

**Dakota County Community Waste Abatement Grant Program
2020 Application**

Application Deadline: September 15, 2019

Municipality:	City of West St. Paul
Application Submittal Date:	10/28/19
Funding Period:	January 1, 2020- December 31, 2020
2019 Report and Reimbursement Request Due Dates:	July 15, 2020 for January-June 2020 January 15, 2021 for July-December 2020
2019 Annual Report Due Date:	January 15, 2021

Authorized Representative			
Name:	Dave Napier	Title:	Mayor
E-mail:	dnapier@wspmn.gov	Phone:	(612) 562-9773
Municipality Primary Contact			
Designated Liaison:	Cassandra Johnson	Title:	Recycling Coordinator
E-mail:	cjohnson@wspmn.gov	Phone:	651-552-4118
Mailing Address:	1616 Humboldt Ave, West St. Paul, MN 55118		
Municipality Secondary Contact			
Designated Back-up:	Shirley Buecksler	Title:	City Clerk
E-mail:	sbuecksler@wspmn.gov	Phone:	651-552-4102
Municipality Communications Contact			
Name:	Dan Nowicki	Title :	Marketing and Communications Manager
E-mail:	dnowicki@wspmn.gov	Phone:	651-552 -4117

Budget Summary	Fund Eligibility	Fund Request
Part 1: Base Funding Request (Required)		
1. Administration	\$9,000	\$7,187
2. Residential Communications	\$4,500	\$3,370
3. Municipal Facilities Verification and Education	\$1,200	\$1,199
4. Special Collections	\$6,795	\$5,168
<i>Subtotal</i>	\$21,495	\$16,924
Part 2: Supplemental Funding Request (Optional)		
1. Multifamily Recycling	\$6,795	\$4,319
2. Municipal Facilities Infrastructure	\$4,530	\$4,313
3. In-Person Education+ Event Recycling and Organics	\$4,530	\$2,234
4. Gap Funding	\$906	\$894
<i>Subtotal</i>	\$16,761	\$11,760
Total Eligible Grant Funding	\$38,256	-
Total Grant Funding Request	-	\$28,684
Total Grant Match/In-Kind Funding (25%)		\$7,280
Total Cost of Proposed Activities (Request+ Match)		\$35,964
Total Grant Diversion Potential (Tons)		48 tons

A. Application Instructions

1. Complete all pages of the Application, excluding grey areas for reporting. Please refer to Dakota County Community Waste Abatement Grant Program 2020 Guidelines.
2. Sign Application and submit by the application deadline to Dakota County for approval. Email to: gena.gerard@co.dakota.mn.us.
3. Obtain Grant Agreement from Dakota County.
4. Obtain city council approval of Grant Agreement.
5. Provide a copy of official resolution or minutes of the proceedings to Dakota County.

B. Application Budget

Part 1: Base Funding Request (Required)

1. Administration	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #1	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 212 hours = 0.1274039FTE	\$6,890	164 hours = \$5,330	
Salary hours	LSWS meetings	3 hours			
Salary hours	refer residents to County programs	5 hours			
Salary hours	Support County MP	40 hours			
Salary hours	planning efforts	24 hours			
Salary hours	reimbursement and reporting	20 hours			
Salary hours	training/webinars	12 hours			
Salary hours	website verification	1 hour			
Salary hours	residential inquiries	52 hours			
Salary hours	Miscellaneous tasks	40 hours			
Training for funded activities	RAM conference, ARM membership, events	\$205 (50% of RAM/SW ANA conference), \$35 ARM membership+ yearly workshop	\$240	\$27.24 ARM conference	
Mileage	Mileage for July, Sept, Nov LSWS meetings	\$0.58 x 48 miles	\$28	July meeting done via web	
Mileage	Other mileage for meetings not yet thought of for 2020	\$0.58 x 50 miles	\$29	\$22.95 (Jan mileage)	
Other:					
<i>Subtotal</i>	-	-	\$7,187	\$5,380.19	
<i>Matching Funds</i>	Shirley Buecksler's supervisory time	\$60/hr x 80 hours	\$4,800		
<i>Description of Activity</i>	Attend LSWS meetings and RAM conference, ARM meetings, manage reporting, planning, resident inquiries, referrals to County programs, MUD meetings, verify website links and support County Master Plan				
<i>Diversion Potential (Tons)</i>	0 tons				
<i>Other Outcomes</i>	Effective planning, coordination, implementation, reporting; information sharing at LSWS meetings; residents connected to County services/info				
<i>Activity Report: Jan-Jun</i>	Attended meetings mainly via WebEx and Zoom due to COVID. Verified website links are active. Referred residents to applicable County programs when need arose and supported County Master Plan.				
<i>Activity Report: Jul-Dec</i>					

