

Grants and Agreements Division (GAD) Submission Memo (GADSUM3)  
for a No-Cost Extension of Time (NCE)

1. Original Agreement Number NR233A750005C007 2. Amendment # 1
3. Recipient Name Hernando County
4. Current Agreement Period of Performance. 02/08/2023 to 02/08/2025
5. Revised agreement end date (maximum extension is 12 months.) 05/08/2025  
(Construction may be an exception; add comments in block 8.)

6. For Recipient Use Only. Provide a justification for the extension, including a detailed explanation for the delay only if the information is not attached. (NCE request will not be approved merely to expend remaining funds.)

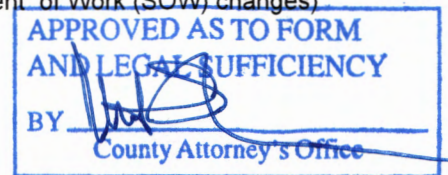
Noticed that equipment was coded within the Contractual object class category in error, revising to properly code as equipment. Also revising matching portion to only include purchase of equipment since it is well over 25% threshold. Revised timeline is also included in revisions contained in the SOW attached.

7. For Recipient Use Only. Provide a summary of progress to date and revised milestones only if the information is not attached.

N/A New Project

8. Notes / Comments / Additional Information (changes to points of contact or other Statement of Work (SOW) changes)

See request correspondence, revised SOW and SF-424A attached.



9. Recipient Approving Official (If request is a separate attachment, enter "see attached request" for the name.)

Name John Allocco Email JAllocco@hernandocounty.us Date 10-10-2023  
Phone 352-754-4002

10. Agency Program/Technical Contact

SHARONTE WILLIAMS Digitally signed by SHARONTE WILLIAMS  
Date: 2023.07.31 10:58:12 -05'00'

11. GAD Concurrence - If NO, State the reason in box 8.

Email sharonte.williams@usda.gov

Email \_\_\_\_\_

12. Agency Allowance Holder/Signatory Official or Designee. (Not to be signed prior to GAD concurrence)

Email \_\_\_\_\_

Title \_\_\_\_\_

This document serves as the fully executed amendment to this agreement. Except as provided herein, all other terms and conditions of the original agreement and any previous amendments remain unchanged and in full force and effect.

## STATEMENT OF WORK SECTIONS

These are the minimum required sections that will become the legal, binding document for the agreement. Points to remember:

- Each section covers a specific topic – in general, it is not necessary to repeat the same information in multiple sections.
- DO NOT repeat information already stated in the Notice of Award (e.g., Award amounts, contact information) or the General Terms and Conditions (e.g., modification terms, Section 1619 language).
- EzFedGrants prints in plain text only – tables should be converted to text in the sections below. DO NOT use graphics and other documents that cannot be converted. If absolutely necessary, reference any attachments and provide them in the Service Now new agreement request.
- Do not refer to the recipient by name or acronym in sections other than the purpose. Use the term “Recipient” instead.
- Do not use acronyms unless spelled out initially

**PURPOSE** – Introduction, reasons for the project, over-arching goals and relation to NRCS goals. Include who will benefit and geographic location.

The purpose of this agreement, between the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and County of Hernando (Recipient), is a Composting and Food Waste Reduction Pilot Project entitled Hernando County's Think Outside the Can: Consider Compost Pilot Project. The details of the project are as follows:

- 1) Hernando County, Florida is a geographically diverse county located on the central-west coast of Florida. The county is comprised of mostly unincorporated areas and has one municipality. Western Portions of Hernando County are located on the Gulf of Mexico; the more urbanized central part of the county is home to most county residents and Eastern portions, where most agricultural businesses are located, are more rural in nature. Hernando County is a growing, rural county and approximately 23% of land in the County is agriculturally classified as Greenbelt.
- 2) Hernando County landfills nearly 20% more waste than the state overall. Based on the waste composition study conducted in 2016, organic waste landfilled in the Class I landfill comprised 24.5% of the total waste stream. Put differently, Hernando County landfill manages 34,366 tons of waste per year that could be converted to compost. Hernando County's Think Outside the Can: Consider Compost Pilot Project proposes the composting of 4,500 tons of currently landfilled waste per year. Hernando County recognizes organic waste as a valuable resource. Recycling organic waste will reduce the amount of landfilled waste thus saving landfill airspace and giving value to waste by developing products and markets for green waste. As a result of the 2016 study, Hernando County has elected to first implement composting as the recycling option to divert green waste from the landfill.
- 3) The overarching goal is to reduce waste and create compost.
- 4) Compost produced by the Recipient's project will aid the local soil's ability to retain moisture and increase its nutrient levels; thereby, reducing the need for the application of harmful fertilizers providing economic benefit to producers and environmental benefit to the community.

