

U17E-2

AGENDA COVER MEMO

DATE: August 24th, 2005
TO: Lane County Board of Commissioners
DEPARTMENT: Public Works
PRESENTED BY: Pete Chism, Waste Reduction Specialist
Waste Management Division

AGENDA ITEM TITLE: IN THE MATTER OF APPROVING THE K – 12 WASTE REDUCTION AND RECYCLING GRANT.

I. MOTION

MOVE APPROVAL OF THE K – 12 WASTE REDUCTION AND RECYCLING GRANT.

II. ISSUE OR PROBLEM

Due to shortfalls in school funding, adequate funding for recycling programs in Lane County schools is often unavailable. This grant program is recommended to provide K – 12 schools in Lane County with funding to assist in the development of recycling and waste reduction programs. Lane County currently has a contract for a K – 12 recycling and waste reduction educator that is assigned to educate Lane County children about the three “Rs”; Reduce, Reuse and Recycle. This grant program would be the perfect compliment to the waste reduction and recycling contract, offering assistance in the practical application of waste reduction and recycling in Lane County schools.

III. DISCUSSION

A. Background

In the winter of 2002-03 a request was made for an increase in the Recycling and Waste Reduction budget to cover a small grant program to assist school in implementing waste reduction and recycling activities. The \$3000 was approved through the budget and work to create the program had began at the start of FY 2003-04, without realizing that this type of program needed to be presented to the Lane County Board of Commissioners separately.

Lane County partnered up with the City of Eugene to initiate the grant program in the fall of 2003. The program was a success and helped not only to provide additional opportunities to reduce, reuse and recycle, but also helped provide much needed practical education to Lane County students.

Schools that received grant funding include; Corridor Elementary, Harris Elementary, Kelly/da Vinci/Yugin Gakuen Middle School, Marist High School, Meadow View School, Temple Beth Israel School, Fern Ridge Middle School, Creswell High School, Cesar Chavez Elementary School, Pleasant Hill Middle School, Churchill High School, Territorial Elementary School, Page Elementary School, Ridgeline Montessori Public Charter School, Eugene Waldorf School.

Programs that the above mentioned schools have started from these grant funds include; paper recycling collection, food composting with worm bins, waste free lunch kits, increased recycling education, bottles and cans recycling collection,

In the winter of 2004 on an unrelated issue, it was brought to the attention of the Waste Management Division staff that this program should have been presented to the Lane County Board of Commissioners for approval. Though it is regretful the proper procedure was not followed, the \$3000 grant program invested in Lane County Schools is a great benefit to the community.

B. Analysis

What the K – 12 Waste Reduction and Recycling Grant Program will accomplish.

The K-12 Waste Reduction Grant will assist Lane County schools, private and public, in the development and improvement of waste reduction and recycling programs. The funds will provide additional resources needed to enhance recycling opportunities and education in Lane County schools such as; purchase recycling containers, reusable lunch kits, compost bins, recycling signs and other recycling education materials.

Who is eligible?

All K – 12 schools within Lane County.

How much money is available?

\$4000 total, \$3000 from Lane County and \$1000 from the City of Eugene.

What is the selection process?

All Lane County schools will be contacted at the end of August and given a month and a half to respond.

All responses will be evaluated by the selection committee, based on the selection criteria provided in the K-12 Waste Reduction and Recycling Grant Application, which can be found on the Lane County recycling program web site or by calling designated Lane County or City of Eugene employees.

The selection will be made by a panel of three recycling professionals:

- A Lane County employee
- A City of Eugene employee
- Recycling Education contractor for Lane County

After the selection the successful applicants will be notified by email and requests for grant checks will be made through Lane County. The City of Eugene will reimburse Lane County \$1000 for their contribution.

After the grant funds are disbursed, each grant contact representing the grant recipient will be required to submit receipts for all transactions, a report of the impact the grant has made on the school, and submit an application for Oregon Green School status.

C. Alternatives/Options

The Board may approve or choose not to approve the K-12 Waste Reduction and Recycling Grant Program.

D. Recommendation

Approval of the K-12 Waste Reduction and Recycling Grant Program is recommended.

E. Timing

None

IV. IMPLEMENTATION/FOLLOW-UP

None

V. ATTACHMENTS

Board order

K – 12 Waste Reduction and Recycling Grant Application

K – 12 Waste Reduction and Recycling Grant Summary

Oregon Green School Application

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

O R D E R N O.

**)IN THE MATTER OF APPROVING THE K – 12
)WASTE REDUCTION AND RECYCLING GRANT.**

WHEREAS, the Board of County Commissioners established a Waste Reduction and Recycling Education Contract to add waste reduction and recycling criteria to Lane County schools.

