



ENVIRONMENTAL MANAGEMENT SYSTEM
Project Financial Assistance Form

Note from DNR: Applicant provided additional documents, available at https://www.dropbox.com/scl/fo/owly1bz9agjs44ox8dgag/h?rlkey=zdv71x69vjfgs6l0vplsk9le8&dl=0

Project Title: Compost Turner
EMS: Iowa City Landfill and Recycling Center Contact Person: Jane Wilch
Email: jwilch@iowa-city.org Phone: 319-887-6110
Assistance Request: \$ 100,000 Matching Cash: \$ 600,000 Total Project: \$ 700,000

A. EMS Objective Association

Check the box that best describes your grant proposal.

- One or more tasks/milestones with the action plan of a new objective/target.
One or more tasks/milestones with the action plan of an existing objective/target.
Other, please explain:

Please either complete the table below or provide the same information in the format of your choice in an attachment.

Table with Objective Description, Action, Subject, Adoption Date, Target 1 Description, Action, Subject, Qty to, Metric, Target Time Period, Time Period Type, Component Area, Baseline data, Baseline Time Period, Qty for Period, Narrative Description.

B. Project Proposal (30 points)

1. Concisely summarize the proposed project and its expected outcome.

The Iowa City Landfill and Recycling Center (Landfill) owns and operates the Compost Facility that is currently at processing capacity due to the:

- steady (and continuing) increase in incoming organic material over the last several years
lack of processing pad space
time-intensive, inefficient turning methods

The Landfill plans to physically expand the Compost Facility's processing pad from five acres to seven acres. During this construction, the Compost Facility processing pad will be resurfaced and repaired. These projects will be funded partially by City funding and mostly by a \$4 million U.S. Environmental Protection Agency (EPA) Solid Waste for Recycling Infrastructure (SWIFR) grant awarded to the Landfill in September 2023.

To increase the efficiency of organic material turning and reduce overall processing time, the Landfill plans to purchase a self-propelled ride-over compost windrow turner (turner). The Landfill currently has \$300,000 budgeted to purchase a turner. As staff continue to research turner equipment models and acquire quotes, it has become clear that this budget alone will not be enough to fund the purchase of a turner model that meets the needs of the Compost Facility size. Therefore, the Landfill is requesting \$100,000 in EMS grant funding which will assist in the purchase of a larger turner.

A larger turner will allow staff to maintain taller and wider compost windrows better maximizing the facility space, as

ENVIRONMENTAL MANAGEMENT SYSTEM

Project Financial Assistance Form

incoming organic tonnages continue to increase. With a turner, staff will be able to turn materials more often in less time. More turns per month will accelerate the decomposition of organic materials allowing more materials to move through the process faster and more efficiently. The expected outcome of this project is increased processing capacity.

2. List project related items that have been completed such as estimates, audits, feasibility studies, plan adoptions, board approvals, etc. Also, outline tentative tasks or activities for the project proposal.

Task/Activity	Start Date	End Date	Associates (partners, contractors, vendors)
Obtain turner equipment quotes and purchase compost turner.	11-1-2023	12-1-2024	equipment vendors
EPA funding has been secured for the expansion and improvement to the processing pad.	1-15-2023	9-15-2023	City engineer, environmental contractor, EPA staff
Design and build a two-acre expansion to the pad and resurface the existing five acres.	5-1-2024	12-31-2025	TBD depending on bid process
Begin the process of amending the Compost Facility permit to reflect increased tonnages of incoming organic materials.	5-1-24	12-31-25	TBD depending on bid process
Increase incoming organic material by 1,000 tons in 2026, by 2,500 tons in 2027, and by 5,000 tons in 2028, and annually thereafter.	7-1-2025	12-31-2028	Iowa City Landfill staff
Expand the market for compost.	7-1-2025	12-31-2028	US Composting Council's STA Product Testing

3. Provide a more detailed narrative of the project proposal and the reasoning for its associated target. In the narrative, identify the need or problem the proposal will address, elaborate on the milestones in the table above and describe strategies for project implementation.

