

Environmental assistance grant round: State Fiscal Year 2018 – 2019 Request for Proposal (RFP)

The RFP assists applicants in applying for and managing state grants. This document describes the State Fiscal Year 2018 – 2019 (FY18-19) **Environmental Assistance (EA)** grant round, including information on who may apply for funding, the funding priorities, match requirements, activities eligible for funding, and other information that will help applicants plan their project and submit a competitive application. **Applications are due no later than 2:00 p.m. Central Time on Tuesday, June 26, 2018.**

The applicant should check the Minnesota Pollution Control Agency (MPCA) EA Grants Program webpage at <https://www.pca.state.mn.us/about-mPCA/environmental-assistance-grants> for the most recent updates on competitive grant rounds, including questions and answers, and addendums.

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Sample grant agreement: <https://www.pca.state.mn.us/sites/default/files/p-f2-27g-fy18.pdf>

Forms:

- Grant application form: <https://www.pca.state.mn.us/sites/default/files/p-f2-27c-fy18.doc>
- Project workplan: <https://www.pca.state.mn.us/sites/default/files/p-f2-27i-fy18.doc>
- Budget and expenditures report: <https://www.pca.state.mn.us/sites/default/files/p-f2-27h-fy18.xls>
- Affidavit of noncollusion: <https://www.pca.state.mn.us/sites/default/files/p-f2-27j-fy18.doc>

1. Program overview

The EA Grant Program was established under Minn. Stat. § 115A.0716 and is administered by the MPCA under Minn. R. 9210.0800 to 9210.0845. The purpose of the EA Grant Program is to provide financial assistance for researching, developing, or implementing projects and practices related to all aspects of waste management and prevention, including hazardous substances, toxic pollutants, and problem materials. Additionally, market development and education grants are also allowed under the laws governing these grants. The MPCA seeks to encourage environmentally-sustainable practices and approaches to pollution prevention and resource conservation.

The MPCA invites eligible applicants to submit applications in the following FY18-19 focus areas (refer to Exhibit B for greater detail):

- [Focus area 1](#). Communities adapting to climate change and extreme weather
- [Focus area 2](#). Environmental education
- [Focus area 3](#). Expansion of capacity to collect and/or transport source-separated organics
- [Focus area 4](#). Market development - increase use of compost
- [Focus area 5](#). Prevention of wasted food
- [Focus area 6](#). Reduce/reuse/repair
- [Focus area 7](#). Toxicity reduction

Projects demonstrating innovation and those benefitting communities with higher concentrations of low-income residents and people of color, including tribal communities, will be rated higher.

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. This grant prioritizes communities with higher concentrations of low-income residents and people of color, including tribal communities.

The MPCA invites eligible applicants to submit applications for the following FY18-19 EA grant round. All work must be completed by June 30, 2020.

2. Funding

The MPCA has approximately \$493,000 available for grant awards. Funding for FY18-19 EA grant round comes from the Environmental Fund and other sources as appropriated by the state legislature for programs administered by the MPCA. The EA grant round is a competitive application process. The MPCA will select for award those projects that best meet the environmental outcomes outlined in this RFP within funding limitations.

Minimum and maximum grant awards are defined within each focus area and their preferred projects, respectively.

Match requirements

Local direct and indirect matching support of at least a quarter amount (25%) of the grant request is required. The match may be in the form of in-kind services or cash. A reasonable dollar-value must be assigned to all in-kind matches. The match cannot be met with services or funds derived from other grant sources administered by the MPCA.

Payment schedule

The MPCA shall reimburse the Grantee for only those expenditures incurred during the term of this grant. No funds shall be disbursed by the MPCA in the absence of adequate documentation of matching funds as determined by the MPCA. Grant funds shall be disbursed in accordance with the sample grant agreement <https://www.pca.state.mn.us/sites/default/files/p-f2-27g-fy18.pdf>.

3. Eligible and ineligible applicants

Eligible applicants

For the FY18-18 EA grant round, eligible applicants include Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments (Minn. R. 9210.0810, subp. 2.B). Eligibility may be further defined within each preferred project. Multi-organizational collaboration is encouraged.

Ineligible applicants

- Per Minn. R. 9210.0805, subp. 9, the definition of eligible persons specifically excludes the MPCA, State employees or any subdivision/agent thereof.
- Applicants debarred by state, its departments, commissions, agencies, or political subdivisions.

