

Request for Narrative Proposals from Subawardees

EDUCATING STUDENTS AND COMMUNITIES ABOUT FOOD WASTE, FOOD WASTE PREVENTION AND STRATEGIES TO REDUCE ORGANIC WASTE IN KANSAS LANDFILLS

Open through March 25, 2021
Subawardee narratives due by 11p.m., March 25, 2021

A. Request for Proposal Overview

Kansas State University's Pollution Prevention Institute, or PPI, received a grant award from EPA's Environmental Education program that provides five subawards of \$5,000 each to interested project partners.

The focus of this project is to promote food waste prevention, food recovery education for students and the public, and to reduce food waste in landfills. Project work will result in increased food donations to feed people and/or animals, increased opportunities for food waste/organic composting, increased opportunities for local food resiliency and access, and reduced pollution and energy impacts from food waste.

This subawardee project period is from April 1, 2021, through March 31, 2022. Activities related to this project can be performed during any portion of this time but must be completed by March 31, 2022.

PPI Project Work Overview

As the award recipient and with primary project responsibility, PPI will host up to five kickoff workshops to promote the project, and provide initial programmatic plans and resources for attending community organizations and residents.

PPI will host up to five "check-in" meetings with subawardees to monitor progress, encourage collaboration among subawardees, identify opportunities, and discuss any questions or concerns about the

PPI will develop quarterly reporting, a match tracking form and food waste audit, food donation and food waste prevention forms for sub-awardees to use based on the project work plan, and campaigns designed to meet the educational needs of the sub-awardee audience.

PPI will provide EPA, USDA, ReFED and NRDC tools and proven strategies for identifying over-production, reducing food waste to assist subawardees in developing workshops, and train-the-trainer events meant to expand knowledge on food waste, promoting donation of edible food and conducting measurable audits to identify costs of food waste.

PPI will provide on-site and off-site technical assistance whenever requested for food waste audits, educational document development and workshop/webinar participation. PPI will also calculate environmental impacts of increased food donations, decreased food waste and changes from landfill disposal to composting opportunities.

PPI will hire one college student to assist with subawardees' project work where needed. .

PPI will provide educational tools and assist subawardees with development of educational campaigns for their communities, counties or multicounty areas. U.S. EPA, USDA, ReFED and NRDC tools and proven strategies for identifying over-production, reducing food waste, promoting student knowledge on food waste, promoting donation of edible food and conducting measurable audits within their institutions to identify costs of food waste. This will improve the triple bottom line of economics, impact to students and the community, and impact on the environment.

PPI will gather findings, calculate environmental impact, share data and best practices, and develop a playbook for food recovery in Kansas based on activities and findings of this project.

Subawardee Project Work

PPI is seeking subawardee partners to receive the subaward of \$5,000 and assist it in promoting and performing the following work:

1. Host and lead three to five community, county, or regional workshops, or virtual webinars to increase student, citizen and local organization knowledge about —
 - food donations,
 - food recovery opportunities and actions in SEKS,
 - food waste and environmental impacts of food waste,
 - community/school gardens to increase local food availability,
 - community and farm collaborations to increase local food availability,
 - community composting,
 - energy recovery from food waste,
 - zero-waste cooking strategies, and
 - methods to evaluate food waste and promote food waste audits in schools, universities, area restaurants and institutions (hospitals, nursing homes, etc.).
2. Engage with local government, non-profits, schools, institutions and hospitality industry (restaurants, hotels, bakeries, etc.) in formation of local food policy councils or voluntary organizations, to replicate educational efforts and promote local actions that include —
 - community composting for organics including food, and
 - community gardens or collaborations with local growers to keep food local.
3. Engage local and regional foodbanks in collaborations with schools, universities, institutions, grocers and others to increase donations of pre-consumer foods (i.e., cooked foods not served).
4. Promote food waste evaluations using tools from ReFED, U.S. EPA, and Natural Resource Defense Council (NRDC).
5. Encourage entity participation in U.S. EPA's Food Recovery Challenge and WasteWise.
6. Offer other wellness aspects of food and reducing environmental pollution as a part of this overall education effort.
7. Track food audit efforts and data from partners willing to participate in food waste audits in their institutions, restaurants or community.
8. Track food donation increases from partners willing to participate in food recovery actions in their institutions, restaurants or community.
9. Collaborate with other subawardees to maximize regional benefits.
10. Attend and promote kickoff webinars hosted by PPI to discuss the project and goals, and increase collaboration among subawardees as well as encourage non-subawardee participation in upcoming events hosted by subawardees in their respective communities, counties or multicounty areas.
11. Submit quarterly reports on forms provided by PPI to report project actions taken within quarterly periods through the end of the project in March 2022.
12. Track non-federal match on the form provided by PPI. These would be funds or donations used to amplify work of the project that goes above and beyond the \$5,000 subaward. This match can be in the form of —
 - staff time and wages to continue work on the project;
 - use of space and technology donated by the subawardee or third parties to host workshops or webinars for the project;
 - printing promotional flyers, educational posters or mailers; and
 - estimated time and wages for volunteers (if they would have had to be paid) or non-subawardee speakers (when speaking for free) at workshops/webinars.
13. Provide PPI with copies of all educational tools, posters, flyers, recordings of webinars, copies of presentation materials developed over the period of the project, and data obtained from workshops/webinars including number of attendees, status of attendees (e.g. community resident, school faculty, government representative, local food grower), etc.

14. Assist PPI in compiling best practices and success stories from the project work for use in a public playbook to be published on [K-State's PPI Food Recovery Website](#) as a tool for Kansans to use.

PPI is requesting interested parties to submit a one- to two-page narrative request for subaward funding and complete and submit the Subrecipient Commitment Form. Narratives and the form should be submitted no later than 11p.m. on March 25, 2021. **Submit narrative and form to Lynelle Ladd, lladd@ksu.edu and copy Nancy Larson, nlarson@ksu.edu.**

B. Subawardee Project Narrative and Plan

The applicant for the subaward should write a one- to two-page narrative on how the subawardee plans to meet the following needs of the project:

1. Identify the area where proposed project work will occur. This can be within an institution such as a public school district, university or community college, or within a community, county or multi-county area within the region of focus (Allen, Anderson, Bourbon, Chautauqua, Cherokee, Coffey, Crawford, Elk, Greenwood, Labette, Linn, Lyon, Montgomery, Neosho, Wilson and Woodson counties in Kansas).
2. Provide a brief description (approximately 200 - 300 words) of the subawardees' current food waste prevention, or participation in food waste prevention or food recovery education within the proposed area (one to two paragraphs). Please include how this subaward will assist the subawardee's progress with current efforts.
3. Provide a brief description and tentative schedule of how the subawardee will host three to five community, countywide or multi-county food waste/food recovery educational campaigns and workshops/webinars in the region of focus. Subawardees will document the number attending the workshops or webinars, and status of participants (e.g. resident, restaurant owner, school faculty, government official, etc.).
4. Provide a brief description on how the subawardee will participate in or identify non-subawardee partners for on-site tracking and measurement of food waste generated.
5. Provide a brief description of how the subawardee will track and document behavior change including reduced over-production, increased donations, use of composting versus landfilling and observed impacts of food waste education.
6. Provide a simple budget plan for the project work that will identify whether any of the funds will be used for staff wages, printing, travel, etc.
7. Provide a commitment statement to perform the work described in Section A.1-14 as applicable to the projects potential subawardees will perform.
8. Provide a commitment statement that funds will not be used in ways prohibited by federal grant programs such as to purchase or pay for alcoholic beverages, entertainment costs, lobbying, membership costs, goods and services for personal use, insurance, equipment, real estate, gifts for workshop attendees, or tuition for courses or conference fees.
9. Complete and return the Subrecipient Commitment Form with the narrative.

KANSAS STATE UNIVERSITY

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