



### Project Budget

Complete all sections of the budget. **"Matching Resources"** includes cash or in-kind contributions used to support the grant project. **"In-kind contributions"** include any documented contributions, such as real estate, goods or services, and labor and should be valued using a defensible method. For example, rates for volunteers should be consistent with those paid for similar work in other state or local government activities; donated supplies should be assigned a reasonable value not to exceed lowest fair market value. Providing **matching resources is not mandatory** but is a measure of the cost effectiveness of your proposal.

(A) **PERSONNEL SERVICES** List principal personnel by name. Include salaries and costs of benefits, such as quoted payments for insurance, retirement, social security, etc. Be sure to give subtotals of funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources.

(A) List Project Personnel	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Resources	Total Costs
1.					
2.					
3.					
4.					
5.					
6.					
SUBTOTAL					

Source of matching resources: \_\_\_\_\_

(B) **PROFESSIONAL SERVICES** List consultants, contractors, etc. Be sure to give subtotals of funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources.

(B) List Consultants or Contractors	Hourly Rate	Est. Hours on Project	DEQ Grant Funds Requested	Matching Resources	Total Costs
1. Installation: Think Signs	\$60.00	194	\$11,640.00	\$0	\$11,640.00
2. Printing & Laminating of Signs: PSU Recycles! Staff	\$10.00	70	\$0	\$700.00	\$700.00
3.					
4.					
SUBTOTAL			\$11,640.00	\$700.00	\$12,340.00

Source of matching resources: PSU Facilities & Planning

(C) **CAPITAL OUTLAY** List all items to be purchased with a value greater than \$100. Include equipment, land, structures, and items pertaining to them. Be sure to give subtotals of grant funds requested, matching resources, and total costs in the spaces provided. Then, state the source of the matching resources. **For items costing \$1,000 or more, provide a bid or spec sheet** that demonstrates the anticipated cost.

(C) List Capital Outlay Items	DEQ Grant Funds Requested	Matching Resources	Total Costs
1. 11" x 17" Silver Slide-In Frames (incl. freight)	\$13,781.66	\$0	\$13,781.66
2. Laminate Rolls (5) for Sign Creation	\$0	\$460.00	\$460.00
3.			
4.			
SUBTOTAL		\$460.00	\$14,241.66

Source of matching resources: PSU Facilities & Planning

## Project Work Plan and Schedule

Please make sure that you identify all major activities required for project completion. Be as specific as possible. Include dates for progress reports and the final report. You may attach additional pages as necessary. Assume that grant funds will be available after January 1, 2010.

Planned Project Beginning Date: 6/1/2010

Planned Project Ending Date: 9/30/2011

Task or Activity	Beginning Date for Each Task	Ending Date for Each Task or Activity	Person/Group Responsible for Completion
Perform waste sorts in 16 campus buildings to establish baseline recycling rates	10/5/2009	5/28/2010	Christel Eichner
Update, design, print, & laminate educational signs for frames	5/3/2010	5/31/2010	Christel Eichner
Order frames and receive shipments	6/1/2010	6/18/2010	Christel Eichner
Installation of frames at bin consolidation stations	6/22/2010	9/20/2010	Installation contractor
Place educational signs in frames	6/22/2010	9/27/2010	Christel Eichner
Maintain bin consolidation stations	6/22/2010	ongoing	Christel Eichner
Perform waste sorts in 16 campus buildings to gather recycling rate data after installation	3/28/2011	9/19/2011	Christel Eichner
Analyze data from waste sorts & hauler	3/28/2011	ongoing	Christel Eichner

## Signatures

The **authorized representative** of the local government applying must sign the application. This is an official who has the authority to obligate the applicant's resources and is usually an elected official such as chair of the county commission, county executive, mayor, city manager, or chair of the city council. For multi-jurisdiction applications, you must have signatures of authorized representatives from each jurisdiction applying.