**OBJECTIVES** – The objectives should flow from the Purpose section. Identify key strategies and project design, alignment of resources and activities, strategic partners and their roles, objectives and goals clearly identified. Objectives can be in narrative or list form.

Objective 1: Divert 4,500 tons of waste annually from the landfill and receive FDEP approval of compost product.

Objective 2: Provide at least one educational event per month to agricultural producers and interested compost users and provide 85% of compost created to end users by end of grant program.

## STATEMENT OF WORK SECTIONS

**OBJECTIVES** – The objectives should flow from the Purpose section. Identify key strategies and project design, alignment of resources and activities, strategic partners and their roles, objectives and goals clearly identified. Objectives can be in narrative or list form.

Objective 3: Perform soil tests measuring water and nutrient levels in soil (pre/post application).

The primary goals of this project are to generate 10,000 cubic yards of finished compost annually, increase access to compost, and increase amount of water and nutrient holding capacity in the soils.

*Collaborator Roles:*

The Recipient's Think Outside the Can: Consider Compost Pilot Project will require regional collaboration across several sectors. In order to achieve the Goals and Deliverables of the project, the Recipient will collaborate with the University of Florida's Office of Extension, Local Agricultural Producers, Hernando County Parks & Recreation, Hillsborough County Waste Management Services, Hernando County Utilities, and more. Importantly, these collaborations build on existing relationships and open the door for new and deepened collaborative relationships.

Presently, the Recipient offers residents interested in backyard composting classes in person and/or online typically once per month. The classes explain the compost process and the benefits of a home compost pile. The class details acceptable materials for cold composting available in all households. The classes are done in partnership with UF/IFAS and HCUD Water Conservation. Once the resident finishes the class, they receive a free compost bin and a one-page composting information and data tracking sheet. To date over 500 composters have been distributed in Hernando County. With the new pilot project, the education partners will be able to develop new curriculum targeting agricultural producers and will be able to expand compost education directly addressing the composting needs of this important group.

UF/IFAS is an important partner for the education goal and objectives of the project. They also offer soil testing that would enable the project to measure if the compost produced improves soil quality. By working with another partner, Hernando County Parks and Recreation, the project will have access to sites across the geographically diverse county to determine and communicate the benefits of the locally produced compost to potential end users.

As the Recipient works towards producing a compost that delivers on the promise of improved soil quality, increased collaboration with Hillsborough County Solid Waste Management and other technical consultants will boost the Recipient's ability to generate useable compost quickly. These relationships will provide technical expertise that will reduce errors while the Recipient is beginning its work. Importantly, the Recipient has also received the support of the Florida Department of Environmental Protection and local Agricultural Producers in the pursuit of the Recipient's Think Outside the Can: Consider Compost Pilot Project.

**BUDGET NARRATIVE** –This section must be in narrative form (characters and spaces only). The budget narrative cannot be referenced as an attachment. Must follow GAD's Budget Narrative Guidance. If the budget includes unrecovered indirect costs, this section must expressly state that.

The official budget described in this Budget Narrative will be considered the total budget as last approved by the Federal awarding agency for this award.

Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.

**TOTAL BUDGET \$ 538,698.00**

## STATEMENT OF WORK SECTIONS

**BUDGET NARRATIVE** –This section must be in narrative form (characters and spaces only). The budget narrative cannot be referenced as an attachment. Must follow GAD’s Budget Narrative Guidance. If the budget includes unrecovered indirect costs, this section must expressly state that.

