



THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

County of Santa Cruz

0509

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 950604070
(831) 454-2160 FAX (831) 454-2385 TDD (831) 464-2123

AGENDA: SEPTEMBER 12, 2000

August 30, 2000

SANTA CRUZ COUNTY BOARD OF SUPERVISORS

701 Ocean Street
Santa Cruz, California 95060

SUBJECT: FEDERAL GRANT FUNDING FOR WASTE REDUCTION

Members of the Board:

As your Board may recall, one of the priorities of this year's work plan for the Department of Public Works Solid Waste section is diversion of food waste from landfill diversion. According to the County's recently completed solid waste disposal characterization study, food waste represents about 30 percent of the refuse still going to the landfill. Last month, your Board approved an independent contractor agreement with Karin Grobe of Organic **Recyclers** Anonymous (**ORA**) to work on various food waste diversion projects. This contract includes a ten percent time allocation for public outreach work for vermicomposting (worm composting) as a means to encourage county residents to produce less waste requiring landfill disposal.

Public Works would like to augment the vermicomposting public outreach portion of the **ORA** contract to give additional emphasis on this method of residential waste reduction. This additional work would involve the training of a core group of volunteer "Master **Vermicomposters**" who in turn would offer public workshops on how to compost at home using worms. Public Works has recently received an opportunity to partially offset the cost of this additional work which we believe is worth pursuing.

Public Works has been contacted by the Skills Center, Inc., of Santa Cruz informing our department that the Skills Center had been awarded a grant from the U.S. Environmental Protection Agency (EPA), Region IX in the amount of \$5,000 for promotion of vermicomposting and that the Skills Center, however, would not be able to accept the award for various reasons. Given the County's interest in this type of promotion, it was suggested that the grant award be transferred from the Skills Center to the County. The transfer is agreeable to the EPA and they are requesting authorization from the Board of Supervisors for Public Works to submit a grant application to effect the transfer.

The grant will help fund the training of the "Master Vermicomposters" and the acquisition of related training materials. Total cost for this additional work is \$13,055 of which \$5,000 will be grant funded, Public Works is recommending that this project be performed through an amendment to the recently approved independent contractor agreement with Karin Grobe of **ORA**.

A copy of the proposed EPA grant application, including the project scope of work and budget, is included with this letter for your Board's information. An amendment to agreement for Karin Grobe in the increased amount of \$13,055 for a not-to-exceed amount of \$74,055 is also attached for your Board's consideration. Sufficient funds are available in the **Refuse** Budget for this expense.

It is therefore recommended that your Board take the following actions:

1. Authorize the Director of Public Works to submit an Application for federal assistance/environmental education grant to the U.S. EPA, Region IX in the amount of \$5,000 for vermicomposting public education and sign all necessary documents associated with the application.
2. Approve amendment to agreement with Karin Grobe in the increased amount of \$13,055 for a not-to-exceed amount of \$74,055 to provide for consultant labor and direct expenses to carry out the vermicomposting public education project and other food waste diversion activities.
3. Authorize the Director of Public Works to sign the agreement on behalf of the County.

Yours truly,



For THOMAS L. BOLICH
Director of Public Works

DdG:bbs

Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

copy to: Public Works Department

AMENDMENT TO AGREEMENT

The parties hereto agree to amend Contract Number 02186 dated August 1, 2000, by and between the COUNTY OF SANTA CRUZ and **KARIN GROBE**, for solid waste public education consulting services, by increasing the not-to-exceed compensation to \$74,055 and amending the scope of work by including additional work tasks attached hereto as Exhibit "A", Scope of Work Addendum.


All other provisions of said contract shall remain the same.

DATED: _____

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS

DIRECTOR OF PUBLIC WORKS

CONTRACTOR:
KARIN GROBE

B Y : 

ADDRESS: 236 Sheldon Avenue
Santa Cruz, CA 95060

TELEPHONE: (83 1) 427-3452

FAX: _____

E-MAIL: _____

Approved as to form:



Chief Assistant County Counsel

DISTRIBUTION: Auditor-Controller
Public Works
Contractor

DdG:bbs

FEDERB

EXHIBIT 'A'

SCOPE OF WORK ADDENDUM

This addendum describes additional duties to be performed under County of Santa Cruz Independent Contractor's Agreement # COO2 186.

