

**Application for Federal Assistance SF-424**

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
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* 3. Date Received: <input type="text" value="10/25/2021"/>	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
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**State Use Only:**

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
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**8. APPLICANT INFORMATION:**

* a. Legal Name: <input type="text" value="The 4R Foundation, Inc. DBA 4Roots"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="47-4062821"/>	* c. Organizational DUNS: <input type="text" value="0802231220000"/>

**d. Address:**

* Street1: <input type="text" value="1918 W. Princeton Street"/>
Street2: <input type="text"/>
* City: <input type="text" value="Orlando"/>
County/Parish: <input type="text" value="Orange"/>
* State: <input type="text" value="FL: Florida"/>
Province: <input type="text"/>
* Country: <input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code: <input type="text" value="32804-4706"/>

**e. Organizational Unit:**

Department Name: <input type="text"/>	Division Name: <input type="text"/>
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: <input type="text" value="Mrs."/>	* First Name: <input type="text" value="Tamara"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Dempster"/>	
Suffix: <input type="text"/>	

Title: <input type="text" value="Development Coordinator"/>
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Organizational Affiliation: <input type="text"/>
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* Telephone Number: <input type="text" value="407-925-3949"/>	Fax Number: <input type="text"/>
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* Email: <input type="text" value="tamarad@4rootsfarm.org"/>
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**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Environmental Protection Agency

**11. Catalog of Federal Domestic Assistance Number:**

66.808

CFDA Title:

Solid Waste Management Assistance Grants

**\* 12. Funding Opportunity Number:**

EPA-R4-LCRD-2021-11

\* Title:

2021 Region 4 Sustainable Materials Management Grants

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

4Roots Sustainable Food System Network

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

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**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="100,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="100,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 02/28/2022

**SECTION A - BUDGET SUMMARY**

Grant Program Function or 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. 4Roots Sustainable Food System Network		\$ [ ]	\$ [ ]	\$ 100,000.00	\$ [ ]	\$ 100,000.00
2.		[ ]	[ ]	[ ]	[ ]	[ ]
3.		[ ]	[ ]	[ ]	[ ]	[ ]
4.		[ ]	[ ]	[ ]	[ ]	[ ]
<b>5. Totals</b>		\$ [ ]	\$ [ ]	\$ 100,000.00	\$ [ ]	\$ 100,000.00

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**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	4Roots Sustainable Food System Network				
<b>a. Personnel</b>	\$ 77,584.00	\$	\$	\$	\$ 77,584.00
<b>b. Fringe Benefits</b>	3,316.00				3,316.00
<b>c. Travel</b>	10,000.00				10,000.00
<b>d. Equipment</b>					
<b>e. Supplies</b>					
<b>f. Contractual</b>					
<b>g. Construction</b>					
<b>h. Other</b>					
<b>i. Total Direct Charges (sum of 6a-6h)</b>	90,900.00				\$ 90,900.00
<b>j. Indirect Charges</b>	9,100.00				\$ 9,100.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 100,000.00	\$	\$	\$	\$ 100,000.00
<b>7. Program Income</b>	\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A -102) Page 1A

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. 4Roots Sustainable Food System Network	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>12. TOTAL (sum of lines 8-11)</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="50,000.00"/>	\$ <input type="text" value="12,500.00"/>	\$ <input type="text" value="12,500.00"/>	\$ <input type="text" value="12,500.00"/>	\$ <input type="text" value="12,500.00"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>15. TOTAL (sum of lines 13 and 14)</b>	\$ <input type="text" value="50,000.00"/>	\$ <input type="text" value="12,500.00"/>	\$ <input type="text" value="12,500.00"/>	\$ <input type="text" value="12,500.00"/>	\$ <input type="text" value="12,500.00"/>
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. 4Roots Sustainable Food System Network	\$ <input type="text" value="50,000.00"/>	\$ <input type="text" value="50,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>20. TOTAL (sum of lines 16 - 19)</b>	\$ <input type="text" value="50,000.00"/>	\$ <input type="text" value="50,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: <input type="text"/>		22. Indirect Charges: <input type="text"/>			
23. Remarks: <input type="text"/>					

## COVER PAGE

Project Title: 4Roots Sustainable Food System Network

Applicant Name: The 4R Foundation, Inc. DBA 4Roots

DUNS #: 0802231220000

Project Summary:

The 4Roots Sustainable Food System Network develops local food solutions that reduce food waste, improve food security, and encourage sustainable farming practices. By building a network of local food partners – including growers, distributors, composters, and more – this program addresses challenges in our food system by closing the loop at a local level to create efficiencies that improve the health of our people and our planet. The 4Roots Food System Network was piloted in Orlando, Florida, and is now seeking funding to replicate its success in Atlanta, Georgia by working with identified partners to develop a more efficient and resilient local food system that improves the health of the community.

Project Leader:

Thomas Ward  
Chief Operations Officer  
1918 W. Princeton Street  
Orlando, FL 32804  
[thomasw@4rootsfarm.org](mailto:thomasw@4rootsfarm.org)  
321-230-5741

Administrative Contact:

Tamara Dempster  
Development Coordinator  
1918 W. Princeton Street  
Orlando, FL 32804  
[tamarad@4rootsfarm.org](mailto:tamarad@4rootsfarm.org)  
407-925-3949

Total Project Cost: \$100,000

Funding Requested: \$100,000

Demonstration of Application Eligibility:

1. Application addresses SMM priority #2 (Strategies for Preventing Food Loss and Waste in Region 4) as described in Section I.A.
2. Application is for eligible activities under the statutory authority described in Section I.E.
3. Applicants is an eligible entity – a non-profit organization formed under Section 501©(3) of the Internal Revenue Code.
4. Project takes place within EPA Region 4.
5. Application is not for any ineligible activities.
6. Application substantially complies with the application submission instructions and requirements described in Section IV of this solicitation.
7. Application is being submitted through grants.gov as specified in Section IV.A. of this announcement.

