

# Waste Management



Lao Assistance Center's AAPI Green Team

## Green Partners Environmental Action information meeting

Hennepin County Environment and Energy  
March 2025



Introduce yourself in the chat

What organization do you represent?

What NEW action have you taken recently for the environment?



# Agenda

- Environmental funding opportunities
- Environmental education resources
- Green Partners grant program
  - Environmental action grants
  - Project ideas
  - Criteria and application questions
- Grant selection process
- Applying through the Supplier Portal



Project Sweetie Pie and partners planting trees with residents

# Hennepin County environmental grant opportunities

# Waste prevention grants

For schools, multifamily buildings,  
nonprofits and businesses

- Bins, supplies, reusable items, and equipment
- Free signage
- Free educational literature

<https://www.hennepin.us/recycling>



Free recycling bins and signs

# Natural resources grants

Protect water. Plant trees.

- Natural resources grants
- Aquatic invasive species grants
- Healthy tree canopy grants

[www.hennepin.us](http://www.hennepin.us) and search

Neighbors installing a rain garden in Minneapolis



# Supplier Portal Help Desk

## Supplier Portal questions

Monday – Friday

8 a.m. – 4:30 p.m.

612-543-5412

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Hennepin County Environment and Energy

## Supplier Portal help

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- Register to get notifications of solicitations
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[Visit the Supplier Portal](#)

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Close all

### — Training materials

#### Registration

- [Register with the portal \(PDF\)](#)
- [Register with the portal \(Video\)](#)
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#### Overview of the Supplier Portal

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- [Confirm your bid or proposal was received \(PDF\)](#)
- [Edit your bid or proposal \(PDF\)](#)
- [Edit your bid or proposal \(YouTube\)](#)

# Environmental education resources



# Environmental education resources

Search: Hennepin County environmental education

[www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation)

## Environmental education

A wide variety of free environmental education resources, project support and funding are available to organizations working with residents and youth in Hennepin County.

Get the latest updates on environmental education programs and resources, learn about events and training opportunities, and read what others in the field are doing:

- [Subscribe to our Environmental education news](#) monthly update email. See the [most recent edition](#) for an example of the content.
- Join our [Environmental education network Facebook group](#) to collaborate about environmental education and connect with others.

[Open all](#)

+ Communication resources and print materials

+ Environmental education network

+ Educational kits, supplies and event displays

+ Curriculum ideas and activity guides

+ Training, volunteer, certification and citizen science opportunities

+ Tours, field trip transportation and presentations

+ Environmental education programs

+ Grants

# Green Partners program

# Green Partners program

Through the Green Partners grant program, Hennepin County contracts with organizations to help the county educate, engage, and **motivate residents to become environmental stewards and make positive behavior changes**, such as taking action to prevent waste, separate organic waste and recycle, reduce household hazardous waste, care for trees, protect birds, bats, and pollinators, and improve water quality.

# Green Partners program

Two types youth programs



## Youth environmental leadership

Supporting environmental leadership and access to green job opportunities for young people in high school to age 24.

## Youth environmental education

Inspiring youth in elementary and middle school to develop an interest in the environment and environmental stewardship.

# Green Partners program

One opportunity for projects working with adults

## **Environmental action grants**

Motivate adults to make environmental behavior change at home and on-the-go.



# Green Partners award budget

In 2025, approximately \$145,000 is available for grants in the Green Partners Environmental Action grant category. Approximately \$200,000 is available for grants in the Green Partners Youth Environmental Leadership grant category and \$210,000 is available in the Green Partners Youth Environmental Education grant category.

<b>Application</b>	<b>Audience</b>	<b>Project focus</b>
<b>Environmental action grant application</b>	Adults (18+)	Motivating individuals to make environmental behavior changes at home and on-the-go.
<b>Youth environmental leadership grant application</b>	Youth and young adults in high school to age 24	Supporting environmental leadership and access to green job opportunities for young people in Hennepin County.
<b>Youth environmental education grant application</b>	Youth in elementary, middle, and junior high school	Developing awareness of environmental issues and interest in environmental stewardship with youth in junior high, middle school, and elementary school.

# Green Partners program

## Eligible applicants

- State registered non-profit organizations
- Schools
- Park districts

Non-profit applicants are not required to be registered federally as a 501(c)3 organization but must be registered as a non-profit with the Minnesota Secretary of State.



### **Atlawns of Richfield and Bloomington**

Buzz Fest rain barrel pre-sale is live! Atlawn's DIY kits and pre-made barrels assembled by Minnesota Valley Chapter Izaak Walton League youth volunteers are available for purchase!... [See more](#)

AUG 24 AT 9:27 AM



# Green Partners program

## Awards for Environmental Action

If you have never had a Green Partners award before (new grantees), you are eligible for:

- Up to \$12,000 award
- 1-year project

If you have received a Green Partners award before (returning grantees), you are eligible for:

- Up to \$25,000 (1-year project)
- Up to \$50,000 (2-year project)





# Green Partners program

## What you receive

- Grant advisor support
- An opportunity for a project update in Environmental Education News
- Grant funding: payments depend on length of your grant
  - 1-year grants
    - 60% paid after grant agreement signed (Sep/Oct 2025)
    - 40% or spent funds after final report received (Oct/Nov 2026)
  - 2-year grants
    - 50% paid after grant agreement signed (Sep/Oct 2025)
    - 20% paid after annual report received (Sep/Oct 2026)
    - 30% or spent funds after final report received (Oct/Nov 2027)



# Green Partners program

## What you will do

- Submit required documents and sign the contract
- Attend orientation meetings
- Implement your project
- Meet with and communicate with your grant advisor (and in some cases other Green Partners groups) to share updates
- Share photos and updates for our newsletter
- Recognize Hennepin County as a funder
- Complete reports on time and submit proof of expenses
- Have fun!



# Green Partners website

- **Link to the Supplier Portal**
- **Information about Green Partners**
- How to apply for a grant
- Resources to help complete your application

[www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

## Green Partners grants

Engage, educate, act and collaborate for the environment

Hennepin County provides funding and support to organizations to actively educate, engage and motivate residents to become environmental stewards and make positive behavior changes.

Through the Green Partners grant program, Hennepin County supports organizations doing projects that help residents take action to prevent waste, separate organic waste and recycle, reduce household hazardous waste, combat climate change, care for trees, protect birds, bats, and pollinators, and improve air and water quality.

[Sign up for our Environmental education news monthly update email.](#)

[View the most recent Environmental education news email.](#)

Open all

- + Green Partners grant information
- + Information for current grantees
- + Recently awarded grants
- + Grantee stories
- + Resources created by grantees

# Green Partners website

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- **Information about Green Partners**
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[www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

## — Green Partners information

The application period for the 2025 round of Green Partners is open.

Applications for the Environmental Action program are due by 3 p.m. on Thursday, April 3 in the [Hennepin County Supplier Portal](#).

Applications for Youth Environmental Education and Youth Environmental Leadership programs will open in mid-March and will be due in mid-April. Check back for updates.

### About Green Partners

Hennepin County has three Green Partners programs.

#### Environmental Action program

Environmental action projects must primarily engage adults. These projects focus on motivating adults to make environmental changes at home and on-the-go, focusing on one or two environmentally friendly actions. Applicants must incorporate research-based behavior change strategies into project plans to motivate people to take specific environmental actions and incorporate environmental changes into their lifestyle. Learn more about behavior change strategies at [Fostering Sustainable Behavior \(PDF\)](#). Read the [Green Partners Environmental Action program guidelines \(PDF\)](#) and [environmental action potential projects \(PDF\)](#) for more information.

