



LEAD BY EXAMPLE INITIATIVES

Lead by Example Incentive Fund Program for Hennepin County Departments

2010 PROGRAM GUIDELINES & APPLICATION INSTRUCTIONS

Introduction

The Hennepin County Board of Commissioners established a Lead by Example Incentive Fund in the amount of \$100,000 for 2010. The Incentive Funds will be awarded to Hennepin County departments for internal waste reduction and green purchasing projects.

Hennepin County's Solid Waste Management Master Plan calls for the county to lead by example in the areas of waste and toxicity reduction, recycling and environmentally preferable purchasing. By being good environmental stewards in the way we conduct our day-to-day operations, the county can set a positive example for our businesses and residents.

Goal

The goal of this funding program is to provide an incentive or start-up funding to Hennepin County departments for innovative projects that meet county and regional solid waste master plan outcomes. We strongly encourage applicants to submit project proposals that meet the following outcomes. Proposed projects that are consistent with these outcomes will receive strong consideration.

Outcomes

1. Reduce waste from Hennepin County facilities that requires disposal.
 - o Priority will be given to projects that reduce office paper, packaging or organic materials.
2. Reduce the amount of hazardous chemicals used in Hennepin County operations.
3. Increase the procurement of environmentally preferable products and services that have a solid waste component to their preferable attributes.
 - o Priority will be given to projects that focus on a product or service that has been identified as a "priority green purchasing opportunity" at a previous Green Purchasing Workshop (see Appendix A).

Environmentally preferable products that have a solid waste component to their environmental attributes are defined as products or services that have one or more of the following characteristics:

- less hazardous
- recycled content
- prevents waste
- preferable end of life

The following attributes of products or services are environmentally preferable but do not have a solid waste component. Projects related solely to these attributes would not be eligible for Incentive Funds.

- low volatile organic compounds
- conserves energy
- conserves water

Guidelines

The following guidelines will apply to all project proposals.

- Maximum award will be \$25,000.
- No matching funds are required for proposals under \$10,000; matching funds of 25% of the total project costs are required for proposals over \$10,000; in-kind staff and other expenses would be eligible for use as matching funds.
- 75% of funds will be released upon execution of the memorandum of understanding. The remaining 25% of funds will be withheld and released upon approval of the final project report.
- Lead by Example Incentive Funds may not fund existing activities or take the place of activities that may have been discontinued. Funding is intended for new and innovative projects, or to expand the scope of existing lead by example efforts.
- Eligible expenses include, but are not limited to: new supplies; equipment purchase and installation; and development and printing of educational materials. Staff time is an eligible expense only if it is an addition to the ordinary staff complement used to conduct the project, such as an intern, temporary assignment, or increase in hours. Staff time budgeted in a department's annual budget is not an eligible expense, but can be used as in-kind matching funds. Overhead costs, and costs incurred before a memorandum of understanding has been executed between the applicant department and the County Administrator are ineligible expenses.
- The department applying for the funding will be the owner of any items purchased, the applicant department must agree to use any items purchased for the intended Lead by Example project purposes for a minimum of two years.
- Priority will be given to projects that can be duplicated by other departments, but applications for site specific projects or projects that are replicas of other efforts will be considered, based on waste and toxicity reduction or environmental benefit potential. In addition, priority will be given to projects in which the applicant can demonstrate a strong plan to sustain the project after the project period has ended.
- Applicants are encouraged to submit collaborative proposals with other county departments or public entities. If a proposal is submitted as a collaborative effort with more than one department or public entity, one county department must act as the primary applicant and submit an application on behalf of other collaborators.
- Applicant departments can request funding for more than one project, but each project proposal must be submitted as a separate application.
- Projects must be completed within two years of the project award.
- The committee reviewing the applications reserves the right to recommend award of partial funding for project proposals.

Application Process

A short application form must be completed (see attached electronic Microsoft Word document). Applicants must include any relevant background information on current department practices, new project description including a detailed budget, environmental benefits to be gained, and participating departments and other organizations. In addition, applicants must identify how they plan to sustain the new project after the funding period is completed. The application form should not exceed 4 pages.

Applications must be submitted in a Microsoft Word document electronically via e-mail to:

Ben Knudson
Department of Environmental Services
Benjamin.Knudson@co.hennepin.mn.us
Ph. 612-596-1176

Evaluation and Award Process

The County Administrator or Associate County Administrator will award funds based upon recommendations from a committee comprised of a minimum of three county Environmental Services staff and two Purchasing department staff. A memorandum of understanding with a scope of services signed by the County Administrator or Associate County Administrator and the applicant Department Director will serve as the binding agreement. The process of evaluating and awarding funds will take six to eight weeks from the time the proposal is submitted.

Reporting

A short reporting form will be provided. If a project will be completed in less than one year from execution of the agreement, a final project report must be submitted one month prior to expiration of the agreement. For projects that will require more than a year to complete, a midterm project report must be submitted and a final project report submitted one month prior to expiration of the agreement. The reports must detail efforts made to achieve project goals, results of those efforts including quantitative data when available and project expenditures. The Department of Environmental Services reserves the right to publicize project results as a case study on our web site.

2010 PROGRAM GUIDELINES & APPLICATION INSTRUCTIONS

APPENDIX A - Priority Green Purchasing Opportunities

Priority will be given to projects that focus on a product or service that has been identified as a “priority green purchasing opportunity” at a previous Green Purchasing Workshop.

Your project does not need to be listed as a “priority” to be awarded a grant!

From 2001 Workshop

- Re-refined Oil – recycled content
- Parts Washing Equipment – less hazardous alternatives
- Road Aggregate - investigated using recycled materials
- Multi-system Copiers – equipment reduction and increase duplexing capabilities
- Copy Paper – recycled content and processed chlorine free alternatives
- Cleaners/janitorial Contracts – less hazardous products
- Paint – recycled content
- Surplus Property – increase reuse

From 2002 Workshop

- Office Supplies –recycled content
- Sustainable Landscaping – waste reduction and less toxic
- Ice Melting Operations – less toxic alternatives
- Bio-based Lubricants - less hazardous
- Oil Sampling Equipment – increase reuse of oil
- Asphalt Sampling Equipment – less hazardous solvents

From 2003 Workshop

- Inkjet and Toner Cartridges – remanufactured
- Bio-based Greases – less hazardous
- Using Compost on Road Construction Projects

From 2005 Workshop

- Sustainable Landscaping/Landscape Maintenance
- Lead-free Wheel Weights
- Recycled content office supplies
- Remanufactured inkjet and laser cartridges

From 2007 Workshop

- Ice Melting product alternatives for sidewalks and parking areas
- Source Separated Organics (SSO)/Composting Programs
- Green meetings
- Recycled content office supplies
- Remanufactured inkjet and laser cartridges

From 2008 Workshop

- Green meetings (reusable food service products, e-registration, etc)
- Office Depot® Green Products and Green Book™ Vendors
- Source Separated Organics (SSO)/Composting Programs

For more information or assistance, [e-mail Ben Knudson](mailto:ben.knudson@state.nh.gov), or call 612-596-1176.