

## Florida Department of Environmental Protection FY 2006-07 INNOVATIVE GRANT APPLICATION FORM

### Project Information (on applicant letterhead)

- 1) **Applicant Name:** City of Tallahassee – Solid Waste Services
- 2) **Primary Contact Person:** Anja DeLoach
- 3) **Complete Address:**  
  
Solid Waste Operations  
2727 Municipal Way  
Tallahassee, FL 32304
- 4) **Telephone Number(s) (including SunCom number):** (850) 891-5450
- 5) **E-mail Address:** deloacha@talgov.com
- 6) **Project Title:** “Greening the Government, One Building at a Time”
- 7) **Grant Request Amount:** \$ 200,000
- 8) **Length of Project (mos.):** 24 months

\_\_\_\_\_ (Reginald C. Ofuani)  
Authorizing Signature

**Interim General Manager**

\_\_\_\_\_  
Title

## **PROJECT ABSTRACT**

(No more than 20 lines. Every word over 20 lines will constitute a one point deduction.)  
(do not delete the instructions on this page)

The City of Tallahassee currently owns 212 improved properties, which may be a large office building like City Hall or a warehouse. Of these 212 properties, there are three main buildings that contain the majority of city employees- City Hall, The Renaissance Building, and the Gemini Building. Combined they represent thousands of square feet of office space. These properties have one thing in common, they contain two of the most valuable and costly items to the City: materials and employees. The project purpose is to GREEN City owned improved properties one building at a time. The project objectives will be to develop the following GREEN components: 1) develop a GREEN Public Policy (prepared and distributed by City Hall); 2) develop a checklist in order to benchmark GREEN practices, including: reuse, recycling, composting, resource conservation, purchasing, etc.; 3) implement source reduction programs and reduce pollution (pollution prevention and environmentally preferable purchasing.) Lastly, the City will promote its program and policies to the Tallahassee Community and other municipalities throughout Florida.

*One Building at a Time* will prompt city departments and agencies to assess and improve the environmental efficiency of their buildings and operations - from the goods and services they purchase, to the energy and water they use, to the waste they generate. By conserving raw materials, cutting energy usage, reducing waste generation, and changing purchasing practices, government facilities can save money and improve environmental performance at the same time. Government will serve as a role model on environmental leadership and protection for Tallahassee's business and residential community.

## **PROJECT DESCRIPTION**

(1 page)

The project is intended to GREEN municipal government, one building at a time. The City owns 212 properties that primarily house City administrative staff and other departments that provide valuable services to the community, like solid waste management, parks and recreation, electric, gas, and water/sewer/stormwater. Of these 212 properties, three of them account for the majority of space utilized by City administrative staff. The City has employees a total of 2,941 full time employees working in 26 departments.

The Solid Waste Services department, along with City Hall, plans a Greening the Government initiative for the municipal buildings it owns and operates. The City wants to demonstrate leadership on environmental protection and sustainability and serve as a model to businesses and residents of Tallahassee. The intent is for City departments and their employees to routinely consider the environmental impact of their policies, practices, and daily actions at all levels of decision-making in City owned buildings. The City plans to develop this initiative through a tiered approach, that targets department heads, purchasers and employees, it includes the following phases.

**Phase I: (Develop and Announce City Environmental GREEN Policy)** This policy would come directly out of City Hall and would include language for source reduction, waste reduction, environmentally preferable purchasing, GREEN Building and reporting.

**Phase II: (Convene GREEN Committee of City Departments)** City Hall will convene a committee comprised of representatives from key City departments and announce the new GREEN government policy. This committee will review and approve a GREEN checklist that their departments will complete and return. They will also be required to sign a pledge card, committing their department to one new GREEN initiative.

**Phase III: (Benchmark)** Develop an environmental GREEN checklist or assessment form that includes waste reduction, source reduction/pollution prevention, environmentally preferable purchasing, and GREEN building using the five sustainable categories in the USGBC LEED rating system (sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and innovation). The checklist will document GREEN initiatives that have already been implemented by City departments, and provide information for future planning and outreach.

**Phase IV: (Site Assessment)** A site assessment, of each of the three largest properties, will be conducted and technical assistance will be provided to expand their GREEN efforts.

**Phase V: (Assess Procurement Practices)** Through the Environmentally Preferable Purchasing (EPP) initiative of this project, procurement policies will be assessed and the five largest central contracts that will soon be rebid identified. One will be selected for potential Greening and a training workshop will be provided for City purchasers. For example, a janitorial paper contract could include a specification for recycled content products.

