



**Instructions:** The Minnesota GreenCorps (MN GreenCorps) program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). **Please complete the application, answer all questions, and send via email to [mngreencorps.pca@state.mn.us](mailto:mngreencorps.pca@state.mn.us).** For more information, refer to the *Minnesota GreenCorps host site application guide*. Applications must be submitted electronically by **5:00 p.m. Central Time on Tuesday, March 14, 2023**. For first time applicants, this application may take up to 40 hours to complete.

**Important notes:**

- MN GreenCorps host sites must have at least one full-time paid employee. The minimum supervision requirement is an average of at least four (4) hours per week for the duration of the program year. Supervisors must undergo AmeriCorps required criminal history checks including an FBI fingerprint check. Supervisor time is required as in-kind match.
- MN GreenCorps host sites must contribute \$300 to member professional development (training, conference registration, networking events, or other opportunities). This contribution is required as in-kind match.
- Host sites are required to provide reasonable workspace for the members to complete their projects tasks, including a dedicated desk, phone, computer, and email account.
- Per AmeriCorps regulations, host sites cannot provide financial contributions to the member; supplementing the member stipend or other costs of living (e.g., paying housing) is prohibited.
- Member activities may not include assisting organizations with meeting requirements, coming into compliance, or avoiding fines from local, state, or federal laws or regulations.
- Operation of the 2023-2024 program year is contingent on funding. Confirmation of funds may not be available before the application deadline.

**I. Applicant and project information**Name of legal applicant organization: Dakota County Environmental Resources DepartmentMailing address: 14955 Galaxie Ave.City: Apple Valley State: MN Zip code: 55104Applicant contact: Jenny Kedward Title: Environmental SpecialistPhone: 952-891-7043 Email: jenny.kedward@co.dakota.mn.usWebsite address: www.dakotacounty.usWhat type of host site is your organization (check one): ☐ New ☒ Current or past host site**Please indicate your organization type:**

- ☒ Government agency (local, regional, state, tribal, or federal)  
(Examples include cities, counties, tribal governments, park districts, regional planning organizations, watershed districts, etc.)
- ☐ School district
- ☐ 501(c) (3) non-profit organization (**Note:** you must submit proof of 501(c) (3) status with your application)
- ☐ Not-for-profit institutions of higher education

**Please indicate the member position type for which you are applying (must only select one).** Details of the member position descriptions can be found in the *Minnesota GreenCorps host site application guide*.

- ☐ Air Pollutant Reduction
- ☐ Community Readiness and Outreach
- ☐ Green Infrastructure Improvements
- ☒ Waste Reduction, Recycling, and Organics Management

## II. Narrative questions

Before responding to the following questions in the text box provided, review the pre-scoped position description and member prohibited activities (under section II of the *Minnesota GreenCorps host site application guide*).

Examples of prohibited member activities include attempting to influence legislation, advocating for or against proposed legislation, providing a direct benefit to a for-profit business, writing a grant application to any federal agency, or performing clerical work or research unless such activities are incidental to the member's direct service activities. AmeriCorps members cannot displace or replace previously employed, striking, or laid-off workers (see the *Non-displacement policy* of the *Host site application guide*).

### Project scope and outcomes

1. In one sentence, please summarize the goal of the proposed member project and associated activities (e.g., support shoreland protection and restoration through shoreline buffer implementation, landowner outreach, and monitoring in partnership with the watershed district):

Dakota County would like a Member to help implement and evaluate ways to reduce waste through reuse activities in Dakota County facilities, homes, and schools.

2. Indicate performance measures that the project aligns with by checking the corresponding box. The service project may address any of the performance measures in any of the categories. Host site organizations will be selected in part for their commitment and ability to contribute to program outcomes and performance measures. **Projects must align with at least one performance measure outlined below**; alignment with two or more measures is encouraged.

#### Air

- ☐ *Improve air quality:* Members will implement measures and education aimed at reducing air pollutants by reducing vehicle miles traveled, supporting vehicle electrification, and/or promoting green transportation.
- ☐ *Retrofit public structures:* Members will apply energy conservation measures to improve the performance of public buildings/structures. Retrofitted structures will result in reduced energy consumption and/or reduced energy costs.