MASTER VERMICOMPOSTER TRIANING AND PUBLIC OUTREACH

CONTRACTOR will:

- 1) Organize and conduct training sessions for volunteer Master Vermicomposters
 - a) recruit volunteers
 - b) secure training sites
 - c) develop training curricula
 - d) prepare and assemble training materials; supply trainees as needed
 - e) arrange for guest speakers
- 2) Manage Master Vermicomposter Volunteer Outreach Activities
 - a) organize outreach program for workshops, schools, worksites
 - b) obtain volunteer commitments and track hours
 - c) provide material and technical support to volunteers
- 3) Evaluate Project
 - a) Design survey and analyze results
 - b) Meet with volunteers to assess outreach results
- 4) Prepare Project Reports
 - a) prepare reports required by EPA grant
 - b) submit reports to County of Santa Cruz as requested

Activities will be consistent with and fulfill obligations of U.S. EPA Environmental Education Grant for Master Vermicomposter Training and Public Outreach.

Compensation for this work shall be paid in the following manner:

	HOURS (x \$40)	PROJECT COST	EPA GRANT	COUNTY MATCH	COUNTY TOTAL
LABOR	262	10480	3210	2700	7270
GRAPHIC AND DISPLAY BOARD		100	100		
SPEAKER'S TRAVEL		350	350		
SPEAKER'S FEE		500			500
BOOKS FOR MASTER VERMICOMPSTERS		260	140		120
BINS AND WORMS FOR MV		800	800		
NOTEBOOK TRAINING MATERIALS FOR MV		400	400		
RENT INTRUCTIONAL SPACE		165			165
		13055	5000	2700	8055

All other compensation provisions of ICA COO21 86 shall apply.

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

		2. DATE SUBMITTED	Applicant Identifier 0513
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:	Preapplication		
<input type="checkbox"/> Construction	<input type="checkbox"/> Construction		
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction		

5. APPLICANT INFORMATION

Legal Name: COUNTY OF SANTA CRUZ Address (give city, county, State, and zip code): 701 OCEAN STREET, ROOM 410 SANTA CRUZ, CA 95060	Organizational Unit: DEPARTMENT OF PUBLIC WORKS Name and telephone number of person to be contacted on matters involving this application (give area code): Dan de Grassi (831) 454-3102
---	---

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

94-6000534

7. TYPE OF APPLICANT: (enter appropriate letter in box) B

A. State	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. Intermunicipal	M. Profit Organization
G. Special District	N. Other (Specify) _____

8. TYPE OF APPLICATION:
☒ New ☐ Continuation ☐ Revision
If Revision, enter appropriate letter(s) in box(es)
A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other(specify): _____

9. NAME OF FEDERAL AGENCY:
U. S. ENVIRONMENTAL PROTECTION AGENCY

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

66-951

TITLE: Environmental Education Grant

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Master Vermicomposter Trainings and public work shops

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
SANTA CRUZ COUNTY

13. PROPOSED PROJECT	14. CONGRESSIONAL DISTRICTS OF:
Start Date Ending Date 	a. Applicant 15th & 17th b. Project 15th & 17th

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?																												
<table style="width:100%;"> <tr> <td style="width:20%;">a. Federal</td> <td style="width:10%;">\$</td> <td style="width:20%;">5,000</td> <td style="width:10%;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td>2,700</td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td>7,700</td> <td>.00</td> </tr> </table>	a. Federal	\$	5,000	.00	b. Applicant	\$	2,700	.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$	7,700	.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$	5,000	.00																										
b. Applicant	\$	2,700	.00																										
c. State	\$.00																										
d. Local	\$.00																										
e. Other	\$.00																										
f. Program Income	\$.00																										
g. TOTAL	\$	7,700	.00																										

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
☐ Yes If "Yes," attach an explanation. ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative THOMAS L. BOLICH	b. Title ACTING DIRECTOR OF PUBLIC WORKS	c. Telephone Number (831) 454-2160
d. Signature of Authorized Representative		e. Date Signed

