



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Minnesota GreenCorps Host Site Application

Program Year 2016 - 2017

Doc Type: Application



Minnesota
GreenCorps

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. For more information, refer to the *2016-2017 Minnesota GreenCorps Host Site Application Guide*. Applications must be submitted electronically by **5:00 p.m. Central Time on Friday, March 18, 2016**. If you have any questions, please contact Cristina Villella at 651-757-2580 or email at mngreencorps.pca@state.mn.us. Letters of support/Board resolutions may be faxed to the attention of MN GreenCorps at 651-215-0246 if unable to include electronically as a scanned document. Please note, operation of the 2016-2017 program year is contingent on funding. Confirmation of funds may not be available before application deadline.

Completed application checklist:

- All sections and questions answered.
- Board resolution from governing board and/or authorized representative (or expected timeline to submit it).
- Letters of support from any identified partners (either internal or external).
- For non-profit applicants: Proof of eligibility: 501(c) (3) status.

I. Applicant and project information

Name of legal applicant organization: City of Coon Rapids Public Works

Mailing address: 1831 111th Avenue NW

City: Coon Rapids State: MN Zip code: 55433

Main project contact: Colleen Sinclair Title: Recycling Coordinator

Phone: 763-767-6485 Fax: 763-767-6540

Email: csinclair@coonrapidsmn.gov Website: www.coonrapidsmn.gov/recycling

What type of host site is your organization (check one): **New** **Renewing**
Renewing host sites are not guaranteed selection as a 2016-2017 host site. Performance during previous years of the program will be taken into consideration.

Identify any partner organization(s) which would be involved in a MN GreenCorps member's project through this application:

Anoka County

City of Fridley

Coon Rapids Multifamily housing groups including Summit Oaks Apartment Homes

Contact information for authorized representative (individual responsible for signing legal agreements in your organization):

Authorized representative name: Matt Stemwedel Title: City Manager

Mailing address: 11155 Robinson Drive

City: Coon Rapids State: MN Zip code: 55433

Phone: 763-767-6486 Fax: 763-767-6491

Email: mstemwedel@coonrapidsmn.gov

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

How many MN GreenCorps members are you applying for? One Two

Please specify the number of members you are requesting. For each focus area you may choose only whole numbers (e.g., 1 or 2). Applicants may not request more than two members. Refer to Application Guide for position descriptions.

Position type	Members requested	Position type	Members requested
Air Quality - Energy Conservation		Air Quality – Green Transportation	
Green Infrastructure – Local Foods		Green Infrastructure - Stormwater	
Green Infrastructure – Urban Forestry		Living Green	
Waste Prevention and Recycling	1		

II. Narrative questions

Carefully review the pre-scoped position description(s) for which you are considering a MN GreenCorps member. Details of the member position descriptions can be found in the accompanying document 2016 – 2017 Minnesota GreenCorps Host Site Application Guide.

For each project for which you are requesting a MN GreenCorps member (if more than one), please respond to the following questions, in the provided text boxes.

Project scope and proposed member activities

1. Provide an overview of the direct service project you propose, and how the project fits with MN GreenCorps' pre-scoped position description. Include the **project goals and objectives**, and **specific activities** that relate back to the position description. *If the position for which you are applying included a "track" option, please identify which track you are selecting (e.g., air quality: energy conservation or green transportation).*

The City of Coon Rapids is again applying for a GreenCorps member to work on the multifamily recycling program in our city. We continue to strive to provide waste prevention and recycling information and resources to everyone in our community and were able to expand our program to these specific residents in the 2015-2016 program year. We saw significant progress from our member and the work she was able to complete. However, this area continues to be an issue and an area staff isn't able to dedicate time and efforts to. We are requesting a member for a second year to continue the progress made, allow us to expand the program and set up Coon Rapids residents with a sustainable, long term recycling program in our multifamily buildings.