Approximately 20% of the material that enters the Iowa City Landfill (Landfill) is food waste. Food waste continues to be a leading material type landfilled at several Iowa landfills across the state, according to the Iowa DNR's 2022 Iowa Statewide Material Characterization Study (2022 ISMCS). This is not a new trend, and therefore, the Landfill has continued to work on programs that create solutions to reduce the amount of food wasted. Timeline of programs:

2009 - Food waste was added to the yard waste composting program at the Compost Facility after a student-led initiative for a joint City/University of Iowa pilot project.

2014 - Food Waste Pilot Program was conducted to test out the feasibility of a city-wide curbside food waste composting program.

2017 - Food waste was added to the City's existing yard waste curbside collection program.

2018 and 2019 - 95- and 25-gallon curbside carts were offered to customers for easier collection of organic material.

2022 - Love Food, Fight Waste food waste reduction education program launched.

2023 - EPA SWIFR grant funding was requested and awarded. Additionally, Food Waste Wednesdays Pilot Program was conducted from July to September to test out a small-scale event-style drop-off composting program.

With the programmatic efforts resulting in continuous growth to composting in the service area, the Compost Facility is facing the reality of an at-capacity facility. Expansion is needed before staff can conduct further composting outreach to other sectors of the community such as commercial and industrial entities. These sectors are significant food waste generators, however, capacity issues are preventing the Compost Facility from establishing these diversion partnerships. In fact, the Compost Facility has turned away commercial loads from a local food waste hauler due to capacity issues.

ENVIRONMENTAL MANAGEMENT SYSTEM

Project Financial Assistance Form

Incoming organic material at the Compost Facility have trended upward over the last several years, as seen below.

Year	Total incoming organic material (tons)
FY19	10,524
FY20	11,543
FY21	13,042
FY22	14,320
FY23	14,968

Staff anticipate an increased need for composting services, which likely will mean increases in incoming organic material that the Compost Facility needs to be equipped to accept. The Compost Facility is currently permitted to accept 15,000 tons per year and will need to amend the permit in the near future to reflect the reality of increased tonnages.

To continue to expand composting to our service area and decrease the amount of organic material landfilled, the Compost Facility needs to increase its processing capacity. This will be accomplished by increasing the facility size to allow for more processing space and by increasing material processing efficiency with the purchase of a turner. Expanding the physical size of the Compost Facility will be accomplished through EPA and City funding, starting in late spring 2024 and finishing at 2025 year end. EMS grant funding assistance is requested for the purchase of the turner in 2024. EMS funding would assist the Landfill in purchasing a larger model that better meets the needs of the facility size.

A larger turner will allow staff to maintain taller and wider compost windrows better maximizing the facility space, as incoming organic tonnages continue to increase. With a turner, staff will be able to turn materials more often in less time. Currently, incoming materials are ground, windrowed, and turned with an endloader (a time-intensive, inefficient turning method). Compost windrows are turned once per month, the minimum permit requirement; a turner would expedite the turning process and allow for additional turns per month. More turns per month will accelerate the breakdown of organic materials allowing more materials to move through the process faster and more efficiently. A larger machine would allow for processing approximately 35% more organic material in the same amount of time as our current processing method with an endloader bucket. More efficient processing will allow the Compost Facility to increase the capacity and be able to process thousands more tons of organic materials into compost each year.

Based on the 2022 ISMCS, the City estimates that 5,000 tons of food waste is a realistic diversion expectation over the next five years, with intermediate goals set at 1,000 additional tons in FY26, 2,500 additional tons in FY27 and 5,000 tons by FY28. These numbers correspond with goals set in the EPA SWIFR grant, however, the baseline year in the EMS Objective and Target is FY23 resulting in the total diversion increase goal at 5,032 tons for this grant. Incoming organic material is allowed to be mixed resulting in loads that may be a mixture of yard waste and food waste. Compost Facility staff estimate that approximately 90% of incoming organics is yard waste and 10% is food waste. Therefore, staff are confident that the majority of any increase in incoming tonnage at the Compost Facility will be in the form of food waste. According to the 2022 ISMCS, 4.1% of what goes into the Landfill is yard waste (positively impacted by statewide landfill ban) and 20.4% is food waste.