4. Eligible and ineligible projects

Eligible projects are those that address the need identified for the specified focus areas and its corresponding preferred projects. Applications that reflect a preferred project will receive priority consideration during the application evaluation process. Applicants must select the most appropriate focus area for their proposed project. Applicants may submit multiple applications to multiple focus areas; however, submittal of the same proposed project to multiple focus areas may result in rejection of all such submittals from that applicant.

Ineligible projects

Unless specified otherwise per focus area and/or preferred project:

- Projects seeking funding for general operating expenses.
- Projects for environmental compliance remediation.
- Projects limited to individual benefit, a non-innovative local benefit or do not have a broad community impact.
- Projects that do not meet the eligibility specifications identified in this RFP for the FY18-19 EA grant round.

Priority projects

Projects that benefit previously underserved communities and areas of concern for environmental justice will be rated higher. The MPCA considers communities with higher concentrations of low-income residents and people of color, including tribal communities, to be areas of concern for environmental justice. MPCA's criteria and interactive mapping tool are [here](#). Applicants of relevant projects are asked to evaluate and describe how the proposed project activities benefit these areas.

5. Eligible and ineligible costs

Eligible costs

Eligible grant costs are limited to the costs of:

- Researching, developing, or implementing environmental assistance projects or practices in Minnesota.
- Equipment costs may be eligible on a case-by-case basis.
- Unless specified as ineligible, a determination of eligible costs will be dependent on the proposed project.

Ineligible costs

Ineligible costs do not count toward the required matching funds percentage unless stated otherwise:

- The cost of preparing the grant application.
- The cost of activities initiated and costs incurred prior to execution of a grant agreement.

- The cost of general operating support such as routine overhead expenses not related to the proposed project.
- The cost of environmental compliance remediation.
- The purchase of real property (land, real estate, and buildings), or easements. However, if not incurred prior to execution of a grant agreement, such costs may count toward the required match percentage.
- The cost of equipment, except as determined on a case-by-case basis. However, if not incurred prior to execution of a grant agreement, such costs may count toward the required percentage match.
- The cost of obtaining any required permits from the MPCA. However, if not incurred prior to execution of a grant agreement, such costs may count toward the required percentage match.
- The cost of any of the following: fundraising; lobbying, lobbyists, and political contributions; entertainment, gifts; and bad debt, late payment fees and finance charges.

6. Application review process

Applicants are encouraged to score their own application using the evaluation score-sheet (Exhibit A) before submitting their application. Formal review of applications will be conducted by a team of MPCA staff and community-based grant reviewers.

Notification

The MPCA anticipates notifying applicants of award status within 60 days of closing of the application period.

Grant award offer

A grant award offer will be made based on MPCA's review of the applications for eligibility and availability of funding. Applicant must accept the award offer and be willing to finalize project workplan, budget, and grant agreement, and become a registered vendor in the State's electronic procurement system [SWIFT](#) (Statewide Integrated Financial Tools).

Award offer will be contingent on the applicant's attainment of an MPCA approved project workplan and budget within 60 calendar days of an award offer.

In addition to its authority to offer reduced grant awards, the MPCA reserves the right to withdraw the award offer or to refrain from awarding a grant in the event that program funding is made unavailable or none of the proposed projects meet the requirements of the grant. If the MPCA concludes that no project has sufficient potential to implement the desired environmental outcome in Minnesota, the MPCA may or may not reinstate the RFP process. In the event that additional funding is made available, the MPCA reserves the right to award additional grant funds to eligible applicants who were not originally funded.

Execution of grant agreement

The estimated start date of the project is approximately 60 calendar days from the date of an award offer, or the date the state obtains all required signatures, whichever is later. **The end date of the grant agreement will be no later than June 30, 2020.** No grant disbursements will occur prior to MPCA execution of the required grant agreement. If a grant agreement is not completed within this timeframe, the MPCA reserves the right to withdraw the award offer.

7. Grantee responsibilities

Prior to execution of a grant agreement, the applicant will be required to provide documentation of secured matching funds, be a registered vendor in [SWIFT](#) and, if governed by a Board, a resolution committing to the project and authorizing signature for acceptance/execution of the grant agreement.