## NARRATIVE WORK PLAN

### 1. Project Summary and Priority Support

#### a. Project Description

The 4Roots Sustainable Food System Network develops local food solutions that reduce food waste, improve food security, and encourage sustainable farming practices. By building a network of local food partners – including growers, distributors, composters, and more – this program addresses challenges in our food system by closing the loop at a local level to create efficiencies that improve the health of our people and our planet. It establishes new distribution channels that move more locally-grown nutrient-dense produce to both sales and donation outlets, ensuring that more local produce is actually harvested and distributed to local consumers, rather than going to waste in landfills. However, any food that is not fit for consumption is composted to create rich natural soil amendments, provided to local farmers to continue growing nutrient-dense produce. The 4Roots Food System Network was piloted in Orlando, Florida and is gaining recognition in other communities. The purpose of this proposal is to secure funding to replicate this program with identified partners in Atlanta, Georgia to develop a more efficient and resilient local food system that improves the health of the community.

#### b. SMM Priorities

The 4Roots Sustainable Food System Network is being developed as a strategy to prevent food loss and waste in Region 4. Food waste represents squandered resources (such as money, time, and labor), as well as a missed opportunity to feed hungry people. Given that 30-40% of all available food in the US goes uneaten, there is significant room for opportunity to work with stakeholders to develop systems-based solutions that not only reduce food waste, but also improve food security. By building a network of local food partners in Atlanta, Georgia – including growers, distributors, composters, and more – the 4Roots Food System Network will tackle food system challenges by developing collaborative local solutions that encourage new channels and markets for local produce – thereby reducing food waste and improving food security.

#### c. Objectives

The 4Roots Sustainable Food System Network has outlined the following objectives:

- Establish a “food system network”: 4Roots has identified a variety of partners in the Atlanta community that work on various pieces of the local food system. By bringing these partners together, this group will explore opportunities to improve efficiencies in local produce sourcing and distribution.
- Reduce food waste: 4Roots will work with both small and large farmers and distributors to establish a multi-layered approach to produce sourcing and distribution. This will ensure that more produce actually reaches an end consumer versus ending up in the landfill.

- Improve food security: By establishing more local distribution channels that serve both large and small farmers, this project will divert produce from landfills to ensure that it goes to actually feeding more people – with a particular emphasis on food desert neighborhoods.
  - Encourage sustainable farming practices: This project will include a composting partner that will connect with all of the other partners to capture any produce that is not fit for consumption. Instead of going to the landfill, this inedible produce will be composted to create rich soil amendments. This natural fertilizer will be shared with local farmers to encourage continued sustainable farming practices.
  - Develop a replicable model for other communities: This project will map the plan and progress onto a model that will serve as a resource for others who wish to replicate this project in their own communities.
- d. Scope of Work and Strategic Plan Linkage
- The 4Roots Sustainable Food Network System addresses the following goals and objectives as outlined in Section I.C.:
- Goal 1: Cleaner, healthier environment  
This project aims to reduce the amount of food waste that goes into landfills, thereby reducing greenhouse gases that are harmful for our environment. While most of the food that is diverted from landfills by this program will be redistributed to other sales and donation outlets, any food that is not fit for consumption will be composted to create natural soil amendments that revitalize the land for more sustainable food production.
  - Goal 2: More effective partnerships  
This project will establish a consortium of local food partners who will work together to develop more efficient local distribution channels for produce. These partners will define a communications plan that prioritizes accountability and transparency among the group to track progress, as well as an awareness campaign for the general public.
  - Goal 3: Greater certainty, compliance and effectiveness  
This project will work with a variety of partners at a systems level to evaluate current produce distribution channels, and identify opportunities to create new channels. The project will implement a model that streamlines communication between partners to improve the efficiency and effectiveness of getting produce from the grower to the consumer, thereby reducing wasted resources.

## **2. Project Partners, Outreach and Transferability**

### **a. Partnerships**

The 4Roots Sustainable Food System Network is being developed on the foundation of partnerships. While many organizations are engaging efforts to address our food system challenges, there are likely opportunities for greater synergy and impact through collaboration. By building a network of local food

partners – including growers, distributors, composters, and more – this project aims to tackle food system challenges by developing interdisciplinary local solutions that both reduce food waste and improve food security.

Having mapped and piloted a Sustainable Food System Network in Orlando, Florida, 4Roots has worked to identify partners who can help to replicate this model in Atlanta, Georgia. Each partner represents a different facet of the local food system, and will combine their diverse areas of expertise and relationships to facilitate these local food solutions.

FreshPoint is a large produce distributor that excels in logistics and transportation. FreshPoint is currently involved in the Sustainable Food System Network in Orlando, Florida, and is excited to support the replication of this model in other communities. FreshPoint will bring logistics and transportation expertise, as well as relationships with large growers and institutional buyers, to this project.

