

INTRODUCED: December 13, 2021

AN ORDINANCE No. 2021-341

To authorize the Chief Administrative Officer to accept funds in the amount of \$61,990.00 from the United States Department of Agriculture, to amend the Fiscal Year 2021-2022 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities called the Richmond Compost Initiative Special Fund, and to appropriate the increase to the Fiscal Year 2021-2022 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Parks, Recreation and Community Facilities' Richmond Compost Initiative Special Fund by \$61,990.00 for the purpose of funding a food waste diversion and community gardening compost program to reduce greenhouse gas emissions in the city of Richmond.

Patron – Mayor Stoney and Ms. Lambert

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 10 2022 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$61,990.00 from the United States Department of Agriculture for the purpose of funding a food waste diversion and community gardening compost program to reduce greenhouse gas emissions in the city of Richmond.

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 10 2022 REJECTED: _____ STRICKEN: _____

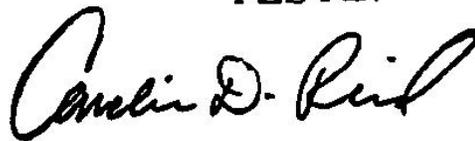
§ 2. That Ordinance No. 2021-041, adopted May 24, 2021, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Parks, Recreation and Community Facilities called the Richmond Compost Initiative Special Fund for the purpose of funding a food waste diversion and community gardening compost program to reduce greenhouse gas emissions in the city of Richmond.

§ 3. That the funds received from the United States Department of Agriculture are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, by increasing estimated revenues by \$61,990.00, increasing the amount appropriated for expenditures by \$61,990.00, and allotting to the Department of Parks, Recreation and Community Facilities' Richmond Compost Initiative Special Fund the sum of \$61,990.00 for the purpose of funding a food waste diversion and community gardening compost program to reduce greenhouse gas emissions in the city of Richmond.

§ 4. This ordinance shall be in force and effect upon adoption.

A TRUE COPY:

TESTE:

A handwritten signature in black ink, appearing to read "Camille D. Reil". The signature is written in a cursive, flowing style.

City Clerk



City of Richmond

Intracity Correspondence

O&R REQUEST

DATE: November 15, 2021 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sheila White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

THROUGH: Reginald E. Gordon, DCAO for Human Services

FROM: Christopher E. Frelke, Director of Parks, Recreation and Community Facilities

RE: Acceptance and appropriation of grant funds in the amount of \$61,990 from the Office of Urban Agriculture and Innovative Production (U.S. Department of Agriculture's Natural Resource Conservation Service) to be used to fund the Department of Parks, Recreation, and Community Facilities' Community Compost and Food Waste Reduction Project (CCFWR).

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept a grant in the amount of \$61,990 from the U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) Office of Urban Agriculture and Innovative Production (OUAIP) and to appropriate \$61,990 of the grant funds to the Fiscal Year 2021-2022 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities called "Richmond Compost Initiative" and increasing estimated revenues and the amount appropriated to the new "Richmond Compost Initiative" special fund by \$61,990. The program will span two fiscal years, thus, the remaining \$28,010 will be appropriated in the Fiscal Year 2022-2023 Special Fund Budget.

REASON: The City of Richmond's Department of Parks, Recreation and Community Facilities (DPRCF) is seeking approval to accept the grant amount of \$61,990 from the Office of Urban Agriculture and Innovative Production (U.S. Department of Agriculture's Natural Resource Conservation Service). The CCFWR Pilot Project entitled "Richmond Compost Initiative" is led by the City of Richmond and its Department of Parks, Recreation, and Community Facilities'

community garden program, Richmond Grows Gardens. Through this pilot project, the City will establish a network of food scrap drop-off stations across the City of Richmond, collaborating with community gardens, libraries, businesses, and community organizations to learn how to best grow this community garden composting program across the City. The success of the pilot will lay the groundwork for a culture of composting and carbon capture in a major American city.

RECOMMENDATION: Approval is recommended by the City Administration.

BACKGROUND: Richmond is the capital of the Commonwealth of Virginia and is in the central part of the state. The city's diverse population of over 230,436 is comprised of nearly 48% Black or African American, 40% White, 7% Hispanic/Latino, 2% Asian, and 3% mixed-race residents. Median household income was \$45,117 in 2018, with a per capita income of \$31,635. Richmond's poverty rate is 24.5%. The City provides a robust municipal waste program, as well as curbside mixed materials recycling. Richmond does not currently offer municipal composting. The City's Office of Sustainability developed the RVA Green 2050 plan in 2018, its equity-centered guide to reduce greenhouse gas (GHG) emissions by 80% from its 2008 baseline by 2050. In 2020, the City Council voted to create a new goal of net zero emissions by 2050. Net zero modeling has recently been completed. A zero-waste plan is being developed as part of this effort, with community composting playing a lead role in helping the City achieve net zero GHG emissions and diverting waste, including all food waste, from municipal landfills. To reach zero food waste, the City must develop a comprehensive food waste diversion and composting program. While some composting efforts are underway throughout the City, they are small and localized in nature. The 14 gardens participating in Richmond Grows Gardens have compost bins and accept food scraps from nearby neighbors and some businesses, as well as yard waste from their sites. A current challenge of the program is the lack of capacity to tend the compost, so it actually breaks down into usable compost.