Two markets will be targeted to increase incoming food waste tonnages at the Compost Facility from 2025 to 2028:

1. Large scale commercial food waste haulers - The Compost Facility has received multiple inquiries over the past several years asking about capacity from large-scale commercial food waste haulers. Staff estimate that several hundred tons of food waste are leaving the service area annually. The City currently does minimal outreach to commercial food waste generators, such as restaurants and grocery stores, since the Compost Facility does not have the capacity to process the materials. The Landfill service area has at least two large food warehousing companies. Increased capacity would allow for those producers and materials to be targeted for diversion projects.

2. Households - While the City provides curbside composting (food and yard waste) collection for customers in single family homes up to four-plex apartments in Iowa City, this is about 25% of the population of the Landfill service area. Outreach and drop-off options will be provided to increase food waste capture rates.

ENVIRONMENTAL MANAGEMENT SYSTEM
Project Financial Assistance Form

C. Project Impact & Monitoring (40 points)

4. Explain the expected environmental impact of completing the grant project and achieving its associated EMS objective/target. Identify the geographic region in which the environmental impact is expected to be realized, such as a facility fenceline, municipality, service area, etc. Also, describe the methodology to be used for measuring environmental impact.

Due to the at-capacity Compost Facility status, staff are not able to engage with larger food waste generators such as local restaurants and commercial/industrial entities or expand composting options to residents that do not currently receive curbside composting. Increasing efficiency of processing methods with a turner is an essential part of increasing the facility's overall capacity to be able to accept higher tonnages of organic materials. With a higher capacity, staff would develop partnerships with large generators and food waste haulers in the service area to work towards diversion into the local composting system and out of the landfill stream. For service area residents that do not currently have access to curbside composting, composting drop-off locations would be established to increase accessibility to composting.

The above efforts will reduce the amount of food waste landfilled and reduce associated methane emissions produced from landfilled organic material. With a higher capacity, the Compost Facility will be able to accept commercial loads of organic materials that it previously could not due to capacity issues. In turn, this will reduce transportation-associated emissions from haulers transporting the rejected loads to out-of-state facilities.

Throughout composting outreach and engagement efforts, food waste reduction education will be incorporated. The Love Food, Fight Waste program, a program created by the Landfill and local non-profit organization Table to Table, has ready-made content that can be presented alongside composting outreach. As preventing food waste is the top priority on the EPA's Wasted Food Scale, including source reduction education where and when possible will be prioritized.

Once the Compost Facility is expanded and improved, no-charge compost will be offered to City-owned community gardens in Iowa City where local residents rent garden plots during the growing season. This partnership supports local food production and the revitalization of the soil. Adding compost back into the soil improves soil fertility and health resulting in healthy plants, as well.

The geographic region positively impacted by this project is the Landfill's service area, including Johnson County and the cities of Kalona and Riverside. Different than a recycling program where materials are not often processed locally, all organic materials are collected from service area residents and businesses, and processed within the service area at the Landfill's Compost Facility. Environmental impact will be measured in tons of incoming organic material and tons of finished compost sold which are both data sets we regularly collect.

5. Identify who is expected to benefit from the completion of the grant project proposal and/or EMS objective and describe what benefits are projected. Benefits may be environmental, economic, service-related, etc.

The Landfill's entire service area is expected to benefit from this grant project. An improved and expanded Compost Facility through physical expansion and equipment advancements will result in better access to composting for service area residents and businesses with the community access and engagement programs that will follow the capacity increase. Better access to composting supports sustainable resource management locally and preserves the life of the local landfill.

The Compost Facility has regularly sold out of compost over the last several years and having a larger supply of compost will allow more residents and businesses to utilize the product.

6. As applicable, explain how the associated EMS objective fits into a long-range plan or has environmental impacts beyond the target end date.

**ENVIRONMENTAL MANAGEMENT SYSTEM
Project Financial Assistance Form**

Within the City of Iowa City's Climate Action and Adaptation Plan, "Increase Composting of Organics" is a top action item under the Waste section. This project fits into the long-range climate action goals of the organization.

Based on the 2022 ISMCS, the City estimates that about 25,000 tons of food waste are landfilled annually just in the Iowa City Landfill. The targeted diversion increase of 5,000 tons is a good start, but staff know that the composting program must continue to expand and evolve. Food waste reduction education and outreach will continue to play a key role to reduce upstream environmental impacts, but composting is essential to reduce the environmental impact of food waste being landfilled. This physical expansion and equipment purchase prepare the Landfill for the next decade to continue expanding the ability to accept and process higher tonnages of organic materials. This could potentially lead to an expanded regional facility or the capacity to partner on a regional facility.