Grant agreement

Each awardee must formally enter into a grant agreement <https://www.pca.state.mn.us/sites/default/files/p-f2-27g-fy18.pdf>; much of the language reflected is required by statute.

The grant agreement addresses the terms and conditions of the grant award, including project budget period and implementation, disbursement of grant funds, and reporting requirements. The approved project workplan and budget will be incorporated into and made part of the grant agreement. Once the agreement is executed, the recipient is expected to comply with all conditions of the agreement.

Reporting requirements

Reporting requirements are outlined in the sample grant agreement, and will be in accordance with applicant's approved workplan and budget.

Public data

Applications are private or nonpublic until opened. Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or nonpublic data until all agreements are fully executed. After MPCA has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a grantee that the application is copyrighted or otherwise protected does not prevent public access to the application (Minn. Stat. § 13.599, subd. 3).

Conflict of interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Grant monitoring

[Minn. Stat. § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher.
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined after grant execution.

Grantee bidding requirements

Grantees that are non-governmental organizations (NGO's) must follow:

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.

- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§ 177.41](#) through [177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#).
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#).
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#).

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in Minnesota:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>.

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minn. Stat. § 471.345.
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§ 177.41](#) to [177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must not contract with vendors who are suspended or debarred in Minnesota:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

Audits

Per [Minn. Stat. § 16B.98](#) subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative action and non-discrimination requirements for all grantees

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. R. [5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter registration requirement

The grantee will comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

8. Application instructions

In completing the application, please ensure all sections are addressed and the application is submitted before the deadline. Pay close attention to any specific information that is requested and demonstrate connections to project eligibility. Additional pages may be submitted as supporting documentation.

Instructions for completing the EA grant application are provided within the application form:

<https://www.pca.state.mn.us/sites/default/files/p-f2-27c-fy18.doc>. **All submittals should be prepared using Microsoft Word software, and Microsoft Excel for the budget.**

Application form and budget template can also be found on the MPCA EA Grants Program webpage:

<https://www.pca.state.mn.us/about-mPCA/environmental-assistance-grants> for this RFP.

9. Application submission instructions

Email applications to grants-loans.pca@state.mn.us with the subject line: EA application.

Applications must be received electronically by the MPCA no later than **2:00 p.m. Central Time on Tuesday, June 26, 2018**. The email properties header will reflect the date and time submissions are received. Application submittals received after the deadline will not be eligible for consideration.

The MPCA is not responsible for any errors or delays caused by technology-related issues, even if they are caused by the MPCA.

Application submittals should contain the following:

- Completed EA application form, including environmental outcomes: <https://www.pca.state.mn.us/sites/default/files/p-f2-27-2c-fy18.doc>
- Completed EA budget and expenditures form: <https://www.pca.state.mn.us/sites/default/files/p-f2-27h-fy18.xls>
- Completed project workplan including anticipated environmental outcomes table: <https://www.pca.state.mn.us/sites/default/files/p-f2-27i-fy18.doc>
- Signed and notarized affidavit of noncollusion: <https://www.pca.state.mn.us/sites/default/files/p-f2-27j-fy18.doc>

Applications submitted via any other method, including but not limited to fax, mail, in-person deliveries, will not be accepted. The only documents accepted as faxes, scans, or in portable document file (PDF) format are supporting and signature documents, such as board resolutions, letters of support, and letters of secured matching funds.

10. Application questions

The MPCA is obligated to be transparent in all aspects of grant work. To meet this obligation, all questions must be submitted in the same manner, and answers are only provided via the MPCA website.

Applicants who have any questions regarding this RFP must submit questions to grants-loans.pca@state.mn.us, subject line: "EA Question", no later than **4:00 p.m. Central Time on Tuesday, June 19, 2018**.

All questions and answers will be posted by **4:00 p.m. Central Time on Friday, June 22, 2018**.

It is the applicant's responsibility to check the MPCA website for the most recent updates on a competitive grant, including questions and answers, and addendums. For this RFP, the Frequently Asked Questions page can be viewed here <https://www.pca.state.mn.us/sites/default/files/p-f2-27b-fy18.pdf>, and is updated frequently.

MPCA personnel are not authorized to discuss this RFP with applicants, and contact regarding this RFP with any MPCA personnel may result in disqualification.