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Master Vermicomposter	66-951	\$	\$	\$ 5,000.00	\$ 2,700.00	\$ 7,700.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 5,000.00	\$ 2,700.00	\$ 7,700.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel			350.00		350.00
d. Equipment					
e. Supplies			1,440.00		1,140.00
f. Contractual			3,210.00	2,700.00	5,910.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$ 5,000.00	\$ 2,700.00	\$ 7,700.00
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)

Previous Edition Usable

Prescribed by OMB Circular A-102

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SECTION C • NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
a. Master Vermicomposter	5 2,700.00	5	5	5 2,700.00	
9.					
10					
11.					
12. TOTAL (sum of lines 8- 11)	\$ 2,700.00	5	5	\$ 2,700.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 5,000.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
14. Non-Federal	2,700.00	675.00	675.00	675.00	675.00
15. TOTAL (sum of lines 13 and 14)	\$ 7,700.00	\$ 1,925.00	\$ 1,925.00	\$ 1,925.00	\$ 1,925.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	5	5	5	5	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-f9)	5	5	5	5	
SECTION F -OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					



KEY PEOPLE LIST

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Please show street address as well as Post Office Box Number where applicable.

AGENCYDIRECTOR

(Individual who is authorized to sign the assistance agreement application and award acceptance).

Name: THOMAS L. BOLICH
Title: DIRECTOR OF PUBLIC WORKS
Address: COUNTY OF SANTA CRUZ - PUBLIC WORKS DEPARTMENT
701 OCEAN STREET, ROOM 410
SANTA CRUZ, CA 95060
Tel phone: (831) 454-2160

PROGRAMDIRECTOR

(Technical program director; generally the same individual as the "contact person" in block #5 of the application).

Name: DAN DE GRASSI
Title: PROJECT MANAGER
Address: COUNTY OF SANTA CRUZ - PUBLIC WORKS DEPARTMENT
701 OCEAN STREET, ROOM 410
SANTA CRUZ, CA 95060
Telephone: (831) 454-2160

FINANCEDIRECTOR

(This is the person who is responsible for (1) maintaining the accounting/financial management system supporting grant expenditures; (2) preparing financial reports; and (3) maintaining the Letter of Credit. If any of these responsibilities are located in another office, please so indicate by showing below the name(s), title(s) organization name(s), address and telephone.)

Name: CAROL KELLY
Title: DIRECTOR OF ADMINISTRATIVE SERVICES
Address: COUNTY OF SANTA CRUZ - PUBLIC WORKS DEPARTMENT
701 OCEAN STREET, ROOM 410
SANTA CRUZ, CA 95060
Telephone: (831) 454-2160

Master Vermicomposter Training and Public. Outreach

Work Plan

7. Project Summary

a. Organization and Partners

Through a series of trainings, we will educate non-formal educators about vermicomposting. These educators will then be Master Vermicomposters, and will take the knowledge and disseminate it to the community at Vermicomposting Workshops.

Santa Cruz County Department of Public Works is charged with developing and implementing programs to reduce landfilling of waste and to meet the state 50% diversion mandate. Santa Cruz County Department of Public Works will take over the Master Vermicomposter grant awarded to the Skills Center. Dan deGrassi, County of Santa Cruz, will be contract manager and contact person for the grant.

Karin Grobe, Organic Recyclers Anonymous, will conduct the trainings for the Master Vermicomposters, provide the master copy of the course notebook, facilitate public outreach including workshops and on-site worm bins, design the surveys for project evaluation and facilitate the Evaluation Meeting..

Kelly Slocum is a Vermiculture specialist for Clark County, Washington and Associate Editor for Worm Digest. Ms. Slocum will be a guest speaker at one of the Master Vermicomposting Trainings. She will also assist by providing curriculum materials for the Trainings.

