop new or strengthen multifamily points of contact ("touchpoints" such as business license renewals, rental license renewals, rental inspections, fire inspections, and property manager meetings), consistent with city codes and County Ordinance 110.
Describe plan: Work with rental license renewals and business license renewal staff at each City to maintain consistent messaging on Ordinance 110
- ☒ 3. Send a mailing to property managers and owners about recycling resources, in coordination with County staff.
- ☒ 4. Identify, strengthen, or both: municipal planning and construction procedures to support recycling and organics in new or remodeled buildings (e.g., internal chutes; adequate internal and external space).
Describe plan: Meet with Engineer staff at each city to review, and possibly edit, current construction permits
- ☒ 5. Work with County Liaison to identify and provide technical assistance to up to three multifamily properties enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices by:
 - a. First attending technical assistance training provided by County Liaison;
 - b. Promoting the program to engage new participants through strategic outreach.
Describe plan: Promote Grant through social media posts in each City, The South St. Paul Voice, through Insight 7/TownSquare TV advertisement, reaching out to local Chambers requesting them to share information with their members, connecting with WSP's ROMA group to share the information and other applicable channels as they arise
 - c. Providing on-site needs assessments to systematically evaluate and document opportunities to enhance recycling and waste prevention, and to meet best practices, using County materials;
 - d. Using needs assessments to complete applications for the program in collaboration with property managers to request County-supplied containers, labels, signage, education materials, staff and resident education as needed, and other technical assistance;
 - e. Implementing approved plans in coordination with property managers, haulers, County staff, and other partners;
 - f. Providing targeted on-site employee and resident education about recycling and waste prevention, including the recycling system within the building, in partnership with the County Liaison, using County messaging standards;

g. Providing ongoing support to sustain recycling efforts by contacting past program participants to offer additional education materials, staff and resident education as needed, and other technical assistance; h. Promoting reuse and bulky waste collection opportunities for multifamily tenants at move-in/move-out; i. Collaborating with the County Liaison for culturally specific needs such as translation and interpretation; j. Following all program protocols for outreach and technical assistance, best waste management practices, and education, using County messaging standards; and k. Tracking and reporting on outcomes for each participating property, using forms or tools provided by the County Liaison. ☐ Other: Click or tap here to enter text.			
Diversion Potential (Measured Tons)	72		
Other Potential Outcomes (Optional)			
Activity Report: Jan-Jun	• Attach updated multifamily inventory • Describe new or strengthened multifamily touchpoints • List mailings about resources and # property managers/owners receiving mailer • Describe activities related to planning and construction procedures • List outreach activities to promote the program (general outreach vs. specific properties) • Provide the # of multifamily buildings that were invited to participate in the program, # of multifamily buildings that received technical assistance or education, total # households/units served, and # residents that received in-person education • Additional Information (optional).		
Activity Report: Jul-Dec	• Attach updated multifamily inventory • Describe new or strengthened multifamily touchpoints • List mailings about resources and # property managers/owners receiving mailer • Describe activities related to planning and construction procedures • List outreach activities to promote the program (general outreach vs. specific properties) • Provide the # of multifamily buildings that were invited to participate in the program, # of multifamily buildings that received technical assistance or education, total # households/units served, and # residents that received in-person education • Additional Information (optional).		

6. Additional Special Collections and Reuse/Reuse Activities	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Supplemental #6	Name: Title:	# Hours:			
WSP Salary staff time for Reuse classes	New Employee, TBD	\$42/hr x 15 hours	\$630		
WSP to host 3 Reuse classes for residents of WSP/SSP/MH/SFL/LD	Stipend for speakers at 3 classes: Decluttering/downsizing, Basic Sewing and Cooking with Leftovers	Declutter: \$250 Sewing: \$250 Leftovers: \$300	\$800		
WSP Vendor Services	Pioneer Secure Shred for October paper shred event, hosted in MH – residents of Mendota will be invited on the shred flyer for co-collection without contributing funds to defray costs	2 paper trucks x 3 hours with transport = \$1,800	\$1,800		
SSP Salary staff time for costume swap	New Employee, TBD	\$42/hr x 10 hours	\$420		
SSP Salary staff time to assist hosting Costume Swap	Deb Griffith, Community Affairs Liaison, assisting with costume swap	\$50/hr x 10 hours	\$500		
SSP Vendor Services	Pioneer Secure Shred for October paper shred event, hosted in MH	\$500 to put toward event	\$500		
SSP Other:	Donation to Girl Scout Troop for volunteering at Toy Swap	\$500	\$500		
MH Salary staff time for Fall paper shred event, UHL athletic gear collection, USAgain textile collection,	New Employee, TBD	\$42/hr x 45 hours	\$1,890		