TOTAL FEDERAL FUNDS \$299,965.00  
PERSONNEL \$0.00

*Recipient does not anticipate incurring costs for this item.*

FRINGE BENEFITS \$0.00

*Recipient does not anticipate incurring costs for this item.*

TRAVEL \$0.00

*Recipient does not anticipate incurring costs for this item.*

SUPPLIES \$1,990.00

To complete goal 1 and goal 2, composting materials and educational events are required. To complete goal 3 soil testing is required.

Composting Demonstration/Training Materials \$100/month x 19 months= \$1,900.00  
Soil Tests 6 units @ \$15/unit=\$90.00

EQUIPMENT \$266,975.00

To complete goal 2, composting bagging is required. The equipment will be stored at the main landfill and maintenance will be performed by the Recipient’s fleet department who will also inventory the equipment in the county’s fleet inventory management system Assetworks.

Federal: Purchase of Rotochopper go-bagger 250 @ \$20,600.00 or 26% of total unit cost.

To complete goal 1, screening equipment, Cribus 3800, is required. The equipment will be stored at the main landfill and maintenance will be performed by the Recipient’s fleet department who will also inventory the equipment in the county’s fleet inventory management system Assetworks.

Federal: Purchase of Cribus 3800 = \$246,375.00

CONTRACTUAL: \$31,000

To complete goal 1 and goal 3, technical assistance from a subject matter expert is required.

Federal: Consultant at \$24,000/year (\$2,000/month. x 14 months) to provide all-inclusive technical assistance on producing compost=\$28,000

To complete objectives 2.a, educational content created by a subject matter expert is required.

Federal: Consultant at \$1500/module x 2 modules to create two educational content modules informing agricultural producers how to compost (module 1) and the benefits of composting (module 2) = \$3,000.00

CONSTRUCTION \$0.00

## STATEMENT OF WORK SECTIONS

**BUDGET NARRATIVE** –This section must be in narrative form (characters and spaces only). The budget narrative cannot be referenced as an attachment. Must follow GAD’s Budget Narrative Guidance. If the budget includes unrecovered indirect costs, this section must expressly state that.

*Recipient does not anticipate incurring costs for this item.*

OTHER \$0.00

*Recipient does not anticipate incurring costs for this item.*

TOTAL DIRECT COSTS \$299,965.00  
INDIRECT COSTS \$0.00

*Recipient has elected to voluntarily waive indirect costs.*

TOTAL NON-FEDERAL FUNDS \$ 238,733.00  
PERSONNEL \$0

FRINGE BENEFITS \$0.00

*Recipient does not anticipate incurring costs for this item.*

TRAVEL \$0.00

*Recipient does not anticipate incurring costs for this item.*

SUPPLIES \$0.00  
EQUIPMENT \$238,733.00

*Non-Federal Match: Purchase of Cribus 3800 = \$238,733.00*

CONSTRUCTION \$0.00

*Recipient does not anticipate incurring costs for this item.*

OTHER \$0.00

*Recipient does not anticipate incurring costs for this item.*

TOTAL DIRECT COSTS \$238,733.00  
INDIRECT COSTS \$0.00

*Recipient has elected to voluntarily waive indirect costs.*

When equipment is purchased with Federal funds it must be used until no longer needed as described in the General Terms and Conditions and 2 CFR 200. If the residual value of the equipment is \$5,000 or more at the time it is no longer needed, the recipient must request disposition instructions. The disposition instructions may direct the recipient to: 1) sell the equipment and return a proportionate share of the proceeds to the Federal agency; 2) transfer title to another eligible entity identified by the Federal agency; or 3) keep the equipment if desired and compensate the Federal agency for its proportionate share of the value.

## STATEMENT OF WORK SECTIONS

**BUDGET NARRATIVE** –This section must be in narrative form (characters and spaces only). The budget narrative cannot be referenced as an attachment. Must follow GAD’s Budget Narrative Guidance. If the budget includes unrecovered indirect costs, this section must expressly state that.

**RESPONSIBILITIES OF THE PARTIES** – Actions to be taken by each party. Do NOT repeat funding or contact information (these are stated on the Notice of Award) and do NOT include items addressed in the General Terms and Conditions of the agreement. This section will list the responsibilities **other** than providing funding that are needed for the successful completion of the project. If it is a cooperative agreement, there should be substantial involvement of NRCS, so describe who and/or what tasks or roles are required to complete the project. For grants, there will be minimal or no other NRCS responsibilities. Reporting and payment frequency must be stated. Template language is provided below. If NRCS is providing resources (office space, vehicles, etc.) include that language in this section.