Multifamily housing in Coon Rapids includes 135 apartment buildings and 81 townhomes with over 3,000 units in total. The goal of this position would be to increase recycling rates, improve existing programs and continue on with the data tracking completed during the first member's year. Much of this work will be to continue educating residents, working with property managers and staff all to improve recycling in an area that is often not accessed. Our member would have the opportunity to utilize the data collected during the 2015-2016 program year, observe changes and create solid data that could be used in years to come. Audits of all the apartment buildings have been completed and our current member is working on pilot programs in some buildings.

Although the work already completed has been incredibly beneficial, we feel there is much more still to be done and we want to continue our momentum. Multifamily recycling has always been a challenge for metro cities given quick turn over of residents and staff and other barriers that prevent proper recycling. Coon Rapids has been fortunate enough to work with our neighboring city of Fridley who has also been focusing on multifamily recycling programs. The two cities have been able to share information, resources, pilot similar programs and track what works. This information sharing has been incredibly beneficial to both cities and will be continued if Coon Rapids is awarded another member. Anoka County has also provided resources and support and has been very impressed with the progress made during 2015-2016. Coon Rapids has been able to utilize these relationships to expand our reach and ideally make real change in the challenging multifamily recycling sector.

This position would include significant contact with residents, working to educate them on proper recycling methods and improving facilities for recycling in their residence. The member would also work to track changes made in buildings including waste reduction, increased recycling rates and perform waste audits to ensure proper materials are recycled. All this data will be used to track the success of the program. Much of this was done by our current member and next year would be a continuation of that project. We would be able to track real change and have quantifiable results, something no city in the area has been able to do. The changing nature of these buildings makes it difficult to truly track without dedicated staff time.

Additionally staff plans to implement a code change during the summer of 2016. During this year, our member has been working to establish standards for the amount of trash and recycling (and appropriate ratio) based on the number of units in a building. Standards will be developed to be sure all buildings meet the needs for recycling and trash on their site. Staff plans to update city code or license requirements to have these standards part of multifamily building requirements. This member would work to educate property managers of this change and provide resources for ensuring they have the required amount of recycling and trash containers on site.

Multifamily recycling is something Coon Rapids has worked on in the past but didn't have staff time available until we were

awarded a member. There is existing support and relationships this member would build on, much of which has been re-established in the last year. Anoka County has created educational materials including signs, posters, magnets and have purchases containers that Coon Rapids would have access to. There is also some funding available for other materials needed for programs and plans developed by the member during 2015-2016. We feel this member would make significant, lasting progress in this area and be able to gain experience related to waste reduction, recycling and public outreach and education.

2. Provide an estimated and realistic monthly timeline of the member's activities.

Our member would come into a project that has made significant progress during the 2015-2016 year, allowing our new member to make significant progress rather quickly. We expect them to come in to the program and quickly begin work continuing on what has already been done. We would like this member to complete audits of all the multiunit buildings that were audited the previous year, which we expect to take between two to four months. In the next two to four months after that, we would like the member to select and begin monitor specific sites at which they will pilot various programs including signage, education, outreach and other work with the property managers. These projects will range from a few weeks, to a few months depending on the project, some possibly lasting the entire term. We would like to see significant data collected throughout the year, including adding to data and programs established the year prior. Depending on timing of the programs, we would like to see the member try new approaches for educating residents to increase recycling including meetings, special events, the use of cameras and signage as fitting for the buildings selected. They will also spend time throughout the term working to educate property managers about requirements for appropriate amounts of recycling/trash containers as part of the code change. These standards will ensure all residents have adequate recycling available at their home.

Again this year we would like the member to focus on education and outreach in these areas of the city. Once the member is comfortable in the position (couple months in) we would like them to begin education and outreach, attending meetings and working with the City of Fridley and Anoka County. As improvements are made and education increases, the member would continue to track the amount of recycling collected and waste reduction. Waste audits would be completed periodically to track if more recyclable materials have been removed from the waste stream. In the last few months of service, we would want the member to work hard to compile the data to show what buildings had increased recycling, money saved as a result and estimate the number of residents reached at each site. This would provide a clear idea of what effect their work had on recycling in multifamily properties. The City of Coon Rapids encourages innovation and we would like our member to think outside the box in their approach to multifamily recycling.