#### Youth Environmental Leadership program

Youth environmental leadership projects encourage environmental leadership and/or exposure to green jobs for young people in high school up to age 24. Project activities should encourage an environmental stewardship mindset that lasts beyond the program. Projects may provide opportunities for youth leadership in their school or community and exposure to green jobs or investigation into the green aspects of jobs they are interested in pursuing.

#### Youth Environmental Education program

Youth environmental education projects engage youth in elementary and middle school in environmental education and outdoor nature experiences. Project activities engage youth in learning about the environment to develop their awareness and increase their knowledge of environmental issues and solutions. Strong projects are inquiry driven, incorporate hands-on and experiential environmental learning, provide outdoor nature experiences, and promote environmental stewardship.

# Green Partners website

- Link to the Supplier Portal
- Information about Green Partners
- **How to apply for a grant**
- Resources to help complete your application

[www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

## Application process

The application period for the 2025 round of Green Partners is open.

Find the program guidelines and application materials on the [Hennepin County Supplier Portal](#). Visit the [Supplier Portal help website](#) for information on how to register and submit an application.

Applications for the Environmental Action program are due by 3 p.m. on Thursday, April 3 in the [Hennepin County Supplier Portal](#).

Applications for Youth Environmental Education and Youth Environmental Leadership programs will open in mid-March and will be due in mid-April. Check back for updates.

Applications must be submitted through the [Hennepin County Supplier Portal](#), and pre-registration is required to apply. Register early as the process may take time. For assistance registering or submitting your application documents in the [Hennepin County Supplier Portal](#), contact the Supplier Portal Help Desk at 612-543-5412 or [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us), Monday through Friday, 8 a.m. to 4:30 p.m.

[Subscribe to the monthly email Environmental education news](#) to be notified of future opportunities and updates.

## Information meetings

Virtual information meetings are held each spring. These information meetings are a chance to find out more about the Green Partners program, understand the county application process, and get your questions answered.

Applicants are strongly encouraged to attend or watch the information meeting recording before applying.

### Upcoming information meetings

Green Partners Environmental Action program

A virtual information meeting will be held on Monday, March 17, 2025, from noon to 1 p.m. [Register to attend the Zoom meeting.](#)

Green Partners Youth Environmental Leadership and Youth Environmental Education programs

A virtual information meeting will be held on Tuesday, April 8, 2025, from 4 to 5 p.m. [Register to attend the Zoom meeting.](#)

# Green Partners website

- Link to the Supplier Portal
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- How to apply for a grant
- **Resources to help complete your application**

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## Resources to help you complete your application

### Best practices and frequently asked questions

To help organizations develop successful applications and projects, we've compiled the [best practices for Green Partners projects \(PDF\)](#). These were developed based on input received from past Green Partners community partners about how they define success and their advice for other project managers. Review the [frequently asked questions about Green Partners programs \(PDF\)](#) for answers to some of the most common questions about completing your application.

### Environmental action behavior change resources

The following resources will help with planning environmental action projects focused on encouraging environmental behaviors:

#### [Journey map planning worksheet \(PDF\)](#)

Consider your audience's journey in taking action and plan engagement at each step to support them in making change.

#### [Barriers discussion guide \(PDF\)](#)

Conduct interviews to research your audience's barriers and motivations related to the actions you are focusing on.

#### [Motivating behavior change checklist \(PDF\)](#)

Tips and steps for planning an environmental action project.

#### [Outcomes report document \(DOCX\)](#)

Find ideas for outcomes you can track and measure to demonstrate participants have made environmentally friendly changes on the topic you are focusing on.

### Youth project resources

The resources on the [environmental education resources](#) page will help with planning Youth Environmental Education and Youth Environmental Leadership projects.

### Insurance requirements

Hennepin County requires organizations to have insurance in order to conduct Green Partners projects. See the [insurance requirements \(PDF\)](#) to learn what is required.

# Resources to help you complete your application

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- General liability insurance
- Employer's liability
- Auto liability
- Workers' compensation coverage

# Environmental action application: FAQs

## Attachment 4

## Green Partners Frequently Asked Questions

### Attachment 4 – Green Partners Environmental Action Frequently Asked Questions (FAQ)

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Lao Center of MN recycling workshop

# Environmental action program

# Environmental action program

## Environmental action projects

Motivate individuals (adults) to make environmental behavior changes at home and on-the-go.

Choose one or two environmental actions to focus on and use behavior change strategies to motivate your participants.



# Environmental action topics

## Preventing waste

- Recycling
- Preventing waste
- Organics
- Backyard composting
- Reducing household hazardous waste

## Protecting natural resources

- Caring for trees
- Protecting water
- Sustainable landscaping
- Exploring nature and protecting habitat for bird, bats, and pollinators

# Environmental action: strategies to address barriers

What you might hear	Strategy	Why it works
<p>"I've been meaning to do that."                      "That sounds interesting."</p>	<b>Build commitment</b>	<p>We want to be consistent                      Helps nudge people into action</p>
<p>"That sounds hard."                      "I'm not interested."                      "People like me don't do that."</p>	<b>Cultivate social norms                      Encourage social diffusion                      and modeling</b>	<p>We want to be socially accepted                      We make decisions based on the actions and                      recommendations of others                      Helps make your actions relevant</p>
<p>"I always forget to do that."                      "I can't remember how to take action."</p>	<b>Use prompts</b>	<p>Breaks our routines and helps us remember what                      we intend to do</p>
<p>"I'm afraid I'm going to do it wrong."                      "I don't know how to do that."</p>	<b>Develop skills</b>	<p>We're more likely to act if we feel competent and                      confident</p>
<p>"I can't take that action."                      "I don't have that service."</p>	<b>Make it easy to act with                      infrastructure, tools, supplies</b>	<p>We're more likely to act if it's easy and                      convenient</p>
<p>"Tell me what to do and why."                      "I need to know more."</p>	<b>Create effective                      communication</b>	<p>We're more likely to act when we know why it's                      important and what to do</p>
<p>"I have this big change coming up                      (moving, new job, baby, etc.)."                      "I already do that, I'm ready to take the                      next step."</p>	<b>Celebrate successes                      Use momentum and                      disruption                      Associate actions</b>	<p>We're more ready to adopt new actions during                      big life changes                      We start to associate actions as part of our                      identity and are more likely to take further action</p>

# Environmental action program criteria and application

# Environmental action project ideas

Update on climate change topics

Green Partners Environmental Action grants will focus on zero waste and natural resources actions to address climate goals in the Hennepin County Climate Action Plan

Hennepin County Environment and Energy

Holy Trinity Lutheran Church of Minneapolis helps residents change their light bulbs to LEDs



# Environmental action project ideas

## Preventing waste and recycling

- Reduce food waste
- Replace disposables, packaging waste, and single use plastics
- Reuse and repair
- Make buying used cool
- Recycling and organics recycling
- Recycle or reuse bulky waste



Tangletown Neighborhood hosts a clothing swap



# Environmental action project ideas

## Household hazardous waste

- Identify and choose the least hazardous options
- Properly dispose of household hazardous waste and other special wastes

Minnesota African Women's Association (MAWA) makes green cleaners with residents



# Environmental action project ideas

## Protecting natural resources

- Care for trees
- Protect water
  - Adopt a storm drain
  - Reduce salt use
- Support homeowners in making changes to their yard for water and pollinators
- Explore and protect habitat for birds, bats, and pollinators



Urban Bird Collective got folks to make changes in their yards to support birds and pollinators

## Project summary

<b>Applicant name</b>	<input type="text"/>
<b>Project title</b>	<input type="text"/>
<b>Number of people you will directly engage</b> in project activities (projects should directly engage at least 150 people)	<input type="text"/>
<b>Number of people you will reach through communications</b> like newsletters and social media	<input type="text"/>
<b>Geographic location(s) in Hennepin County</b> where your project will take place	<input type="text"/>
<b>Type of applicant</b> <i>(In Microsoft Word, double click the check box and select "checked", or otherwise indicate your selection)</i>	<input type="checkbox"/> Returning Green Partners grantee <input type="checkbox"/> New applicant
<b>Budget request:</b> <i>(Returning grantees qualify for a 2-year grant)</i>	Year 1: \$ Year 2: \$

**Topics:** What topics will you address during this project? (Double box to select "check" for each topic that applies.)