#### Land and water

- ☐ *Reduce nutrient pollution:* Members will implement nutrient reduction efforts, resulting in pounds of phosphorus removed, pounds per year of total suspended solids (TSS) removed, and/or chloride reduction.
- ☐ *Improve public lands:* Members will implement best management practices to treat and improve acres of public lands through activities, such as removing invasive species, planting native trees, seeding prairie, etc.

#### Waste reduction

- ☐ *Reduce food waste through organics recycling:* Members will implement residential or institutional waste prevention or organics recycling, resulting in pounds of organics prevented or diverted from the waste stream.
- ☒ *Divert waste:* Members will integrate sustainable waste management practices into daily operations at host site and community facilities to recycle, compost, prevent, or otherwise divert material from the waste stream.

#### Outreach and education

- ☐ *Educate or train individuals in environmental stewardship:* Members will educate and/or train individuals on environmental stewardship to improve land, air, and water quality.
- ☒ *Motivate individuals to change behavior:* Members will provide education and training that will result in individuals changing behavior or making a promise or pledge to change behavior to lessen environmental impact.
- ☐ *Mobilize and/or engage volunteers in community service projects:* Members will recruit, train, and/or engage community members in local service projects.

#### Other

- ☒ This project engages areas of environmental justice concern, per the *EJ Story map* found on the MPCA's website <http://mpca.maps.arcgis.com/apps/MapSeries/index.html?appid=f5bf57c8dac24404b7f8ef1717f57d00>.
- ☐ This project addresses chloride reduction (i.e., road salt and water softeners)

## Work plan

Complete the table below outlining a work plan for the proposed member position. Members serve a total of 1,700 hours from September 2023 to August 2024, host site service activities total ~1,400 hours, and the remaining ~300 hours are allocated for professional development. See the *Minnesota GreenCorps host site application guide* to reference the pre-scoped member position description and review the types of allowable activities. See sample work plans on the MN GreenCorps website at <http://www.pca.state.mn.us/mngreencorps>.

Member activities	Outputs and Outcomes	Estimated number of hours
<p>Activity 1. Expand reuse opportunities in County operations.</p> <p>1a. Pilot system of office supplies and equipment reuse in one department.</p> <p>1b. Create mechanism for office supply exchange at the Dakota County Western Service Center.</p> <p>1c. Update guidance on office cleanouts including reuse.</p> <p>1d. Update Low-waste Meetings Kit and staff intranet information.</p> <p>1e. Pilot reusables (e.g., cups) at one event hosted by Dakota County Parks.</p>	<p>OUTPUTS</p> <p>Signs and guidance to launch reuse areas in different departments</p> <p>Interview department admins regarding reuse</p> <p>Office cleanout guidance and intranet content</p> <p>Updated Low-waste Meeting Kit, intranet content</p> <p>Establish at least 1 centralized reuse location</p> <p>Assist at 1 office cleanout (if available)</p> <p>Pilot reusables for at least 1 Park event</p> <p>OUTCOMES</p> <p>Lower purchasing of office supplies</p> <p>Decreased trash at meetings, events</p>	600 hours
<p>Activity 2. Research and implement residential reuse outreach and education</p> <p>2a. Research best practices to connect residents with reuse activities.</p> <p>2b. Provide residents reuse information to avoid buying new (e.g., buying used, renting, sharing) and promote repair and reuse businesses in the community.</p> <p>2c. Develop residential challenge to encourage buying fewer new items (e.g., Low-waste challenge).</p> <p>2d. Improve access to more items than books through the Dakota County Library system.</p>	<p>OUTPUTS</p> <p>Assist in purchasing sharable items to be used in Library system</p> <p>Updated tabling kit for reuse programs</p> <p>Educate residents at 10 community events (tabling, presentations, displays)</p> <p>Presentations and talking points for reuse education</p> <p>Guidance/research on residential challenges</p> <p>Recordings/presentations</p> <p>Conduct 1 challenge</p> <p>OUTCOMES</p> <p>Community connections to neighbors, businesses</p> <p>Confidence, knowledge on fixing/mending</p> <p>Higher attendance at Fix-It Clinics</p> <p>Increased donations of items locally</p> <p>Lower waste in residential homes</p>	600 hours
<p>Activity 3. Provide resources to expand programs within schools to include waste reduction and reuse.</p> <p>3a. Assist schools for end-of-the-year locker and desk cleanouts.</p> <p>3b. Assist in educating parents and schools on low-waste lunches brought from home.</p> <p>3c. Engage high school students on repairing their items.</p> <p>3d. Research if previous waste reduction efforts in meal pack programs have been maintained.</p>	<p>OUTPUTS</p> <p>Conduct 2 end-of-year cleanouts</p> <p>Host 1 mending/repair event at a high school</p> <p>Updated locker/desk cleanout guide</p> <p>Low-waste lunch handout, webpage content</p> <p>Research, engage high school student to understand motivations for repairing items</p> <p>Expand or update reusable products in meal pack programs</p> <p>OUTCOMES</p> <p>High schoolers empowered to repair, mend</p> <p>Increased purchase of used items</p> <p>Lower purchase of school supplies at schools</p> <p>Understanding of options for packing low-waste home lunches</p>	120 hours