If awarded a member again this year, we would want them to focus on creating a sustainable plan for multifamily recycling that can be maintained in the future with little staff interaction. Our member in 2015-2016 has created numerous print materials, audited sites and done various pilot programs however we want to continue the progress made. We feel another year of service at Coon Rapids will allow us to see what changes can do for multiunits and create programs for lasting success. At the end of the term, we would like the member to make recommendations that can be applied to all multiunits including signage, magnets, education and more. This tool-kit type package will be utilized by city staff in the future and ensure long term sustainability for the multifamily recycling in Coon Rapids.

3. AmeriCorps members cannot displace or replace previously employed, striking, or laid off workers. Please clarify how this position is not a staff position.

Again Coon Rapids does not have staff time to dedicate to this specific project of multifamily recycling programs and providing assistance to these groups. Our member in 2015-2016 has made amazing progress in establishing data, connecting with some properties, auditing all sites and more. However, we feel that if the project is halted after one year, much of the progress will be stopped and lost. We have created great momentum with multifamily buildings, neighboring City of Fridley and Anoka County, and we would hate to see that stopped after just one year. Staff time here is incredibly limited and multifamily recycling continues to be a large project we would like to see addressed. Without another member, we feel much of the progress made will go unutilized. We also feel there is great potential to track changes and improvements over the two years to really analyze what works and what doesn't in increasing recycling rates for this residents. All this information has been and will continue to be shared with neighboring cities and counties.

Community need/involvement

1. Describe why you chose this area, including a discussion of how the proposed project will have a positive environmental impact on the community(s) that your organization serves. Please indicate if the project will serve under-represented, economically disadvantaged or rural populations.

Multifamily recycling is again an area of waste reduction and recycling we feel is currently lacking the necessary resources to be successful and sustainable long term. These residencies are challenging for staff to manage and properly serve. This group of individuals moves in and out frequently and property managers do not always have the resources available we would like to see for proper and increased recycling. Recycling facilities in multiunits are often underutilized due to lack of opportunity or understanding. We feel that we have made significant progress in an area that continues to be challenging for metro cities. Another year of service would provide us the resources to complete this larger project to audit, assist, track and improve recycling facilities in our city. Waste reduction and recycling will provide a positive environmental impact and education will provide long term results as residents move to different buildings or outside of Coon Rapids.

During the 2015-2016 year, this project turned into a more regional approach through our partnerships with the City of Fridley and Anoka County. We have been sharing data collected, auditing results, handouts and signage/magnets that have been used. This collaboration has allowed us to gather more information and share experiences to better reach our residents and those in the region. This project has been beneficial to everyone involved and another year would provide great

environmental impacts for our city and many others.

2. What opportunities do you see for broader involvement by community members, including mobilizing volunteers, with the MN GreenCorps project(s) you are applying for?

This member would work directly with community members in the multifamily properties as well as property managers, staff and other residents. Many relationships have been established already that will provide some guidance for our member but they will be encourage to expand the scope of this project to reach those who were not as involved during 2015-2016. Community members are key to the success of this project to increase and improve recycling facilities and the member will need to accomplish this in a way that's relevant for our residents. Volunteers will be included in as much of the outreach and education as possible during the project year. The main focus of this year will be to create an environment that is sustainable once they service year is completed by implementing best practices for recycling that can be easily maintained in the future.

3. If your member project requires support from other partners, either internally (e.g., other departments like IT, facilities maintenance, etc.) or externally (e.g., a school district), please list these partners below, and describe how the partnership will work. What actions will you take as the host organization to ensure that partners are fully engaged in the project? Provide letters of support with this application, as appropriate, to demonstrate commitment of these partner departments or organizations.