### Preventing waste and recycling

- Recycling
- Preventing waste
- Organics recycling
- Backyard composting
- Reducing household hazardous waste

### Protecting natural resources

- Caring for trees
- Protecting water
- Sustainable landscaping
- Exploring nature and protecting wildlife

# Environmental action criteria and application

## Section 1: Applicant and project team

- The organization's mission makes this project a **good fit for the program**.
- A **project manager and back-up project manager are identified** in the application.
- Applicant and project partners have the **capacity to implement the project** and meet contract obligations.
- **Partnership letters are submitted** by significant project partners, indicating they are a partner in the project
- Applicant and project partners **have demonstrated efforts to increase cultural competency** of project staff.
- Applicant has a **track record of successfully completing projects** for previous Hennepin County contracts or grants, if applicable.
- Applicant has **policies and practices in place to prevent volunteers from working unsupervised with youth unless background checks are completed**.
- Applicant would **benefit from Hennepin County resources and the support requested is appropriate** for the project. Hennepin County has resources and subject matter experts to advise or engage your community: [Environmental programs and initiatives | Hennepin County](#)

## Section 1: Applicant and project team

### Applicant information

Applicant legal name, mailing address, email, and phone number:

Provide the mission of the applicant organization and tell us how this project fits with your organization's mission and goals:

### Organizational resources

Your application will not be evaluated on your responses to these questions. This is for informational purposes to provide more equitable access to low-resourced organizations. Your response will determine which review team will assess your application during the grant review.

What is your organization's annual operational budget?

- Under \$99,999
- \$100,000 to 499,999
- \$500,000 to \$999,999
- More than \$1 million

What is your program budget?

Does your organization own a building or property?

- No
- Yes. Please explain:

Does your organization have a paid grant writer or fundraising development staff?

- No. Please explain who does your grant writing, fundraising, and grant reporting:
- Yes. Are they staff or a consultant? Full-time or part-time? Please explain their position and role:

**Returning grantees**

Provide a summary of your most recent Green Partners grant project and the project outcomes. If you are currently working on your first Green Partners grant, tell us about your project outcomes and successes so far. If it's relevant, tell us how this current request is related to your past project(s)? (250-word limit)

**Project team**

List and describe the staff, including partners and youth, who will implement the project. Describe their role and the experience they bring. List the project manager and the back-up project manager (required). Please have key project partners submit a letter stating they agree to their role in the project.

Name	Email / phone	Organization	Background and experience	Role in the project
				Overall project manager (required)
				Back-up project manager (required)
				Financial reporting
				Authorized to sign the contract

**Cultural competency**

Do project team members reflect the community that they plan to engage?

Yes. If yes, please explain.

No. If not, how has the Applicant and project team demonstrated efforts to increase their cultural competency and why are you the right organization to engage this audience?

**Experience and support**

Have the staff involved in this project implemented environmental education projects in the past?  Yes  No

If yes, briefly describe.



## County support

Some projects benefit from county staff support in project planning or programming, while others simply need funding or troubleshooting support. Reference the list below, the Request for Applications (RFA) guidelines, and the Hennepin County website for environmental topics the county works on: [Environmental programs and initiatives | Hennepin County](#)

- **Access to Hennepin County environmental education resources:** Environmental education kits, environmental education activity guides, Adopt-a-Drain program for schools, Watershed Connections for grades 6 to 12, school waste reduction and recycling grants.
- **Communications support:** Educational brochures, pre-written social media posts, pre-written newsletter articles, translated materials, recycling and organics signage and bin stickers, publish our project story in the county's Environmental Education News e-newsletter, like and share our project posts on social media.
- **Contracting support:** Assistance in understanding insurance requirements, contract requirements, W9 form requirements, or signing up for electronic deposit of grant funds.
- **Event support:** Tabling at event(s), presentation at event(s), communicate your support to participants at our event(s), attend/be present at our event(s), cosponsor our event(s), publicize our event(s).
- **General project support:** Assistance with project planning, access to curriculum and resources, grant funding, reporting support, assistance with budgeting and expense reports, or connection to subject matter experts.
- **Presentation(s) on environmental topics:** Solid Waste, Natural Resources, and Climate Change.
- **Tours of Hennepin County waste and recycling facilities:** Tour(s) of Brooklyn Park recycling and household hazardous waste drop-off facility and Tour(s) of Hennepin Energy Recovery Center (HERC)
- **Other.**

How can Hennepin County best support your project? Indicate the type of assistance you need and the topic(s) for which you are seeking support.



# Links to resources

## General grant project support

- Project planning, [Green Partners grant program](#) and Hennepin County [environmental education resources](#)
- Assistance with reporting requirements, [Green Partners grant program](#)
- Assistance with budgeting and expense reports, [Green Partners grant program](#)

## Contracting, insurance, W9s, invoices, electronic deposit

- [Green Partners grant program](#)
- [Purchasing and Contract Services](#)
- [Office of Budget and Finance](#)

## Waste topics

Recycling, composting, and waste disposal

- [Backyard composting](#)
- [Community Recycling Ambassador training](#)
- [Green Disposal options](#)
- [...](#)

## Land and water topics

Ecosystems and land

- Supporting [birds](#) and [bats](#) and their [habitat](#)
- [Conservation resources](#)
- [Land protection and restoration](#) in rural areas
- [...](#)

Trees

- [Trees and forestry](#)

Water

- [Adopt-a-Drain](#)
- [Aquatic Invasive Species](#)
- [Lakes and rivers](#)
- [...](#)

Climate change topics

- [Climate action](#)



# Environmental action criteria and application

## Section 2: Project goals and activities

- Projects **focus on topics allowed** in the grant guidelines.
- Projects **focus on one or two specific environmental behaviors/actions** that participants will take to benefit the environment.
- Project activities **address the topic in a way that is relevant to the audience**. Activities align with participants current state of action, see the Green Partners [Journey map and planning worksheet](#).
- The project **incorporates [behavior change strategies](#)** to motivate action on environmental topics.
- Applicant will **provide information on the curriculum and lesson plans** they will use.
- Applicant will **report outcomes** from the project. The project plan includes ways to track participant behavior changes, see the Green Partners [Environmental action outcomes tracking guide \(PDF\)](#).
- **Timeline of activities** is logical and realistic.
- Applicant will **provide safety training to participants if applicable** to the project.

## Section 2: Project goals and activities

Describe the environmental goals, activities, and outcomes of your project below, including but not limited to A) the environmental focus of the project, B) the environmental behaviors will you work to change and the activities you will do and have participants engage in, C) the environmental outcomes you expect to see from your efforts, and D) how you will share your project story.

- A) **Environmental action goals and project summary:** Briefly summarize your project. This is how your project will be shared and described to others. What are your environmental project goals and what are the one or two specific environmental behaviors/actions will you focus on changing for this project? (100-word limit)

- B) **Project narrative:** List and describe your project activities and the activities participants will engage in, and provide a timeline by month, quarter, or season. What education resources do you plan to use? Link to or submit the educational resources or curriculum you plan to use and share what environmental lessons you will implement.

- C) **Outcomes**

Hennepin County requires grantees to track [actions that demonstrate changes in participants' behaviors \(DOCX\)](#).

- What environmental actions that people take will you track during this project?
- How will you collect this data or track participants' environmental actions for this project? If you are relying on participants to self-report, how will you get participants to report their actions?