Ecology Action is a non-profit organization that has over eight years experience in conducting Master Composter Trainings and Home Compost Workshops in Santa Cruz County. Ecology Action will allow use of their Education Display Boards and will provide curriculum for the Trainings.

b. Summary Statement

Vermicomposting is the practice of using worms to transform food waste into a nutrient-rich finished product called vermicompost. Vermicomposting, practiced at schools, work sites, and homes, helps to divert food waste to beneficial use, saving valuable landfill space. We will conduct a training for 20 Master Vermicomposters. These Master Vermicomposters will be required to spend volunteer hours (1) conducting vermicomposting workshops to educate Santa Cruz County residents, students, teachers and business managers on how to use vermicomposting to divert food waste from the landfill, (2) setting up and maintaining worm composting bins at schools and providing associated curriculum support, and (3) setting up and maintaining worm bins at work sites, and providing associated educational outreach.

c. Educational Priority

Teaching Skills. We will educate nonformal educators about waste management and vermicomposting in order to improve their environmental education skills.

d. Delivery Method.

Through a series of trainings, we will educate non-formal educators about vermicomposting. These educators will then be Master Vermicomposters, and will take the knowledge and disseminate it to the community by setting up worm bins at schools and works sites and presenting Vermicomposting Workshops.

e. Audience

The target audience includes residents, schools and business owners of Santa Cruz County who are interested in using a vermicomposting bin to divert food scraps from County landfills.

f. costs

The grant will fund the Master Vermicomposter trainings, the production and assembly of the Master Vermicomposter notebooks, the provision of worms and bins for Master

Vermicomposters, graphics for the Education Display Board to be used at workshops, recruiting of Master Vermicomposter volunteers, promotion and support of workshops and support of the work of Master Vermicomposters at schools and work sites..

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2. Project Description

Vermicomposting is the practice of using worms to transform food waste into a nutrient-rich finished product called vermicompost. Worms are extremely efficient food waste digesting machines that eat over half their body weight in organic matter per day. Vermicomposting, practiced at schools, work sites, and homes, helps to divert food waste to beneficial use, saving valuable landfill space.

Vermicomposting has received much media attention in the recent years, and many members of the community in Santa Cruz County have a high level of interest in vermicomposting. However, at present, there is a lack of knowledge on the “nuts and bolts” of how to start and maintain small, on-site vermicomposting systems for home, school and workplace. Ecology Action, a non-profit organization that has over eight years experience in conducting Master Composter Trainings and Home Compost Workshops in Santa Cruz County, has identified a strong public interest in vermicomposting, and they see a clear need for increased public vermicomposting education within Santa Cruz County.

Master Vermicomposter Trainings

We propose to fill that need by training 20 Master Vermicomposters to educate the public about vermicomposting. Master Vermicomposters will attend a series of five evening or weekend trainings covering:

- Overview of food waste issues for Santa Cruz County and its four incorporated cities.
- On-site vermicomposting in home, school and office as a environmental option for food waste.
- Biology and ecology of the earthworm, with a focus on *Eisenia fetida*.
- Care and feeding of *E. fetida*.
- Other creatures commonly found in the worm bin
- Appropriate bins for home, school and office.
- How to set up and maintain a worm bin.
- Troubleshooting problems in the worm bin.

Existing curriculum for the Master Vermicomposter trainings will be utilized. This material will be assembled and organized by Karin Grobe. Much of the material was collected from presentations given by Kelly Slocum at Vermicomposting Conferences held by VermiCo (Best Management Practices for Vermicomposting, Medford, September 1999 and New Horizons in Vermicomposting Conference, Stockton, March 1999). One Master Vermicomposter training will feature Kelly Slocum as a guest speaker.

Master Vermicomposters will be provided with worm bins and a pound of worms to allow them to experience, hands-on, the care and feeding of a worm bin. They will receive a course notebook that will include class notes, which they can review as needed. They will also receive a copy of *Worms Eat My Garbage*, by Mary Applehof. This book covers many aspects of the care and feeding of worms and vermicomposting. By providing course materials and a worm bin to participants we will overcome some of the financial barriers to volunteering that might potentially discourage low-income volunteers.