The City of Coon Rapids is one united city government and functions in a way that supports all those involved in it. These projects will require internal assistance from our IT department, facilities, maintenance, and city staff. As the host organization, we will ensure there is clear communication and ease of contact between all parties. The City already has relationships with various multifamily property managers that were established in 2015-2016 term, many of which have expressed interest in receiving assistance. Coon Rapids will ensure that the member is connected with the right individuals and provide support throughout. Additionally, there is support from our partners at Anoka County and the City of Fridley. These individuals will help in providing print materials, resources, containers and educational materials specific for multifamily recycling. The County has expressed their desire to increase multifamily recycling and will serve as a very beneficial resource and partner for this member. Fridley is also currently working on multiunits and will provide a key resource and partner during the entire term.

The Recycling Coordinator will ensure that all groups are aware of the goals of the project and ensure all the support needed is available. All partners were very excited about the progress made during 2015-2016 and will be supportive as we move forward on this project and work to create a sustainable model for this challenging area in recycling.

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.

Coon Rapids is committed to serving and working with its citizens, City Council and commissions to ensure a bright future for all members of our city. We strive to educate residents and businesses on making better choices to conserve resources, reduce waste and live wisely to keep our environment sustainable for future generations. Our city's mission statement encompasses this: "community strength...for generations". Coon Rapids is the largest city in Anoka County with a population of more than 62,000 residents. Our city staff consists of 226 full time employees. Our city's willingness to move in new directions and the support from City Council, staff and volunteer commissions is remarkable. Our Sustainability Commission consists of nine members each with a strong background in a variety of environmental fields. We hosted an AmeriCorps member during 2015-2016 service year and we are eager to have another member to continue this larger project. We were incredibly pleased with the progress made during our first year, progress that would not have been possible without a GreenCorps position.

2. Describe how your organization's current efforts and activities reflect the commitment and expertise you can provide to supporting a MN GreenCorps member. Include examples as appropriate.

Prompts for each focus area:

- Air quality– status of data collection (e.g., B3); progress in developing non-motorized transportation plans (e.g., bicycle plans or comprehensive plans); commitment to reducing Greenhouse Gas (GHG) (e.g., ICLEI, mayor's climate pact, etc.); current outreach efforts.
- Green Infrastructure – organization's level of support for local foods, forestry, and/or stormwater program; Tree City USA standing; inventory status (for trees or stormwater Best Management Practices (BMPs)); current outreach efforts related to local foods (e.g., Minnesota Grown), stormwater (e.g., Blue Thumb), and/or forestry (e.g., Arbor Day).
- Living green – experience with environmental campaigns and outreach efforts; recent efforts in working with the public; budget for materials/supplies for public outreach; community assets available.
- Waste prevention/recycling – current status of recycling/organics program; how your organization will measure progress in waste reduction/recycling.

The City of Coon Rapids has long been committed to focusing on waste prevention and recycling. We operate a residential drop off recycling facility that is open five days a week. We work hard to help residents recycle problem materials such as carpet, tires, fluorescent bulbs, Styrofoam and more, right in their community. We continue to look for ways to expand our program and meet the needs of our residents. Recycling staff here is well aware of recycling challenges that face multifamily residences. During the 2015-2016 our member made significant progress in relation to multifamily recycling, unlike we have seen in Coon Rapids previously. Progress was made to audit most sites in the city, make changes to increase recycling and educate residents. All this has been tracked and monitored, but we feel there is much more that can still be done to benefit our residents and the region. Progress will again be measure through data tracking of tonnage of recycling and waste reduction. Waste audits will also be completed to monitor changes in contaminations in recycling. Additionally, we will track resident education however possible to estimate how many more individuals are reached during this term.

3. A host site supervisor must be able to provide **at least 0.08 full time equivalent (FTE) per member**, which equates to a **minimum of 3.2 hours each week** to review member activities, provide guidance, and set future goals. **The supervisor should be a FTE, or close to full time, employee of the host site or a partnering organization.**

Please provide the contact information, and background/qualifications of the staff member(s) in your organization who will be responsible for day-to-day supervision of the MN GreenCorps member(s) from September 2016 through August 2017.