D. Project Budget & Economic Sustainability (30 Points)

7. Enter budget information in the table below. A minimum cash match of 25% is required for items in which financial assistance is requested.

Budget Item	Assistance Request \$	Local Share – Cash	Total
Turner	100,000	300,000	400,000
Site design	0	300,000	300,000
TOTALS:	100,000	\$ 600,000	\$ 700,000

8. Are three quotes or estimates for each budget item attached? Yes No
If not, provide the reason(s). Note: Project proposals may be rejected for not including three quotes or estimates for budget items.

9. Provide a detailed budget narrative related to this project and specify how grant funds will be used.

The Landfill currently has \$300,000 budgeted for facility site design and \$300,000 to purchase a turner. EMS grant funds will be used to support the purchase of a larger turner model that better meets the needs of the Compost Facility size.

In addition to the \$300,000 the Landfill has budgeted and this EMS funding request, staff are exploring options to reallocate a small portion of EPA SWIFR grant funding to support the turner purchase, as well. With the exception of one used equipment model, all other provided quotes significantly exceed \$400,000. Therefore, additional funding support is needed to complete the turner purchase. Any funding allocated from the EPA grant is cumulative and will be used to cover any additional costs of the purchase exceeding \$400,000.

All other expenses related to this project including outreach/education, establishment of composting drop-off locations, US Composting Council's STA Product Testing costs, etc. will be covered by the Landfill.

10. Identify how the project will be financially sustained once project funds are expended. Include an explanation for

ENVIRONMENTAL MANAGEMENT SYSTEM

Project Financial Assistance Form

the continuance of such items as labor, equipment maintenance, service contracts, etc.

Internal Landfill staff that are certified Compost Operators will be trained to operate the new turner. Operating the turner to process organic materials will be incorporated into regular staff duties.

As with all other equipment at the Landfill, regular service and maintenance of the new turner will be included in the annual operating budget and on the rotating maintenance schedule.

Sustainability of costs will be incorporated into each annual City budget cycle. The main barrier to staff moving forward with this project at this point is the initial purchase of the turner.

11. Describe any expected economic benefits, resulting from the completion of the associated EMS objective, such as cost avoidance or revenue generation. As applicable, estimate the payback period for the project cost and explain how it was calculated.

Food waste generators will be targeted with information about increased composting opportunities and will receive information about food waste reduction opportunities. This could result in real financial savings for restaurants and businesses in purchasing less food. Generators could also see financial savings in reduced Landfill tipping fees. Tipping fees for organics are \$24/ton at the Landfill compared to waste tipping fees at \$45 or \$50 per ton. The same result could occur at a household level, though savings in that arena are likely to be seen through food waste reduction which are more difficult to track and quantify.

Commercial haulers who are currently hauling food waste to out-of-state compost or anaerobic digestion facilities could see significant savings in fuel costs and a more efficient use of staff time if they could compost materials locally.

Reducing food waste in the Landfill could lengthen the life of landfill cells. Diverting several thousand additional tons per year is anticipated to have an impact on pushing future cell design and development into the future. This could result in less frequent increases in tipping fees and other fee structures at the Landfill, which in turn, would benefit service area customers.

It is not feasible to calculate an exact payback period on a turner since many factors impact the financial calculations for the Compost Facility costs and revenues. As this multi-year program is executed and factors impacted by design and construction of the facility and purchase of a turner (unknown make, model, and capacity at this time) are completed, a more accurate calculation may be feasible.

12. As applicable, describe how economic benefits, either immediate or after a payback period, will in turn, benefit members of your service area.

Businesses often run on tight profit margins. Grocery stores, restaurants, and haulers can all benefit from financial savings from the increased local capacity for food waste composting. This could factor into future pricing for groceries, meals, and waste removal services. Postponing Landfill cell design and development assists in Landfill budgeting, which can translate to financial savings that support or expand existing programs and create new programs offering more amenities and services for members of the service area.

Please Note: Unallowable costs for financial assistance or local cost-share include, but are not limited to:

1. Taxes, legal costs, or contingency funds.
2. Passenger vehicles, vehicle registrations, or vehicle/equipment leases.
3. Proposal preparation or contractual project administration.
4. Land acquisition or real estate leases.