Master Vermicomposter Volunteer Hours

At the conclusion of the trainings, each Master Vermicomposter will spend 50 volunteer hours (1) conducting Vermicomposting workshops to educate Santa Cruz County residents, students, teachers and business managers on how to use vermicomposting to divert food waste from the landfill, (2) setting up and maintaining worm composting bins at schools and providing associated

curriculum support, and (3) setting up and maintaining worm bins at work sites, and providing associated educational outreach.

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The workshops will take place at Farmers' Markets, schools, garden clubs and retail plant nurseries. Organic Recyclers Anonymous will support the workshops by setting up or providing demonstration worm bins and Vermicomposting Education Display Boards. Whenever possible, vermicomposting products will be made available for sale to the public at the workshops. The purpose of the workshops will be to educate the public about the advantages of vermicomposting and how to set up their own worm bin at home, school or the office. We will hold at least 10 workshops during the year of grant funding and have included those workshops in our project budget. Other workshops will be held in following years and are not included in the budget.

Project Goal and Potential Diversion Estimates

Our goal is to increase the practice of vermicomposting in Santa Cruz County. Each person generates 162.2 pounds of food waste per year (1996 U.S. EPA, Washington, D.C. estimate). We estimate that at least half, or 81.1 pounds of that is generated at home, school or office and can be used for vermicomposting.

We hope to instruct 20 people at each public workshops that will be held by the Master Vermicomposters (200 people total). We hope to reach another 200 people through the school and work site bin demonstrations. We estimate that at least 1/2 of the people that learn about vermicomposting, or 200 people, will become successful vermicomposters. Each vermicomposting system that is set up will serve an average three-person household. Therefore, 600 people will be served by vermicomposting systems that will be set up as a result of the workshops. Approximately 24.45 tons of food waste will be diverted from County landfills each year as a result of the workshops ($600 \times 81.5 / 2000$ pounds per ton).

We believe this estimate is conservative, and note that it does not allow for the adoption of vermicomposting by friends and neighbors of the 200 successful vermicomposters and 20 Master Vermicomposters.

Project Benefits

Benefits of the project are far-reaching. Currently, there is no permitted composting facility in the County. A waste composition study that was recently been completed by the County of Santa Cruz indicates that approximately 29% of the residential waste that is currently being landfilled is food waste. If food waste were to be collected, it would need to be transported a relatively long distance to a composting site that accepts food waste. On-site composting avoids the environmental cost of transport to a centralized compost facility, as well as the environmental cost of separate collection and energy-dependent composting systems. Empowering people to vermicompost their own food waste is environmentally preferable and more cost effective than setting up a collection program for centralized composting.

This project will set up what will be, to the best of our knowledge, the first Master Vermicomposter training program in the US. Worms, and composting with worms, have recently received much public attention through articles in newspapers and magazines. This project capitalizes on that attention, and sets up a program that makes it easy for interested members of the public to move ahead with home-based food waste management using worms.

This project will serve as a model for use in other locations to educate residents about how to use worms to turn food scraps into vermicompost. We will share our Master Vermicomposter training tools with other programs as requested.

Project Staff

The project will be managed by Karin Grobe, Organic Recyclers Anonymous. Ms. Grobe will be in charge of recruiting volunteers and overseeing promotion and coordination of the workshops. She will conduct Master Vermicomposter trainings and provide the master copy of the course notebook. Ms. Grobe will support Master Vermicomposters who set up worm bins at schools or work sites. She will design the survey for project evaluation and facilitate the Evaluation Meeting

3. Project Evaluation

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The success of the workshops will be evaluated by tracking numbers of participants, and asking each workshop participant to complete a brief survey. The survey instrument will measure:

- Impact of the workshop on the participants knowledge of vermicomposting.
- Impact of the workshop on the participants willingness to use vermicomposting to divert food waste from the landfill.
- Impact of the workshop on the participants actions (i.e., Does participant plan to get worms or a bin?).

The success of the work site and school demonstration worm bins will be evaluated by asking the Master Vermicomposter to submit a one-page write up on how much food was diverted through use of the bin, how many people learned about composting with worms as a result of the demonstration, potential for adoption of vermicomposting by affected group, use of vermicomposting curriculum, etc.