Information for primary on-site supervisor:

Focus area: Waste Prevention/Recycling

Supervisor name: Colleen Sinclair

Title: Recycling Coordinator

Email: csinclair@coonrapidsmn.gov

Telephone: 763-767-6485

Describe the background and qualifications of the supervisor:

Colleen is the Recycling Coordinator, Staff Liason of the Sustainability Commission and Administrator of the state SCORE grant for Coon Rapids. She has worked for the city for numerous years developing new programs and furthering various sustainability initiatives based on resident and council direction. She was the supervisor for a GreenCorps member during the 2015-2016 year and will again provide guidance, expertise and support for a member if selected.

Information for primary on-site supervisor (if applying for a second member):

Focus area: _____

Supervisor name: _____

Title: _____

Email: _____

Telephone: _____

Describe the background and qualifications of the supervisor: _____

4. Minnesota GreenCorps is a program that offers individuals professional, educational, and civic growth, particularly in the environmental field. **Potential members may not necessarily bring highly specialized skills to their position.** Describe how you will support the member in terms of on-site training, professional development, staff support and expertise, etc.

Our GreenCorps member would work closely with various city staff members on a daily basis. The City Recycling Coordinator would provide guidance on daily tasks, on-site training and overall support on all parts of their project. The City's Recycling Assistant would also provide guidance and support when needed. The Public Works Director would be available for additional training, support and professional development. GreenCorps members would be included in city staff training, development and provided other resources that are available to other city staff.

5. What financial and/or material resources will your organization make available for MN GreenCorps member(s) projects and activities, should these be needed? Minnesota GreenCorps members receive a very minimal training budget from the MPCA to utilize throughout their service. We do encourage host sites to assist with providing training opportunities or funding for their member to attend trainings, conferences, etc. throughout the service year, if possible.

The GreenCorps member would have access to all materials necessary to complete the project outlined including technology needed, information and access to city staff, community members and others. They would be able to utilize any other city resources needed for their project including office space, computer, phone, software and a city vehicle. Anoka County will provide educational materials for multifamily recycling. This member will also have the unique opportunity to expand on the work done by our member during the 2015-2016 program year. There is already a framework in place for this project that will provide guidance and information, but also allow this member to make significant progress related to multiunit recycling programs.

6. Describe the office space (with approximate square footage) the member will occupy and the equipment and services that will be made available to allow them to carry out their work (computer, telephone, email address, etc).

Office space available is a standard 10ft x 10ft office workspace with computer, email address, telephone and all office supplies necessary. This position would be in the City of Coon Rapids Public Works building.

7. Is your organization able to assist your member in securing local affordable housing? (not required) Yes No
8. Transportation requirements for member service activities: Host sites are not required to provide transportation for member service activities. Please keep in mind that some of our members may not have access to a personal vehicle, and some members may not be eligible to drive as a part of the program due to their driving record check. 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 in order to access or complete service activities?
- Yes, and the host site can reimburse mileage (if use of a personal vehicle is necessary)
- Yes, and the host site cannot reimburse mileage
- No, public transit, ride shares, and/or bicycle are sufficient for any travel
- B. Will your organization make an organizational vehicle available to the member for service-related activities?
- Yes
- No

Outcomes

Review the overall program performance measures, as well as those associated with the position descriptions your organization is interested in. (See the *Host Site Application Guide*)

1. What are the estimated results of the member's service activities?

If selected, our member will be building directly on work done during the 2015-2016 service year and utilizing data collected during that time. We expect this member to audit as many properties as possible again specifically to track changes in recycling rates, contamination and education for sites targeted during the previous year. Our member created a score car and grading system, which will be utilized again in the next year to illustrate changes between the two years in a consistent grading system. This year they will be working with specific sites that were not able to be assisted during the previous year. The member will use materials created previously but also be encouraged to expand the project and try new methods for improving recycling and educating residents. We expect a few hundred more residents to be reached by this member, like more than in the original project year, via on-site education, audits, city newsletters and direct mailings. The member will again track tonnage, closely monitoring changes seen between the two years as a result of site improvements. This member will work with property managers to properly track this data and analyze results to help them better understand what changes occurred during the program.

2. Describe how the results identified above will contribute to the overall program outputs and outcomes, as well as the specific position description.