- D) **Communicating your story:** Green Partners grant applicants should have a clear plan for how they will publicize and share the story of their project. Please provide details here about how you would do this. (250-word limit)

# Environmental action criteria and application

## Section 2: Project goals and activities

### Tracking outcomes

Examples from the Green Partners [Environmental action outcomes tracking guide \(PDF\)](#)

#### Pollinators

- Square feet of lawn converted to pollinator plants
- Number of pollinators counted (before/after)
- Number people who planted pollinator plants
- Number of pollinator friendly yards certified
- Number of residents reducing pesticide use

#### Water in the yard

- Number of people reducing salt use in winter
- Number of people adopting storm drains

#### Recycling and organics composting

- Number of people that started recycling at home
- Number of residents signed up to recycle organic waste

**Year 1 timeline of activities**

<b>Quarter</b>	<b>Activities</b>
Fall: September – December 2025	
Winter: January – March 2026	
Spring: April - June 2026	
Summer: July - August 2026	Annual expense report due September 30, 2026 Annual report due September 30, 2026

**Year 2 timeline of activities (Optional and only available to returning Green Partners grantees)**

<b>Quarter</b>	<b>Activities</b>
Fall: September – December 2026	
Winter: January – March 2027	
Spring: April – June 2027	
Summer: July – August 2027	Annual expense report due September 30, 2027 Annual report due September 30, 2027

# Environmental action criteria and application

## Section 3: Participant information

- Participants must **live, work, go to school, or recreate in Hennepin County**.
- Applicant will **engage at least 150 participants**, primarily adults, in project activities.
- Applicant has a **well-defined audience** that they plan to engage, and they **can engage their audience** because of relationships, partnerships, and/or previous experience with the audience.
- **Applicant understands how aware their participants are already and their motivations and barriers to making changes** that benefit the environment. Participants are likely to try or adopt new environmental behaviors after participating in this project.
- Age group: Participants should primarily be **adults over the age of 18**. Families and youth are welcome to be involved in project activities.
- **Disparities**: Special consideration will be given to projects that engage participants who face one or more [disparities identified by Hennepin County](#), disparities in employment, income, education, health, housing, transportation, and justice.

# Environmental action application

## Section 3: Participant information

### Reducing disparities in Hennepin County is a priority



## Section 3: Participant information

**Describe your participants.** Who is your primary audience that you will engage in project activities? Who is the broader audience you will reach? What is their relationship to Hennepin County - do they live, work, or recreate in the County? (250-word limit)

Do your participants face [disparities](#) in relation to education, employment, income, housing, transportation, justice, or health?  Yes  No If yes, describe the disparities they face.

**Participant recruitment:** Describe how you will recruit and engage this audience. How will you recruit participants? Have you worked with this audience before? Will you partner with another organization to reach your desired audience. (250-word limit)

**Audience engagement:** Will activities build knowledge over time with the same participants, or will you continually engage new participants in the same activities? (Reference the [Journey map and planning worksheet](#)).

For this project, we are planning to engage the following audiences. [Select all that apply]

- Innovators (2.5% of the population): seek novelty and need to be different
- Early adopters (13.5% of the population): drawn to "products" intrinsic value
- Early majority (34% of the population): perceive spread of a product and decide to go along with it out of need to match and imitate
- Late majority (34% of the population): jump on bandwagon once they see most people are doing it
- Laggards (16% of the population): finally follow suit once product gains broad acceptance

**Safety:** Do you have policies and practices in place to prevent volunteers from working with youth unsupervised, or do you conduct background checks for staff/volunteers working directly with youth, unsupervised?  Yes  No  Not applicable; we do not plan to work with youth or engage youth without their parent/guardian present.

If applicable to the project, what type of safety training and safety practices do you provide to participants?



# Environmental action criteria and application

## Section 4: Budget

- Budget includes **eligible expenses**.
- Staff time listed includes **estimated hours, hourly rates, or relevant pay details**.
- **Details about items to be purchased** and cost per item are provided, estimates are acceptable.
- Budget includes **adequate personnel time** for the project and/or **project supplies that are appropriate** for the project.
- **Budget matches project activities** and it is clear how the items will be used for the project.
- **If you are seeking funding for two years**, submit a separate spreadsheet for each year's budget – a sheet for year one activities and a separate spreadsheet for year two project activities.



## Section 4: Budget

Confirm that your requests are eligible expenses. Only include items that would be covered by this grant. We do not require a match, but please provide information about how the program is funded by other sources.

Provide a detailed budget so the grant reviewers can understand how funds will be used. Provide details regarding number and cost per item for proposed expenses. For personnel, provide hours and hourly rates, stipend amounts, relevant pay details. It's helpful to break the budget down to explain how much time will be used for different aspects of the project. We recommend including at least 10 hours for meetings with county staff and project reporting.

If you are requesting a two-year grant (returning grantees only), submit a separate spreadsheet for each year's budget – a sheet for year one activities and a separate spreadsheet for year two project activities. The budget document includes tabs for each year's budget.

**Budget spreadsheet:** Find the Green Partners Budget Form (*Attachment 2 – Budget form 2025*) on the Hennepin County Supplier Portal and submit it with your application.

**Budget narrative:** Is there anything we should know about your budget request that may not be apparent in the application or spreadsheet(s)? (250-word limit)

**Overall program funding:** Complete the table below to show any and all other funds that the project has identified for completing the project. Indicate "n/a" if you have not applied for or secured additional funding for this project or program. Your application will not be evaluated on your responses to these questions. This will provide the grant review team with a frame of reference and context for your funding request.

	Amount	Secure or Pending? (check one)	Source & Use
<b>Green Partners Funding Request</b>	\$	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Secure	<i>Hennepin County Green Partners grant</i>
<b>Other Dollars Leveraged</b> Including Cash Match and In-kind contributions		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	



# Environmental action application

## Section 4: Budget

Year 1 (9/1/2025-8/31/2026)					
<b>TYPE APPLICANTS NAME HERE</b>					
Directions: If you are requesting a two-year grant, submit two budgets spreadsheets - one for year 1 and one for year 2. Add or remove rows as necessary. This form has formulas; double check to be sure your totals are accurate. For a list of eligible expenses, see the Green Partners grant guidelines published with the most current solicitation. If you have questions, contact Green Partners staff at 612-596-6856 or GreenPartners@hennepin.us.					
<b>A. Staff and Personnel - Applicants must follow applicable U.S. labor laws. Contact an attorney for ad</b>					<b>Grand total</b>
Indicate: Staff, partner, or contractor	Name	Description of role and responsibilities	Hourly rate / cost per service	Hours / number of services	Total
					\$ -
					0.00
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>B. Project Supplies - List the supplies you seek to purchase with this grant and briefly describe.</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>C. Food and venues - Indicate how many people are expected to attend and estimated cost per event.</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00

D. Communications and promotions - printing, advertising, on-line communications					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>E. Other Expenses</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00

<b>Year 1 Budget request</b>	Year 2 Budget request- if eligible	+
------------------------------	------------------------------------	---



# Environmental action application

## Section 4: Budget

						Year 1 (9/1/2025- 8/31/2026)
<b>TYPE APPLICANTS NAME HERE</b>						
Directions: If you are requesting a two-year grant, submit two budgets spreadsheets - one for year 1 and one for year 2. Add or remove rows as necessary. This form has formulas; double check to be sure your totals are accurate. For a list of eligible expenses, see the Green Partners grant guidelines published with the most current solicitation. If you have questions, contact Green Partners staff at 612-596-6856 or GreenPartners@hennepin.us.						
<b>A. Staff and Personnel - Applicants must follow applicable U.S. labor laws. Contact an attorney for ad</b>						<b>Grand total</b>
Indicate: Staff, partner, or contractor	Name	Description of role and responsibilities	Hourly rate / cost per service	Hours / number of services	Total	\$ -
					0.00	
					0.00	
					0.00	
					0.00	
<b>SUB-TOTAL</b>					0.00	
<b>B. Project Supplies - List the supplies you seek to purchase with this grant and briefly describe.</b>						
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total	
					0.00	
					0.00	
					0.00	
<b>SUB-TOTAL</b>					0.00	
<b>C. Food and venues - Indicate how many people are expected to attend and estimated cost per event.</b>						
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total	
					0.00	
					0.00	
					0.00	
<b>SUB-TOTAL</b>					0.00	