ENVIRONMENTAL MANAGEMENT SYSTEM

Project Financial Assistance Form

5. Office furniture, office equipment, or software.
6. Costs for which payment has been or will be received under another federal, state, or private financial assistance program.
7. Costs incurred before a written agreement between the applicant and the department has been executed.

E. Signature

I affirm the information provided on this Application is true, and that I will provide all other information requested for further substantiation. I agree that if awarded financial assistance for a project(s), I will execute the contract the DNR provides for conveying those funds, which contract will include but not be limited to conditions for expending those funds, and for making reasonable accounting of those expenditures and matching funds or in-kind expenses.

In order to determine funding eligibility, the Department reserves the right to verify any information presented in the application and to determine the applicant's compliance status with applicable Local, State and Federal statutes and regulations. If an applicant is selected to receive financial assistance, an offer of financial assistance may be rescinded if the applicant is determined to be out of compliance with applicable Local, State and Federal regulations.

Jane Wilch, Recycling Coordinator

Signature, Title

4/1/2024

Date

F. Forms

Include signed copies of required forms with your application. Forms may be found on the EMS website:

<http://www.iowadnr.gov/Environmental-Protection/Land-Quality/Waste-Planning-Recycling/Solid-Waste-EMS/EMS-Participants>

- Minority Impact Statement

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project

Indicate which group is impacted:

- Women
 Persons with a Disability
 Blacks
 Latinos
 Asians
 Pacific Islanders
 American Indians
 Alaskan Native Americans
 Other

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- Women
 Persons with a Disability
 Blacks
 Latinos
 Asians
 Pacific Islanders
 American Indians
 Alaskan Native Americans
 Other

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

This project is expected to offer positive environmental and economic benefits to the entire Landfill/Compost Facility service area which includes Johnson County, Kalona, and Riverside since this project is focused on improvements to the Compost Facility.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: **Jane Wilch**

Title: **Recycling Coordinator**

Definitions

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

b. As used in this subsection:

(1) *"Disability"* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

Date	Vendor	Machine	Type	Year	Height	Width	Price	Sourcewell	Note
12/11/2023	Hennen Equipment	Komptech	Topturn X63	pre-owned 2017	8.6	18.8	\$ 315,000.00	x?	wheeled
12/11/2023	Hennen Equipment	Komptech	Topturn X4500	new	7.3	14.9	\$ 482,491.00	yes	track or wheeled
12/11/2023	Hennen Equipment	Komptech	TopturnX5000	new	7.3	16.5	\$ 550,326.00	yes	track or wheeled
2/19/2024	Ecoverse	Backhus	A50	New	7.1	16.5	\$ 551,976.96	yes	track
2/19/2024	Ecoverse	Backhus	A55	New	8	18	\$ 578,251.92	yes	track
12/11/2023	Hennen Equipment	Komptech	Topturn X5500	New	8.6	18.1	\$ 641,250.00	yes	track or wheeled
12/18/2023	Vermeer	Vermeer	CT718	New	7	18	\$ 775,871.00	at time of purchase	track or wheeled

EMS Objective, Target and Action Plan

					Document No.		
EMS Participant Name			ICLF				
Common Name for Objective/Target			Food Waste Composting Improvements and Expansion				
Objective Description							
Action		Subject			Aspect	Adoption Date	
Increase		diversion of food waste to the Iowa City Landfill's Compost Facility to be processed into compost (a nutrient-rich soil amendment) which will reduce landfilling of food waste (the least preferred option on the EPA's Wasted Food Scale resulting in the most negative environmental impact) by increasing the physical processing space and improving processing efficiency at the Compost Facility.			Acceptance and management of yard waste and organics into compost at landfill	6/1/2024	
Target 1 Description (Add sections for additional targets as needed.)							
Action		Subject			Qty to	Metric	
Increase		tonnage of incoming organic material to the Compost Facility by 33% of FY23 tonnage.			20,000	tons	
Time Period		Time Period Type (Select)			Component Area (Select)		
FY24-FY29		Multi-year			Organics Management		
Results/Baseline (Update periodically, including each fiscal year by June 30th. Add rows for additional results as needed.)							
Criteria	Applicable Time Period		Qty for Period	Qty for Target To Date	% from Baseline (Calculated)	Narrative Description	Date of Update
Baseline	FY23		14,968				
1	Results Update	FY24/FY25				design	
2	Results Update	FY25				construction	
3	Results Update	FY26				Goal: 16,000 tons	
4	Results Update	FY27				Goal: 17,500 tons	