bike repair event with OneTen Cycles, Toy Swap, holiday lights collection					
SFL Staff time	New Employee, TBD Provide support for Fix It Clinic	\$42/hr x 1.5 hours	\$63		
LD Staff time	New Employee, TBD Provide support for Fix It Clinic	\$42/hr x 2.75 hours	\$116		
Other:	Mileage from WSP budget	\$0.625/mile x 52 miles	\$33		
<i>Funding Request Subtotal</i>	-	WSP: \$3,263 SSP: \$1,920 MH: \$1,890 SFL: \$63 LD: \$116	\$7,252		
<i>WSP Matching Funds</i>	Communications Manager Dan Nowicki time with updating website to promote reuse events, social media, flyer creation and promotion Parks and Rec Director Dave Schletty staff time supervising and assisting with acquiring space for reuse classes	Dan: \$47/hr x 8 hours = \$376 Dave: \$67/hr x 8 hours = \$536	\$912		
<i>SSP Matching Funds</i>	Communications staff, Jacob Steiner staff time in advertising and promoting collection events and reuse events	\$39/hr x 12 hours	\$468		
<i>MH Matching Funds</i>	Parks and Recreation Manager Meredith Lawrence's supervisory time, assistance planning collection events and reuse events	\$51/hr x 11 hours	\$561		

Description of Activity (Minimum Grant Requirements)

- ☒ A. Provide biannual updates to the County's online Dakota County Reduce & Reuse Map.
- ☒ B. Implement any of the following three activities (check all that apply):
- ☒ 1. Implement one or more additional Special Collection drop-off days, events, curbside collections, permanent drop-off collection sites, or combination thereof to collect specific (see Section 4C) traditional and non-traditional solid waste materials from residents for reuse (preferred) or recycling.
- ☒ 2. Coordinate with County Liaison to implement one or more residential reduce/reuse activities (check all that apply):
- ☐ a. Host residential swap events or city-wide garage sales.
 - ☒ b. Provide staff support at County Fix-It Clinics.
 - ☐ c. Implement a reusable bag exchange at specific location(s) (e.g., local store, farmer's market, co-op).
 - ☐ d. Host or facilitate a lending library for tools, lawn and gardening equipment, kitchenware, crafting, camping equipment, or other items as pre-approved by the County Liaison.
 - ☒ e. Host residential reduce or reuse education classes (e.g., simple mending, how to downsize).
 - ☒ f. Leverage existing residential activities to plan or start any of the following activities
 - Coordinate with realtors to promote reuse prior to home sales.
 - Coordinate with a local repair business to host a repair event.
 - Other as approved by County Liaison.
 - ☐ g. Facilitate changes to municipality codes, policies, and practices that are barriers to reuse (e.g., clothing drop box prohibitions, rental companies, and secondhand stores).
 - ☐ h. Provide a bus for residents to participate in reduce/reuse activities (e.g., seniors).
 - ☐ i. Other reduce/reuse activities as pre-approved by the County Liaison: [Click or tap here to enter text.](#)
 - ☐ j. Prioritize reusable dishware (e.g., washable baskets, cups) in place of single-use products, by contracting with vendors that offer reusable products and services for events (e.g., washing on site or off site).
[Describe plans for activities in \(2\): Click or tap here to enter text.](#)
- ☒ 3. Facilitate changes to internal policies and practices to promote reduce/reuse and recycling of municipal supplies and equipment through any of the following:
- ☐ a. Facilitate changes to increase recycled content in products purchased by the city (in accordance with Mn Stat 16C.073).