Multiunit recycling is incredibly challenging to tackle and not something city staff has been able to effectively improve in the past, until our GreenCorps member started last year. We feel significant progress has been made and want to see it completed via another year of service. This member will be able to create an environment where multiunits have resources, signage and existing programs in place to manage recycling and waste reduction properly. This will create a sustainable program, one that can continue to function with minimal staff oversight in the future. By tracking data, we will be able to identify what changes worked the best and how dumpster magnets and signage affect behavior. These overall program outputs will be used for regional programs, specifically in working with Fridley and Anoka County. We feel this collaborative effort has already given us greatly results and plan to continue with the next year. This regional approach is something we feel will be used in the future more in an area most cities struggle to effectively manage. This member will integrate sustainable waste prevention and reduction practices into daily operations for multiunits. They will be working to directly improve the community and educate residents about the importance of recycling.

3. What methods and tools will be used to measure project effectiveness?

Effectiveness will be measured by tracking results via tonnage changes in recycling rates, contamination and correct sorting of recyclables and education of residents and property owners. Another big portion of this project will be helping to implement code or license change that will require buildings to have appropriate amounts of recycling and trash containers based on set standards. This change will increase recycling rates and this member will be able to track those changes as the requirements are enforced. We feel a second year of data tracking, monitoring and education will create an environment in Coon Rapids that will sustain these recycling programs in the future. This member will continue to work with local haulers, which city staff has existing relationships with. Haulers have been supportive of work done during 2015-2016 and will continue to be utilized specifically for reports and data tracking.

This project has already proven to be effective during the first service year. We have seen increased recycling rates and less contamination as the result of education and proper signage. With so many multifamily buildings in the city, our outreach this year has been limited. We want to utilize the results and momentum created this past year and reach more of our city. We have learned what methods work, established relationships and feel another year would greatly benefit our city and region in relation to this ever-challenging topic.

Sustainability

1. How does this project fit into your organization's long-term goals?

The City of Coon Rapids has proven to be a leader in recycling and waste reduction and continues to expand our other sustainability efforts. We strive to serve our community and this project continues to reach an area that has been underserved in the past due to limitations. We have goals to continue to increase recycling rates throughout the city and feel this project will significantly benefit an area unreached previously. A second year focused on this project will allow us to continue to assist multifamily buildings and their recycling programs. These areas have always been a goal for the city but unfortunately not an area we've been able to spend enough time working on. A service member would provide more quantifiable results, reach more buildings and create a long-term sustainable model to improve recycling rates. We feel the momentum created during the 2015-2016 year needs to be taken advantage of and will help the program function sustainably with minimal staff time moving forward.

2. How do you see this work continuing after the MN GreenCorps members complete their service?

The goal for this service year will be to create a program that can be sustained after this member has left with minimal staff time and oversight. We hope to provide resources, infrastructure and policies that will increase and improve recycling in multi-family buildings. City staff will continue to serve as a resource to these groups, follow up on work done by our member and ensure the work done is maintained moving forward. By having a second year dedicated to this project, we feel this challenging group will be well equipped to continue on with the progress we have already started to see this year. Again all this information, resources and data will be shared with neighboring cities and counties so it can be further utilized.

Current or past Host Sites only

1. Identify the program year you participated in, focus area, number of members hosted.

The City of Coon Rapids participated in the 2015-2016 program year hosting one member focused on waste prevention and recycling specifically with multifamily buildings. Our member also worked on organics recycling education, outreach and expansion. This application is a continuation of the project started by our member during her service year. The scope and results of the project were larger and more time intensive than expected. We hope to receive another year of service to complete this project and create a long term sustainable program.

2. Describe evidence of effectiveness of your current or past member projects, including environmental results, and how you might build on these results if awarded another member.