2. Residential Communications	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #2	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 76 hours = 0.456731 FTE	\$2,470	38 hours = \$1,235	
Salary hours	newsletter	24 hours			
Salary hours	social media	52 hours			
Article expense (% of cost)	4 articles on required topics	\$450 for 1 full-color page in the newsletter, which includes printing and postage x 2 pages for the year (each article requiring 1/2 page)	\$900	\$414.06	
Other:					
<i>Subtotal</i>	-	-	\$3,370	\$1,649.06	
<i>Matching Funds</i>	Communications staff time with social media + newsletter	\$40/hr x 30 hours	\$1,200		
<i>Description of Activity</i>	Four required newsletter articles on: Curbside recycling, The Recycling Zone, Organics drop sites, and local reuse opportunities for residents, using County toolkits and standardized messaging. Provide social media posts to Communications staff member.				
<i>Diversion Potential (Tons)</i>	0 tons				
<i>Other Outcomes</i>	Increased knowledge of recycling, organics, reuse opportunities and The Recycling Zone.				
<i>Activity Report : Jan-Jun</i>	Newsletters were mailed out to 11,121 households with County-provided materials. Website links verified and updated. Responded to residential inquiries as they arose.				
<i>Activity Report : Jul-Dec</i>					

3. Municipal Facilities Verification and Education	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #3	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 36 hours = 0.0216346 FTE	\$1,170	24 hours = \$780	
Salary hours	employee education	12 hours			
Salary hours	18 parks in the City	18 hours			
Salary hours	building verification City Hall/ Police/Fire & Public Works	3 hours			
Salary hours	inputting data into Municipal Tracking Tool	3 hours			
Education materials for employees					
Other :	Mileage	\$0.58 x 50 miles	\$29	\$13.4 (Mar/Apr & April mileage)	
<i>Subtotal</i>	-	-	\$1,199	\$793.4	
<i>Matching Funds</i>					
<i>Description of Activity</i>	Verify facilities under the municipality's control collect at least three recyclable materials wherever trash is collected. Ensure collected recyclables and organics generated at municipal facilities/parks are delivered to the respective licensed facility				
<i>Diversion Potential (Tons)</i>	0 tons				
<i>Other Out comes</i>	All buildings and parks verified; all city employees educated on recycling in the workplace				
<i>Activity Report : Jan-Jun</i>	Verified facilities under the municipality's control collect at least three recyclable materials wherever trash is collected. Ensured collected recyclables and organics generated at municipal facilities/parks are delivered to the respective licensed facility through city contracts. Municipal facilities logged through online tracking tool.				
<i>Activity Report : Jul-Dec</i>					

4. Special Collections	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Base Funding #4	Cassandra Schueller, Recycling Coordinator	\$32.5/ staff time x 20 hours = 0.01201924 FTE	\$650	6 hours = \$195	

Salary hours	Clean Up Day	5 hours			
Salary hours	Spring paper shred	5 hours			CXL due to COVID
Salary hours	Pumpkin recycling	5 hours			
Salary hours	Holiday lights recycling	5 hours			
Staff: FTE to assist recycling 3 materials below on clean-up day					
Vendor services: paper shredding	Paper shredding and recycling	3 trucks, 3 hours w/transport	\$3,000		
Vendor services: mattresses	Mattress collection, recycling	\$25/piece x 70 estimated mattresses collected	\$1,750		
Vendor services: pumpkins	Pumpkin collection, recycling	organics dumpster	\$450		
Vendor services: carpet	Carpet collection	\$300 for WSP's share of carpet costs for joint Clean Up Day with IGH	\$300		
Promotion expense	Flyers	\$0.25/colored flyer X 200	\$50		
Other: mileage	Mileage to and fro events	\$0.58 x 30 miles	\$18		
<i>Anticipated Revenue</i>	Mattress fee	\$15/ piece x 70 estimated mattresses collected	(\$1,050)		
<i>Subtotal (Deduct Revenue)</i>	-	-	\$5,168	\$195	
<i>Matching Funds</i>					
<i>Description of Activity</i>	Coordinator assist with arranging vendors to collect and recycle confidential paper and mattresses at Fall Cleanup Day with Inver Grove Heights 9/26/20; Facilities assist collection of these materials; Print flyers to advertise events. Ensure materials are delivered to a reuse location or to a licensed recycling facility; Promote to all single-family and multifamily residents.				
<i>Diversion Potential (Tons)</i>	13 tons of paper from Spring shred event+ 2 tons of pumpkins+ 4 tons of mattresses= 22 tons				
<i>Other Outcomes</i>					
<i>Activity Report: Jan-Jun</i>	Due to COVID, spring events and Clean Up Days have all been postponed until the Fall. Hours spent on these activities were for rescheduling and contacting vendors with explanations, after they were originally scheduled.				
<i>Activity Report: Jul-Dec</i>					