FISCAL IMPACT / COST: These funds will increase the FY22 Department of Parks, Recreation and Community Facilities Special Fund Budget by \$61,990. \$28,010 will be appropriated in the FY23 Department of Parks, Recreation and Community Facilities Special Fund Budget. The anticipated Federal share is \$90,000 and the non-Federal share is \$135,300, for a total of \$225,300. The non-Federal share of \$135,300 is composed of equipment and staff time from Parks, Recreation and Community Facilities and the Department of Public Works.

FISCAL IMPLICATIONS: N/A

BUDGET AMENDMENT NECESSARY: Yes, amend Special Fund Ordinance #2021-041.

REVENUE TO CITY: \$61,990

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: December 13, 2021

CITY COUNCIL PUBLIC HEARING DATE: January 10, 2022

O&R Request

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REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Parks, Recreation and Community Facilities; Public Works

RELATIONSHIP TO EXISTING ORD. OR RES.: None

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Project Narrative; Richmond Compost Initiative Budget

STAFF: Christopher E. Frelke, Director
Parks, Recreation and Community Facilities (804-646-1128)

Bryce Wilk, Maintenance & Operations Superintendent, Sr.
Parks, Recreation and Community Facilities (804-347-0066)



United States Department of Agriculture

September 2, 2021

City of Richmond Parks, Recreation and Community
900 E Broad Street
Richmond, VA 23219-1907

SUBJECT: Funding Opportunity USDA-NRCS-NHQ-CCFWR-21-NOFO0001112, Community Compost and Food Waste Reduction (CCFWR) Pilot Projects

Dear Sir or Madam,

Congratulations! The Natural Resources Conservation Service (NRCS) has selected your GRANT13427041 application for the above referenced funding opportunity for award. The anticipated Federal share is \$90,000.00 and the non-Federal share is \$135,300.00, for a total of \$225,300.00.

This letter is not an authorization to begin performance or to incur costs prior to an award being fully executed. The Notice of Grant and Agreement Award (form NRCS-ADS-093), when signed by an authorized NRCS official, is the authorizing and fully executed document. Any pre-award costs not approved by NRCS will not be reimbursed and are incurred at your organization's own risk.

The next step in the process will be to discuss the details associated with the development of a potential agreement for your proposal. Someone from my Office will be in contact with you shortly to provide next steps along with teleconference options for consideration.

NRCS anticipates putting out a press release to announce the organizations that are selected for CCFWR awards on September 30, 2021. Please treat this information as confidential and do not share it with others outside your organization prior to the official announcement. If you have any questions, please contact UrbanAgriculture@usda.gov.

I look forward to working with your organization on this project.

Sincerely,

A handwritten signature in black ink that reads "Rafael J. Guerrero".

Rafael Guerrero

Acting Director, Office of Urban Agriculture and Innovative Production
USDA's Natural Resources Conservation Service

EFG REQUIRED NOTES SECTIONS

These are the minimum required NOTES SECTIONS that will become the legal, binding document for the agreement.

Points to remember:

- Each section covers a specific topic – in general, it is not necessary to repeat the same information in multiple sections. Avoid adding items included in the General Terms and Conditions.
- EFG prints in plain text only – tables should be converted to text prior to upload. Graphics and other documents that cannot be converted should be specifically referenced and provided as attachments when the award documents are presented for signature.

PURPOSE – Introduction, reasons for the project, over-arching goals and relation to NRCS goals

The U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) solicited applications in fiscal year (FY) 2021 under the Office of Urban Agriculture and Innovative Production (OUAIP) for Funding Opportunity Number: USDA-NRCS-NHQ-CCFWR-21-NOFO0001112 from local and Tribal governments to host a Community Compost and Food Waste Reduction (CCFWR) pilot project. The authorizing statutes and regulations for this opportunity are under section 12302 of the Agriculture Improvement Act of 2018 (Public Law 115–334), (7 USC 6923). The primary goal of CCFWR is to assist local governments with projects that develop and test strategies for planning and implementing municipal compost plans and food waste reduction plans. CCFWR specifically provides assistance through a cooperative agreement to municipalities, counties, local and Tribal governments, or city planners to develop and test strategies for planning and implementation that will 1) generate compost; 2) increase access to compost for agricultural producers; 3) reduce reliance on, and limit the use of, fertilizer; 4) improve soil quality; 5) encourage waste management and permaculture business development; 6) increase rainwater absorption; 7) reduce municipal food waste; and 8) divert food waste from landfills.

