

ATTACHMENT C

PROGRESS REPORT FORM

DEP Agreement No.:	S0441		
Grantee Name:	Sumter County		
Grantee Address:	835 CR 529, Lake Panasoffkee, FL 33538		
Grantee's Grant Manager:	Jimmy Wise	Telephone No.:	(352) 793-0240
Quarterly Reporting Period:	April 1, 2011 – June 1, 2011 (FINAL)		
Project Number and Title:	06-10 Florida Organics Recycling Center for Excellence (FORCE)		
<p>Provide a summary of project accomplishments to date. (Include a comparison of actual accomplishments to the objectives established for the period. If goals were not met, provide reasons why.)</p> <p><i>Task 1: Research and Demonstration Projects (Polk County)</i></p> <p><i>Pre-Consumer Food Waste Composting Demonstration</i> Discussion continued with Polk County staff and private sector contacts regarding the potential markets for the end product. A local strawberry farmer and golf course distributor picked up all compost produced. Lab analysis of finished compost was received from Midwest Labs and incorporated into final analytical tables and report attachments. Drafting of the letter report was finalized. <i>The completed letter report and all relevant attachments were transmitted to the DEP, project partners, and it was uploaded onto the FORCE website.</i></p> <p><i>On-Farm Composting Demonstration (Sweetwater Organic Farm)</i> This task is complete.</p> <p><i>Task 2: Website</i></p> <p>The FORCE website, email address, and 1-800# are monitored on a weekly basis. The website is also updated on an ongoing basis to reflect upcoming events, new documents, new directory entries, and important news briefs. Periodic emails are distributed to membership to convey important organics events, news, and information. The FORCE website received the following hits this quarter (April 1 – May 31, 2011): <i>The website hit report is attached.</i></p> <ul style="list-style-type: none"> a. April 30, 2011 (16,691 to 16,853) – 162 b. May 31, 2011 (16,853 – 17,035) – 182 			

The Fruit and Vegetable Growers end user directory was updated and uploaded to the website. Facility fact sheets were uploaded to the website along with a new page introducing them and their beneficial use. *A copy of the updated directory is attached to this report. Copies of the facility fact sheets were transmitted with the Progress Report for the period January to March 2011.*

As requested, the FORCE logo was transmitted to Daniel Kuncicky, DEP, for inclusion in a hotlink on the DEP website to the FORCE website.

Updates to the website continued and included the upload of the Pre-Consumer Food Waste Project (Polk County and Publix Supermarkets) final report and an update link to the Golf End User Directory. *The Pre-Consumer Food Waste Project was transmitted to the DEP.*

Task 3: Education and Training

The Spring 2011 **newsletter** issue of ForceMatters was prepared and distributed to affiliates and uploaded to the FORCE website. *A copy of the newsletter is attached.*

Task 4: Marketing Outreach

FORCE continues to participate in the USCC Legislative & Environmental Affairs Committee (LEAC) and Recycle Florida Today (RFT) Organics Committee (OC) calls/correspondence and meetings to further organics recycling outreach in Florida. The team had recommended to the RFT Committee Chair that a half day organics session be included in the June conference agenda and a full day compost training. The FORCE project team also provided composting and organics recycling information to a total of three (3) contacts this quarter. *A copy of the Information Request Log is attached.*

Marketing Outreach efforts continued including an email message to FORCE affiliates updating them on upcoming events with a focus on composting, such as RFT Summer Conference, the SWANA Florida Summer Conference (FSC) and WASTECON. Affiliates were also directed to the newly updated end user directories on the website. FORCE Project team members prepared and delivered a presentation at the FSC that included an update on the recent On-Farm and Pre-Consumer Food Waste demonstration projects. FORCE presentations were prepared for delivery at RFT and SWANA Annual Summer Conferences.

Robin Mitchell delivered an update of FORCE activities to the SERC Conference on March 17; a copy of the Final Program is included as an attachment with this report. FORCE presentations were made at RFT and SWANA in June.

Provide an update on the estimated time for completion of the project and an explanation for any anticipated delays.

All tasks remain on schedule for completion by the project June 1 end date.

Provide any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

The project has not incurred any cost overruns or high unit costs to date. The County expended \$60,151.18 and is requesting this reimbursement for the period ending June 1, 2011.

Identify below, and attach copies of, any relevant work products being submitted for the project for this reporting period (e.g., report data sets, links to on-line photographs, etc.)

1. Vegetable Directory
2. FORCE website hit report and website home page
3. FORCE Matters newsletter
4. FORCE affiliate messages
5. Info request log - Info provided from April 1 – June 1, 2011 – 4 contacts total
6. SERC Final Program and FORCE Presentation; RFT and SWANA FORCE Presentations
7. Relevant communication documents, agendas, and notes to support task activities

Provide a project budget update, comparing the project budget to actual costs to date.

Budget Category	Total Project Budget	Expenditures Prior to this Reporting Period	Expenditures this Reporting Period	Project Funding Balance
All	\$281,000.00	\$0	\$0	\$281,000.00
All	\$281,000.00	\$0	\$ 9,400.82	\$271,599.18
All	\$271,599.18	\$ 9,400.82	\$23,929.18	\$247,670.00
All	\$247,670.00	\$ 33,330.00	\$10,487.42	\$237,182.58
All	\$237,182.58	\$ 43,817.42	\$66,480.11	\$170,702.47
All	\$170,702.47	\$110,297.53	\$10,216.14	\$160,486.33
All	\$160,486.33	\$120,513.67	\$96,610.61	\$ 63,875.72
All	\$ 63,875.72	\$217,124.28	\$60,151.18	\$ 3,724.54

This report is submitted in accordance with the reporting requirements of DEP Agreement No. S0441 and accurately reflects the activities and costs associated with the subject project.

Signature of Grantee's Grant Manager

Date