WHEREAS, the purpose of the K – 12 Waste Reduction and Recycling grant program is to work in conjunction with the Waste Reduction and Recycling Education contract to continue to provide Lane County schools with the knowledge and practical application of waste reduction and recycling activities, through a system developed and approved by the Lane County Waste Management Division and the Lane County Resource Recovery Advisory Committee.

WHEREAS, the opportunity to recycle in schools is not only beneficial to the environment, but also adds to the continuing education of Lane County students, teachers and staff on ways to initiate and/or enhance recycling collection systems within schools and the wider Lane County community.

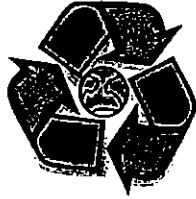
NOW THEREFORE IT IS HEREBY ORDERED, that the K – 12 Waste Reduction and Recycling Grant Program be approved by the Lane County Board of Commissioners.

Adopted this 24th day of August, 2005.

Anna Morrison
Chair, Lane County Board of Commissioners

**IN THE MATTER OF APPROVING THE K – 12 WASTE REDUCTION AND RECYCLING
GRANT.**

GENERAL INFORMATION



K-12 Waste Reduction Grant 2005-06

The Lane County Waste Management Division and the City of Eugene Planning Department have dedicated \$4000 toward the 2004 K-12 Waste Reduction Grants. Ten \$400 grants are available to schools in Lane County to implement or improve school waste reduction programs.

Applications will be accepted beginning August 22nd and will end September 30th, 2005. *To improve the likelihood your proposal will get funded, you may submit a draft for review and comment any time between Aug. 22nd and Sept. 20th.* Grants will be awarded by mid November, to the top ten applicants, based on the 60 point system described on the application, page 3.

If you have any questions about the grant program or even if you're looking for potential ideas for grant proposals, please call your designated grant officer listed on the bottom of the page.

Application checklist:

1. Design project; use selection criteria as a guide.
2. Obtain your principal's approval/support for the project.
3. Turn in a complete application. This grant is a competitive process and incomplete applications will not be considered for award.
4. Send completed application to the following location:



City of Eugene schools mail applications to:

K-12 Waste Reduction Grant
City of Eugene Planning Department
Attn: Anne Donahue
99 W. 10th Ave.
Eugene, OR 97401
(541) 682-5542



Lane County schools outside of the City of Eugene mail applications to:

K-12 Waste Reduction Grant
Lane County Waste Management
Attn: Pete Chism
3100 E. 17th Ave.
Eugene, OR 97403
(541) 682-4339

SELECTION CRITERIA

Grants are awarded to the top ten applicants that meet the following criteria:

1. Applicants must currently be a certified Oregon Green School, or apply for certification during the 2005-06 school year. For more information visit the Oregon Green Schools website at: www.oregongreenschools.org. *Please note: schools that have received grant funding from this source in the past are not eligible to apply if they have not become a certified Oregon Green School.*
2. The project supports at least one of the following:
 - Involves students and staff in waste reduction efforts
 - Provides waste reduction and recycling data
 - Helps implement school waste reduction and recycling plans
 - Gives waste reduction efforts permanence
3. Project is clearly defined
 - Describes waste reduction goals
 - Identifies people involved
 - Realistic, complete timeline
4. Includes measurable objectives and plans for demonstrating success
 - Identifies specific goals for increasing recycling or decreasing garbage
5. Budget is reasonable and complete
 - Identifies costs of materials and service
 - Identifies in-kind contributions
 - Cost effective
6. Project has high potential for success
 - Comprehensive thought and planning
 - Sufficient administrative support
 - Builds conservation and recycling ethics
7. Application and invoice are complete

PROJECT IDEAS

This list contains examples for the types of supplies and professional services that would be appropriate to fund and is not intended to be an exhaustive list. Schools are encouraged to give special attention to purchasing products made with recycled content.

- **Paper Waste Reduction** – Incentives for student recycling team, shredding equipment or services, equipment for utilizing one-sided paper (notepad binder).
- **Reuse Projects** – Establish creative ideas for reusing paper, coordinating a school supply exchange, reusable lunch kits, trash fashion or junk art show.
- **Educational Ideas** – Oregon Green School Summit (conference), waste reduction and recycling videos, books and curriculum, student produced presentation materials.
- **Zero Waste Lunch** – Recycling collection containers for cafeteria and /or hallways, worm bins and composting bins for food waste, dish washing equipment, permanent silverware, trays, plates and/or cups.
- **Reducing Waste Through Maintenance/Purchasing Procedures** – Remanufactured ink cartridges for printers, compost bins for gardening areas, outdoor storage area for reusable or recyclable materials, classroom recycling collection containers, permanent signage for recycling.
- **Reducing Hazardous Waste** – Rechargeable batteries and charger, replacement of cleaning chemicals with less-toxic alternatives, proper disposal of obsolete science lab or art chemicals, computer and electronic recycling costs.