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in this SOW takes precedence.

### NRCS RESPONSIBILITIES

- 1) Connect the CFWR pilot project team(s) with other USDA agencies such as, and not limited to, the Economic Research Service (ERS), National Institute of Food and Agriculture (NIFA), the Office of the Chief Economist (OCE), and Federal partners like the United States Environmental Protection Agency (EPA) to collaborate on project activities and outcomes that contribute to the U.S. Food Loss and Waste 2030 goal.
- 2) Coordinate and convene the CFWR pilot project team(s) and other Federal government, regional, institution, state, and local experts to share information and strategies related to CFWR with the goal of enhancing the locally driven process to better address nationally and regionally important composting and food waste reduction goals that transcend localities.
- 3) Gather the methods, results, and benefits derived from the project to evaluate and disseminate different solutions for increasing access to compost and reducing municipal food waste across the United States.
- 4) Provide advisory and administrative support during the project and maintain constant communication with partner, review progress and financial report and provide feedback to ensure the product follows USDA standards.
- 5) Provide guidance and procedures related to NRCS Conservation and Business Programs.
- 6) Review and editing rights on all material produced under this agreement to ensure it complies with USDA standards and regulations before publishing.
- 7) Participate in project committee meetings to aid and guidance for the purpose of the workshops, educational activities, and other activities identified in this agreement.
- 8) Conduct ad-hoc meetings (via electronic, phone or in-person field visit) to discuss the progress of the agreement.
- 9) OUAIP reserves the right to make site visits to review and evaluate Awardee records, activities, organizational procedures, and financial control systems; to conduct interviews; to request additional information; and to provide technical assistance as necessary

### RECIPIENT RESPONSIBILITIES

- 10) Follow methodology in the project narrative and inform the Program Manager any changes.

## STATEMENT OF WORK SECTIONS

**RESPONSIBILITIES OF THE PARTIES** – Actions to be taken by each party. Do NOT repeat funding or contact information (these are stated on the Notice of Award) and do NOT include items addressed in the General Terms and Conditions of the agreement. This section will list the responsibilities **other than** providing funding that are needed for the successful completion of the project. If it is a cooperative agreement, there should be substantial involvement of NRCS, so describe who and/or what tasks or roles are required to complete the project. For grants, there will be minimal or no other NRCS responsibilities. Reporting and payment frequency must be stated. Template language is provided below. If NRCS is providing resources (office space, vehicles, etc.) include that language in this section.

- 11) Collaborate with multiple partners, such as public or private, nonprofit or for-profit entities, academic institutions (including minority-serving colleges and universities), and/or other appropriate professionals, community-based organizations, and local government entities.
- 12) Perform the work and produce the deliverables as outlined in this Statement of Work.
- 13) Conduct all activities and program provision under this agreement in compliance with all applicable federal civil right laws, rules, regulations, and policies.
- 14) Ensure no member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise there from.
- 15) Nothing contained may be construed to require establishment of a system of records to render in good faith the assurances and certifications required. Your knowledge and information are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 16) Comply with the applicable version of the General Terms and Conditions.
- 17) Submit reports and payment requests to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to [FPAC.BC.GAD@usda.gov](mailto:FPAC.BC.GAD@usda.gov) as outlined in the applicable version of the General Terms and Conditions. Limit advance payment requests to immediate cash needs (generally 30-60 days). Reporting frequency is as follows:

Performance reports: *Annual*

SF425 Financial Reports: Annual. If advance payments are requested, the financial report frequency is quarterly.

**EXPECTED ACCOMPLISHMENTS AND DELIVERABLES (also include MILESTONES)** – List each deliverable and subtask. Describe what will be done, when it will be done, and how it will be measured.