Total Base Funding Request	\$16,924	\$8,017.65	
Total Base Diversion Potential	22 tons		

Part 2: Supplemental Funding Request (Optional)

1. Multifamily Recycling	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Supplemental #1	Cassandra Schueller-, Recycling Coordinator	\$32.5/staff time x 132 hours = 0.0793269 FTE	\$4,290	66 hours = \$2,145	
Salary hours	40 hours/ site x 3 sites	120 hours			
Salary hours	monthly property owners meetings and communications	12 hours			
Other:	Mileage	\$0.58 x 50 miles	\$29		
<i>Subtotal</i>	-	-	\$4,319	\$2,145	
<i>Matching Funds</i>	Laura Vaughn's salary	\$45/hr x 12 hours	\$540		

<i>Description of Activity</i>	Attend Rental Owners Meetings with police department liaison. Estimate of 40 hours per site plus 1 hour per month for rental owners meeting and follow up with Police Crime Prevention Specialist, Laura. Provide technical assistance to 3 multifamily properties enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices, following Guidelines requirements. Conduct outreach to engage and refer property managers to the Dakota County Multifamily Recycling Program
<i>Diversion Potential (Tons)</i>	Using County's estimate: 8 tons per site per year on average for a total of 24 tons.
<i>Other Outcomes</i>	Increased recycling awareness
<i>Activity Report: Jan-Jun</i>	Due to COVID, Rental Owners Meetings were temporarily suspended. Currently there are 3 properties interested in the MUD Grant program, with 2 on hold due to COVID. Research and outreach were conducted to find properties who were interested in participating, and to reach out managers to begin the process. Interested properties were implemented into the grant with numerous emails, phone calls and a couple site visits.
<i>Activity Report: Jul-Dec</i>	

2. Municipal Facilities/Parks Infrastructure	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Supplemental #2	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 5 hours = 0.00300481 FTE	\$163	1 hour = \$32.5	
Containers	Recycling containers/lids for parks recycling containers at Garlough and Orme, along with Ice Arena locker rooms	\$70/lid X 10 lids	\$700		
Containers	Purchase new containers for areas where a 1:1 ratio has not yet been achieved, such as the Ice Arena locker rooms	\$100 x 10 basic \$245 x 10 metal body	\$3,450		
Optional : Funding shift to other categories, per the Guidelines	(Insert category for funding shift; describe activity below)	(Insert cost basis for funding shift)			
<i>Subtotal</i>	-	-	\$4,313	\$32.5	
<i>Matching Funds</i>	Public Works/Parks staff assistance	\$50/hr x 10 hours	\$500		
<i>Description of Activity</i>	Provide remediation as needed to ensure recycling is collected where trash is collected, setting out containers, reconfiguring containers, and adding signage to ensure that all recycling and trash containers are paired, and all recycling and trash containers are labeled with County-supplied signage				
<i>Diversion Potential (Tons)</i>			1 ton		
<i>Other Outcomes</i>	Cleaner, better-condition lids that have workable swing doors; labeled for use.				
<i>Name of Responsible Parks/Facilities Manager</i>					
<i>Activity Report : Jan-Jun</i>	Due to COVID much of this has been on hold; Parks and Public Works staff have been asked if they require any new containers this year which they are looking into.				
<i>Activity Report: Jul-Dec</i>					

3. In-Person Education*	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff : FTE salary to administer Grant Requirements for Supplemental #3	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 37 hours = 0.22 FTE.	\$1,203	12 hours = \$390	
Salary hours	Celebrate WSP Days	15 hours		CxI due to COVID	
Salary hours	Night to Unite	5 hours			
Salary hours	COPS in the Park	5 hours			
Salary hours	Pancake breakfast	10 hours		CxI due to COVID	
Salary hours	Royal Princess Ball	2 hours		CxI due to lack of participants	
Printing/copying	Color flyers	\$0.25 x 200	\$50		
Mileage:	Mileage to and from events	\$0.58 x 30	\$18		
Event/booth fees	Farmers market booths, community gathering booths	N/A	\$0		
Other: Eco Promo	County-approved promotional items that create minimal waste	\$500	\$500	\$457.04	

<i>Subtotal</i>	-	-	\$1,771	\$847.04	
<i>Matching Funds</i>	Shirley Buecksler's supervisory time	\$60/hr x 4 hour	\$240		
<i>Description of Activity</i>	Host farmers market booth and booth at Celebrate West St. Paul Days, Night to Unite, COPS in the Park, Pancake Breakfast and Royal Princess Ball to distribute information to residents on one or more required topics, using County toolkits and standardized messaging, along with passing out promotional items preapproved by County. Attend meetings leading up to Celebrate WSP Days with other WSP staff for planning. Provide in-person waste abatement education for adults and youth through face-to-face interactions at community gatherings to educate 1% or more of the city's population (211 people) through a direct learning experience.				
<i>Diversion Potential (Tons)</i>	0 tons unless the promotional items offset disposables in the future				