Richmond is the capital of the Commonwealth of Virginia and is in the central part of the state. The city's diverse population of over 230,436 is comprised of nearly 48% Black or African American, 40% White, 7% Hispanic/Latino, 2% Asian, and 3% mixed-race residents. Median household income was \$45,117 in 2018, with a per capita income of \$31,635. Richmond's poverty rate is 24.5%. The City provides a robust municipal waste program, as well as curbside mixed materials recycling. Richmond does not currently offer municipal composting. The City's Office of Sustainability developed the RVAgreen 2050 plan in 2018, its equity-centered guide to reduce greenhouse gas (GHG) emissions by 80% from its 2008 baseline by 2050. In 2020, the City Council voted to create a new goal of net zero emissions by 2050. Net zero modeling has recently been completed. A zero-waste plan is being developed as part of this effort, with community composting playing a lead role in helping the City achieve net zero GHG emissions and diverting waste, including all food waste, from municipal landfills. To reach zero food waste, the City must develop a comprehensive food waste diversion and composting program. While some composting efforts are underway throughout the City, they are small and localized in nature. The 14 gardens participating in Richmond Grows Gardens have compost bins and accept food scraps from nearby neighbors and some businesses, as well as yard waste from their sites. A current challenge of the program is the lack of capacity to tend the compost, so it actually breaks down into usable compost.

The CCFWR Pilot Project entitled *Richmond Compost Initiative* is led by the City of Richmond and its Department of Parks, Recreation, and Community Facilities' community garden program, Richmond Grows Gardens. Through this pilot project, the City will establish a network of food scrap drop-off stations across the City of Richmond, collaborating with community gardens, libraries, businesses, and community organizations to learn how to best grow this community garden composting program across the City. The success of the pilot will lay the groundwork for a culture of composting and carbon capture in a major American city.

EFG REQUIRED NOTES SECTIONS

OBJECTIVES – Identify key strategies and project design, alignment of resources and activities, strategic partners and their roles, objectives and goals clearly identified

Objective 1: Establish a network of food scrap drop-off stations across the City of Richmond, collaborating with community gardens, libraries, businesses, and community organizations.

Objective 2: Utilize a passively aerated static windrow system to achieve necessary temperatures to kill pathogens that would be harmful to humans, to create the conditions for the pile to be dominated by fungal activity as opposed to bacterial activity present in frequently turned systems, and to make a product that is significantly more useful for feeding plants and building the soil with the goal to collect 900-1000 gallons (approximately five cubic yards) of food scraps, and add the proper amount of carbon rich organic matter to create a single static windrow per week.

Objective 3: Conduct a public information campaign to build awareness of the Richmond Compost Initiative and provide content for drop off station partners to disseminate to their networks led by the City of Richmond's Office of Public Information.

Objective 4: Train upwards of 100 people over the course of the pilot to increase the community's knowledge of composting and skills and to prepare for the future upkeep of the Richmond Compost Initiative.

Objective 5: Provide a delivery of compost to community gardens in the amount of one to two cubic yards of compost twice annually in 2022 and 2023 and expand to community-led greening initiatives and workforce development landscaping projects.

Objective 6: Evaluate collection goal of 1000 gallons of food scraps per week and whether it is being met or exceeded.

The primary goal of this project is to collect 900-1000 gallons (approximately five cubic yards) of food scraps and add the proper amount of carbon rich organic matter to create a single static windrow per week. The Richmond Compost Initiative will record the number of gallons of food scraps collected per week, monitor the capacity of the drop-off stations, quantity of finished compost produced and how much compost community gardens, and community greening projects receive. Additional data recorded will include temperature and moisture of the compost piles, bacterial and fungal populations, and days to completion.

The City of Richmond will partner with the City of Richmond Department of Public Works (DPW), City of Richmond Office of Sustainability, Boaz & Ruth, Chimborazo Playground Community Garden, Department of Public Works Convenience Centers, Powhatan Hill Community Garden, Richmond Public Library, Studio Two Three, Uptown Community Garden, and Vasen Brewing.

The City will partner with DPW to provide wood chips and leaves from East Richmond Road Landfill & Convenience Center, to establish drop-off stations at four convenience centers, to secure a pickup truck for pick-ups, to assign the public awareness campaign of the Richmond Compost Initiative to the Office of Public Information, to support the labor hours required for operations, and to support the administration of the grant with operations staff.

The City will partner with the City of Richmond Office of Sustainability to support outreach and education efforts for this project by amplifying their communications to spread awareness and encourage participation within our community's neighborhood associations and civic groups.

The City will partner with nine collaborators including Boaz & Ruth, Chimborazo Playground Community Garden, Department of Public Works Convenience Centers, Powhatan Hill Community Garden, Richmond

EFG REQUIRED NOTES SECTIONS

OBJECTIVES – Identify key strategies and project design, alignment of resources and activities, strategic partners and their roles, objectives and goals clearly identified

Public Library, Studio Two Three, Uptown Community Garden, and Vasen Brewing to provide thirteen different drop off sites across the city to help increase the volume of food scraps received.

The City will partner with Vasen Brewing, who will donate spent grain from their brewing operations to the Richmond Compost Initiative.