The first major milestone to be completed will be the creation of compost education modules that can be used by the educational team to educate local agricultural producers. Content will be developed by subject matter experts and useable in both virtual and face-to-face education settings. Learning outcomes will include participants knowledge on the cost benefits of using compost, local availability of compost, environmental benefits of compost over fertilizer, soil benefits of using compost, recycling organic materials, and more. Once the modules are developed they will be used by the educational team to deliver education to agricultural producers throughout the duration of the grant. Participants in educational events will participate in surveys determining the quality of educational delivery and their perceptions of their learning gains towards the intended learning outcomes. Results from these surveys will be used by the educational team to improve and refine compost education.

The next major milestone to be achieved will be the receipt and mixing of compostable materials. The weight of green waste will be captured when received by the landfill and prior to mixing. Measuring the weight of material will help frontline staff ensure the appropriate mix of materials and enable measurement of achievement of the project objective to reduce by 4,500 tons annually the amount of landfilled material.

## STATEMENT OF WORK SECTIONS

**EXPECTED ACCOMPLISHMENTS AND DELIVERABLES (also include MILESTONES)** – List each deliverable and subtask. Describe what will be done, when it will be done, and how it will be measured.

Another major milestone will be the receipt of FDEP approval to distribute the compost generated during the pilot. Throughout the composting project temperatures of the piles will be monitored and samples will be submitted to FDEP as required to determine when the compost is ready for distribution. Reports from FDEP will be disseminated to frontline staff and leadership for monitoring and quality improvement. Once a distributable product is produced results of the FDEP report will be shared with agricultural producers for education and discussion.

The Recipient has identified Hernando County Parks and Recreation Department as the collaborator to provide the sites for data collection for goal 3: increase amount of water and nutrient holding capacity in the soils. Hernando County Parks and Recreation has multiple sites throughout the county where the compost can be applied. The University of Florida offers local soil testing as a fee-based service provided by the office of extension and they will serve as the collaborator responsible for data collection. At this time, the project is planning for pre and post compost application soil quality testing at three sites. Facilitators of educational events will share the results of soil tests with participants, educating them on how locally available compost has improved the soil in their environment; thereby, reducing the need for the application of fertilizer and large quantities of water.

Milestone: Complete Education Compost Modules

Timeline: By February 2024

Indicator of Progress: Delivery of Education to Agricultural Producers

Data Collection/Dissemination Plan: Completed Module, Surveys will be distributed to training attendees evaluating the content of module, what was learned, and training delivery

Related Deliverable: Quarterly Rosters of Sign-in Sheets from Educational Events

Milestone: Mix Compost Materials

Timeline: By October 2024

Indicator of Progress: Weight of Material Diverted from Landfill

Data Collection/Dissemination Plan: Tonnage of material added to aerated pile, Disseminated to frontline staff and leadership for monitoring and quality improvement.

Related Deliverable: Quarterly Report on Tonnage of Waste Diverted from Landfill, Amount and Quality of Compost Generated.

Milestone: Receive FDEP report on quality of compost

Timeline: By December 2024

Indicator of Progress: Approval to Distribute Compost

Data Collection/Dissemination Plan: Report from FDEP stating quality of compost generated,

Disseminated to frontline staff and leadership for quality improvement and disseminated to end users to verify quality/usability of product

Related Deliverable: Quarterly Compost Distribution Reports

Milestone: Measurement of Soil Quality

Timeline: By January 2025

Indicator of Progress: Increase in soils Water Holding Capacity (WHC)

Data Collection/Dissemination Plan: Soil Tests measuring WHC/OM Disseminated to frontline staff and leadership for monitoring and quality improvement. Disseminated to Agricultural Producers for Education and Discussion.

Related Deliverable: Soil Quality Test Reports



## STATEMENT OF WORK SECTIONS

**RESOURCES REQUIRED** – This section is no longer required. If necessary, add any elements to the Responsibilities of the Parties section.

See the Responsibilities of the Parties section for required resources, if applicable.

**MILESTONES** – This section is no longer required. Milestones should be listed in the Expected Accomplishments and Deliverables section.

See the Expected Accomplishments and Deliverables section for milestones.

Optional Notes:

**ADDITIONAL AWARD PROVISIONS** – if there are attachments to incorporate into the agreement, cite them here and attach them to the Service Now ticket.

Attachments – Project Narrative “Hernando County’s Think Outside the Can: Consider Compost Pilot Project”