Exhibit A: Application evaluation score sheet

Evaluation factors

A 100-point scale will be used to evaluate eligible applications. Scores will be used to develop final recommendations. **Applicants are encouraged to score their own application using the evaluation score-sheet before submitting their application.** This step is not required, but may help ensure applications address the criteria evaluators will use to score applications.

Applications will be evaluated and ranked according to the following criteria:

1. Meets an environmental need and is a preferred project	15
2. Project impact/outcomes <ul style="list-style-type: none"> • Anticipated environmental outcomes • Sharing of results to other persons or organizations in Minnesota 	25
3. Project feasibility <ul style="list-style-type: none"> • Financially realistic/cost effective/sustainable • Qualifications and, if applicable, past performance, of the applicant and/or individuals who will perform the work described in the application • Probability of project success 	35
4. Use of innovative strategies, technologies, methods, or techniques	5
5. Project serves areas of concern for environmental justice (communities with higher concentrations of low-income residents and/or people of color, including tribal communities)	15
6. Project readiness <ul style="list-style-type: none"> • Clarity and completeness of application 	5
Total	100

Exhibit B: Focus areas and preferred projects

Focus area 1: Communities adapting to climate change and extreme weather

Overview: MPCA seeks to help communities plan for the impacts of climate change and improve community resilience while achieving positive environmental outcomes. Adopted policies and implemented projects will serve as examples for other communities and accelerate the adoption of resilience practices throughout the state.

Preferred projects

1.1 Planning, policy, ordinance, and program development for increased community climate resilience.

- Assess vulnerabilities to a changing climate and conduct adaptation planning in collaboration with local stakeholders.
- Review local government policies/ordinances/regulations for opportunities to better address climate adaptation and resilience.
- Create/amend building policies for publicly owned facilities, financial incentives for private development, and/or model sustainable development policies specifically to incorporate measures related to the urban heat island effect and extreme precipitation (such as flood proofing, cool/green roofs, cool pavements, and site vegetative cover).

1.2 Implementation of climate adaptation/resilience practices for extreme weather or urban heat island impacts.

- Improve air and water quality, manage stormwater, and mitigate the urban heat island effect through implementing treescapes or other green infrastructure best practices for climate adaptation.
- Implement chloride reduction best practices to help address the impacts of more frequent freeze/thaw cycles and ice events associated with climate change.

1.3 Increase community engagement for climate adaptation and resilience.

- Provide education and outreach to individuals and communities, including vulnerable populations, on adapting to the changing climate and preparing for extreme weather.
- Increase engagement and participation of vulnerable populations in developing local government climate adaptation and resilience efforts or initiatives.

1.4 Research or demonstrate alternative building/infrastructure materials and methods for applications in Minnesota to address climate-related impacts, including extreme heat or flooding.

- Research alternative materials/methods/equipment and use pilot demonstrations to address local impacts (for example, related to pavements or roofs) caused by climate-related hazards, such as freeze/thaw cycles, ice storms, extreme precipitation events, and heat waves.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: no minimum required and small grant requests are encouraged

Maximum grant amount: \$30,000

Matching funds requirement: 25%

Focus area 2: Environmental education

Overview: The MPCA seeks grant proposals from eligible applicants to support environmental education and community engagement projects that raise understanding, reduce exposure, and/or increase civic participation around topics of local pollution, toxicity concerns, or other environmental issues. As defined by the U.S. Environmental Protection Agency (EPA), environmental education is a process that allows individuals to explore environmental issues, engage in problem solving, and take action to improve the environment. Community engagement is the process of working collaboratively with community groups to address issues that affect the well-being of those groups.

Additional information: Implemented projects will serve as examples for others. Please note that staff time and transportation costs are eligible for grant funds.

Preferred projects:

2.1 Projects to raise awareness of and increase participation in preventing local water or air pollution.

Air and water quality challenges vary by region. Proposals should describe how you will explore local issues, expected outcomes, and your theory of change (why the outcomes are likely to be achieved). Formal education proposals (K-12 or higher education) and non-formal are welcome. Outcomes may include increased knowledge or awareness, appropriate concern for problems, an individual or collective sense of responsibility, demonstrated commitment to conserve and protect water/air. Funding will not be provided to develop a curriculum.

Example projects may include:

- Student projects that investigate local water and amplify community solutions to address problems.
- Development of tools (electronic, visual) to encourage participation in air and water protection.
- Public presentations, gatherings, or direct-action activities around local issues.