BUDGET NARRATIVE – High level summary of the budget, MUST match detailed budget list AND SF-424A. If there is a required match, it should be explicitly stated in this section. If the budget includes Indirect costs, the basis for the IDC is a required attachment.

The *Richmond Compost Initiative* total project budget is \$226,300.00, which includes the total Federal share of \$90,000.00 and the recipient's match amount in the total of \$136,300.00. Advance is authorized for 30 days of expenses, when needed.

PERSONNEL:

Total Cost: \$100,900.00 (Federal Share \$0.00 + Recipient Share: \$ 100,900.00)

Recipient Share:

The City of Richmond and its Department of Parks, Recreation, and Community Facilities will dedicate staff time totaling \$23,900.00

Community Garden Coordinator at 500 hours x \$22.00 per hour @ \$11,000.00

Workforce Development and Training Supervisor at 40 hours x \$60.00 per hour @ \$2,400.00

Workforce Participant Labor for pick up and processing compost at 700 hours x \$15.00 per hour @ \$10,500.00

The City of Richmond and its Department of Public Works will dedicate staff time totaling \$77,000.00

Management Analyst at 400 hours x \$34.00 per hour @ \$13,600

Maintenance Technicians at 1,000 hours x \$30.00 per hour x 2 positions @ \$60,000.00

Public Information Officer at 100 hours x \$34.00 per hour @ \$3,400.00

FRINGE BENEFITS:

Total Cost: \$0.00 (Federal Share \$ 0.00 + Recipient Share: \$ 0.00)

TRAVEL:

Total Cost: \$0.00 (Federal Share \$0.00 + Recipient Share: \$0.00)

EQUIPMENT:

Total Cost: \$33,600.00 (Federal Share \$0.00 + Recipient Share: \$33,600.00)

Recipient Share:

The City of Richmond and its Department of Parks, Recreation, and Community Facilities will dedicate equipment totaling \$13,600.00

Skid steer at 408 hours (4 hrs/per week) @ \$8,800.00

Dump trailer at 2,000 hours (8 hrs/per week) @ \$4,800.00

The City of Richmond and its Department of Public Works will dedicate equipment totaling \$20,000.00

Truck at 2,000 hours (8 hrs/per week) @ \$20,000

EFG REQUIRED NOTES SECTIONS

BUDGET NARRATIVE – High level summary of the budget, MUST match detailed budget list AND SF-424A. If there is a required match, it should be explicitly stated in this section. If the budget includes Indirect costs, the basis for the IDC is a required attachment.

SUPPLIES:

Total Cost: \$32,460 (Federal Share \$30,660 + Recipient Share: \$1,800.00)

Federal Share:

These tools are necessary to process the compost on a weekly basis.

Manure Forks at quantity 4 totaling \$180.00
Bedding/Ballast Forks at quantity 2 totaling \$180.00
Shovels at quantity 4 totaling \$120.00
Wheelbarrows at quantity 4 totaling \$400.00
Hard Rakes at quantity 2 totaling \$40.00
Chipper at quantity 2 totaling \$2300.00
Compost Thermometers at quantity 12 totaling \$960.00
Moisture Meters at quantity 1 totaling \$120.00
Compost Sifter at quantity 1 totaling \$1000
Hoses (100 ft) at quantity 10 totaling \$600.00
Sprayer Heads at quantity 2 totaling \$30.00

These supplies and materials will provide enhanced programming and infrastructure and will be required for overall execution of site plans.

Breathable Compost bags (100 pack) at quantity 10 totaling \$400.00
Materials for Vermicomposting Bins (hay or straw) at quantity 1 at \$500.00
5000 composting worms' quantity 1 at \$140.00
Print materials \$1,000.00
50'x105' Silage Tarps quantity 2 at \$700.00
Sandbags (100 pack) quantity 2 at \$100.00
Sand (3 cubic yards) quantity 1 at \$120.00
Cinderblocks (8"x8"x16") quantity 2160 at \$4,320.00
Corrugated pipe quantity 8 at \$700.00
Supplemental carbon materials quantity 5 at \$2,000.00
32-Gal Trash Cans quantity 120 at \$7,800.00
64-Gal Trash Cans quantity 12 at \$2,750.00
Signposts quantity 20 at \$200.00
Compost Bin Signs quantity 20 at \$400.00
Shed quantity 1 at \$3,600.00

Recipient Share:

Biodegradable bags at 1,000 quantity @ \$1,800.00

CONTRACTUAL: Total Cost: \$92,940 (Federal Share \$ 59,340.00 + Recipient Share: \$0.00)

Federal Share:

Composting Company @ \$40,000.00

Support is requested for a 24 month(s) total contract with a composting company, who will be directly responsible for management of the main site. They will manage the tasks as outlined in the proposal to design the processes and procedures for picking up food scraps from all locations weekly and ensuring proper processing at the main site. The composting contractor will regulate moisture and temperature of the bins, prepare the final product, and lead the training of participants in the workforce development and community programs collaborating with the Richmond Composting Initiative.