**Phase VI: (Develop and Pilot GREEN Marketing Plan)** The marketing plan will be fully implemented in one of the three largest buildings. It will select four waste reduction themes, based on results of the completed checklists, and promote them in quarterly promotional campaigns to those city employees. These might include source reduction/pollution prevention, waste reduction (reuse, recycling, and composting), special or bulky waste management (electronics, C&D, hazardous waste), environmentally preferable purchasing, or GREEN building components taken from LEED's five major components.

# **Criteria 1: TECHNOLOGIES**

(1 page)

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(35 points) 0-15 points for meeting one of the following sub-criteria, up to 10 more points for meeting two, and up to 10 more points for meeting all three. Note: applicant may adjust space used to address each sub-criteria.

## **Sub-criteria 1 – Not in common use in Florida**

Although some Florida counties and cities are beginning to launch GREEN government initiatives, most don't have waste and source reduction as their primary purpose along with environmentally preferable purchasing practices and GREEN building components. A literature review was performed and included a search of reports, journals, periodicals, and the Internet for articles or information pertaining to any Florida studies where a City did an assessment of its building to grade itself on how GREEN it is.

Orange County recently initiated a GREEN initiative, but its focus is primarily cutting fuel use by employees in county vehicles and reduction of electricity in County owned buildings. In addition, many local governments are vying to be the first to be certified under the Florida GREEN Building Coalition's (FGBC) *Florida GREEN Local Government Standard for City and County Governments*. This Standard was developed out of a desire of the Florida Energy Office and the US Department of Energy to achieve "Energy and Environmental Integration" within government. As of October 31, 2005 there was no local government listed on the FGBC website with this designation. The difference with this grant proposal, is the focus on source and waste reduction first since this is a grant sponsored by the solid and hazardous waste division of the Florida Department of Environmental Protection (FDEP).

## **Sub-criteria 2 – Novel application of an existing technology or process**

This is a novel application of an existing process. This process is the GREEN process. None of these concepts are new – source reduction, waste reduction, EPP/Buying Recycled Content, GREEN Building, but they have just not been integrated in a comprehensive manner within local government, both County and City. The key to making this happen in a horizontal integration of these concepts starting from the top down. From this point these concepts are introduced across departments to remove barriers and bring together the actualization of the concept into the whole (citywide).

## **Sub-criteria 3 – Overcoming obstacles to recycling/waste reduction in new or innovative ways**

One innovation is the creation of a GREEN checklist, with recommendations, and grading for a GREEN Municipal Program focusing on source and waste reduction. Lack of policy often hampers GREEN initiatives from moving forward. Departments and key employees that can make or break a "GREEN deal" must be included in the design and decision making of GREEN program choices for their respective departments. These initiatives have to be reinforced with employees within those departments and the environmental and economic benefits have to be promoted. With a policy in place coming from City Hall it is less likely that "safe-way-out" outlets will be utilized.

## **Criteria 2: TARGETS**

(1 page)

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(10 Points) Demonstrate innovative processes to collect and recycle or reduce these targeted materials/sectors: Construction and Demolition Materials, Commercial/Institutional Sectors, Waste Tires. Note: if the proposed project also includes materials/sectors other than those targeted by this criteria, the project will receive less than the maximum 10 points allocated for the criteria.

### **I. THE TARGETED MATERIALS INCLUDE THE FOLLOWING.**

Materials that will be collected through the City's recycling collection program through a **waste reduction program** include:

1. Mixed Office Paper
2. Newspapers
3. Corrugated Cardboard
4. Aluminum Cans
5. Glass Food and Beverage Containers
6. Plastic Food and Beverage Containers

Examples of materials to be evaluated through the City's existing asset recovery program for both **waste and source reduction** purposes would include the following, but are not limited to just these items.

7. Electronics
8. Salvaged and Exchanged Business Material, Equipment and Supplies

Examples of materials that will be handled properly due to their contents or bulkiness and be targeted through **source reduction and GREEN Building** efforts would include the following listed below, but are not limited to just these items.

9. Hazardous Waste
10. Construction and Demolition Material

Examples of material that will be targeted through an **Environmentally Preferable Purchasing (EPP) and GREEN Building** program include the following listed below, but are not limited to just these items.