Georgia Organics is the oldest statewide nonprofit providing direct support to small and organic farmers. While FreshPoint brings relationships with large growers to the project, Georgia Organics will balance the spectrum by connecting smaller, organic farmers to this initiative. It will be important to include farmers of all sizes to match with the various distribution channels and market outlets.

Concrete Jungle is an Atlanta-based nonprofit that is dedicated to battling food insecurity by foraging, farming, and supporting food access across Georgia. This organization not only supports city-wide urban farming initiatives, but also works with a variety of community partners to facilitate the distribution of local produce via donation and sales outlets – with a special emphasis on food insecure neighborhoods.

Second Helpings is another Atlanta-based nonprofit that is dedicated to reducing hunger and food waste in the metro Atlanta area by rescuing healthy surplus food and distributing it to those in need. This organization has an established network of donation partners that will be essential for distributing surplus produce sourced from local growers – especially to food insecure neighborhoods.

Forager is an e-commerce platform that helps to eliminate inefficiencies related to sourcing and distributing surplus produce by conveniently connecting local produce to local markets via a technology platform. Forager will support the execution of the Sustainable Food System Network by bringing together all of the local food partners on a virtual platform that allows for seamless communication regarding produce availability.

Compost Now collects food scraps from residents and businesses to help them reduce waste and support local gardens. Compost Now will work with all of the local food partners within the Sustainable Food System Network to prevent food scraps from any partner or channel from going to waste in a landfill and contributing to greenhouse gas emissions. Instead, Compost Now will convert these food scraps into rich soil amendments that local farmers can use to grow more nutrient-dense produce for their community.

b. Outreach

The results of the 4Roots Sustainable Food System Network project will be communicated in several ways:

- ongoing progress will be shared via the social media and other marketing channels of 4Roots and other participating partners, and more detail will be shared with any interested stakeholders upon request.
- final results will support the development of a case study that can be promoted by partners shared via relevant food systems meetings and conferences

c. Transferability

The basis of this project was originally piloted in Orlando, Florida and will now be refined to transfer the model to Atlanta, Georgia. Upon completion of this project, challenges and successes will be mapped as part of a model to share across the region. This model will serve as a resource for others who wish to replicate this project in their own communities.

d. Letters

### 3. Project Sustainability

a. Project Alignment with Community Priorities

The City of Atlanta is committed to fostering cross-collaborative regional approaches to secure sustainability outcomes. One of the key initiatives to build resilience within the city is engaging partnerships to design and implement innovative solutions that rescue surplus food and reduce food waste. The 4Roots Sustainable Food System Network is closely aligned with this effort, as it is focused on convening local food partners to establish an innovative solution that reduces food waste and improves food security within the City of Atlanta.

b. Innovative Approaches

The 4Roots Sustainable Food System Network represents an innovative approach to strengthening local food systems in such a way as to reduce food waste, improve food security, and encourage overall sustainable food and farming practices. By bringing together interdisciplinary partners who work on various pieces of the food system – from growing to distributing to composting – this project will establish multi-layered distribution channels for farmers, distributors, and markets of all sizes. This will diversify the distribution portfolio, ensuring that more locally-grown produce reaches local consumers in one way or another rather than ending up in a landfill. For example, “ugly” produce that isn’t

fit for a particular market outlet will quickly be diverted to one of the other distribution channels and market outlets to prevent it from being wasted.

c. **Disproportionately Impacted Communities**

The City of Atlanta represents an urban community that disproportionately suffers from the environmental impacts of food waste and the pollution caused by food miles – and this is particularly true for more impoverished neighborhoods. This project will work with a variety of multidisciplinary partners to identify the scope of these negative impacts as they relate to food systems, and implement solutions to mitigate them.

**4. Project Tasks, Budget, and Measuring Progress**

a. Budget Description

1. Hire and Train Farm Network Manager – 4Roots Orlando
2. Hire and Train Marketing Coordinator – 4Roots Orlando
3. Establish Food System Network in Atlanta – ATL FNM
4. Evaluate Distribution Channels and Establish Roles of Each Partner – ATL FNM/4Roots Orlando
5. Develop and Implement Communication Strategy – Marketing Coordinator and 4Roots Orlando
6. Tracking and Measuring Produce Distributed via Program – 4Roots Orlando

b. Cost Estimates

- Farm Network manager – 10 hours per week @ \$38.46/hour
- Marketing Coordinator – 10 hours per week @ 19.23/hour
- 4Roots Orlando Team – 10 hours per week @ \$31.25/hour
- Travel – 8 visits from Orlando 4Roots team to Atlanta @ \$1,250/visit

c. Budget Table

<b>PERSONNEL</b>	<b>Number</b>	<b>Wage</b>	<b>Hours/Yr</b>	<b>Total</b>
ATL Farm Network Manager	1	\$38.46/hr	1040 hrs	\$39,998.40
Marketing Coordinator	1	19.23/hr	1040 hrs	\$19,999.20
4Roots Orlando	1	\$28.85/hr	1040 hrs	\$30,004
<b>FRINGE BENEFITS</b>				\$0
<b>CONTRACTUAL COSTS</b>				\$0
<b>TRAVEL</b>		<b>Cost/Trip</b>	<b>Trips/Year</b>	<b>Total</b>
4Roots Orlando travel to Atlanta		\$2,499.60	4	\$9,998.40
<b>EQUIPMENT</b>				\$0
<b>SUPPLIES</b>				\$0
<b>OTHER DIRECT COSTS</b>				\$0
<b>INDIRECT COSTS</b>				\$0