Year 1 at \$22,500.00, Year 2 at \$17,500.00 for 1,600 hours

EFG REQUIRED NOTES SECTIONS

BUDGET NARRATIVE – High level summary of the budget, MUST match detailed budget list AND SF-424A. If there is a required match, it should be explicitly stated in this section. If the budget includes indirect costs, the basis for the IDC is a required attachment.

Temporary Staffing Agency @ \$17,340.00

Support is requested for funds to supplement labor needs through a temporary staffing agency.

Year 1 at \$8,670, Year 2 at \$8,670 for 1156 hours

Professional Engineer @ \$2,000.00

Support is requested to have a professional engineer certify the compost facility plans to comply with environmental regulations.

Year 1 at \$2,000.00 for 40 hours

CONSTRUCTION:

Total Cost: \$0.00 (Federal Share \$0.00 + Recipient Share: \$0.00)

OTHER:

Total Cost: \$0.00 (Federal Share \$0.00 + Recipient Share: \$0.00)

INDIRECT COST:

Total Cost: \$0.00 (Federal Share \$0.00 + Recipient Share: \$0.00)

RESOURCES REQUIRED – Items of value other than funding needed for the successful completion of the project. Do NOT repeat funding information. If it is a cooperative agreement, there should be substantial involvement of NRCS staff time or resources, so describe who and/or what is required of each party. For grants, there will be minimal or no other NRCS resources.

NRCS will:

- 1) Participate in the coordination for technical assistant and collaborate with recipient.
- 2) Assign a Technical Contact in charge of providing detailed information and technical assistance necessary to ensure the implementation of this agreement.

Technical Contact

Joseph Heller

joseph.heller@usda.gov

202 381-6283

Program Manager

Annie Ceccarini

annie.ceccarini@usda.gov

- 3) Allocate a total of \$90,000.00 according to the SF424A to be used according to the budget narrative and subject to funding availability.

Recipient will:

- 1) Establish a network of food scrap drop-off stations across the City of Richmond, collaborating with community gardens, libraries, businesses, and community organizations where the public can contribute their food waste to this project, which will create compost for community gardens, community-led greening initiatives, and Workforce Training and Development landscaping projects in parks
- 2) Collaborate with:

City of Richmond Department of Public Works (DPW), City of Richmond Office of Sustainability,

Boaz & Ruth, Chimbrazo Playground Community Garden, Department of Public Works

Convenience Centers, Powhatan Hill Community Garden, Richmond Public Library, Studio Two

Three, Uptown Community Garden, and Vasen Brewing. This project's collaborators will support

the Richmond Compost Initiative by agreeing to serve as host sites, collecting dropped-off food

EFG REQUIRED NOTES SECTIONS

RESOURCES REQUIRED – Items of value other than funding needed for the successful completion of the project. Do NOT repeat funding information. If it is a cooperative agreement, there should be substantial involvement of NRCS staff time or resources, so describe who and/or what is required of each party. For grants, there will be minimal or no other NRCS resources.

scraps from their surrounding communities and patrons, providing the resources necessary to process the compost including equipment, materials, land, and labor, and lead the processing, training, and education efforts of the CCFWR pilot project.

- 3) Provide project personnel, equipment and supplies as non-Federal resources (matching funds) valued at \$136,300.00.
- 4) Follow the evaluation plan as established in the project narrative.

RESPONSIBILITIES OF THE PARTIES – Actions to be taken by each party. Do NOT repeat funding or contact information (these are stated on the Notice of Award) and do NOT include items addressed in the General Terms and Conditions of the agreement. This section will list the responsibilities other than providing funding that are needed for the successful completion of the project. If it is a cooperative agreement, there should be substantial involvement of NRCS, so describe who and/or what tasks or roles are required to complete the project. For grants, there will be minimal or no other NRCS responsibilities. Reporting and payment frequency must be stated. Template language is provided below.

NRCS will:

- 1) Connect the CCFWR pilot project team(s) with other USDA agencies such as, and not limited to, the Economic Research Service (ERS), National Institute of Food and Agriculture (NIFA), the Office of the Chief Economist (OCE), and Federal partners like the United States Environmental Protection Agency (EPA) to collaborate on project activities and outcomes that contribute to the U.S. Food Loss and Waste 2030 goal.
- 2) Coordinate and convene the CCFWR pilot project team(s) and other Federal government, regional, institution, state, and local experts to share information and strategies related to CCFWR with the goal of enhancing the locally driven process to better address nationally and regionally important composting and food waste reduction goals that transcend localities.
- 3) Gather the methods, results, and benefits derived from the project to evaluate and disseminate different solutions for increasing access to compost and reducing municipal food waste across the United States.
- 4) Provide advisory and administrative support during the project and maintain constant communication with partner, review progress and financial report and provide feedback to ensure the product follows USDA standards.
- 5) Provide guidance and procedures related to NRCS Conservation and Business Programs.
- 6) Review and editing rights on all material produced under this agreement to ensure it complies with USDA standards and regulations before publishing.
- 7) Participate in project committee meetings to aid and guidance for the purpose of the workshops, educational activities, and other activities identified in this agreement.
- 8) Conduct ad-hoc meetings (via electronic, phone or in-person field visit) to discuss the progress of the agreement.