<i>Other Outcomes</i>	1% of residents (211) directly educated on curbside recycling, drop sites, RZ, and reuse options				
<i>Activity Report: Jan-Jun</i>	Promotional items were purchased at the beginning of the year. Unfortunately many spring events were cancelled due to COVID-19. Time was spent scheduling events and attending meetings for events, and then later rescheduling and canceling.				
<i>Activity Report: Jul-Dec</i>					

4. Event Recycling and Organics*	Description of Expense	Cost Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
Staff: FTE salary to administer Grant Requirements for Supplemental #4	Cassandra Schueller, Recycling Coordinator	\$32.5/ staff time x 9 hours= 0.05408 FTE	\$293	3.5 hours = \$113.75	
Salary hours	Review permits to require recycling at events	6 hours			
Salary hours	Coordinate with small-events coordinators and offer Xframes, possibly help recruit MRC volunteers	3 hours			
Other: grabbers	Grabber to pull out contamination out of recycling, trash or organics containers	\$20 on Amazon	\$20		
Other: clear stream recycling bags	Clear Stream bags for Xframes	\$50/case x 2 cases+ shipping	\$150		
<i>Subtotal</i>	-	-	\$463	\$113.75	
<i>Matching Funds</i>					
<i>Combined Subtotal for #3 and #4*</i>			\$2,234	\$960.79	
<i>Description of Activity</i>	Provide recycling and/or organics collection at City events. Staff time to review and update permits to require recycling with best waste management practices at events/festivals in the City to possibly add requirements for recycling at large events. Ensure that front-of-house organics collection is permitted only if all vendors are required to provide customers with compostable products only and use only compostable products that are BPI-certified				
<i>Diversion Potential (Tons)</i>	1 ton				
<i>Other Outcomes</i>	Increased awareness of recycling, organics and reuse opportunities, and strengthening event recycling requirements.				
<i>Activity Report: Jan-Jun</i>	Permits reviewed. With most events cancelled due to COVID, there were no event organizers to reach out to, or need for MRC volunteers.				
<i>Activity Report: Jul-Dec</i>					

*Supplemental Funding categories #3 and #4 share one funding allocation; combined subtotals may not exceed maximum fund eligibility.

5. Gap Funding	Description of Expense	Cost -Basis Calculation	Funding Request	Jan-Jun actual	Jul-Dec actual
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Staff: FTE salary to administer Grant Requirements for Supplemental #5	Cassandra Schueller, Recycling Coordinator	\$32.5/staff time x 27.5 hours = 0.00300481 FTE	\$894	\$0	
Other: Salary hours	Multi-Unit Recycling possible 4 th site	27.5 hours			
<i>Subtotal</i>	-	-	\$894	\$0	
<i>Description of Activity</i>	Gap funding will be used for an additional Multi-Unit Property if a fourth site is identified. Activities would include: Provide technical assistance to one multifamily property enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices, following Guidelines requirements. Conduct outreach to engage and refer property managers to the Dakota County Multifamily Recycling Program				
<i>Diversion Potential (Tons)</i>	Unknown at this time, but if another site was found, possibly 8 tons.				
<i>Other Outcomes</i>					
<i>Activity Report: Jan-Jun</i>	Currently a fourth property has not been identified.				
<i>Activity Report: Jul-Dec</i>					
Total Supplemental Funding Request			\$11,760	\$3,138.29	

Total Supplemental Diversion Potential

26 tons

Salary and benefits for Cass = **\$10,221.25 total reported here**

Salary and benefits for Cass billed by WSP and paid by WSP = \$8,218.71 (**\$2,002.54 under reported totals above**)

WSP Billed from WSP:

Q1: \$4,518.25

Q2: \$3,700.46

=

\$10,221.25 in wages = 314.5 hours worked

\$27.24 ARM membership/annual conference

+

\$36.35 total mileage

+

\$414.06 newsletter expenses

=

\$8,696.36

C. Application Signature

I, the undersigned, 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, 2020, and a final report will be submitted to Dakota County by January 15, 2021, to demonstrate compliance with this application.

Authorized Representative: Dave Napier

Title: Mayor

Signature (electronic signature acceptable):

Date:

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, 2020 - June 30, 2020*

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:	Dave Napier
Title:	Mayor
Signature:	
Date:	
Total Reimbursement Request:	\$8,696.36

Due: July 15, 2020

Report and Reimbursement Request for July 1, 2020 - December 31, 2020*

Due: January 15, 2021

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:	
Title:	
Signature:	
Date:	
Total Reimbursement Request:	