Member activities	Outputs and Outcomes	Estimated number of hours
Activity 4. General job training  Dakota County training Vehicle training Online safety training Other training that is deemed necessary In-field ride-alongs to understand what department functions Attend the Recycling Ambassadors 6-week class	Member understands standard operating procedures at Dakota County Member allowed to drive county vehicles Member improves skills for future employment Understanding and improvement of job skills	80 hours

## Community need/involvement

- Describe how the proposed project will serve under-represented, economically disadvantaged, or rural populations. The MN GreenCorps program prioritizes host site projects that support communities with higher concentrations of low-income residents and people of color, including tribal communities. The MPCA's criteria and interactive mapping tool are on the [MPCA's website](#).

Dakota County is home to many pockets of under-represented and economically disadvantaged residents in almost every large city. The residential outreach work proposed will highlight reuse options like repair, rental, and sharing in these neighborhoods.

The library(ies) chosen to pilot new shared items will be chosen in locations where nearby residents of lower income can access them.

Research and interviews of any residents will include those typically not represented in feedback, so that final guidance and policies will be created with all populations in mind.

Schools testing pilots and best practices will be chosen based on need and student population. At least one school will be in an area of higher population of people of color and/or economically disadvantaged. Items saved during end-of-year cleanouts will be used by the school and/or families to reduce financial barriers for the following school year. Parents in lower-income households will be included in feedback to understand motivations to reusable vs. disposable items and to have final resources culturally relevant.

- How will the proposed MN GreenCorps member position engage community members and/or mobilize volunteers?

The Member will work with community members for education and outreach tasks. Tabling events and presentations will involve different partners such as Dakota County Libraries, Parks, farmers markets, and community events.

Opportunities will be identified and pursued to engage community members, including mobilizing Dakota County Recycling Ambassador volunteers to assist at Parks events, tabling outreach, and school reuse pilots.

School staff, teachers, and students will be involved in reuse projects for end-of-year cleanouts, low-waste lunches, and general feedback.

- If the member project requires support from other partners, either internally or externally, please list these partners below, and describe how the partnership will work. *As applicable, to demonstrate a commitment by these partner, provide letters of support as attachments when submitting this application.*

Dakota County departments involved in internal reuse projects: Facilities, Social Services, Public Health, Libraries, Parks, Purchasing, Communications

Dakota County Libraries

Elementary, middle, and high school to be identified.

School of Environmental Studies, Apple Valley (ISD 196)

## Organizational capacity and commitment

Please respond to the following questions about your organization:

1. In one paragraph, describe your organization's mission. Include a description of the community your organization serves, qualifications of your staff, the number of paid staff, and experience (if any) with hosting AmeriCorps members:

Dakota County's mission is to provide efficient, effective, responsive government that achieves the Board of Commissioners' vision for a premier place in which to live and work. The Board of Commissioners adopted a strategic plan that commits to the strategies of a healthy environment with quality natural areas; a successful place for business and jobs; a great place to live; and, excellence in public service. The Environmental Resources Department has a mission that supports these particular strategies, and leads the implementation of waste management projects/programs. Through this MN GreenCorps application, County staff will identify opportunities for waste reduction education in Dakota County. Dakota County serves a population of over 400,000 people spread out across 593 square miles. The County currently employs approximately 1,800 employees that perform a broad range of services. The Environmental Resources Department has 30 paid FTEs with responsibilities including waste and water resources management and farmland and open space protection. The Department provides services and resources for residents, businesses, and public entities in Dakota County including waste management, outreach, and education – and has recent experience (2013-14, 2014-15, 2015-16, 2018-2019) successfully mentoring and managing four separate MN GreenCorps Waste Prevention and Recycling Members.

2. Applicants must identify one host site supervisor who is **an FTE employee of the host site**. A host site supervisor must provide a **minimum of four (4) hours each week** in direct support and supervision of the member.

Supervisor name: Jenny Kedward

Title: Environmental Specialist

Email: jenny.kedward@co.dakota.mn.us

Telephone: 952-891-7043

3. **Travel:** If traveling is required for the member service activities, the host site must provide transportation for the member (access to fleet vehicles, mileage reimbursement, bus fare reimbursement, etc.). Please keep in mind that some members may not have access to a personal vehicle, and some members may not be eligible to drive. If you indicate that driving is required, you may limit the number of members eligible for your site.

- A. Is the member required to drive to access or complete service activities?

☒ Yes ☐ No

- B. Is the member required to have access to a personal vehicle for service-related activities?

☐ Yes ☒ No

- C. How will the host site provide transportation for service-related activities? (check all that apply)

☒ The host site will reimburse mileage for the member's use of a personal vehicle.

☐ The host site will provide a transit pass or reimburse the cost of public transportation.

☒ The host site will provide access to an organizational vehicle.

**Please note:** If the members are using vehicles belonging to the Host Site organization to conduct business on behalf of the Minnesota GreenCorps Program, then the Host Sites' vehicle insurance is primary.

- D. Is your organization able to provide transit discounts for a MN GreenCorps member, if applicable? (not required)

☐ Yes ☒ No

## Current or past host sites only

Review Section VII of the *Host site application guide* with considerations for current or past host site applicants.

1. Identify the program year(s) your host site previously participated, focus area(s), and the number of members hosted:

In 2013, the MN GreenCorps Member was instrumental in providing a visual assessment of Parks' external collection system - including containers, labeling, and placement. This led to an analysis of container options, new container placement, and upgraded labeling at a pilot site in Lebanon Hills Regional Park that is now producing results. In addition, the Member began collection of organics, and waste station set-up and public engagement at two major Parks special events.

In 2014, the Member used information learned from the 2013 experience to guide expansion and implementation of recycling in all Parks, at County-sponsored special events in Parks, and institutionalized recycling as part of facility rentals (e.g., Lebanon Hills Visitor Center weddings; park shelter picnics).

The 2015-16 Member laid the foundation for the ongoing wasted food prevention program. The program educates hundreds of residents one-on-one each year on how to reduce wasted food at home as well as promotes awareness of the issue to tens of thousands of people.

The 2018-2019 Member developed a pilot project to determine how wasted food can be addressed in schools. The findings from tray audits, students interviews, and best practice testing demonstrated the need for wasted food resources to be included in the School Recycling Program.

2. Describe how this proposed member position is unique from past member positions at your organization:

Past Members have focused on recycling, organics diversion, and wasted food prevention in homes and schools. The projects proposed focus on reuse and waste prevention activities in Dakota County facilities, homes, and schools and are new endeavors.

### III. Supporting documentation

If a Board governs your organization, please provide a *Board resolution* in support of this application (see example in the *Minnesota GreenCorps host site application guide*). If the Board resolution cannot be provided by the application deadline, provide an explanation below and the date when it will be submitted. 501(c) (3) non-profit organizations must submit proof of 501(c) (3) status with the submittal of application. Relevant letters of support from partner organizations or internal departments are encouraged and accepted at the time of application and throughout the selection process.

	Yes	No	N/A	Comments
<b>Authorizing Board resolution</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Proof of 501(c) (3) status</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Letters of support</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	