<b>D. Communications and promotions - printing, advertising, on-line communications</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00
<b>E. Other Expenses</b>					
	Expense	Description	Cost per item (if applicable)	Number of items or services	Total
					0.00
					0.00
<b>SUB-TOTAL</b>					0.00

<b>Year 1 Budget request</b>	Year 2 Budget rqst- if eligible	+
------------------------------	---------------------------------	---



# Environmental action application

## Section 4: Budget

### Eligible expenses

- Staff time, intern pay, experts or consultants
- Supplies for participants to take home to take action
- Project and activity supplies
- Educational speakers



# Environmental action application

## Section 4: Budget

### Eligible expenses

- Communications
- Art supplies
- Supplies for green events
- Food (Follow the County's healthy eating guidelines)
- Transportation



# Environmental action application

## Section 4: Budget

### Eligible expenses

- Educational signs and stickers
- Event supplies
- T-shirts
- Field trips
- Safety equipment
- Plants



Rusty teaches recycling with Off the Blue Couch



Rethos teaches homeowners window repair

# Not eligible

No items valued over \$500



general operating

No fees



No overnights outside of Hennepin County



No bottled water

No Styrofoam

No single-use, disposable items

No recycling bins

No rain gardens





# Environmental action application

## Section 5: Supplemental documents

- Curriculum shared, if applicable.
- Partner letters submitted, if applicable

## Section 5: Supplemental documents

List and describe the supplemental documents you have submitted with this application.

Supplemental materials are limited to: Partner letters (not recommendation letters), curriculum, past program/project reports (photos should be embedded into a word or pdf document).

---

**Optional:** How did you hear about the Green Partners grant program?

- Former/current grantee
- Coworker/colleague
- Hennepin County commissioner
- Hennepin County e-newsletter or social media
- Hennepin County staff
- Other (please list):

# Green Partners 2-year project criteria

Returning Green Partners grantees are eligible for a two-year grant after receiving at least one previous award for a Green Partners grant. Additional criteria are considered for two-year environmental action projects.

- Section 1: Applicant and project team
  - Applicant has been awarded a grant for at least one successful project through the Green Partners grant program.
  - Special consideration will be given to efforts led by people who experience disparities similar to the audience they are engaging.
- Section 2: Participant information
  - Special consideration will be given to projects that engage participants who face disparities.
- Section 3: Project activities
  - Project activities in year two are a logical next step.
- Section 4: Budget
  - A detailed budget for year 2 was provided.

# Post in the chat

What questions do you have?



# Grant selection process

# Additional criteria

In addition, we will consider the criteria below in our grant award recommendations. If many applications are received, applications may be split up by these criteria to be reviewed by different review committees:

- Applications from “returning” Green Partners grantees and new Applicants (have not received a Green Partners grant in the past) to ensure new Applicants will be awarded grants.
- Overall budget and associated staffing to supporting organizational fundraising to ensure large and small organizations are represented.
- Geographic distribution of projects to ensure projects are reaching audiences throughout the county.

For returning grantees, Green Partners grant advisors will be asked to provide their perspectives on previous grant project(s) at the beginning of the grant review process.

# The review process

## **Review and rate applications**

- Adjectival ratings for each application (Excellent, Very Good, Good, Marginal, Unsatisfactory)

## **Review team discussion**

- Green Partners Grant Advisors provides information about returning grantee applicants
- Strengths, questions, and concerns for each application
- Review team seeks consensus to rank recommended projects

## **Follow up and final rankings**

- Grant manager sends follow-up questions to applicants (if needed).
- After questions are answered, final rankings are determined

# Green Partners timeline

April 3, 2025	Applications due by 3 p.m.
April - May	Application review
July	Department approval Applicants notified
August	Final approvals Contracting begins
September 1, 2025	Projects begin
September 2025	Orientation meetings (Virtual Sep. 9, In-person Sep. 24)
August 31, 2026	One-year grant projects end
August 31, 2027	Two-year grant projects end



# Applying for a grant in the Supplier Portal

# Supplier Portal – Log in or register

The screenshot shows the Hennepin County Supplier Portal interface. At the top, there is a dark blue header with 'HENNEPIN COUNTY' on the left and a home icon on the right. Below the header is a light gray navigation bar with 'Supplier Portal public' and a dropdown arrow. The main content area features several tiles:

- Tips and announcements:** A white tile with a dark blue header containing a bulleted list:
  - You must be registered and logged into your account to submit a response
  - Chrome and Edge are the preferred browsers
  - To reset your password, click the 'Log in or register' tile
  - For technical issues, try clearing your cache/cookies
  - [View help guides on our website](#)
- Log in or register:** A white tile with a dark blue header and a gray icon of a door with a yellow arrow pointing right. This tile is circled in red.
- Contracting opportunities:** A white tile with a dark blue header, an icon of people bidding, and the text '16 Opportunities'.
- Event search:** A white tile with a dark blue header and an icon of a document with a magnifying glass.
- Bid evaluations:** A white tile with a dark blue header and an icon of a document with a green checkmark.
- Supplier Portal help:** A white tile with a dark blue header and an icon of a person wearing a headset.

# Supplier Portal – contracting opportunities

HENNEPIN COUNTY

Supplier Portal public ▾

**Tips and announcements**

- You must be registered and logged into your account to submit a response
- Chrome and Edge are the preferred browsers
- To reset your password, click the 'Log in or register' tile
- For technical issues, try clearing your cache/cookies
- [View help guides on our website](#)

**Log in or register**

**Contracting opportunities**

16 Opportunities

**Event search**

**Bid tabulations**

**Supplier Portal help**

# Supplier Portal – Help Desk


HENNEPIN COUNTY 🏠

Supplier Portal public ▾


### Tips and announcements

- You must be registered and logged into your account to submit a response
- Chrome and Edge are the preferred browsers
- To reset your password, click the 'Log in or register' tile
- For technical issues, try clearing your cache/cookies
- [View help guides on our website](#)


### Log in or register




### Contracting opportunities




### Event search



### Bid tabulations



### Supplier Portal help



# Supplier Portal Help Desk

## Supplier Portal questions

Monday – Friday

8 a.m. – 4:30 p.m.

612-543-5412

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Hennepin County Environment and Energy

## Supplier Portal help

On the Supplier Portal, vendors can:

- Register to get notifications of solicitations
- Update profile information
- Review current solicitations
- Submit responses to solicitations

Vendors don't have to register to view open solicitations, but must register to submit a response.

[Visit the Supplier Portal](#)

Questions?

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

Phone: 612-543-5412

M-F, 8 a.m. to 4:30 p.m.