<b>TOTAL COSTS</b>				\$100,000
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**d. Outputs and Outcomes**

*i. Identify for each task what outputs and outcomes will be produced for your project as described in section 1.D; include quantitative targets. Describe your plan and approach for measuring progress towards achieving those expected project outcomes and outputs*

1. Hire and Train Farm Network Manager
  - a. Output – Trained professional in sustainable food system network in Atlanta
  - b. Outcome – 1 job created
2. Hire and Train Marketing Coordinator – 4Roots Orlando
  - a. Output – Trained marketing professional in sustainable food system awareness
  - b. Outcome – 1 job created
3. Establish Food System Network in Atlanta
  - a. Output – At least 15 partners, to include farmers, distributors, composters, NPO’s onboarded to food system network
  - b. Outcome - Established a collaborative network of food system partners in greater Atlanta area
4. Evaluate Distribution Channels and Establish Roles of Each Partner
  - a. Output – 4 new distribution channels
  - b. Outcome - Reduction in food waste going to landfill
5. Develop and Implement Communication Strategy
  - a. Output – Marketing and awareness campaign plan
  - b. Outcome - Increased public awareness of benefits of reducing food waste
6. Tracking and Measuring Produce Distributed via Program
  - a. Output – Total volume of food recovered and total volume of finished compost
  - b. Outcome – Reduction in food waste to landfill, increased food access to areas in need and improved soil health as a result of regenerative composting.

**e. Anticipated Project Schedule**

*i. Timeline for tasks + subtasks described above and an estimate of how long it will take to complete each of these; schedule indicating completion dates of milestones that demonstrate that you can complete the project/goals within the two-year project period of performance.*

1. Hire and Train Farm Network Manager – 4Roots Orlando 6/1/2022-9/1/2022
2. Hire and Train Marketing Coordinator – 4Roots Orlando 6/1/2022-9/1/2022
3. Establish Food System Network in Atlanta – ATL FNM 9/1/2022-2/1/2023

4. Evaluate Distribution Channels and Establish Roles of Each Partner – ATL FNM/4Roots Orlando 2/1/2023-6/1/2023
  5. Develop and Implement Communication Strategy – Marketing Coordinator and 4Roots Orlando 6/1/2023-8/1/2023
  6. Tracking and Measuring Produce Distributed via Program – 4Roots Orlando 8/1/2023-5/30/2024
- f. Expenditure of Awarded Grant Funds  
To ensure that hiring and onboarding of new positions (ATL Farm Network Manager and Marketing Coordinator) are accomplished in a timely manner, positions will be listed and monitored on Workstream. The Farm Network Manager in Orlando has expertise in executing this type of project and is prepared to successfully train the new ATL Farm Network Manager. Partnerships with other organizations have already been established, and are ready to be activated when funding is received. Controls have been established to ensure success of this project in Orlando, and will be similarly implemented to ensure success of this project in Atlanta.

## 5. Programmatic Capability and Past Performance

- a. Past Performance – Project Management  
In March 2020, 4Roots launched a produce distribution program in response to local food insecurity exacerbated by the COVID-19 pandemic. 4Roots sourced fresh, nutrient-dense produce from local farmers and worked with other community partners (schools, churches, neighborhood centers, and more) to donate this food to communities in need.
  - Visit Orlando: In December 2020, 4Roots received \$345,378 in funding from Visit Orlando to support sourcing and donating this produce to food insecure communities.
  - EPA: In May 2021, 4Roots received \$25,000 in funding from the EPA to support the purchase of surplus produce from local farmers at a discount rate to be sold at a marginal cost to partner organizations who distributed it to food insecure populations. The model was developed in such a way to generate enough revenue to support ongoing operations, thus sustaining the program beyond EPA’s initial investment.
- b. Past Performance – Reporting  
4Roots has adequately and timely reported on the progress of its food distribution programs as requested by funding partners. Although final reports are still forthcoming for these funding assistance agreements, all reports thus far have demonstrated consistent and meaningful progress on identified outputs and outcomes.
  - Visit Orlando: 4Roots has submitted quarterly reports to Visit Orlando, as requested.
  - EPA: 4Roots has participated in monthly progress calls and is submitting quarterly reports to the EPA, as requested.

c. Organizational Capability

The 4Roots team is dedicated to developing sustainable food systems, and it has demonstrated an impressive track record of working with partners to tackle food waste and food insecurity in Central Florida. Since launching its produce distribution program in the Spring of 2020, 4Roots has purchased 652,382 pounds of local produce, and has significantly increased the number of partners involved in the program – including farms of all sizes, distributors, community partners, and more. 4Roots has gained recognition for its efforts and is preparing to share best practices with other communities.

## BUDGET JUSTIFICATION WORKSHEET

You must provide a detailed cost justification for the estimated budget amounts reflected in Section B of your SF-424A application form. This detailed information will enable the EPA project officer to perform the required analysis to determine if the costs are reasonable and necessary. You may use the following format or a format of your choice to provide this information.

[NOTE: Please indicate any pre-award costs with a star (\*).]