*I certify that, to the best of my knowledge, the information provided in this application and attachments is correct and true. I understand and agree that if grant money is awarded as a result of this application, I will comply with all applicable statutory provisions and with applicable terms, conditions, and procedures of the DEQ grant agreement.*

Signature of Applicant's

Authorized Representative (Applicant #1)

Raura L Higgin

Date 8/26/09

Title

Project Manager

Telephone Number

503 823-6011

Signature of Applicant's

Authorized Representative (Applicant #2)

B. Walker

Date 8/26/09

Title

Solid Waste & Recycling Mgr

Telephone Number

823-7772

Signature of Applicant's

Authorized Representative (Applicant #3)

Date \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

**1. Briefly state the specific purpose and environmental benefit of the project. (Use questions 2-11 for the details). Include here the geographic area or number of people served. (limit 250 words)**

Portland State University is the largest university in Oregon with approximately 23,000 students and 3,500 employees housed in 52 buildings in downtown Portland. The Portland City Council recently adopted an aggressive, but attainable new goal to reach a 75 percent recycling rate by 2015. With the help of DEQ grant funds, PSU will rise to meet this challenge. Purchasing and installing permanent, educational material displays will lessen the environmental impact of the University by drastically reducing contamination and substantially increasing diversion rates.

The current PSU Bin Consolidation Project implements the best practice of pairing trash with recycling stations in the most heavily trafficked buildings on campus. Highly visible material waste stations are being established in hallways, with all single trash cans removed. To greatly improve the effectiveness of each station, two frames holding a total of four educational signs are needed at every station – one sign each for commingled recycling, glass recycling, trash and waste reduction/sustainability programs information. The funds will be used to purchase 1,134 frames for 567 stations, holding a total of 2,268 educational signs.

For the first time, PSU Recycles! is providing an equal opportunity for recycling and garbage disposal. Creating centralized hallway stations with attractive, framed signs communicates a standard recycling protocol for the entire campus community and removes barriers to making the right disposal choices. Consistent educational signs above each station will increase recycling competency and engagement by providing clear information on proper disposal of materials and highlighting waste reduction and sustainability programs at PSU.

**2. Project Personnel. List all of the people who will be involved in the project and the roles they will play. What related experiences and qualifications do they bring to this project?**

- Christel Eichner [PSU Resource Management Coordinator] - Christel will be the principle manager of the project and coordinate staff time and quality control. Christel has worked with Metro and the City of Beaverton on waste reduction education outreach initiatives.
- Five PSU Recycling Specialists - Student recyclers will print, laminate and place signs in accordance with project goals above waste stations. Student recyclers have six months to four years of experience battling contaminated recycling stations partly as a result of lack of signage.
- Think Signs – Think Signs are local, professional installers, and have installed many types of these same frames, including ones at PSU's The Business Accelerator.
- Pete Chism - City of Portland- Pete will provide constructive feedback on the effectiveness of our tailored signage.

**3. If your project is a commercial waste prevention or reuse project, explain how you will prevent or reuse waste. Estimate how much of the project focuses on waste prevention or reuse. (worth up to 10 points; see instructions for more information on how applications are evaluated) NOTE: Waste reduction is not waste prevention. Waste prevention means that waste is not created.**

Not Applicable

**4. What is the environmental need for this project? How was the need determined? Who helped to determine the need?**

<u>Order Number</u>	<u>Order Status</u>	<u>Expiration Date</u>	<u>Expected Ship</u>	<u>Ship By Date</u>	<u>Date Placed</u>	<u>Purchase Order</u>
220993	Quote	04/16/2009	04/18/2009	04/16/2009	07/24/2009	julia / verbal

<u>Customer Number</u>	<u>Title</u>	<u>Name</u>	<u>Ship To Name</u>
PSU9720		LAYMAN, MIKE	Ship To Name
<u>Source of Name</u>	<u>Preferred Shipper</u>	<u>Restrictions</u>	<u>Name Class</u>
CB9102 Hse, 0-12 mos	<none>	Not Restricted	CB Customer
<u>Customer Number</u>	<u>Title</u>	<u>Name</u>	<u>Bill/Sold To Name</u>
PSU9720		LAYMAN, MIKE	Bill/Sold To Name
<u>Source of Name</u>	<u>Preferred Shipper</u>	<u>Restrictions</u>	<u>Name Class</u>
CB9102 Hse, 0-12 mos	<none>	Not Restricted	CB Customer
			<u>Credit Limit</u>
			\$500.00

<u>Co. Id/Acct. No.</u>	<u>Company Name</u>	<u>Credit Limit</u>	<u>Phone Number</u>	<u>Phone Type</u>
PSU9720	PORTLAND STATE UNIVERSITY	\$2,000.00	(503) 725-4317	Office
<u>Terms</u>	<u>Tax Exempt Number</u>	<u>Service Charge</u>	(503) 725-4329	Fax
NET 30	-	.00 %	(503) 725-4317	Office
			(503) 725-4329	Fax