Results of the surveys will be evaluated at an Evaluation Meeting held in May 2001. This meeting will be facilitated by Karin Grobe and will reunite the Master Vermicomposters. They will be informed of the results of the surveys. Discussion of changes that might be made to increase the program's effectiveness will follow, and any action items will be implemented.

4. Budget - See following page

5. Appendices - See following page

a. Timeline

Master Vermicomposters will be recruited in the fall of 2000 and trainings will take place January 2001. Projects using Master Vermicomposter volunteer hours will start in February 2001 and extend through September 2001. Evaluation meeting will take place September 2001.

b. Key Personnel

- Dan deGrassi, County of Santa Cruz Department of Public Works, has over 15 years experience in the solid waste management field, all with the County of Santa Cruz. Responsibilities include program design, development and implementation, both by County personnel and by contractor.
- Karin Grobe, Organic Recyclers Anonymous, has been consulting on organic recycling projects since 1993. Ms. Grobe has extensive experience making presentations at conferences and meetings in the western United States. She presented at two West Coast vermicomposting conferences in 1999. She is a recognized local authority on vermicomposting.

c. Letters of Commitment (No change from original submission)

4. Budget

Object Class Categories	Function or Activity	EPA funds	County of Santa Cruz Matching Funds
Personnel	Master Vermicomposters (MV) for 50 workshops in grant year. 50 workshops x 4 MV volunteer hours per workshop	0	0
	Master Vermicomposters for trainings and evaluation meeting, 15 volunteer hrs x 20 MV	0	0
Travel	Kelly Slocum airfare, hotel, food, speaker's fee	350	0
Supplies	Vermicomposting graphics for Education Display Boards to be used at workshops	100	0
	Education Display Boards to be loaned by Ecology Action	0	0
Supplies for Master Vermicomposters	Notebooks (copy and assemble)	400	0
	Worms Eat My Garbage Book	140	0
	Bins and worms	800	0
Contractual	Karin Grobe to spearhead recruiting of Master Vermicomposter volunteers, conduct Master Vermicomposter trainings, provide the master copy of the course notebook, oversee promotion and implementation of the workshops, schedule Master Vermicomposters for workshops, support MVs who set up bins in schools and work sites, design the surveys for project evaluation and facilitate the Evaluation Meeting.	3210	2700
	Kelly Slocum speaker's fee	0	0
Other	Rent for instruction space for Master Vermicomposter trainings	0	0
Total Direct Charges		5000	2700
Total Indirect Charges		0	0
Totals		5000	2700
Program Income		0	0

Timeline	Task	To Do	Hours
September-December 2000	recruit MV trainees	Notices to and meetings with garden clubs, sierra club, environmental council, call to master gardeners, calls and notices to EA volunteers?, call to Rich Merrill, Public schools program teachers, answe inq. Ask about garden club's interest in workshop before/after meeting.	40
December 2000	Acquire bins and worms for MV	Order/buy	3
December 2000	Notebooks	Copy and assemble. Include bins available, book list, websites, issue worm digest, presentation notes	5
October-December 2000	Create display board	Photos, lamination, text	20
October-December 2000	Create survey forms	One for workshop/info booth participants, one for school/worksites bins. Self mailers, give several to each participant	4
January 2001	Trainings	5 evening or weekend	45
February 2001	Exit interviews	How trainees will volunteer, what support they will need	20
February-August 2001	10 Workshops	schedule MVs, press releases/ads, set up and attend workshops. Workshops before/after garden club meetings?	80
February-August 2001	MV activities support	Support MVs who set up worm bins in schools and offices.	20
August 2001	Survey evaluation and analysis	Analyze surveys collected from participants and filled out by MVs for workshop/info booth and school/worksites bin set ups.	10
September 2001	Evaluation meeting	Discuss surveys with MVs. Changes to make to increase program's effectiveness?	5
September 2001	Report	Report on program and evaluation	10

ASSURANCES -NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETE6 FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these, assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation

Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds

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- g. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988. (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 597401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE
		DIRECTOR OF PUBLIC WORKS
APPLICANT ORGANIZATION		DATE SUBMITTED
COUNTY OF SANTA CRUZ DEPARTMENT OF PUBLIC WORKS		

United States Environmental Protection Agency
Washington, DC 20460
**Preaward Compliance Review Report for
All Applicants Requesting Federal Financial Assistance**

0525
FORM Approved
OMB No. 2090-0014
Expires 4-30-99

Note: Read instructions on reverse side before completing form.