Close all

### — Training materials

#### Registration

- [Register with the portal \(PDF\)](#)
- [Register with the portal \(Video\)](#)
- [We can't seem to find your account error \(YouTube\)](#)
- [Reset your password \(PDF\)](#)

#### Overview of the Supplier Portal

- [Supplier Portal overview \(YouTube\)](#)
- [Definitions \(PDF\)](#)

#### Responding to an event

- [Respond to a bid or proposal - with images \(PDF\)](#)
- [Respond to a bid or proposal - no images \(PDF\)](#)
- [Respond to a bid or proposal \(YouTube\)](#)
- [Upload an attachment \(PDF\)](#)
- [Confirm your bid or proposal was received \(PDF\)](#)
- [Edit your bid or proposal \(PDF\)](#)
- [Edit your bid or proposal \(YouTube\)](#)

# Apply through the Supplier Portal

# Step 1 – Log in or register a new account


HENNEPIN COUNTY 🏠

Supplier Portal public ▾


### Tips and announcements

- You must be registered and logged into your account to submit a response
- Chrome and Edge are the preferred browsers
- To reset your password, click the 'Log in or register' tile
- For technical issues, try clearing your cache/cookies
- [View help guides on our website](#)

### Log in or register




### Contracting opportunities




16 Opportunities


### Event search



### Bid tabulations



### Supplier Portal help



# Step 1 – Log in or register a new account

HENNEPIN COUNTY  
MINNESOTA

## Sign in

Email Address

Password

[Forgot your password?](#)

**Sign in**

---

Don't have an account?

**Sign up now**



# Step 1 – Log in or register a new account

Be prepared to enter your organization's tax ID number.

Enter your company's federal tax identification number (Tax ID) and we will guide you through the registration process

**Tax ID (no dashes)**

# Step 2 – Register in the Supplier Portal (new bidder registration)

If your screen looks like this, [follow the steps for “bidder” registration.](#)

The screenshot shows a multi-step registration process. At the top, a progress bar contains seven steps: Welcome (highlighted with an orange square), Identifying Information, Addresses, Contacts, Payment Information, Categorization, and Submit. Below the progress bar are three buttons: 'Exit', '< Previous', and 'Next >'. The main content area is titled 'Welcome - Step 1 of 7'. It contains a paragraph of instructions: 'Click the question mark icon in each section for more information. For further instructions, go to the [Register with the portal](#) quick guide. For questions or issues, call (612) 543-5412 or email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).' Below this is a section titled 'Select an activity below: ?' which contains a form with the question 'What type of entity do you represent?' and two radio button options: 'Business' (selected) and 'Individual'.

# Step 2 – Register in the Supplier Portal (new user registration)

If your screen looks like this, [follow the steps to register a “new user” account.](#)

**You may need to update your registration information before you can submit your application.**

### Register New User Accounts

For step by step instructions visit the [Supplier Portal help page](#).  
Need Further assistance? Call (612) 543-5412 or Email [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)  
Monday-Friday, 8:00am - 4:30pm Central Standard Time

**Company Type**

Bidder  
 Supplier

**Bidder List**

*Bidder ID	*Tax ID Number (no dashes)
*****	*****

**Contact Information** ?

\* First Name   
\* Last Name   
Title   
Email ID   
\* Telephone  Ext   
Fax Number   
Contact Type

**Terms and Conditions**

Make sure you read terms of agreement fully before submitting your registration.

Agree to Terms

[Terms of Agreement](#)

## Step 3 – Find and download application materials

You do not need to be registered or logged in to download application materials.

# Step 3 – Find and download application materials

HENNEPIN COUNTY

Supplier Portal public ▾

**Tips and announcements**

- You must be registered and logged into your account to submit a response
- Chrome and Edge are the preferred browsers
- To reset your password, click the 'Log in or register' tile
- For technical issues, try clearing your cache/cookies
- [View help guides on our website](#)

**Log in or register**

**Contracting opportunities**

16 Opportunities

**Event search**

**Bid tabulations**

**Supplier Portal help**

# Step 3 – Find and download application materials

## Contracting Opportunities

Time Zone

Date Format

[Apply](#)

### Bidding Event Information

24 rows

Event Name ↑↓	Event ID ↑↓	Type of Opportunity ↑↓	Ends In ↑↓	Start Date ↑↓	End Date	Details
Land Reclamation - St Anthony Parks	NFB0000353	General Services	1 days	02/18/2025 09:00 AM CST	03/11/2025 02:00 PM CST	>
Land reclamation-Lake Independence Easement	NFB0000352	General Services	1 days	02/18/2025 09:00 AM CST	03/11/2025 02:00 PM CST	>
RFQ Residential Contractors for Lead Abatement	NFQ0000008	General Services	2 days	02/19/2025 09:00 AM CST	03/12/2025 12:00 PM CST	>
Lawn irrigation maintenance and installation	NFB0000354	General Services	8 days	02/25/2025 04:30 PM CST	03/18/2025 02:00 PM CST	>
Sheriff's City Hall Locker Room Improvements	PFP0000444	Professional Services	10 days	02/25/2025 04:00 PM CST	03/20/2025 01:00 PM CST	>
Forestry Supplies and Delivery	CFB0000354	Commodities/Goods	15 days	02/25/2025 02:00 PM CST	03/25/2025 02:00 PM CST	>
Paper Supplier Bid	CFB0000355	Commodities/Goods	15 days	03/04/2025 03:44 PM CST	03/25/2025 02:00 PM CST	>
Healthy Tree Canopy Grants for Schools	GFP0000122	Grant/Loan Application	15 days	02/25/2025 02:50 PM CST	03/25/2025 03:00 PM CST	>
Healthy Tree Canopy Grants for Non-Profits	GFP0000121	Grant/Loan Application	15 days	02/25/2025 02:48 PM CST	03/25/2025 03:00 PM CST	>
Healthy Tree Canopy Grants For Affordable Housing	GFP0000119	Grant/Loan Application	15 days	02/25/2025 02:46 PM CST	03/25/2025 03:00 PM CST	>
Healthy Tree Canopy for Cities	GFP0000120	Grant/Loan Application	15 days	02/25/2025 02:47 PM CST	03/25/2025 03:00 PM CST	>
Consultant services	PFP0000446	Professional Services	16 days	02/26/2025 11:20 AM CST	03/26/2025 03:00 PM CST	>
Voluntary Vision Insurance	PFP0000445	Professional Services	16 days	02/25/2025 01:46 PM CST	03/26/2025 04:00 PM CST	>
Employee Assistance Program Service	PFP0000443	Professional Services	16 days	02/25/2025 12:56 PM CST	03/26/2025 04:00 PM CST	>
Hennepin Planning Grants	GFP0000126	Grant/Loan Application	17 days	03/04/2025 02:54 PM CST	03/27/2025 03:00 PM CST	>
Business District Initiative	GFP0000125	Grant/Loan Application	17 days	03/04/2025 02:10 PM CST	03/27/2025 03:00 PM CST	>
Equipment Grant	GFP0000117	Grant/Loan Application	21 days	02/03/2025 12:30 PM CST	03/31/2025 04:00 PM CST	>
Arts & Music Grant	GFP0000118	Grant/Loan Application	21 days	02/03/2025 01:00 PM CST	03/31/2025 04:00 PM CST	>
Green Partners Environmental Action Grants 2025	GFP0000127	Grant/Loan Application	24 days	03/05/2025 03:34 PM CST	04/03/2025 03:00 PM CST	>

# Step 3 – Find and download application materials

## Event Details

### ▼ Bidding Event Information

Event Name	Green Partners Environmental Action Grants 2025	Event Start Date	03/05/2025 03:34 PM CST
Business Unit		Event End Date	04/03/2025 03:00 PM CST
Event ID	GFP0000127	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Sarah Montgomery	Event Format	Sell
Sealed Event	Yes	Event Type	RFx
Multiple Bids	Allowed	Edits to Submitted Bids	Yes
Contact Information	Sarah Montgomery 	Payment Terms	

### ▼ Description

REQUEST FOR APPLICATIONS: Green Partners Environmental Action Grants 2025

VIRTUAL INFORMATIONAL MEETING: Monday, March 17, 2025, at Noon (CST)  
Register for the meeting at link in the Grant RFP Document. Meeting will be recorded and posted at Hennepin.us/greenpartners under Green Partner Grants

TECHNICAL ASSISTANCE: SupplierPortalSupport@hennepin.us  
SUBMIT QUESTIONS TO: Patience Caso, Email: Patience.Caso@hennepin.us

APPLICATIONS DUE: Thursday, April 3, 2025, by 3:00 PM (CST)

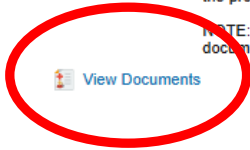
Click on the 'Event Package' link to open and read the terms and conditions for this RFP contained in the following attachments:

1. Green Partners - Environmental Action Grant RFP Document
2. Attachment 1 - Application Form
3. Attachment 2 - Budget Form
4. Attachment 3 - Potential Project Ideas
5. Attachment 4 - Frequently Asked Questions
6. Attachment 5 - Sample Contract

Applicants are strongly encouraged to make their submissions well in advance of the submission due date as the process may take some time to complete.