Recipient will:

- 1) Follow methodology in the project narrative and inform the Program Manager any changes.
- 2) Collaborate with multiple partners, such as public or private, nonprofit or for-profit entities, academic institutions (including minority-serving colleges and universities), and/or other appropriate professionals, community-based organizations, and local government entities.
- 3) Facilitate the development of a community garden composting program in the City of Richmond.
- 4) Work in close coordination with USDA-NRCS to share all publish material developed to ensure it complies with USDA standards and regulations before publishing. Review available material from the USDA in regard of the USDA general style and message layouts and follow the USDA civil right

EFG REQUIRED NOTES SECTIONS

RESPONSIBILITIES OF THE PARTIES – Actions to be taken by each party. Do NOT repeat funding or contact information (these are stated on the Notice of Award) and do NOT include items addressed in the General Terms and Conditions of the agreement. This section will list the responsibilities other than providing funding that are needed for the successful completion of the project. If it is a cooperative agreement, there should be substantial involvement of NRCS, so describe who and/or what tasks or roles are required to complete the project. For grants, there will be minimal or no other NRCS responsibilities. Reporting and payment frequency must be stated. Template language is provided below.

policy in accordance with USDA Departmental Regulation 4300-3, Equal Opportunity (EO) Public Notification Policy, and Section 7, in which all will comply with the usage of the USDA Non-discrimination Statement.

- 5) Ensure the exercise care so that sensitive, confidential or private information is not inadvertently disclosed to families, friends, or others who have no need to know and keep all private information in secure areas when not in use during office hours.
 - a. Example of Private Data: Social Security Number (SSN); tax identification (ID) number; employee national Finance Center ID; account numbers; farm, tract, or common land unit numbers.
 - b. Example of Sensitive Data: Name, address, or other geographic indicators; e-mail address; phone number; race, gender, ethnicity, disability, and birth date.
- 6) Participate in efforts under this agreement solely as representatives of City of Paterson. They will not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of FPAC, USDA, NRCS or any member thereof. They shall not assist FPAC, USDA, NRCS or any member thereof with efforts to lobby Congress or to raise money through fundraising efforts. The recipient's employees shall report to their immediate supervisor any negotiations with FPAC, USDA, NRCS or any member thereof, concerning future employment and shall refrain from participation in efforts regarding such party until approved by the Signatory Official.
- 7) Conduct all activities and program provision under this agreement in compliance with all applicable federal civil right laws, rules, regulations, and policies.
- 8) Ensure no member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise there from; but this provision is not to be construed to extend to this agreement if made with a corporation for its general benefit.
- 9) Submission of interim and final reports to demonstrate the progress made toward the completion of project goals, objectives, and outcomes, as well as the grant agreement's overall financial status. Federal Financial Report (SF-425) are due with each performance report to account for financial expenditures during that reporting period.
- 10) Performance report and Federal Financial Report (SF425) are due annually no later than 90 calendar days after each annual performance reporting period end date.
- 11) Submit reports to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division staff via email to: FPAC.BC.GAD@usda.gov.
- 12) A final performance report and SF-425 must be submitted no later than 120 calendar days after the performance period end date.
- 13) Submit reimbursement requests (claim) to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to: FPAC.BC.GAD@usda.gov on a quarterly basis. Refer to the General Terms and Conditions for more information regarding payment requests.

EFG REQUIRED NOTES SECTIONS

EXPECTED ACCOMPLISHMENTS AND DELIVERABLES – High level summary of products and deliverables – what will be done, how it will be measured or presented so that both parties know the project is complete.

Expected Measurable Outcomes Include:

1. Establish [13] food scrap drop-off stations across the City of Richmond to collect 900-1000 gallons (approximately five cubic yards) of food scraps and add the proper amount of carbon rich organic matter to create a single static windrow per week.
2. Train upwards of 100 people over the course of the pilot in how to compost, both on a large municipal scale and a smaller scale meant to be applied directly in one's own community.
3. Conduct a public information campaign that will reach [INSERT NUMBER] of Richmond residents to build awareness of the Richmond Compost Initiative
4. Provide one to two cubic yards of compost twice annually to [14] community gardens.
5. Reduce greenhouse gas emissions, with 7.45 MTCO₂e (metric tons of carbon dioxide equivalent) emissions saved from 180 tons of waste diverted from the landfill, upcycling of excess carbon materials (woodchips, leaves, grass clippings, etc.), and the use of the compost to bolster the soil biology that captures and stores carbon in community gardens, parks, and public land throughout the City of Richmond.

MILESTONES – For each deliverable above, describe the subtasks and their due dates so that both parties know what is expected and when so, that the project is completed within the period of performance.

The CCFWR pilot project is two years in duration. Project activities, objectives and outcomes should be completed within the 24-month time frame. 50% of work completed in year 1 by September 30, 2022 & 100% of work completed in year 2 by September 30, 2023.