<u>Payment Type</u>	<u>Credit Card Number</u>	<u>Date</u>	<u>Card Holder Name</u>	<u>Amount Distributed</u>
Pending	XXXding	00/00/00		\$25,052.94

<u>Status</u>	<u>Line</u>	<u>Product Information</u>	<u>Amount</u>	<u>Ordered</u>	<u>Total</u>
IS	1	FRT: Freight	\$185.00	1.00	\$185.00
		Name: PSU9720 LAYMAN, MIKE			
		Address: 5129282 630 SOUTHWEST MILL STREET/PORTLAND, OR 97201			
	2	7S1117SC: SLIDE-IN FRAME 11x17 SILVER	\$14.99	272.00	\$4,077.28
		Name: PSU9720 LAYMAN, MIKE			
		Address: 5129282 630 SOUTHWEST MILL STREET/PORTLAND, OR 97201			
	3	7S1117SC: SLIDE-IN FRAME 11x17 SILVER	\$11.99	600.00	\$7,194.00
		Name: PSU9720 LAYMAN, MIKE			
		Address: 5129282 630 SOUTHWEST MILL STREET/PORTLAND, OR 97201			
	4	7S1117SC: SLIDE-IN FRAME 11x17 SILVER	\$11.99	1,134.00	\$13,596.66
		Name: PSU9720 LAYMAN, MIKE			
		Address: 5129282 630 SOUTHWEST MILL STREET/PORTLAND, OR 97201			

<u>Line Item</u>	<u>Discount</u>	<u>COD</u>	<u>Shipping</u>	<u>Handling</u>	<u>Local Tax</u>	<u>County Tax</u>	<u>State Tax</u>	<u>Country Tax</u>	<u>Additional</u>
\$25,052.94 -	\$0.00 +	\$0.00 +	\$0.00 +	\$0.00 +	\$0.00 +	\$0.00 +	\$0.00 +	\$0.00 +	\$0.00
								<b>Order Total =</b>	<b>\$25,052.94</b>



August 12, 2009

Dear DEQ,

For the past year, ARAMARK has been partnering with PSU Recycles! to improve the overall campus recycling rate and working towards eliminating recyclables going into the trash.

To that end, our custodians, during their normal nightly routine of collecting trash, have commented on the amount of recyclables being deposited in trash receptacles. It is with this in mind that I highly support and endorse PSU Recycles! efforts and project of placing framed recycling signs over the combined trash and recycling stations. These signs would aid and support the work of our staff by:

- Providing a location indicator for our night custodians to return stray trash cans and/or recycling bins where they belong.
- Serving as multilingual education (pictured signs) for staff (approximately 85%) where English is their second language.
- Improving the efficiency of the trash collection process through fewer trash collection points to service in the academic buildings.

Thank you in advance for your consideration of PSU Recycles! proposed efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Price", is written over a faint circular stamp.

Darin Price  
Custodial Manager  
Portland State University  
ARAMARK Higher Education



City of Portland  
Bureau of  
**Planning and  
Sustainability**

Sam Adams, Mayor  
Susan Anderson, Director

**Planning**

1900 S.W. 4th Ave., Ste. 7100  
Portland, OR 97201-5350

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**Sustainability**

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August 17, 2009

Re: PSU Recycles grant proposal

Dear DEQ grant fund committee,

The City of Portland is asking all commercial entities to complete the 5 easy steps of recycling which include; Identifying a recycling champion, recycling all paper, bottles, and cans, making recycling as convenient as garbage, providing education and practice waste prevention activities. PSU recycling team is making progress to accomplishing these steps. The recycling station frames would be a useful tool in developing a clear system that all students, faculty and staff can use in continuing to be leaders in waste reduction in Portland.

The City of Portland Recycle at Work program is a partner for the project. I will serve as a consultant and provide technical assistance to the PSU Recycles! team. I will also provide input in the design of the signs and placement in the frames purchased with DEQ funds. We will assist in ensuring the signs serve as effective education and outreach to the PSU campus community.

If you have any questions, please contact me. Thank you,

Sincerely,

A handwritten signature in black ink, appearing to read "Pete Chism".

Pete Chism  
Business Recycling Specialist  
503-823-7652