☐ b. Identify existing city policies and administrative practices for copy paper purchases in internal operations. ☐ c. Facilitate revisions to policies and practices to purchase at least 30% post-consumer recycled content copy paper. ☒ d. Attend Reuse Minnesota meetings. ☐ e. Other as approved by County Liaison. ☐ Other: Click or tap here to enter text.			
Diversion Potential (Measured Tons)	5 tons paper+ 1 ton of holiday lights + 1 ton textiles = 7 tons		
Other Potential Outcomes (Optional)			
Activity Report: Jan-Jun	• Reduce and Reuse Map updates provided: Yes/No • List event name, date, city, location, material collected, name of vendor/hauler, tons and if available quantities (# pieces) • Describe reduce/reuse activity, date, city, location, material collected, name of vendor/hauler, number of items, waste prevention weights if available, and tracked number of people participating, if checked above • Describe changes to internal policies and practices, if checked above • Additional information (optional)		
Activity Report: Jul-Dec	• Reduce and Reuse Map updates provided: Yes/No • List event name, date, city, location, material collected, name of vendor/hauler, tons and if available quantities (# pieces) • Describe reduce/reuse activity, date, city, location, material collected, name of vendor/hauler, number of items, waste prevention weights if available, and tracked number of people participating, if checked above • Describe changes to internal policies and practices, if checked above • Additional information (optional)		

7. In-Person Education*	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Supplemental #7	Name: Title:	# Hours:			
WSP Staff Salary	New Employee, TBD	\$42/hr x 45 hours	\$1,890		
SSP Staff Salary	New Employee, TBD	\$42/hr x 40 hours	\$1,680		
MH Staff Salary	New Employee, TBD	\$42/hr x 45 hours	\$1,890		
SFL Staff Salary	New Employee, TBD	\$42/hr x 2 hours	\$84		
WSP Printing/copying	Flyers for education booth to promote reuse events	\$0.25/color copy x 250 copies from	\$63		
WSP Other: Mileage	Mileage driving from city facilities to the event site	\$0.625/mile x 52 miles	\$33		
Funding Request Subtotal	-	WSP: \$1,986 SSP: \$1,680 MH: \$1,890 SFL: \$84	\$5,640		
WSP Matching Funds	Communications Manager Dan Nowicki time with updating website for recycling education events, creating flyers and posting on social media Parks & Rec Director Dave Schletty supervisory time and assistance with coordinating recycling education events in tandem with Parks Department	Dan: \$47/hr x 5 hours = \$235 Dave: \$67/hr x 5 hours = \$335	\$570		
SSP Matching Funds	Deb Griffith, Community Affairs Liaison, staff time providing recycling education at farmers market and recruiting	Deb: \$50/hr x 15 hours = \$750	\$750		