NOTE: The Supplier Portal was upgraded and you may need to reregister prior to accessing the proposal documents

Find "View Documents"



### ▼ Lines

Line Number	Bid Mandatory	Item Description	Requested Quantity/UOM	Comments and Attachments
1	Yes	Provide the total grant application amount.	1.0000	

1 row










# Step 3 – Download application materials

## View Documents



### Attachments

Filename	Description
 Attachment_2_Green_Part_Environ_Act_2025_Budget_Final.xlsx	Attachment 2 Budget Form
 Attachment_3_Green_Part_Project_Idea_Environ_Act_Final.docx	Attachment 3 Potential Project Ideas
 Attachment_4_Green_Part_Environ_Act_FAQ.docx	Attachment 4 Frequently Asked Questions
 Attachment_5_Hennepin_County_Terms_and_Conditions.docx	Attachment 5 Sample Contract
 Green_Partners_Environ_Act_RFP_2025_Final....docx	Green Partners Environmental Action Grant RFP Document
 Attachment_1_Green_Part_Environ_Act_2025_App_Final...docx	Attachment 1 Application Form
 Green_Partners_Environmental_Action_Grants_2025.pdf	Event Details

### Comments

Allow enough time to register or submit your response. Technical issues could cause you to miss the deadline.

When responding, any requested attachments should be zipped prior to uploading.



# Step 4 – Submit your application materials

Select **Bid on Event** to respond to this event.

Contracting Opportunities Event Details

✔ Invitation Accepted [Bid on Event](#) [Decline Invitation](#)

▼ Bidding Event Information

Event Name	Inmate Hygiene Supplies	Event Start Date	10/25/2022 02:00 PM CDT
Business Unit	Hennepin County	Event End Date	01/31/2023 02:00 PM CST
Event ID	CFB0000284	Event Round	1
Event Status	Posted	Event Version	1
Buyer Name	Akinyi R Oluoch	Event Format	Sell
Sealed Event	Yes	Event Type	RFx

**You must REGISTERED and LOGGED IN to bid on an event / submit your application materials**

# Step 4 – Submit your application materials

- Answer the questions in the Supplier Portal
- Attach your application and budget

The screenshot displays the 'Event Details' page in a supplier portal. At the top, there is a navigation bar with a back arrow and 'Event Details' text. Below this, the page is titled 'Step 1: Answer General Event Questions'. A message states: 'The event administrator requests your response to questions not specific to any specific item.' A summary table shows: 'General Event Questions' (3), 'Required Questions' (3), and 'Questions Responded To' (0). A 'Hide Event Questions' link is present. The main section is 'Event Questions', which includes a 'Bid Required' indicator (red star) and an 'Ideal Response Required' indicator (blue star). A 'General Questions' tab is selected, showing '1 of 3' questions. The first question is marked with a red star and asks: 'Is your company's information up to date? Before submitting your bid, please review (and update, if necessary) your information by returning to the home page and selecting 'View/Update Company Info.''. Below the question is a 'Response' dropdown menu and a link for 'Add Comments or Attachments'.

# Step 4 – Submit your application materials

## Upload an attachment

This quick guide explains the steps to upload attachments when responding to a contract opportunity. In the example below, we have already signed into the Supplier Portal, selected an event and selected Bid on Event.

1. Scroll down to the Event Question section. Any questions that say 'Enter File Attachment Response' require that you upload an attachment.
2. Select the **Enter File Attachment Response** link.

★  
Please attach your proposal in response to the RFP.

[Enter File Attachment Response](#)

3. Select the **Upload** button.

### Add New Attachments

Attached File	Attachment Description	Upload	View		
		<a href="#">Upload</a>	<a href="#">View</a>	<a href="#">Add New Attachments</a>	<a href="#">Delete</a>

Comments

**Upload files:**  
**“Enter File Attachment Response”**

**What to submit:**

1. Application
2. Budget
3. Additional documents (not required)

# Step 4 – Submit your application materials

After answering all the questions, select the **Validate Entries** button to ensure you have answered all required questions.

30	★		Sports Bra, Cotton Spandex Brown	EA	22.0000	22.0000	<input type="text" value="0.000000"/>	0.0000 USD	Bid
31	★		Tampon, Regular (500 per case)	CS	8.0000	8.0000	<input type="text" value="0.000000"/>	0.0000 USD	Bid
32	★		Tampon, Super Absorbent (500 per case)	CS	8.0000	8.0000	<input type="text" value="0.000000"/>	0.0000 USD	Bid
33	★		Toothbrush, 40 Tuft Security 3" Thumbprint (72 per case)	CS	335.0000	335.0000	<input type="text" value="0.000000"/>	0.0000 USD	Bid
34	★		Toothpaste, Freshmint 6oz (144 per case)	CS	113.0000	113.0000	<input type="text" value="0.000000"/>	0.0000 USD	Bid

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid

Save for Later

Validate Entries ←

# Step 4 – Submit your application materials

Select **Submit Bid** to submit your bid.

20	★		Maxi Pads, Regular Tri-Fold (288 per case)	CS	278.0000	278.0000	<input type="text" value="0.000000"/>	0.0000 USD	<a href="#">Respond to bid questions</a>
21	★		Maxi Pads, Super Absorbent (250 per case)	CS	11.0000	11.0000	<input type="text" value="10.000000"/>	110.0000 USD	<a href="#">Bid</a>
22	★		Panty Liners, Individually Wrapped (480 per case)	CS	5.0000	5.0000	<input type="text" value="10.000000"/>	50.0000 USD	<a href="#">Bid</a>

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Read the text then select **I Agree** and select **Sign Submission**.

## Sign Submission

You represent and warrant that: (i) you are duly authorized to act on behalf of Vendor; (ii) in accordance with that authority, you agree to submit this Bid electronically on behalf of Vendor; and (iii) this action manifests your intent to electronically sign the Bid and that said electronic signature is thereby attached to and logically connected with the Bid.

By checking the "I Agree" box and selecting the "Sign Submission" button below, you are signing this Bid on behalf of the Vendor and you represent and warrant that the prices quoted in the Bid were established without collusion with other bidders and without effort to preclude Hennepin County from obtaining the best possible competitive price. Vendor further certifies that it is not barred from doing business with either the Federal or State of Minnesota Governments as a result of debarment proceedings.

Once you click on "Sign Submission," your Bid will be submitted and you should receive a confirmation email. If you do not receive a confirmation email, please call (612) 543-5412.

Agree

What to submit:

1. Application
2. Budget
3. Additional documents (not required)

# Green Partners grants timeline

## Environmental Action

- RFP posted: March 5
- Info meeting: March 17
- Due: April 3
- Review: Mid to late April (April 14-30)

## Youth EE grants

- RFP posted: March 19
- Info meeting: April 8
- Due: April 17
- Review: Early to mid May (April 28-May 23)

## Youth EL grants

- RFP posted: April 2
- Info meeting: April 8
- Due: May 1
- Review: Late May to early June (May 12 – June 4)

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Monday – Friday

8 a.m. – 4:30 p.m.