A. Applicant (Name, City, State) COUNTY OF SANTA CRUZ SANTA CRUZ, CA	B. Recipient (Name, City, State) SANTA CRUZ COUNTY PUBLIC WORKS DEPT. SANTA CRUZ, CA	C. EPA Project No.
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I. Brief description of proposed project, program or activity.
 MASTER VERMICOMPOSTER TRAINING AND PUBLIC WORK SHOPS

II. Are any civil rights lawsuits or complaints pending against applicant and/or recipient?
 If yes, list those complaints and the disposition of each complaint. ☐ Yes ☒ No

V. Have any civil rights compliance reviews of the applicant and/or recipient been conducted by any Federal agency during the two years prior to this application for activities which would receive EPA assistance?
 If yes, list those compliance reviews and status of each review. ☐ Yes ☒ No

V. Is any other Federal financial assistance being applied for or is any other Federal financial assistance being applied to any portion of this project, program or activity?
 If yes, list the other Federal Agency(s), describe the associated work and the dollar amount of assistance. ☐ Yes ☒ No

VI. If entire community under the applicant's jurisdiction is not served under the existing facilities/services, or will not be served under the proposed plan, give reasons why.

VII. Population Characteristics CA DEPT. OF FINANCE PRO JECTION 7 0 0 0 Number of People

1. A. Population of Entire Service Area	260,248
B. Minority Population of Entire Service Area	78,654
2. A. Population Currently Being Served	- - 0
B. Minority Population Currently Being Served	- - -
3. A. Population to be Served by Project, Program or Activity	260,248
B. Minority Population to be Served by Project, Program or Activity	78,654
4. A. Population to Remain Without Service	- - -
B. Minority Population to Remain Without Service	- - -

VII. Will all new facilities or alterations to existing facilities financed by these funds be designed and constructed to be readily accessible to and usable by handicapped persons?
 If no, explain how a regulatory exception (40 CFR 7.70) applies. ☐ Yes ☐ No

N/A

IX. Give the schedule for future projects, programs or activities (or of future plans), by which services will be provided to all beneficiaries within applicant's jurisdiction. If there is no schedule, explain why.

TRAINING RECRUITMENT	OCT. - DEC. 2000
TRAINING	JAN. - FEB. 2001
PUBLIC WORK SHOPS	MAR. - SEPT 2001

X. I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

4 Signature of Authorized Official 	B. Title of Authorized Official DIRECTOR OF PUBLIC WORKS	C. Date
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For the U.S. Environmental Protection Agency

0 Approved <input type="checkbox"/> Disapproved	Authorized EPA Official	Date
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General

Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the title shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment).

Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities.

Section 504 of The Rehabilitation Act of 1973 provides that no otherwise qualified handicapped individual shall solely by reason of handicap be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of handicap is prohibited in all such programs or activities.

The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission.

Title IX of the Education Amendments of 1972 provides that no person on the basis of sex shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution.

The information on this form is required to enable the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis as required by the above statutes.

Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission.

If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable."

In the event applicant is uncertain about how to answer certain questions, EPA program officials should be contacted for clarification.