	volunteers to assist with recycling education				
	Communications staff Katie Bengtson time advertising recycling education events throughout the year on social media and newsletter, creating flyers as needed, recruiting volunteers to assist with recycling education				
MH Matching Funds	recycling education	\$38/hr x 14 hours	\$532		
Description of Activity (Minimum Grant Requirements)					
☒ A. Provide in-person waste abatement education for adults and youth through face-to-face interactions during presentations or at booths, events, or gatherings to educate 1% or more of the Municipality's population through a direct learning experience, on the following topics: - Home recycling (required) - Residential organics drop site(s) (optional) - Residential services at the Recycling Zone (optional) - Local reduce/reuse opportunities for residents (e.g., classes on donation/decluttering, mending/sewing) (optional) Describe plan, including event name, city, location, date, and number/range of people to educate: WSP: Events to attend: Open House (end of September) located at City Hall; estimated attendance: 500. COPS in the Park (end of August) located at Southview Park estimated attendance: 500. Nite to Unite Luncheon (beginning of August) located at City Hall Fire Bay, estimated attendance: 200 SSP: Events to attend: Farmers Market at least 3x (season runs June-Oct) at 1151 Southview Blvd, estimated attendance per week: 150. Taco Feed (mid-April) located at Croatian Hall, estimated attendance: 500. Pancake Breakfast (late June) located at Fury Motors, estimated attendance: 500. MH: Parks Celebration (first weekend in June) located at Mendakota Park, estimated attendance: 400. Superhero Masquerade (mid-November) at Dakota Lodge, estimated attendance: 60. Safety Camp in conjunction with WSP mid-August, estimated attendance 90 SFL: Arbor Day (beginning of May) located at Musser Park, estimated attendance: 30. ☒ B. Use County materials for promotional and distribution handouts. ☒ C. Review display and education materials with County liaison in advance of in-person education. ☒ D. If conducting online education, provide a live format with interactive opportunities (i.e., no pre-recorded videos). ☒ E. Use messaging standards on County website for verbal education or have County Liaison review messaging. ☒ F. Coordinate with County Liaison for any education requests in schools, businesses, and multifamily residences. ☒ G. Track and report on outcomes using County forms, on an annual basis or more often as requested, including monitoring presentation attendance (e.g., sign-in sheet or head count), online webinar attendance (e.g., number of people who log on), booth interactions (e.g., clicker or tally sheet), and game interactions (e.g., clicker or tally sheet). ☐ Other: Click or tap here to enter text.					
Diversion Potential (Measured Tons)		0			
Other Potential Outcomes (Optional)					
Activity Report: Jan-Jun		- List event name, date, city, location, and tracked number of people educated - Describe coordination with County on school/business/multifamily education, if applicable - Additional information (optional)			
Activity Report: Jul-Dec		- List event name, date, city, location, and tracked number of people educated - Describe coordination with County on school/business/multifamily education, if applicable - Additional information (optional)			
8. Event Recycling and Organics Collection*	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Supplemental #8	Name: Title:	# Hours:			
WSP Salary Staff Time	New Employee, TBD Night to Unite in August, Open House in September, farmers market, school clubs, COPS in the park in August	\$42/hr x 30 hours	\$1,260		
SSP Salary Staff Time	New Employee, TBD	\$42/hr x 33 hours	\$1,386		

	April Taco Feed, June Kaposia Days/Pancake Breakfast, October On the Road Again				
MH Salary Staff Time	New Employee, TBD 5K race, updating event permits and agreements	\$42/hr x 4 hours	\$168		
SSP Recycling/organics services	Republic, recycling containers for On the Road Again	\$1,150	\$1,150		
Other: WSP mileage	Mileage from city properties to events, from WSP budget	\$0.625/mile x 30 miles	\$19		
Other: WSP Xframe supplies	Organics bags for Xframes: \$58/case x 4 cases + \$40 estimated shipping costs= \$272 Clear Stream bags for Xframes: \$49/case x 4 cases + \$35 estimated shipping costs = \$231 Bags for Xframes from WSP budget		\$503		
<i>Funding Request Subtotal</i>	-	WSP: \$1,782 SSP: \$2,536 MH: \$168	\$4,486		
<i>WSP Matching Funds</i>	Laura Vaughan, Crime Prevention Specialist, staff time assisting with recruiting volunteers to monitor recycling	Laura: \$50/hr x 8 hours = \$400	\$400		
<i>SSP Matching Funds</i>	Deb Griffith, Community Affairs Liaison, staff time recruiting volunteers Cory Pace, Public Works Staff time, assisting with delivering containers as necessary	Deb: \$50/hr x 15 hours = \$750 Cory \$40/hr x 8 hours = \$320	\$1,070		
<i>MH Matching Funds</i>	Terry Sullivan, Facility Manager, assistance with hauling and storing Xframes	\$39/hr x 14 hours	\$546		
<i>Combined Subtotal for #7 and #8*</i>			\$10,126		

Description of Activity (Minimum Grant Requirements)

- ☒ A. Implement recycling, back-of house organics collection, or both, at events.
1. Contact and assist event coordinators to plan and implement recycling collection, back-of-house organics collection, or both.
 2. Assist with obtaining temporary containers, proper bags, signage, hauler services for collection, and as appropriate, recruit waste station staffing.
 3. Assist with applying best waste management practices for standardized messaging to vendors, volunteers, and custodial staff; labeled and an appropriate number of co-located recycling and trash containers in strategic locations to prevent overflow; and delivery to a licensed/permitted facility.
 4. For recyclables collection, prioritize events on public property that generate at least one ton (8cy) of trash (e.g., community events, athletic tournaments, fairs, markets, concerts, etc.).
 5. For organics collection, prioritize events of at least 300 people that generate back-of-house organics and at least one ton (8 cy) of trash.
 6. Obtain confirmation that collected materials are delivered to a licensed or otherwise approved recycling/organics facility if grant funds are being used for hauling services at city events.