2.2 Projects to raise awareness of and reduce exposure to pollution or toxicity.

Proposals should address human health effects of exposures to hazardous chemicals and other substances (e.g. mercury), air and groundwater contaminants, risks in homes and schools, fish advisories, or children's environmental health. The opportunity to be healthy is not equally available everywhere or for everyone. Proposals should also describe how the program addresses disproportionate impact of pollution and how the proposed environmental education and community engagement projects will raise understanding, reduce exposure, and/or increase civic participation to prevent and reduce exposures to environmental health hazards.

Example projects may include:

- Community engagement to reduce mercury exposure from skin-lightening creams.
- Community workshops for creating non-toxic cleaners and educating about proper disposal of household hazardous waste.
- Programs for free private well testing.
- Outreach about reducing exposure to contaminants in fish.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: no minimum required and small grants are encouraged

Maximum grant amount: \$15,000

Matching funds requirement: 10%

Focus area 3: Expansion of capacity to collect and/or transport source-separated organics

Overview: MPCA seeks projects that will expand capacity for managing source-separated organic materials (SSOM) at compost facilities or food-to-livestock operations and at transfer stations; or improve collection efficiencies for collecting SSOM.

Collections of SSOM have grown dramatically in Minnesota in recent years. Many existing facilities are at or near capacity. Additional capacity is needed and more will be needed in the future to meet state and local goals. In addition, relatively few transfer stations currently collect SSOM, which limits access to service in many communities and reduces efficiency for collection. Collection efficiencies may also be gained by co-collecting source-separated organics with other materials with recycling or trash trucks already out on the road.

Additional information: Any facility receiving grant funds will be expected to continue the collection of organics beyond the term of the grant agreement. Eligible expenses include equipment, staff time, promotional materials, hauler recruitment, and startup costs. Within this focus area, the highest priority is projects that will add capacity for compost facilities or food-to-livestock operations to handle increased volumes of SSOM.

Preferred projects

3.1 Projects that add capacity at compost facilities or food-to-livestock operations for handling increased volumes of SSOM.

Example projects may include:

- Construction or expansion to infrastructure at a site.
- Development of improved operational/management practices that expand operational capacity at a facility including but not limited to alternative contact water management strategies. **Note:** Intellectual property created with grant funding is jointly owned by the state and grantee. Thus, plans or processes developed with grant funding may be shared publicly.

3.2 Projects that add or expand capacity at transfer stations, materials recovery facilities (MRFs) or other solid waste facilities for collection of SSOM for transport to a compost facility or food-to-livestock operation.

3.3 Projects that purchase and install equipment to pull source-separated organics from a co-collected system (e.g., using a durable compostable bags or an alternative to co-collect SSOM with another material). Only projects that involve collection of source-separated material are eligible.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: no minimum required

Maximum grant amount: \$75,000

Matching funds requirement: 25%

Focus area 4: Market development - increase use of compost

Overview: As more organics recycling programs come online, the amount of compost produced will grow. And composters will need to expand markets for selling compost products. Use of compost has many benefits, and additional research and development will also help expand existing markets and create new markets.

Preferred projects

4.1 Projects that develop model ordinances or policies to promote compost use. Projects that include a plan to implement a model ordinance are preferable to projects that only develop a model ordinance.

4.2 Projects that provide training for engineers, contractors and/or landscapers or other audiences on benefits of compost use.

4.3 Research new best management practices (BMPs) or improve upon existing BMPs for compost use in construction, stormwater, agricultural, or landscape applications. Research could include but is not limited to phosphorus loading, erosion control, or other applications that improve water quality.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: no minimum required

Maximum grant amount: \$75,000

Matching funds requirement: 25%

Focus area 5: Prevention of wasted food

Overview: MPCA seeks to lower the environmental impact associated with food throughout the food systems' life cycle. This includes prevention of wasted food as well as capturing food that would have otherwise gone uneaten for human or animal consumption.