K-12 WASTE REDUCTION GRANT 2005-06

Grant applications for waste reduction projects will be accepted beginning August 22nd and ending September 30th, 2005. Ten grants of \$400 each will be funded for the school year 2005-06. Successful applicants will receive a check to their school for the project described in this application. A summary of the project and how the grant funds are spent will be due May 2nd, 2006.

Applicant Information

Name _____ Position _____

School _____ Address _____

Phone _____ FAX _____

E-mail _____ Best time to reach _____

Complete the next two sections on a separate page. Answer questions as completely as possible. Applications will be judged on a 60 point rating system. *Please submit responses on double-sided paper to reduce resources.*

1. Is your school a certified Oregon Green School? (10 pts.)
2. Describe your school's current recycling program. (10 pts.)
 - Who are your recycling and garbage haulers?
 - How much and how often are recycling and garbage collected?
 - How are materials collected from classrooms, offices, cafeteria, etc.?
 - What efforts are made for reusing and reducing?
 - Who is responsible for organizing and implementing the program?
3. Design your project to meet the selection criteria on page 2, and then describe the waste reduction project that will be implemented with these funds. (20 pts.)

Include: project title, goal(s), timeline and completion date (all projects must be completed and final reports submitted to your grant officer before May 2nd, 2006), names of teachers/school staff/volunteers involved in the project, and the numbers and grade levels of students involved in the project.

4. Describe how you will measure the success of the project. (10 pts.)

Include: goals for increasing recycling or decreasing garbage generation and how you will measure changes in your program after implementing the project (waste audits, attitude surveys, data collection, etc.).

5. Outline proposed expenses for materials and services using the invoice form on the reverse of this application. (10 pts.)

APPLICATION

INVOICE

PAY TO:

School _____ Address _____

Attention _____

Materials/supplies	Vendor name/address/phone	Quantity	Cost/item	Total cost
Professional services	Name/address/phone	Number of hours	Cost	
Total waste reduction grant (no greater than \$400)				
In-kind contributions	Name/address/phone	Amount	Value	
Total in-kind			\$	

Grant recipient understands that Lane County and/or the City of Eugene will not exercise control in the administration of this grant. Recipient agrees that it is not an agent of Lane County or the City of Eugene and further agrees to carry the appropriate insurance for the activities provided for in the grant application. Recipient agrees, to extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, to indemnify and hold harmless Lane County or the City of Eugene for any and all claims arising from or connected in any way to the award of these grant funds.

OFFICIAL USE ONLY

Applicant signature/date _____

Principal signature/date _____

GRANT SUMMARY

Please fill out this form and send to your grant officer before May 2nd, 2005. Schools within the City of Eugene, mail to: City of Eugene Planning Department, Attn: Anne Donahue, 99 W 10th Ave., Eugene, OR 97401. If your school is outside the City of Eugene, and inside Lane County mail the grant agreement to: Lane County Waste Management Division, Attn: Pete Chism, 3100 E 17th Ave., Eugene, OR 97403.

Please fill out the following information and indicate how you measured each category (pounds, cubic yards, or gallons, BTUs).

“Green Steps”	Before grant funds	After grant funds
1. Amount of garbage per month	_____	_____
2. Cost of garbage service	_____	_____
3. Amount of recycling per month	_____	_____
4. Amount of composting per month	_____	_____
5. Energy used per month	_____	_____
6. Cost of energy usage	_____	_____
7. Water used per month	_____	_____
8. Cost of water usage	_____	_____
9. Add up #2, #6, & #8 for total cost savings	_____	_____

General Questions

- Was there community feedback about the grant? _____
- Did your school apply for Oregon Green School Certification? _____
- Would you consider applying for another waste reduction grant in the future? _____
- What type of project would you consider? _____

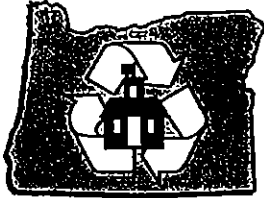
Feedback

In order to serve your future needs more efficiently, please use the back of this sheet to provide us with more feedback and suggestions. In addition, include an inspiring story, quote, pictures or other things that you'd like to share that resulted from this grant project.

GRANT SUMMARY

Inspiring stories, quotes, or other things you'd like to share with us.

Waste Reduction Grant Feedback



Oregon Green Schools Application

Use this application to become an Oregon Green School. It is a tool for setting up your waste reduction and resource conservation program and a record of your activities. Each of the five sections represents an important aspect of a successful, comprehensive waste reduction and resource conservation program. **Please be concise; use additional paper sparingly.** If you have any questions about this application or about the Oregon Green Schools Program, please contact your local Oregon Green Schools Coordinator. Refer to www.oreongreenschools.org.