11. Recycled content materials and products
12. Non-toxic cleaning supplies, materials, and products

### **II. THE TARGETED SECTORS INCLUDE THE FOLLOWING.**

#### **Commercial/Institutional (C/I) Sector:**

This project targets the institutional portion of the C/I sector. Specifically, it targets one of the largest employers in the City of Tallahassee, the City itself. It targets not only the executive body and employees at all levels, but especially those employees that have the ability to enact a change for the entire City government sector population. There are 26 departments in the City of Tallahassee. The City employs approximately 2,941 people and houses them in any one of the 212 improved properties being targeted. It also serves as a model to businesses.

## **Criteria 3: BENEFITS**

(1 page)

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(35 points) Demonstrate the potential economic, environmental, and cost-effectiveness of the program's approach.

Note: applicant may adjust space used to address each sub-criteria.

### **Sub-criteria 1 – Environmental Benefits (15 points)**

**Methodology:** In order to integrate this program citywide and to have a substantial impact the following methodology will be utilized to integrate the comprehensive GREEN program and meet the project goals.

**1. Source reduction:** the program will increase the efficiency in the use of the City's raw materials, energy, water, or other resources, or protection of natural resources by conserving the materials that it buys and uses and through the GREEN Building assessment/initiatives. **2. Waste reduction:** the program will increase the collection of recyclables and materials such as C&D to reduce the amount of waste generated by the City's staff. **3. Environmentally Preferable Purchasing (EPP):** An institution's purchasing habits and procedures have a direct impact on the quantity and types of waste generated and affect market demand for certain types of products. Additionally, an EPP program broadens a governmental agencies environmental purchasing horizon by exploring life cycle and pollution prevention perspectives and reinforces the concepts of source and waste reduction. The program will create policy (ies) for a citywide EPP program. **4. GREEN Building:** With the 212 improved properties the City owns, there is a strong impetus to have city buildings evaluated and implement GREEN initiatives in the following areas: (1) sustainable sites, (2) water efficiency, (3) energy and atmosphere, (4) materials and resources, (5) indoor environmental quality, and (6) innovation.

**Toxicity:** This project will address toxicity reduction through its source reduction, GREEN Building, and Environmentally preferable purchasing initiatives. All of these initiatives described above, but specifically the source reduction and EPP initiatives will reduce the amount of hazardous substances, pollutants, or contaminants entering the local landfill or otherwise released into the environment prior to recycling, treatment, or disposal. The GREEN Building and EPP components have the ability to allow for supply and material modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control.

**Sub-criteria 2 – Economic Benefits (10 Points)** There are many economic benefits to the analysis and implementation of the information and activities of this project, respectively. First, city solid waste and recycling programs will be evaluated. The necessary containers will be modified or added to reduce the cost of solid waste disposal and increase material revenue because of increased participation. Second, the long term benefits of both an EPP and GREEN Building program will allow for long term benefits that can only be calculated once the benchmarking for the buildings is performed, especially the three largest buildings. In addition, changes in the types of materials purchased and non-toxic supplies and products have a direct impact on worker productivity.

**Sub-criteria 3 – Cost Effectiveness (10 Points)** {Includes, but not limited to cost reduction, payback period, sustainability, and cost-effectiveness.} The payback period could be anywhere from an immediate occurrence to one that takes one to five years because the program goals are varied. Listed here are some examples. (1) **Waste Reduction:** If the City is able to reduce the size of weekly service pulls for one of its building's dumpsters then the cost savings could begin almost immediately. (2) **EPP:** If the City decides to require the use of non-toxic cleaning supplies by its cleaning and maintenance contractor, then the effect on staff productivity and safety could not be so easily measured and would be realized over time. (3) **GREEN Building:** If the City decided to change out existing toilets with low-flush systems this would equate to a water cost savings over a certain period of time. **Note:** The benchmark/checklist and analysis portion of this program are closely tied to the cost-effectiveness of the implementation process. In that cost savings to expenditures will be assessed before decisions are made relative to a payback period.

## **Criteria 4: TRANSFERABILITY**

(1 page)

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(10 Points) Demonstrate transferability of technology and processes and specify how the project will promote transferability.  
Note: applicant may adjust space used to address each sub-criteria.

### **Sub-criteria 1 – Transferability of technology and processes (5 points)**

This project is transferable to both the 67 counties and the 408 municipalities in Florida. It's transferable because most government agencies own at least one building. The majority own more than one. In addition, Cities provide employment to many of Florida's residents. Many of those employees live locally within the City or within the unincorporated portion of the County and have a concern that their local community as well as the direct environment in which they work are GREEN and provides for a safe and healthy atmosphere. State and local government employed 805,682 employees in 2003.<sup>1</sup> Of this total, local government employed 619,821 of this total population or 77% of the total government employees.