"Food waste occurs at all levels of the supply chain. We leave entire fields unharvested, reject produce solely for cosmetic reasons, throw out anything past or even close to its "use by" date, inundate restaurant patrons with massive portions, and let absurd amounts of food rot in the back of our fridges. America throws out more than 400 pounds of food per person per year. And when that food is wasted, so are the resources that go into producing it, including 21 percent of freshwater used by the U.S. agricultural industry. Wasted food also generates climate change pollution equivalent to 37 million cars per year. If we could redirect just one-third of the food that we now toss to people in need, it would more than cover unmet food needs across the country." (Natural Resources Defense Council (NRDC) WASTED: Second Edition of NRDC's Landmark Food Waste Report, August 17, 2017; Dana Gunders, JoAnne Berkenkamp, Darby Hoover, Andrea Spacht).

The following are examples of projects that prevent food from being wasted or capture food for rescue and serve as examples for others to replicate throughout the state.

Additional information: Recently the ReFED report (<http://www.refed.com/download#the-full-report>) was released, which outlines several solutions to prevent food from being wasted or rescued.

Preferred projects:

5.1 Residential: These projects will focus on preventing food from being wasted from residents — the largest source of wasted food. Information about community-based social marketing campaigns can be found at the following sites <http://www.cbsm.com/public/world.lasso> or specific to prevention of wasted food <http://www.endfoodwaste.org/food-too-good-to-waste-by-the-epa.html>.

Examples of projects may include:

- Community-based social marketing campaigns that educate people on ways to avoid food from being wasted.
- Promotion of already created prevention of wasted food campaigns such as EPA's Food: Too Good to Waste, NRDC's Save the Food and others.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the State, and tribal governments.

Minimum grant amount: no minimum required

Maximum grant amount: \$30,000

Matching funds requirement: 25%

5.2 Prevention of wasted food and food rescue at organizations

These projects will focus on best management practices (BMPs) to prevent wasted food within organizations and rescuing excess food that can't be prevented for consumption for people or animals. Preference will be given to projects that document and create manuals for BMPs.

Examples of projects may include:

- Use of technology that allows commercial or institutional food preparation and distribution facilities to easily measure food wasted, implement improvements, and document food prevented (provides feedback on amount of food wasted with tips on how to avoid that food waste).

- Smaller plate sizes or trayless dining at restaurants and institutions.
- Value-added processing of food that would otherwise be thrown away.
- Determine best practices for the capture of prepared food to be distributed to people.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: no minimum required

Maximum grant amount: \$70,000

Matching funds requirement: 25%

5.3 Food manufacturing, wholesale, and distribution

These projects will focus on working within the food system (farms, manufacturing, processing, wholesale, and distribution centers) to prevent food from being wasted, capture more food from the system, and reduce the impact of growing and preparing food by minimizing water, energy, and pollution.

Examples of projects may include:

- Create innovative ways to capture food that would be wasted and recover it for human or animal consumption.
- Capture food that would otherwise have been wasted (such as unsold food from farmer’s markets, gleaned produce from farms) and bring to food rescue organizations to be distributed.
- Manufacturing line optimization, packaging adjustments that would prolong the life of products.
- Encourage food production practices that maximize environmental benefits and minimize impacts on water quality, native plant communities, the waste stream, energy consumption, and air quality.
- Create ways to use technology that allows commercial or institutional food preparation and distribution facilities to easily measure food wasted, implement improvements, and document food prevented (provides feedback on amount of food wasted with tips on how to avoid that food waste), and value-added processing of food that would otherwise be thrown away.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: no minimum required

Maximum grant amount: \$70,000

Matching funds requirement: 25%

Focus area 6: Reduce/reuse/repair

Overview: Source reduction (reducing or eliminating use of products or materials) and reusing and repairing products significantly reduce the need for new materials to be extracted, processed, designed, manufactured, transported, used and disposed of. This leads to saving valuable natural resources and reduces pollution. Reuse means using an item in its original form and is distinct from recycling, which reprocesses a material to be manufactured into a new item. Recycling projects are not eligible for these grants.

Preferred projects

6.1 Increase reuse and repair in communities

The objectives of this focus area are to decrease the amount of materials consumed, increase repairability and items being repaired, and to encourage reuse of items in place of purchasing new. The focus of these projects is to increase reuse and repair at the local level.

Example projects may include:

- Development of community exchanges for household items (e.g., clothing swaps, organized furniture swaps, tool and toy libraries).

- Establish and promote community repair clinics or programs promoting second-hand, repair, and rental businesses that are structured to continue over time (e.g., charge nominal fee for service, offer to pay workers for their services).
- Expand reuse of construction and demolition material (could include job training for deconstruction so more material is available for reuse or pilot city ordinances, and document results).