The timeline and specific tasks to implement these components are detailed in the attached Project Narrative.

Optional Notes:

ADDITIONAL PROVISIONS – if there are required attachment, cite them here.

Attachments – Project Narrative "Richmond Compost Initiative Proposal"

Richmond Compost Initiative Budget

Section A- Budget Summary

Item	# of Units	Cost
Personnel		
Katherine Rivara- Community Garden Coordinator	500 hours	\$11,000
John Harris- Workforce Training and Development	40 hours	\$2400
Pick up and processing labor- Workforce Training and Development participants	700 hours	\$10,500
Katrina Entzminger - Management Analyst, Department of Public Works	400 hours	\$13,600
Maintenance Technicians (2), Department of Public Works	2,000 hours	\$60,000
Public Information Office	100 hours	\$3,400
Personnel Total		\$100,900
Equipment		
Skid Steer	4 hrs/week	\$8,800
Truck	8 hrs/week	\$20,000
Trailer	8 hrs/week	\$4,800
Equipment Total		\$33,600
Tools		
Manure Forks	4	\$180.00
Bedding/Ballast Forks	2	\$180.00
Shovels	4	\$120.00

Wheelbarrows	4	\$400.00
Hard Rakes	2	\$40.00
Chipper	2	\$2300.00
Compost Thermometers	12	\$960.00
Moisture Meters	1	\$120.00

Compost Sifter	1	\$1000
Hoses (100 ft)	10	\$600.00
Sprayer Heads	2	\$30.00
Tools Total		\$5,930.00
Supplies		
Biodegradable bags	1000	\$1,800.00
Breathable Compost bags (100 pack)	10	\$400.00
Materials for Vermicomposting Bins	1	\$500.00
5000 composting worms	1	\$140.00
Print materials	multiple	\$1,000.00
50'x105' Silage Tarps	2	\$700.00
Sandbags (100 pack)	2	\$100.00
Sand (3 cubic yards)	1	\$120.00
Cinderblocks (8"x8"x16")	2160	\$4320.00
Corrugated pipe	8	\$700.00
Supplemental carbon materials	5	\$2000.00
32 Gal Trash Cans	120	\$7,800.00
64 Gal Trash Cans	12	\$2750.00
Sign posts	20	\$200.00
Signs	20	\$400.00
Shed	1	\$3,600.00

Supplies Total		\$26,530.000
Contractual		
Consulting, Education & Training	1600 hours	\$40,000.00
Engineer's Design Certification	40 hours	\$2,000.00
Contractual Labor	1156 hours	\$17,340.00
Contractual Total		\$59,340.00
Total Funds Requested		\$90,000.00
Matching Funds		\$136,300
Total Budget		\$226,300

Section B- Budget Categories

Personnel:

Name/Title and Justification for Requesting Funds:

City of Richmond Department of Parks, Recreation and Community Facilities, Community Garden Coordinator: Katherine Rivara.

Responsibilities will include:

- Authorized Representative serving as the administrative point of contact for this grant.
- Site visits with partners to determine the precise location of the drop-off stations for food waste collection.
- Communication with community gardens to schedule compost needs and delivery.
- Coordination with the Parks, Recreation and Community Facilities Workforce Development Program and community-led greening initiatives to provide compost as a soil amendment for their landscaping projects.
- Point of contact for partners to provide feedback on community participation, concerns, and coordination.
- Assist in the production of social media content, including with production, direction, and messaging for videos.

Budget Request: None. Provided with matching funds.

Fringe Benefits:

Not applicable to the project

Travel:

Not applicable to this project

Equipment:

Not applicable to this project

Tools:

The Richmond Composting Initiative is defining this section as the tools that will be necessary to process the compost on a weekly basis. Manure forks and bedding/ballast forks will be used to move the drier carbon materials like straw, dried hay, leaves and wood chips. The shovels and hard rakes will be used for general tasks around composting areas, particularly to move the finished compost and to keep areas tidy and efficient. Wheelbarrows are needed to move materials around the site more efficiently. A chipper will help us get the particle size of our carbon materials smaller, which will ensure a faster breakdown process in the windrows, and a higher temperature compost for killing potential pathogens and weed seeds in the source material, ensuring the safety and quality of our end product. Compost thermometers will be used to ensure piles are heating up to appropriate temperatures to kill pathogens, and maintaining that temperature to ensure a good thermophilic bacteria population. Moisture meters will be necessary to ensure compost piles do not contain excess water, leading to anaerobic conditions, or become too dry, both being conditions that slow down the overall decomposition process. Hoses and sprayers will be required to properly clean out all trash cans after dumping, and to regulate moisture in piles if necessary. A sifter will also be built, to ensure that our end product compost is free from produce stickers, large branches or otherwise unbroken down material that is not desirable. The quantity of tools is reflective of the fact that there will be multiple people working at the site in different capacities, sometimes 3-4 at once, and enough tools for everyone will ensure maximum efficiency. Having extra tools on hand also allows us to provide opportunities for community participation and training, and a shed will allow us to store this items.