**a. PERSONNEL**

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
ATL Farm Network Manager	1	\$38.46/hr	1040 hrs	\$39,998.40
Marketing Coordinator	1	\$19.23/hr	1040hrs	\$19,999.20
4Roots Orlando Team	1	\$28.85/hr	1040 hrs	\$30,004.00
<b>a. PERSONNEL TOTAL</b>	<b>3</b>	<b>\$86.54/hr</b>	<b>3,120 hrs</b>	<b>\$90,001.60</b>

**b. FRINGE BENEFITS**

<b>BASE</b>	
<b>RATE</b>	<b>x</b>
<b>b. FRINGE BENEFITS TOTAL</b>	

**c. TRAVEL**

If the grant is not for a continuing environmental program or if travel is not well documented in the work plan, provide a breakdown of the number of trips, destinations, number of travelers, etc. to document estimated travel costs.
Travel - 8 visits from Orlando 4Roots team member to Atlanta at \$1,249.80 / visit
<b>c. TRAVEL TOTAL:    \$9,998.40</b>

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## OBJECT CLASS CATEGORIES WORKSHEET

**f. CONTRACTUAL**

<b>List each planned contract and the type of services/project activity to be procured. Agreements/contracts with other governmental agencies (state, local or Federal) should be listed under category h. OTHER.</b>	
<b>f. CONTRACTUAL TOTAL</b>	

**g. CONSTRUCTION (N/A)**

**h. OTHER**

<b>List other items that would not be appropriately included elsewhere, such as costs for maintenance, operations, repairs, motor pools, rental, training, publication, and printing, and Intergovernmental Agreements</b>	
<b>h. OTHER TOTAL</b>	

<b>i. TOTAL DIRECT COSTS: (Sum of categories A through H)</b>	<b>\$100,000.00</b>
<b>j. INDIRECT COSTS: (RATE:      %)<u>must have APPROVED RATE FROM A GOVT AGENCY, OTHERWISE LEAVE BLANK</u></b>	
<b>k. TOTAL PROPOSED COSTS: (Sum of categories I through J)</b>	<b>\$100,000.00</b>
<b>FEDERAL FUNDS REQUESTED:            _____ 100 %</b>	
<b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS:            _____ 0 %</b>	

This duplicate of previously funded application is intended for reference only.

# FY21 Region 4 SMM Grant Competition

## Selection Rationale

### Section I. Summary of Competition and Selection Information

1. Date announcement was posted:

The FY21 Region 4 SMM Grant Request for Applications (RFA) was issued on September 10, 2021.

2. Give a general description of the type of projects solicited under the competition and note how many applicants applied.

EPA Region 4 announced the grant competition to improve community resilience and sustainability through Sustainable Materials Management (SMM). SMM is a systematic approach to using and reusing materials more productively over their entire lifecycles. It represents a change in how our society thinks about the use of natural resources and environmental protection. By looking at a product's entire lifecycle, we can find new opportunities to reduce environmental impacts, conserve resources and reduce costs. Applicants selected at least one of the following technical assistance methods: a) research, b) investigation, c) experiments, d) education, e) training, f) studies and/or g) demonstration of innovative techniques.

The application deadline was Monday, October 25, 2021 at 11:59 p.m. Eastern Time. Region 4 received 16 applications.

3. How many applicants were deemed eligible?

Fifteen applicants were deemed eligible based upon the threshold criteria stated in the RFA.

4. Were any disputes filed?

One applicant was notified of ineligibility, no dispute was filed.

5. Describe how the evaluation and ranking was conducted by the review panel.

Each reviewer performed an independent assessment of each application and performed an unbiased review. Each reviewer received the applications, RFA, evaluation criteria, reviewer instructions, and conflict-of-interest forms. The reviewers were given 15 business days to complete the reviews and the evaluation scoresheets. The applications were scored and ranked from highest to lowest. The Competition Chair facilitated the reviewer panel meeting to discuss the applications and rectify any discrepancies in scores.

6. Provide a description noting that threshold eligibility reviewers, review panelists and the selection official signed conflict of interest statements indicating no conflicts were present.

All threshold and merit reviewers and the selection official signed the conflict of interest statements stating there were no conflicts.

7. List the evaluation criteria that grant applications were evaluated against (e.g., list the evaluation factors and their values from Section V.A of the announcement).

All applications were evaluated using the criteria listed below.

Evaluation Criteria from FY 2021 P2 Grant RFA

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Criterion	Maximum Points per Criterion
<p><b>1. Project Summary and Approach.</b> Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative clearly and thoroughly describes:</p> <ul style="list-style-type: none"><li>a. The project, including the extent to which the project will support and improve community health, resilience, and/or sustainability. <b>(7 points)</b></li><li>b. how the project addresses one of the priorities described in Section I.A. <b>(5 points)</b></li><li>c. the project objectives and your strategy for achieving those objectives. <b>(5 points)</b></li><li>d. how the project addresses the requirements in Section I.C (Strategic Plan Linkage). <b>(3 points)</b></li></ul>	<b>20</b>
<p><b>2. Project Partners, Outreach and Transferability:</b> Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative clearly and thoroughly describes:</p> <ul style="list-style-type: none"><li>a. A plan to use and leverage the resources and expertise of partners and stakeholders in the project, including how each partner will play a role and contribute to the success of the project. Alternatively, to what extent is it explained how the project will successfully meet the project objectives without partners <b>(7 points)</b></li><li>b. How the results of the project will be effectively communicated to interested stakeholders. <b>(5 points)</b></li><li>c. How the project might be replicated and transferrable to other communities. <b>(4 points)</b></li><li>d. The extent to which any letters from partners and/or stakeholders explain their role and contribution to the project. <b>(4 points)</b> <b>Applicants will receive zero points if letters are not included.</b></li></ul> <p><b>3. Project Sustainability.</b> Under this criterion, applicants will be evaluated based on the</p>	<b>20</b>

quality and extent to which the narrative realistically describes:

- a. how the project supports and/or aligns with a state and/or local mandate, policy, and/or community priority to improve community health, resilience and/or sustainability. **(5 points)**
- b. how the SMM project encompasses innovative approaches (e.g., not usual, routine, or established practices) that have the capacity to institute real change. **(15 points)**
- c. how the project will address or facilitate the identification and reduction of threats to the communities that have environmental justice challenges and/or disproportionately share the negative environmental consequences resulting from industrial, governmental and/or commercial operations or policies or explain why it does not. **(5 points)**

<p>4. <b>Project Tasks, Budget and Measuring Progress.</b> Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative clearly and thoroughly:</p> <ul style="list-style-type: none"><li>a. describes the project tasks and subtasks, including the personnel responsible for each task and subtask and the cost estimate for each task. <b>(5 points)</b></li><li>b. describe how the cost estimates for each task were developed and, where appropriate, the other partners for each task. <b>(3 points)</b></li><li>c. provides an itemized budget containing eligible costs for personnel, fringe benefits, contractual, travel, equipment, supplies, and other direct costs, indirect costs, and total costs that are reasonable and realistic to complete the project. The extent to which the costs correlate with the project tasks. <b>(7 points)</b></li><li>d. identifies outputs and outcomes for each project task. <b>Quantitative targets are necessary to receive full points.</b> The extent to which your plan and approach for measuring progress for achieving those expected project outcomes and outputs is described. <b>(5 points)</b></li><li>e. provides a reasonable and realistic schedule with completion dates of milestones and significant tasks that demonstrate that the project goals and objectives will be completed within the two-year project period of performance <b>(5 points)</b></li><li>f. includes approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner <b>(5 points)</b></li></ul>	<b>30</b>
<p>4. <b>Programmatic Capability and Past Performance.</b> Under this criterion, applicants will be evaluated based on the quality and extent to which they demonstrate their ability to successfully complete and manage the project, including the degree to which the narrative clearly and thoroughly describes:</p> <ul style="list-style-type: none"><li>a. successful past performance and outcomes in completing and managing projects of similar size, scope, and relevance to the project. <b>(4 points)</b></li><li>b. a history of meeting the reporting requirements under previous assistance agreements, including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes, whether acceptable final reports were submitted and if such progress was not being made, whether you adequately reported why not <b>(3 points)</b></li><li>c. The organizational experience and capacity to plan for timely and successfully achieving the objectives of the project. The extent to which the staff expertise, qualifications, and knowledge, and other resources demonstrates the project goals will be achieved. Alternatively, the extent to which it is described how these staff or resources will be obtained. <b>(3 points)</b></li></ul> <p><b>Note:</b> In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant).</p>	<b>10</b>

- 8. Confirm that applications were evaluated against the criteria and point distribution stated in Section V.A. of the RFA.

All applications were evaluated using the evaluation criterion and points stated in the RFA Section V.A. The evaluation scoresheets provided the criteria and point distribution from the RFA Section V.A.

- 9. Rank the scores of all applicants.

Selected applicants and final scores based on the average of the reviewers, are listed below in rank order. 4Roots, University of Georgia and LOSRC are recommended for funding based on their high scores, strong applications, and adherence to the national priorities.

Grant Proposal	Final Score
4Roots- Preventing Food Waste & Loss	94
UGA- Municipal Recycling Markets	94
LOSRC-Preventing Food Waste & Loss	92

- 10. Comment on anything else that may be pertinent to the competition.

These (3) three applications are recommended for funding, no other applications are recommended to be funded. \$74,731 remaining

**Section II. Explain Why the Application is Selected for Award Based on the Evaluation Criteria and Requirements of the RFA**

- 1. Demonstrate that the award selection recommendation is based on an assessment of the applicant’s application against the evaluation criteria and the requirements of the RFA.

The Competition Chair is recommending the applicants for award based on the results of the scoring using the evaluation criteria in the RFA. The recommended applicants thoroughly addressed the evaluation criteria and the final scores for the applications ranged from 55 to 94 out of a possible 105 points. Evaluation scores are summarized below. Two applications are recommended for funding based on the reviewer’s scores and the available funding.

- 2. Summarize the technical evaluation results for selecting the applicant’s application, the strengths of the application, and how the applicant was evaluated under the evaluation criteria.

**4 Roots** received **94** out of 105 points on the 5 ranking criteria. The applicant received the following scores (averaged across scores from all reviewers) out of the possible total for each criterion category:

Criterion 1 – Project Summary and Priority Support. 19/20 points  
Criterion 2 – Project Partners, Outreach and Transferability. 16/20 points  
Criterion 3 – Project Sustainability 23/25 points

Criterion 4 –Project Tasks, Budget and Measuring Progress	26/30 points
Criterion 5- Programmatic Capability and Past Performance	10/10 points

Strengths: 4 Roots is requesting \$100,000- (RFA Priority 2: Preventing Food Loss and Waste) Sustainable Food System Network- Bringing together partners who work on every part of the food system from growing to distributing to vulnerable communities to composting food that cannot be eaten. This project will establish multi-layered distribution channels for farmers, distributors and end markets of all sizes. This project exemplifies innovation. A proven systems-based approach that is having a powerful impact in Orlando and Florida. This organization understands how to connect the dots from small, medium, and large farms and farmers and they have all the partners in place in Atlanta to be highly successful.