Our member has made significant progress related to multifamily recycling, something we have never seen in the past and are very pleased with. She has audited and providing a scorecard to 57 buildings in the city, outlining how they are doing related to recycling and ranking them compared to other buildings in the city. This scoring rubric was created by our member and will be utilized again next year. All the results will also be published in the city newsletter. She has piloted numerous programs related to management outreach, signage and education and tracked changes to recycling rates. We have already seen an increase in recycling rates and a decrease in contamination. She has worked with specific building managers to provide them resources and has created many relationships we plan to utilize if selected to be a host site again. All her work this year has significantly reduced waste, increase recycling tonnage and improved education among our residents about proper recycling practices.

Her work has provided us results never experienced in the past within Coon Rapids or even the region. We are so excited about this progress and want to capitalize on this momentum by continuing the project for another year. If awarded another member, we would be able to continue tracking results, expand the scope of the project to other buildings and audit sites a second year to clearly see change. This project has turned into a regional project due to our relationship with the City of Fridley and Anoka County. We feel another year will allow us to create an environment for multifamily recycling that can sustain on their own with minimal staff direction. Our member has made substantial progress and another year would be incredibly beneficial to our city and the region as a whole on a very difficult, time intensive topic.

3. Describe any improvements you plan to make in terms of project oversight, member supervision, implementation, and results.

This service year has provided the city many resources that will be utilized again next year. We expect our member next year would be able to reach more buildings and implement programs that have proven to be successful. Oversight and supervision will still be present by city staff but we feel we will have even more resources and support to provide this member. The project will already be in a great place, something we think will make a second year even more successful. The member would be coming into an environment with up to date resources that will allow them to make even more progress in waste reduction and recycling.

Note: For current or past sites, site performance, including timeliness of in-kind and member reporting, site visit reviews, and communication with MN GreenCorps program staff may be taken into consideration.

III. Board Resolution/letter(s) of support

If your organization is governed by a Board, please provide a Board resolution in support of this application, indicating your organization's commitment to host MN GreenCorps member, and willingness to enter an agreement with the MPCA should your site be selected (see example in the *2016-17 Minnesota GreenCorps Host Site Application Guide*). If the Board resolution cannot be provided by the application deadline, please provide an explanation below and the date when it will be submitted:

Note: A Board resolution *must* be obtained before an agreement is executed, if applicable.

Please also provide letters of support from other partner organizations or even internal departments that MN GreenCorps members may provide substantial service to.

11155 Robinson Drive
Coon Rapids MN 55433
Tel 763-755-2880
Fax 763-767-6491
www.coonrapidsmn.gov



COON RAPIDS

Minnesota

March 11, 2016

Minnesota Pollution Control Agency
520 Lafayette Road N
St. Paul MN 55155-4194

Attention: Minnesota GreenCorps Commission

Subject: Support for Minnesota GreenCorps application

Dear Commission members:

As City Manager of the City of Coon Rapids, this letter is intended to indicate the City's support for our Host Site Application for the Minnesota GreenCorps. We are applying for a position to provide assistant to our Recycling Coordinator and Sustainability Commission in their Waste Prevention and Recycling initiatives.

The City of Coon Rapids commits to provide the necessary staff support, training, equipment and transportation to host this position. This position will work directly with our Recycling Coordinator Colleen Sinclair. They will provide continued assistance to multifamily buildings throughout the city to increase recycling and reduce waste.

The City is committed to completing both of these initiatives and Minnesota GreenCorps personnel would be extremely critical in providing support to our staff. We hope you will support our application and provide the position requested. If you have any further questions regarding our application, please contact Colleen Sinclair, our Recycling Coordinator, at 763-767-6485. We thank you in advance for your consideration of our application.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Stenwedel". The signature is written in a cursive, flowing style.

Matt Stenwedel
City Manager



March 14, 2016

Minnesota Pollution Control Agency
520 Lafayette Road N
St. Paul MN 55155-4194

Attention: Minnesota GreenCorps Commission

Subject: Support for Minnesota GreenCorps application

Dear Commission members:

As Recycling Coordinator of the City of Coon Rapids, this letter is intended to indicate my personal support for our Host Site Application for the MN GreenCorps. As a MNGreenstep City our commitment to the environment is demonstrated through our innovative and ground-breaking drop-off recycling center, our supportive city government, and our passionate drive to reduce waste and conserve resources.