In addition, all of these Cities have the ability to set policy, create favorable contracts to GREEN their own buildings, supplies, equipment, and materials that they purchase.

### **Sub-criteria 2 – How project will promote transferability (5 points)**

The City can transfer this information through two important venues. First is through the Florida League of Cities (FLOC). Second, is the Florida Association of Counties (FAOC). Both of these organizations provide local self-government support to both municipalities and counties. They provide advocacy, help the public to learn more about what local governments' issues, educational programs and publications, training and technical assistance, and provide publications to its members.

**If** this project gets funded the City will contact both the FLOC and FAOC president through a letter to request their support of uploading project information, deliverables, and final results on their website or through a press release to their organizations members. In addition, the City will request a short presentation, poster, or handout to be distributed at the FLOC annual conference or use grant money to exhibit about the project at the conference exhibit hall.

The City could present this project by submitting an abstract for selection to the following environmental organizations in Florida to promote the challenges and results of the project.

1. RecycleFlorida Today
2. SWANA Florida Sunshine Chapter
3. Florida GREEN Building Coalition

In addition, the City would invite 10 to 20 of the largest Cities in Florida to a GREEN Municipal Sharing tour and workshop in the City of Tallahassee to showcase its program. The City would also prepare an article and/or press release to be published in the League of Cities newsletter and distributed to other relevant publications, like *Florida Trend* magazine.

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<sup>1</sup>Florida Statistical Abstract 2004, Page 737, Table 23.76, Bureau of Economic And Business Research, University of Florida,

## **Criteria 5: LOCAL SUPPORT**

(1 page)

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(10 Points) Demonstrate local support for the proposed project in commitment of cash or in-kind matching funds. Please provide the name, address and phone number of ALL contributors.

- **00 points** 0% up to and including 1% of total project cost
- **01 points** Greater than 1% up to and including 10% of total project cost
- **02 points** Greater than 10% up to and including 20% of total project cost
- **03 points** Greater than 20% up to and including 30% of total project cost
- **04 points** Greater than 30% up to and including 40% of total project cost
- **05 points** Greater than 40% up to and including 50% of total project cost
- **06 points** Greater than 50% up to and including 60% of total project cost
- **07 points** Greater than 60% up to and including 70% of total project cost
- **08 points** Greater than 70% up to and including 80% of total project cost
- **09 points** Greater than 80% up to and including 90% of total project cost
- **10 points** Greater than 90% up to and including 100% of total project cost

**LOCAL SUPPORT/% MATCH:** 23.72%

### **Primary Supporters:**

In-kind Support from Time on Project (\$ 60,700)

#### **(1) City of Tallahassee,**

**Rick Fernandez**, Assistant City Manager, City of Tallahassee, (850) 891-8580,  
300 S. Adams St., Box A21 Tallahassee, FL 32301

**Reginald Ofuani**, Interim General Manager, Solid Waste Services, (850) 891-5450  
Solid Waste Operations, 2727 Municipal Way, Tallahassee, FL 32304

**Anja DeLoach**, Recycling and Special Services Coordinator, Solid Waste Services,  
Solid Waste Operations, 2727 Municipal Way, Tallahassee, FL 32304

**Representative, Building Services,**

**Representative, City Hall,**

**Representative, the Renaissance Building, and**

**Representative, the Gemini Building**

In-kind Support from Time on Project (\$ 500)

#### **(2) League of Cities,** Rebecca O'Hara, Environmental Issues

301 S. Bronough Street, Suite 300 (32301), Post Office Box 1757, Tallahassee, Florida 32302-1757  
(850) 222-9684 or 1-(800) 342-8112, Suncom 278-5331, Fax (850) 222-3806

(Note: Rebecca is a new employee that will not start until later in November, left message with current contact and we have not heard back from this person as of grant submission.)

### **Secondary Supporters:**

In-kind Support from Time on Project (\$ 500)

#### **(3) RecycleFlorida Today,** Colleen Puglisi, President, c/o City of Kissimmee

Sanitation Superintendent, Public Works, 2201 Mabbette Street, Kissimmee, FL 34741, (407) 518-2507

In-kind Support from Time on Project (\$ 500)

#### **(4) SWANA Florida Sunshine Chapter,** Ray Lotito, President, c/o SCS Engineers

Vice President, 3012 US Hwy 301 N, Suite 700, Tampa, FL 33619-2242, (813) 621-0080