Describe plans for activities in (a): event/tournament names, dates, cities, locations, and potential tons generated (see A4-A5)
WSP: Night to Unite luncheon in August at WSP City Hall with potential diversion of 20 pounds of kitchen back-of-house organics. Open House at the end of September at WSP City Hall with potential diversion of 60 pounds of kitchen back-of-house organics and recycling. COPS in the Park in August at Southview Park in WSP with potential diversion of 30 pounds kitchen

back-of-house organics and recycling. Explore WSP Days Concert August at the Sports Complex with estimated potential recycling diversion of 100 pounds **SSP**: Taco Feed at Croatian Hall in May with potential diversion of 23 pounds of kitchen back-of-house organics. Kaposia Days Saturday event in SSP the last weekend of June with potential recycling diversion of 0.5 tons. Pancake Breakfast at Fury Motors, part of Kaposia Days, with potential diversion of 60 pounds of kitchen back-of-house organics. On the Road Again the first week of October along Southview Blvd in SSP with potential recycling diversion of 0.5 tons and 25 pounds of vendor back-of-house organics. **MH**: 5K race at Village Market with vendor back-of-house organics diversion potential of 15 pounds.

☐ Other: [Click or tap here to enter text.](#)

<i>Diversion Potential (Tons)</i>	1		
<i>Other Potential Outcomes (Optional)</i>			
<i>Activity Report: Jan-Jun</i>	- List event/tournament name, date, city, location, weights if available, and tracked number of people participating - Describe assistance provided for equipment, hauler service, staffing, and BMPs - Describe how delivery to a reuse location or licensed facility was ensured - Additional information (optional)		
<i>Activity Report: Jul-Dec</i>	- List event/tournament name, date, city, location, weights if available, and tracked number of people participating - Describe assistance provided for equipment, hauler service, staffing, and BMPs - Describe how delivery to a reuse location or licensed facility was ensured - Additional information (optional)		

*Supplemental Funding categories #7 and #8 share one funding allocation; combined subtotals may not exceed maximum fund eligibility.

9. Gap Funding	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun Actual	Jul-Dec Actual
Staff: Salary to administer Grant Requirements for Supplemental #9	Name: Title:	# Hours:			
Staff: WSP Salary	New Employee, TBD, used for category #3 overflow	\$42/hr x 6 hours	\$252		
Staff: WSP Other Salary	Overflow Communications Staff time for editing website, creating flyer and updating social media	\$47/hr x 20 hours	\$940		
WSP Res Comm:	Overflow Category #2 for WSP newsletter expenses	\$526	\$526		
WSP Other:	RAM/SWANA conference, category #1 overflow	\$550	\$550		
WSP Other: Mileage	RAM/SWANA category #1 overflow mileage, any other miles not accounted for already	\$0.625/mile x 80 miles	\$50		
Staff: SSP Salary	New Employee, TBD, used for category #3 overflow	\$42/hr x 6 hours	\$252		
Staff: SSP Other Salary	Overflow Public Works Staff time for planning and working Clean Up Day	\$50/hr x 33 hours	\$1,650		
SSP Special Collections Expenses	Overflow category #4, to be used if more than 110 mattresses are collected	\$25/mattress x 10	\$250		
SSP Other: Mileage	Mileage overage from any category	\$0.625/mile x 33 miles	\$21		
Staff: MH Salary	New Employee, TBD, used for category #3 overflow	\$42/hr x 6 hours	\$252		
Staff: MH Salary	New Employee, TBD, used for category #6 overflow	\$42/hr x 5 hours	\$210		
MH Special Collections Expenses	To be used for mattress costs if more than 82 mattresses are collected	\$25/mattress x 30 mattresses	\$750		
MH Other: Mileage	Mileage overage from any category	\$0.625/mile x 33 miles	\$21		