**UGA** received **94** out of 105 points on the 5 ranking criteria. The applicant received the following scores for each criterion category:

Criterion 1 – Project Summary and Approach.	19/20 points	
Criterion 2 –Project Partners, Outreach and Transferability	17/20 points	
Criterion 3-- Project Sustainability.	22/25 points	
Criterion 4– Project Tasks, Budget and Measuring Progress	26/30 points	s
Criterion 5 – Programmatic Capability and Past Performance	10/10 points	

Strengths: UGA (RFA Priority 1: Municipal Recycling Markets) is requesting \$75,269- Circularity in the SE- Increase the resilience of the rural recycling in R4, led by a cohort of three rural areas in GA, NC, and SC. UGA will facilitate the implementation of the Circularity Assessment Protocol (CAP), analysis, synthesis, and the creation of a network of communities and partners in R4 sharing data through workshops, webinars, and the already-established portal. This project includes several phases, engages the community and then implement their interventions for a 12- month period and records their findings, systems-based approach, using EPA’s Data Tracker.

**Land of Sky Regional Council (LOSRC)** received **92** out of 100 points and was evaluated highly on each (or most) of the 5 ranking criteria. The applicant received the following scores for each criterion category:

Criterion 1 – Project Summary and Approach.	18/20 points
Criterion 2 – Project Partners, Outreach and Transferability	16/20 points
Criterion 3 – Project Sustainability.	20/25 points
Criterion 4 – Project Tasks, Budget and Measuring Progress	28/30 points
Criterion 5-- Programmatic Capability and Past Performance	10/10 points

Strengths: LOSRC (RFA Priority 2: Preventing Food Loss and Waste) requesting \$50,000, proposes creation of “Don’t Waste Food North Carolina, a Food Waste Awareness Campaign in North Carolina modeled after SC’s successful campaign.” Using three strategies (1) one-on-one technical assistance to commercial and institutional food service sectors (2) development of transferrable resources such as resources, guidance and success stories and a self-assessment tool for restaurants, hospitality, grocery retailers, manufacturers, produce packing facilities, schools, colleges, and universities (3) Supporting NC DEQ and other state partners in implementing the “Don’t Waste Food NC” campaign.

No applicants were selected out of rank order.

**Section III. Explain Why Applicants Were Not Selected for Award Based on the Evaluation Criteria**

The following Twelve (12) remaining applicants were not selected for award based on the quality of applications received:

UKY, SWIX, SERDC, FRN, Ecology, RTI, Mohammad School, Miami, FAU, AGO, UP, and UGL (rationale follows)

- 1) **FAU- \$100,000** to develop made-to-order activated carbon adsorbent materials using packaging waste (e.g., paper-based food packaging, plastic bags, and plastic bottles) as precursor. The materials, with or without surface modifications, will be used for capturing air pollutants (CO<sub>2</sub>, H<sub>2</sub>S, and VOCs) from garbage and handling activities using microwave heating to minimize material synthesis costs. This is more experimental than innovative and the amount requested realistically won't even begin to scratch the surface of the necessary funding to get such a project from research and development to use if it's even deemed to be a good idea and not using waste to create more waste. Funding may be more appropriate from ORD and a potential STARs grant where several years and hundreds of thousands of dollars are available. **92/105**
- 2) **Ecology Action of Santa Cruz- \$74,812** Food Waste Prevention Certificate Program for Food Retail Workers in mid-size Grocery Stores in NC and SC. Prevent food waste in store operations by quantifying food waste, identifying best food waste prevention practices, developing an employee food waste prevention certificate program, piloting in three stores and measuring the results of the certificate program pilot. Many industries have developed Certification Programs for example electronics, compost industry, green seal, etc. This is not an innovative approach that has the capacity to institute real change, but rather an in-store training for grocery store employees. Similar programs have been put in place by this organization for almost 10 years. **92/105**
- 3) **University of KY- \$100,000-** A systems-based digitally-integrated Approach to Increase Food Recovery. Project will leverage 6R principles and apply a systems-based approach in sustainability while utilizing cloud-based technologies to digitally integrate and share information among stakeholders to enhance efficacy of food waste recovery. Demonstration pilot project in Lexington Fayette Urban County region of Kentucky will include current practices, developing a model for FWR and redistribution and developing a cloud-based tool for FWR logistics management and increase community awareness. So many different logistics tools are available, is there a need for UKY to create their own and at such an expensive cost? Applicant shows no plan of attack for how to replicate the project elsewhere, project may have benefitted from focusing resources on just the tool rather than spreading out between awareness campaign (not as innovative) and the tool, duplication efforts with other online platforms, project tasks seem too big for only this amount of funding, heavy emphasis on graduate students to develop the tool. **90/105**
- 4) **AGO-** The AGO is requesting **\$95,221** to build and maintain a regional network of gleaning organizations in EPA R4. A portion of those funds will also go toward creating a database system specifically designed for the gleaning community. Networks and data collection is not unusual, is routine, and although may be necessary does not put in place partnerships that would be expected to institute real change. Gleaners are still in their silos, doing their gleaning independent of public or private partners, non-profits or for-profits that would be highly likely to prevent food waste. Does software and/or a platform already exist that can be used or adapted to include gleaning data capture? This project is a place for this organization to collect and store their data. **89/105**