- IA. "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance.
 - IB. "Recipient" means any entity, other than applicant, which will actually receive EPA assistance.
 - IC. Self-explanatory.
 - II. Self-explanatory.
 - III. "Civil rights lawsuits" means any lawsuit or complaint alleging discrimination on the basis of race, color, national origin, sex, age, or handicap pending against the applicant and/or entity which actually benefits from the grant. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed.
 - IV. "Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap. If any part of the review covered the entity which will actually benefit from the grant, it should be listed.
 - V. Self-explanatory.
 - VI. The word "community" refers to the area under the applicant's and/or recipient's jurisdiction. The "community" might be a university or laboratory campus, or a community within a large city. If there is significant disparity between minority and nonminority populations to receive service, not otherwise satisfactorily explained, the Regional office may require a map which indicates the minority and nonminority population served by this project, program or activity.
 - VII. This information is required so that reviewers may determine if a disparity in the proposed provision of services will exist in the event the application is approved for funding. Give population of recipient's jurisdiction, broken out by categories as specified.
- In the event the applicant cannot provide the requested information because the funds will be distributed over a wide demographic area which is yet to be determined, an explanation may be provided on a separate sheet. For example, a State applying for a capitalization grant under the State Revolving Fund program may not know which cities and counties will apply for, and receive, SRF loans.
- VIII. Self-explanatory.
 - IX. "Jurisdiction" means the geographical area over which applicant has the authority to provide service.
 - X. Self-explanatory.

"Burden Disclosure Statement"

EPA estimates public reporting burden for the preparation of this form to average 30 minutes per response. This estimate includes the time for reviewing instructions, gathering and maintaining the data needed and completing and reviewing the form. Send comments regarding the burden estimate, including suggestions for reducing this burden, to Chief, Information Policy Branch, PM-223, U.S. Environmental Protection Agency, 401 M Street, S.W., Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

THOMAS L. BOLICH, DIRECTOR OF PUBLIC WORKS, COUNTY OF SANTA CRUZ
Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

☐ I am unable to certify to the above statements. My explanation is attached.

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Instructions

Under Executive Order 12549, an individual or **organization** debarred or **excluded** from participation in **Federal** assistance or benefit programs **may not receive** any **assistance award** under a Federal program, or a **subagreement** thereunder for **\$25,000** or more.

Accordingly, each **prospective recipient** of an EPA grant, loan, or **cooperative agreement** and any contract or subagreement **participant** thereunder **must** complete the **attached** certification or **provide an** explanation why **they** cannot. For further details, see 40 **CFR** 32.510, Participants' responsibilities, in **the** attached regulation.

Where To Submit

The prospective EPA grant, loan, or **cooperative** agreement recipient must return the signed certification or explanation **with its** application to the appropriate EPA **Headquarters** or Regional office, as required in the application instructions.

A prospective prime contractor must submit a completed certification or explanation to the individual or organization awarding the contract.

Each prospective subcontractor must submit a **completed certification** or explanation to the prime contractor for the project.

How To Obtain Forms:

EPA includes the certification form, instructions, **and** a copy of **its** implementing regulation (40 CFR Part 32) in each application kit. Applicants may reproduce these materials as needed and provide them to their prospective prime contractor, who, in turn, may reproduce **and** provide them to **prospective** subcontractors.

Additional copies/**assistance** may be requested from:

Compliance Branch
Grants Administration Division (PM-216F)
U.S. Environmental Protection Agency
401 M Street, SW
Washington, DC 20460
(Telephone: 202/475-8025)

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM:

0529

PUBLIC WORKS

(Dept.)

(Signature)

(Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the COUNTY OF SANTA CRUZ (Agency)
and KARIN GROBE, 236 Sheldon Avenue, Santa Cruz, CA 95060 (Name & Address)

2. The agreement will provide for solid waste public education consulting services

3. The agreement is needed because the work can be performed most expeditiously by contract

1. Period of the agreement is from Board Approval to June 30, 2001
increase

2. Anticipated cost is \$ 13,055.00 (Fixed amount; Monthly rate; Not to exceed)

Remarks: Contract \$75,055.00; Overhead \$5,183.85; Total \$79,238.85

Appropriations are budgeted in 6 2 5 1 1 0 ! 51025 ! 3 6 6 5 ! (Index#) 3 5 9 0 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and Contract encumbered.
are not will be

File No. CO 02186

Date 8/29/00

GARY A. KNUTSON, Auditor - Controller

By Ronald J. Silva Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Acting Director of Public Works to execute the same on behalf of the Department of

Public Works (Agency).

marks:

DM (Analyst)

By [Signature]

Date 9/1/00

Agreement approved as to form. Date _____

IG:bbs

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Drpt. if rejected.

State of California)

ss

County of Santa Cruz)

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I, _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ 19____ By _____ Deputy Clerk