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: no minimum required

Maximum grant amount: \$70,000

Matching funds requirement: 25%

6.2 Increase the use of multiple use items over single use

The focus of these projects would be to replace one-time use items with items that could be used many times and would have a smaller life cycle impact.

Additional information: Eligibility of certain costs (e.g., dishwashing equipment, utensils, etc.) will be determined on a case-by-case basis.

Examples projects may include:

- Establishing permanent reusable transport packaging systems.
- Reuse of glass bottles in local brewing establishments (local return and reuse of single use glass bottles to be washed and used again).
- Transitions to reusable dishware for organizations (utensils as well as glasses, bowls, cups, etc.).

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: \$5,000

Maximum grant amount: \$70,000

Matching funds requirement: 25%

6.3 Expand capacity for reuse or repair

The focus of this area is to help increase reuse at an existing or new reuse establishment. This could include adding capacity or establishing an inventory management system. Projects must exhibit measurable environmental benefits and a strong need for the funds.

Additional information: Eligibility of certain costs (e.g., equipment, space, new staff etc.) will be determined on a case-by-case basis.

Eligible applicants: Minnesota residents, organizations, businesses, institutions, political subdivisions of the state, and tribal governments.

Minimum grant amount: \$10,000

Maximum grant amount: \$75,000

Matching funds requirement: 25%

Focus area 7: Toxicity reduction

Overview: At home or at work, people can be exposed to toxic chemicals in many ways. Some chemicals have immediate toxic effects. Others are toxic to our bodies only after repeated, long-term exposure. Children are especially susceptible to the negative effects of chemicals. Being aware of the dangers of exposure and making a change in purchasing and use of less toxic products is an important step toward improving human health and reducing environmental contamination.

Pursuing reformulation of existing products and design of new products using the principles of green chemistry and green engineering is also important. This can involve working to raise awareness of green chemistry and engineering principles for businesses currently in operation and testing new approaches to business operations

that reduce toxic chemical use. It can also mean teaching the product designers of the future — today's secondary and post-secondary students — about how to factor the toxicological and life-cycle impacts of chemical component choices on humans and the environment into their work.

Preferred projects

7.1 Safer product chemistry and design curriculum

Develop and implement curricula to demonstrate green chemistry and/or safer product design at secondary and/or post-secondary educational institutions. Of particular interest is design improvements for electronics and other consumer products that reduce or eliminate flame retardants and/or that allow for easier repair/reuse/recycling. Projects must show the development of new syllabi, lesson plans, and/or lab experiments; number of enrolled students reached; pre/post-testing to measure green chemistry/safer product design awareness; or achievement of waste reduction as a result of new lab experiments developed.

Examples of past integration projects can be found at <https://www.pca.state.mn.us/quick-links/green-chemistry-and-design-college-curriculum-grant-projects> and resources for secondary school curriculum development can be found at <http://www.beyondbenign.org/K12education/highschool.html>.

Additional information: Projects must:

1. Support the integration of green chemistry and/or engineering product design principles into curricula at secondary and post-secondary institutions in Minnesota, and
2. Strengthen the Minnesota and national green chemistry and engineering teaching network through dissemination of the new curricula. The principles may be integrated into a wide variety of business, health, environmental studies, or other fields, not only chemistry and engineering.

Eligible applicants: Minnesota secondary and post-secondary educational institutions

Minimum grant amount: no minimum required

Maximum grant amount: \$20,000

Matching funds requirement: no match required

7.2 Changing business operations

Applications are invited from individual businesses or from entities that can recruit and assist businesses to switch some element of business operations to safer, less toxic products, shift products purchased or produced to comprise less toxic chemicals, or optimize operations to reduce the use of toxic chemicals.

The MPCA is particularly interested in encouraging:

- Alternatives to n-hexane for solvent extraction in oilseed processing.
- Optimization of clean-in-place (CIP) systems in food/beverage production.
- Optimization of refrigerant management.
- Alternatives to tetrachloroethylene (perc) use in dry cleaning.

Eligible applicants: Minnesota organizations, businesses, institutions, and political subdivisions of the state, and tribal governments.

Minimum grant amount: \$10,000

Maximum grant amount: \$50,000

Matching funds requirement: 5%