5	Results Update	FY28				Goal: 20,000 tons	
Closure/Final							
Closure Status (Select)							
Action Plan Task/Milestone Descriptions (Add rows for additional tasks/milestones as needed.)							
	Task Description	Time Period	Responsibility			Key Resources	
1	Develop Request for Proposals for site design through City's formal process	beginning June 1	Jordan, Welter				
	Notes						
	Task Description	Time Period	Responsibility			Key Resources	
2	Obtain City Council approval to let bid	summer 2024	Jordan, Welter				
	Notes						
	Task Description	Time Period	Responsibility			Key Resources	
3	Receive and score bids	late summer 2024	Jordan, Welter				
	Notes						
	Task Description	Time Period	Responsibility			Key Resources	
4	Award contract and negotiate contract with chosen vendor	Summer 2024	Jordan, Welter				
	Notes						
	Task Description	Time Period	Responsibility			Key Resources	
5	Complete facility design to expand the Compost Facility (two additional acres) and to repair and resurface the compost pad	Fall 2024	Jordan, Welter, consultant				
	Notes						
	Task Description	Time Period	Responsibility			Key Resources	
6	Obtain City Council approval, publicize Request for Proposals through City's formal process to hire contractor for facility construction	Fall/winter 2024	Jordan, Welter				
	Notes						
	Task Description	Time Period	Responsibility			Key Resources	

7	Award construction project to vendor; negotiate contract		early 2025	Jordan, Welter	
	Notes				
8	Task Description		Time Period	Responsibility	Key Resources
	Break ground and construct facility		spring 2025 to fall 2025		
	Notes				
9	Task Description		Time Period	Responsibility	Key Resources
	Purchase self-propelled, rideover windrow turner		fall 2024	Jordan, Striegel, Eckrich	
	Notes	December 2023 to March 2024: In the process of obtaining equipment quotes and viewing equipment. \$300,000 is currently budgeted, but this will not cover the cost, so funding opportunities are needed. Spring 2024: Research opportunities for purchase via cooperative contracts. Fall 2024: Complete purchase.			
10	Task Description		Time Period	Responsibility	Key Resources
	Consider hiring new full time Organics Coordinator		Fall 2024 to Summer 2025	Jordan, Knoche, Davis, Fruin	
	Notes	Fall 2024: Present new staff proposal to City Council for approval in fall 2024 for new Fiscal Year 2025 (FY25) budget cycle July 2025: If approved, hire Organics Coordinator			
11	Task Description		Time Period	Responsibility	Key Resources
	Design and implement education and outreach plan for incoming food waste and outgoing compost		Summer 2025 to Summer 2026	Wilch, Jordan, seasonal employee, Office of Climate and Outreach	
	Notes	Summer 2025: Research other communities' outreach programs Fall 2025: Begin outreach to grocery stores and restaurants			
	Task Description		Time Period	Responsibility	Key Resources

12	Design and implement composting drop-off location plan	Winter 2025 to Spring 2026	Wilch, Jordan, seasonal, Office of Climate and Outreach	
	Notes	Utilize learnings from "Food Waste Wednesdays" pilot program in 2023.		
13	Task Description	Time Period	Responsibility	Key Resources
	Begin USCC STA testing of compost application and approval process	Spring 2025	Jordan, Wilch, Office of Climate and Outreach	Partners at IACC and USCC
	Notes			
14	Task Description	Time Period	Responsibility	Key Resources
	Offer no-charge compost to City community gardens	Spring 2025	Jordan, Wilch, Office of Climate and Outreach	City Parks and Recreation Department
	Notes			

Note on Target: Incoming organic material is allowed to be mixed resulting in loads that may be a mixture of yard waste and food waste. We are confident that the majority of any increase in incoming tonnage at the Compost Facility will be in the form of food waste, however. According to the 2022 Iowa Statewide Material Characterization Study, 4.1% of what goes into our landfill is yard waste (positively impacted by statewide landfill ban) and 20.4% is food waste.