\$5,930.00 dollars have been requested in Yr(s) 1 for purchase of everything listed in the "Tools" section of the budget.

Budget Request: Yr 1--\$5,930.00, Yr 2--\$0

Supplies:

The Richmond Composting Initiative is defining this section as supplies and materials that provide enhanced programming and infrastructure and will be required for overall execution of site plans. We aim to find sustainable carbon sources for our processing, such as leaves collected by the community, however, we still deem it necessary to request funds to make sure that we have carbon-rich matter available at the site at all times. When carbon materials are needed, we will purchase hay or straw from a local farmer who does not spray harmful chemicals that could persist in our compost. The breathable sandbags will be used to package and transport finished compost to participating community gardens throughout the year. We are also requesting support for building a small scale vermicomposting system alongside the main composters, to provide a teaching tool for the people who participate in the initiative. We aim to demonstrate methods for

using worm castings as a biologically robust addition to one's garden, as they are a sustainable way to reduce fertilizer use, employing an enzymatic and microbiological boost to the soil when amending with worm castings. Incidental purchases could include any small material purchases that may present as necessary during the extent of the initiative that haven't been explicitly outlined in this justification.

Supplies needed to create the passive aeration include cinder blocks and corrugated pipe to channel air flow under the windrows. Large tarps will cover the windrows to maintain moisture in the windrows as well as prevent leaching during heavy rainfall. The 32 gallon trash cans will be set up at the drop off stations around the community, while the 64 gallon cans will be utilized by business partners such as brewers and coffee roasters. We are requesting funds to purchase multiple trash cans for each site in order to deliver clean cans at the same time as we service the cans filled with food scraps. Signs and signposts are needed to communicate what should and should not go into the drop-off bins. Print materials will include pamphlets, posters, and stickers to aid education and outreach. A shed on the site will store tools and other supplies.

\$24,730.00 dollars have been requested in Yr 1 for purchase of everything listed in the "Supplies" section of the budget.

Budget Request: Yr 1--\$22,890.00, Yr 2--\$1,840

Contractual:

Name/Organization and/or Role and Justification for Requesting Funds:

Composting Company

Role: Central composting site design, food scrap pick up, compost maintenance, community and workforce trainer

Support is requested for a 24 month(s) total contract with a composting company, who will be directly responsible for management of the main site. They will manage the tasks as outlined in the proposal to design the processes and procedures for picking up food scraps from all locations weekly, and ensuring proper processing at the main site. The composting contractor will regulate moisture and temperature of the bins, prepare the final product, and lead the training of participants in the workforce development and community programs collaborating with the Richmond Composting Initiative.

Budget Request: Yr 1--\$22,500.00 Yr 2--\$17,500.00

Temporary Staffing Agency

Role: Hire and administer payroll for temporary maintenance staff

Support is requested for funds to supplement labor needs through a temporary staffing agency.

Budget Request: Yr 1--\$8,670 Yr 2--\$8,670

Professional Engineer

Role: provide design certification

Support is requested to have a professional engineer certify the compost facility plans to comply with environmental regulations. *Budget Request: Yr 1--\$2,000 Yr 2--\$0*

Travel:

Not applicable to the project.

Construction:

Not applicable to the project.

Other:

Type of Cost and Justification for Requesting Funds:

Indirect Charges:

Indirect cost rate requested: none

Matching Funds:

The Department of Parks, Recreation and Community Facilities is providing matching funds in the form of personnel and equipment. See attached letter. *Matching Funds: \$37,500*

The Department of Public Works is providing matching funds in the form of personnel, equipment, and supplies. See attached letter. *Matching Funds: \$97,800.00*

Total Matching Funds: \$135,300

Total Funds Requested: \$90,000

Section C - Non-federal Resources

\$135,300 paid by the City of Richmond's Department of Parks, Recreation and Community Facilities and Department of Public works for personnel, equipment, and supplies. See also matching funds.

Section D - Forecasted Cash Needs

Total for 1st Year: \$61,990

Federal Funds: \$61,990 to purchase materials and supplies to create the composting site and drop-off stations, pay the contracted composting company, temporary workers, and professional engineer.

Non-Federal: \$18,395 matching funds from PRCF & DPW.

1st Quarter:

Federal Funds: \$38,612.50 to purchase materials and supplies to create the composting site and drop-off stations, tools, and operational expenses.

Non-Federal: \$18,395 matching funds from PRCF & DPW.

2nd Quarter:

Federal Funds: \$7,792.50 operational expenses.

Non-Federal: \$18,395 matching funds from PRCF & DPW.

3rd Quarter:

Federal Funds: \$7,792.50 operational expenses.

Non-Federal: \$18,395 matching funds from PRCF & DPW.

4th Quarter

Federal Funds: \$7,792.50 operational expenses.

Non-Federal: \$18,395 matching funds from PRCF & DPW.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project 1st

Year: \$61,990 for establishment of drop off sites, central composting site, and contract with composting company and temporary staffing agency.

2nd Year: \$28,010 for contract with composting company, temporary staffing, and vermicomposting