Staff: SFL Salary	New Employee, TBD, used for category #7 overflow	\$42/hr x 1 hour	\$42		
SFL Other: Mileage	Mileage overage from any category	\$0.625/mile x 7 miles	\$4		
Staff: LD Salary	New Employee, TBD, used for category #2 and #3 overflow	\$42/hr x 3.25 hours	\$139		
		WSP: \$ 2,318 SSP: \$ 2,173 MH: \$1,233 SFL: \$46 LD: \$139			
<i>Funding Request Subtotal</i>	-		\$5,909		
<i>Matching Funds</i>			0		
<i>Description of Activity (Minimum Grant Requirements)</i> ☒ A. Complete, or make progress toward completing, one or more waste abatement projects included in eligible grant categories above, for which additional funding is needed, with first priority given to filling funding gaps in Base Funding categories, and second priority given to filling gaps in Supplemental Funding categories.). Describe plan: WSP : RAM/SWANA conference, overflow hours for Category #3, any overflow expenses by the Communications Staff incur while helping with the website or newsletter, and any mileage overages not already allotted for in any other category. SSP : Overflow hours for Category #3, any overflow expenses by the Public Works Dept for Clean Up Day, in case more mattresses are collected than originally estimated and any mileage overages not already allotted for in any other category. MH : Overflow hours for Category #3 and Category #6, if the City collects more mattresses than originally estimated, and any mileage overages not already allotted for in any other category. SFL : Overflow hours in Category #7 and any mileage overages not already allotted for in any other category. LD : Overflow hours for Category #2 and Category #3. ☐ Other: Click or tap here to enter text.					
<i>Diversion Potential (Measured Tons)</i>	3 tons potential mattresses				
<i>Other Potential Outcomes (Optional)</i>					
<i>Activity Report: Jan-Jun</i>	Describe activities conducted, using metrics included in categories above				
<i>Activity Report: Jul-Dec</i>	Describe activities conducted, using metrics included in categories above				

	SUPPLEMENTAL FUNDING SUMMARY	Jan-Jun Report	Jul-Dec Report
Total Supplemental Funding Request	\$38,626		
Total Supplemental Matching Funds	\$10,769		
Total Supplemental Diversion Potential (Tons)	83		
Total Supplemental Funding Staff Hours	799.25		

	APPLICATION SUMMARY	Jan-Jun Report	Jul-Dec Report
Total Base and Supplemental Funding Request (Combined)	\$106,305		
Total Base and Supplemental Matching Funds (Combined)	\$27,781		
Total Base and Supplemental Diversion Potential (Combined)	130		

Total Base and Supplemental Funding Staff Hours (Combined)	1,944		
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C. Application Signature

I, the undersigned authorized representative and contract signatory, certify that this application was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge. I certify that all activities proposed in this Application will be implemented as planned and support Dakota County waste abatement activities. I certify that a mid-year report will be submitted to Dakota County by July 15, 2023, and a final report will be submitted to Dakota County by January 15, 2024, to demonstrate compliance with this application.	
Authorized Representative (Contract Signatory):	Nate Burkett
Title:	City Manager
Signature (electronic signature acceptable):	
Date:	10/18/2022

D. Reporting and Reimbursement

Sign below and submit to Dakota County for approval. Email to: gena.gerard@co.dakota.mn.us.

Report and Reimbursement Request for January 1, 2023 – June 30, 2023*

Due: July 15, 2023

I, the undersigned, certify that this report was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge.	
Authorized Representative (Contract Signatory):	
Title:	
Signature (electronic signature acceptable):	
Date:	
Total Reimbursement Request:	

Report and Reimbursement Request for July 1, 2023 – December 31, 2023*

Due: January 15, 2024

I, the undersigned, certify that this report was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge.	
Authorized Representative (Contract Signatory):	
Title:	
Signature (electronic signature acceptable):	
Date:	
Total Reimbursement Request:	

*Attach documentation for all expenses as described in Dakota County Community Waste Abatement Grant Program 2023 Guidelines.

2/2/21