Applicant's Name _____ Date _____

SCHOOL _____
Address _____
Phone _____ Fax _____
Number of students _____ Number of staff _____
Name of Garbage Company _____
Name of Recycling Company _____

1. INVOLVEMENT

How your school involves staff and students

On-site recycling coordinator's name: _____
Coordinator's job title: _____
Phone _____ e-mail _____

Explain how your school trains and encourages staff and students to participate in your program.

2. EVALUATION

What is your school's current solid waste composition?

Briefly describe the type and sources of materials found in the garbage this school year.

How did you determine what was in the garbage? (circle one)

Waste audit Visual assessment Other _____

How much garbage is disposed of at your school?

Weekly volume of solid waste: _____ cubic yards.

How much water and electricity does your school use?

Enter your school's average monthly water and electricity usage.

Water usage: _____ cubic feet or gallons Electricity usage: _____ kWh
(circle one)

3. GOALS

What your school will accomplish by implementing your waste reduction and resource conservation program

A. **Waste reduction:** What are your school's waste reduction goals? (garbage, recycling, energy, water)

- 1.
- 2.
- 3.
- 4.

B. **Permanence:** Describe your plan to maintain your school's program over time.

4. REDUCTION

How your school achieves its waste reduction and resource conservation goals

A. **Reduce and Reuse:** Briefly describe how your school reduces and reuses in order to reduce waste and conserve resources.

B. Recycle: List and estimate the total weekly volume of at least three materials that your school recycles:

Recycled Material	Volume (in gallons or cubic yards)
1.	
2.	
3.	
Other:	

C. Conserve: Briefly describe how your school reduces energy and/or water usage.

5. REPORTING

Inform key members of the school community of your school's waste reduction/resource conservation program and Green Schools Application:

- | | |
|---|--|
| <input type="checkbox"/> Principal | <input type="checkbox"/> Custodial staff |
| <input type="checkbox"/> Teaching staff | <input type="checkbox"/> Food Service provider |

Applicant's signature _____

Principal's signature _____

Head Custodian's signature _____

Thank you for applying to be an Oregon Green School!!! You are joining the ranks of schools that are making real-world steps toward linking economic, educational and environmental issues.

Please help us assess our program by answering the following question in the space below. "How has your school changed as a result of your Oregon Green School certification efforts?" (Describe how attitudes, behaviors, or systems have changed at school or in staff members' or students' homes because of your school's program.)

Please return completed application to your local Oregon Green Schools Coordinator.

Green School Application Checklist

Use this checklist to help you fill out your Oregon Green School Application. It will also help track your progress up through the three levels of recognition: Green School, Certificate of Merit, and Premier Green School.

	Green	Merit	Premier
INVOLVEMENT			
Identify designated on-site recycling coordinator.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide training and encouragement to participate in the school's waste reduction.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate the integration of waste reduction into the scope of the school's functions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide waste reduction education and assistance to another school		<input type="checkbox"/>	<input type="checkbox"/>
Provide waste reduction education and assistance to the community.....			<input type="checkbox"/>
EVALUATION			
Determine a process to observe and describe the school's waste composition annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimate the volume or weight of waste and recycling materials.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify the school's largest sources of waste.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devise and implement strategies to target large sources of waste.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify the amount of water and electricity the school uses per month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct a waste evaluation and chart the amount and sources of key waste materials.....		<input type="checkbox"/>	<input type="checkbox"/>
Compare results of waste evaluation to previous application and explain differences			<input type="checkbox"/>
GOALS			
Establish waste reduction goals for garbage/recycling, energy and water.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Define method for maintaining waste reduction and resource conservation plan over time.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify a school-wide policy for reducing waste and conserving resources		<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate completion of waste reduction goals and objectives			<input type="checkbox"/>
REDUCTION			
Describe how the school reduces and reuses to reduce waste and conserve resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe how the school conserves energy and water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycle at least 3 materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycle at least 6 materials		<input type="checkbox"/>	<input type="checkbox"/>
Purchase at least one item containing post-consumer recycled content.....		<input type="checkbox"/>	<input type="checkbox"/>
Incorporate energy and water conservation into the operations of the school		<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate a reduction in the purchase or consumption of a product			<input type="checkbox"/>
Describe how implementing resource conservation has affected energy and water usage.....			<input type="checkbox"/>
REPORTING			
Inform principal, teaching staff, custodial staff, and food service provider of school's program.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inform above people, parent organization and student government/club of school's program		<input type="checkbox"/>	<input type="checkbox"/>
Inform above people and school board of school's program.....			<input type="checkbox"/>