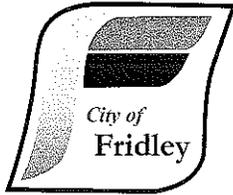
I personally commit to provide supervision and support to a MN GreenCorps member. This will be done through inventory, strategy and goal setting. Continuing to use innovation we will explore an outside the box approach to reach our goals. Resources are available to track and measure progress throughout these projects.

As a current GreenCorps site, Coon Rapids is applying to continue our efforts in waste reduction and recycling in the multi-unit settings. Currently we are making remarkable changes and believe a second year will not only benefit our organization but other communities as well.

Thank you for considering our application, and we would be grateful to be selected to host a MN GreenCorps member.

Sincerely,

Colleen Sinclair
Recycling Coordinator



Fridley City Hall
6431 University Ave N.E. Fridley, MN 55432-4303
(763) 571-3450 • FAX (763) 571-1287 • www.FridleyMN.gov

March 11, 2016

Re: City of Coon Rapids GreenCorp Host Site grant application
for Multi-Unit Recycling

Dear GreenCorp Evaluators,

We have been working toward improvement in the area of multi-unit apartment recycling the last few years, with Colleen Sinclair and Amanda Bednar at the City of Coon Rapids. This year our collaborative efforts received a boost when Coon Rapids was awarded a GreenCorp member, Tanya Feldkamp, for the 2015-2016 year. Her high-quality work in testing the impact of marketing materials we developed has been invaluable to the City of Fridley and also helped other Anoka County cities like the City of Anoka. We have in common high rental populations, and struggle to obtain apartment recycling participation for solid waste abatement. Managers and tenants change frequently, making relationship-building challenging, and that is just one issue. More work is needed, but significant inroads were made this year.

We support the City of Coon Rapids' renewal application to request another GreenCorp member for the 2016-2017 period. It is very important research and this initiative needs the help! This kind of cross-pollination of effort between cities benefits all of us.

Sincerely,

A handwritten signature in black ink that reads 'Kay Qualley'.

Kay Qualley, AICP
Environmental Planner
City of Fridley, MN



Anoka County

PARKS & COMMUNITY SERVICES DIVISION

Respectful, Innovative, Fiscally Responsible

Parks and
Recreation

Recycling &
Resource Solutions

License Bureau

March 8, 2016

Minnesota GreenCorps Commission
Minnesota Pollution Control Agency
520 Lafayette Road N
St. Paul MN 55155-4194

Dear Commission members:

As a Solid Waste Specialist for Anoka County, and the principle county staff member that works with residential recycling programs and the municipalities, this letter is being provided to indicate the counties support for the City of Coon Rapids renewal to be a host site for another Minnesota GreenCorps position. They are applying for a position to provide assistance to the City of Coon Rapids Recycling Coordinator and the Coon Rapids Program Assistant, to continue their recycling outreach efforts to multi-family housing units which directly supports county goals.

Anoka County has provided totes, posters and marketing materials to increase the recycling efforts at multi-unit dwellings. As the largest city in the county, Coon Rapids is one of the counties targeted communities regarding multi-unit recycling since 17% of their 62,435 residents live in multi-units. Reaching out to multi-unit managers, monitoring participation and documenting results is a very time consuming endeavor and the City of Coon Rapids needs additional staff to continue the efforts they began in 2015.

Anoka County commits to provide the necessary training and equipment to help make this program successful but we need the municipalities to be engaged and assist us so that we can reach more buildings and document results. The county is looking to this project to provide valuable information that will assist other communities working on multi-unit recycling. Further attention is needed to obtain results.

Minnesota GreenCorps personnel would be extremely critical in continuing this project and providing support to their staff. I hope you will support their application and provide the position requested. If you have any further questions regarding the counties role, I can be reached at 763-323-5734 or sue.doll@co.anoka.mn.us. The state has set very aggressive recycling goals and additional staff is definitely needed to go after all the facilities that are not recycling or marginally participating. Thank you for providing this wonderful program!

Sincerely,

Sue Doll
Solid Waste Specialist