- 5) **Mohammed School- \$99,100**-Full Circle Education and Food Preservation Program, educating the school communities about food safety, canning, preservation and activating the school kitchens during the summer. Canning and education is a necessary piece of the food waste prevention but this is only a small piece, not systems-based, not innovation that will create real change. Costs exceed micro-purchase threshold of \$10,000, unclear where the high kitchen use costs come from, lacks detail about how this project would be transferable and scalable. **88/105**
- 6) **Research Triangle Institute (RTI) International- -\$95,420**, Characterizing the Benefits of Intervention, proposes to collect data and information and develop a food loss and waste intervention benefits estimation model for Region 4- the concept includes engagement of key stakeholders to collect data and information about Food Loss and Waste (FLW) interventions and use in conjunction with Region-specific food waste generation and baseline reduction data to estimate additional reduction potential for FLW interventions over time. This type of work is already being done by NRDC, ReFed, and others, this is not innovative but duplicative and unnecessary. **82/105**
- 7) **SERDC- \$95,000**- Recycling Market Development Resource Center, all-in-one digital tool with multi-faceted areas, including a market directory, material marketplace, manufacturing mapping tool, and resource center for market development tools. In addition, SERDC will serve as the education and training center for workshops, webinars and in-person conferences. This sounds like several separate projects all dropped into an on-line tool and resource storage system. It's not innovative or new and reviewers concerned that it just turns into another online tool no one uses. Over the years we have helped fund many on-line marketplaces or exchanges that were not well used, or publicized. Budget and cost estimates are not sufficiently broken down. Criteria not fully addressed. **80/105**
- 8) **Urban Green Lab - \$100,000** educational awareness recycling campaign targeting 2 underserved communities in Nashville: Urban and Rural. An educational awareness recycling campaign is pretty standard, not seeing anything truly innovative, it does takes into account an urban and rural underserved community but provides info on measuring changes due to campaign, lacks strategy, doesn't mention addressing food waste. **79/105**
- 9) **Food Recovery Network-\$85,000**-To continue Community-Based Gleaning work  

The original project is close to completion, the purpose was to rescue farm surplus and find end markets to create a new market and earn revenue so it would stay sustainable. Criterion 2: Project Partners, Outreach and Transferability needs more detail, no community partner identified, applicant shows no plan for how to replicate the projector how project results will be communicated. Criterion 4: Project Tasks, Budget, and measuring progress includes no subtasks so details as to who, when and how are not clearly defined, cost estimates detail not provided and budget is not itemized just an aggregate number is provided for each category, no plan for measuring success and project timeline seems overly ambitious. An organization with the ability to take this project to the next step is needed. Continuing this project will not make it innovative and the narrative project does not further launch the project or institute real change **78/105**
- 10) **University of Miami- \$99,679** Augmented Reality Web Application for Education on SMM- Develop an artificial intelligence (AI) model and augmented reality (AR) web application that not only recognizes

materials but provides geographic insights based on recyclability. Works by using mobile phone to scan materials and receive immediate insights on whether the material is recyclable locally and sustainability related info. App will be deployed by embedded into local government websites.

Although this appears very innovative and was developed using known tools such as WARM model and Recycling Partnership’s updated version the project objectives and strategy for achieving the objectives of the project was missing, as well as a plan and approach for measuring success. **75/105**

11) SWIX- \$100,000 -Mixed Glass community recycling collection program to be used in road construction. Review panel does not have the confidence that this project can be successful, application lacks sufficient details: Project Summary in Criterion 1 only one objective is listed and details for strategy and achieving this objectives is lacking, in Criterion 2 Project Partners, Outreach and Transferability, including how applicant will establish partnerships and what communities they are targeting is not addressed in any detail, no plan for leveraging resources, no real plan for communicating results, no plan for transferability, no letters of support from partners. Criterion 3 Project Sustainability is not addressed, details about how this project is innovative is missing, EJ is not addressed. Criterion 4 Project Tasks, Budget and Measuring Progress, no mention of how costs were developed, no itemized budget **55/105**

12) United Against Poverty- \$99,000 to partner with Government and NGO to transport food waste from generation to depackage, use in compost recipe and sell back to retail locations to earn revenue instead of being buried in a landfill and cost money. The funding for this project was to buy a truck for transportation. **55/105**

**Section IV. Demonstrate that the Proposed Award Amount is Consistent with the RFA Section II, Funding Amounts and Award Ranges**

All proposed award amounts for selected applicants are consistent with the terms of the RFA. The RFA noted that EPA Region 4 would anticipate awarding approximately \$300,000 under this announcement. EPA Region 4 EPA anticipated awarding approximately 3-7 grants, ranging from approximately \$40,000 to \$100,000, subject to the availability of funds, the quality of applications received, and other applicable considerations. All *selected* applicants are recommended to be awarded funds in this range based on available funds.

**Section V. Recommended Funding Amounts**

There is currently a total of \$300,000 available for funding, we are recommending awarding three (3) grants totaling \$225,269. Of the \$300,000, \$183,000 in FY21 is expiring funds. The below chart explains the breakdowns.

Recommended Applicant	Score	Total 2-year Amount Requested	Amount Selected for Funding Scenario #1 (current decision)	
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4Roots	94	\$100,000	\$100,000 <i>(100% funded)</i>	
UGA	94	\$75,269	\$75,269 <i>(100% funded)</i>	
LOSRC	92	\$50,000	\$50,000 <i>(100% funded)</i>	
		<b>\$225,269</b>	<b>\$225,269</b>	