[supplierportal@hennepin.us](mailto:supplierportal@hennepin.us)

612-543-5412

## **Hennepin County Green Partners program**

Patience Caso and Mary Karius

Green Partners program

[GreenPartners@hennepin.us](mailto:GreenPartners@hennepin.us)

612-596-6856

Hennepin County Environment and Energy



Example projects (extra slides not covered in recorded meeting)



# Choosing an action to focus on

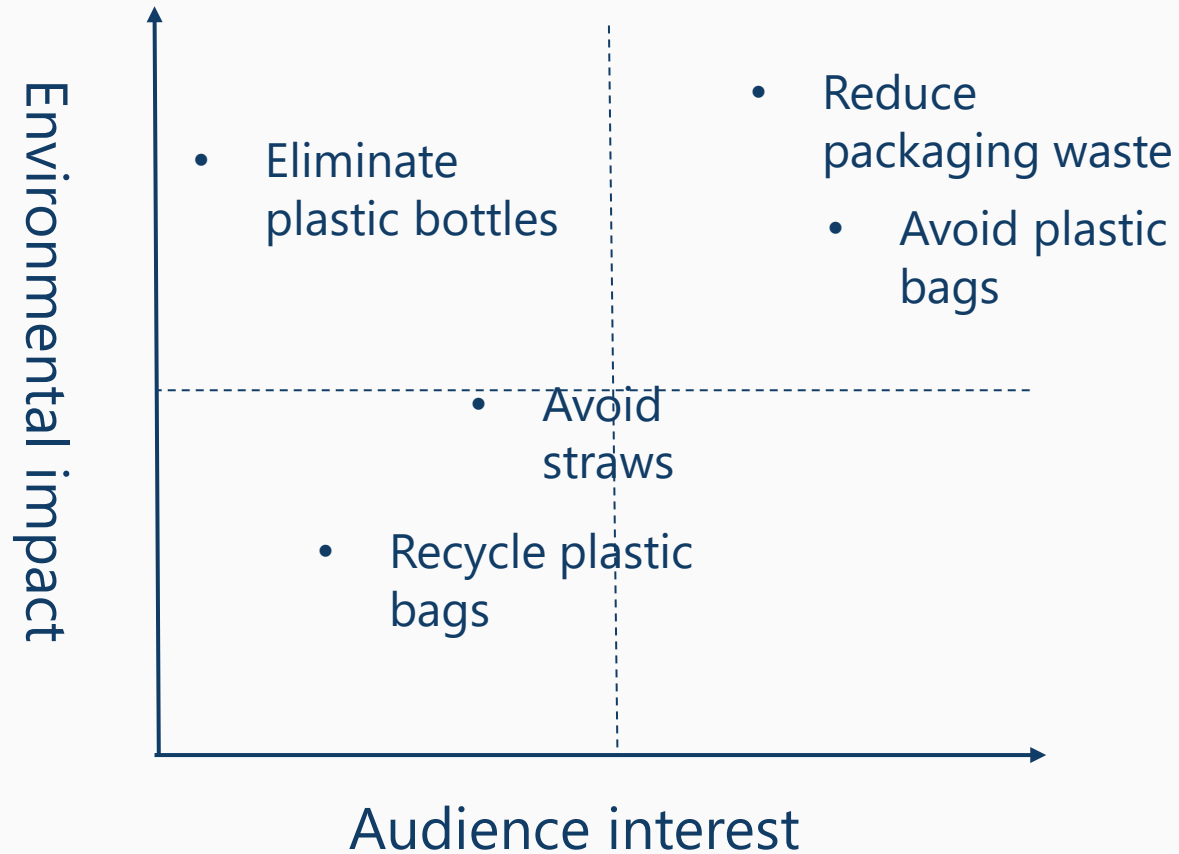
# Environmental action: Choosing an action to focus on

## Steps to motivate behavior change

1. **Select a topic and specific action/behavior** that will result in environmental protection and is appropriate for the audience. (specific, direct, impactful)
2. **Identify your audience's barriers** and what will motivate them to act.
3. **Incorporate the strategies** needed to overcome barriers.
4. **Pilot** (or implement) your strategy.
5. **Evaluate**, make necessary changes, and implement broadly.

Source: [Motivating behavior change checklist \(PDF\)](#)

# Environmental action: Choosing an action to focus on

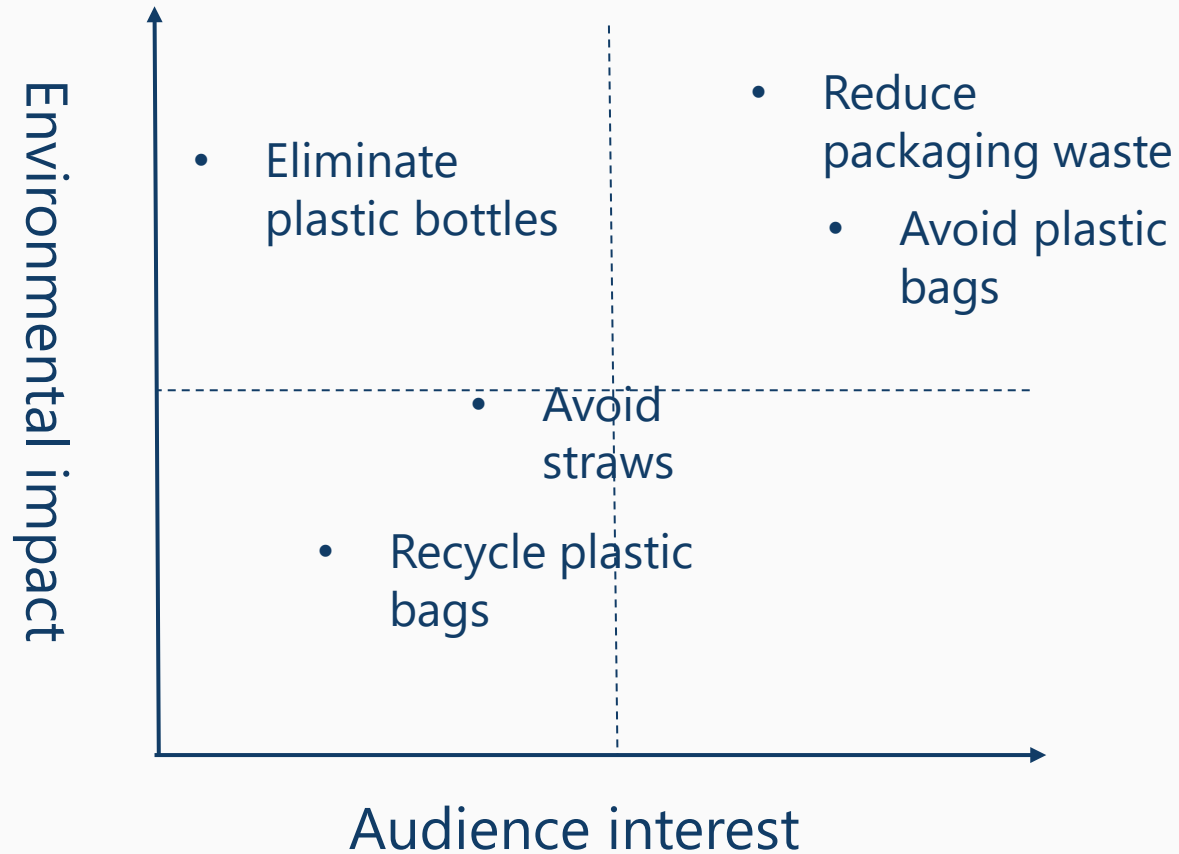


## Selecting an action to focus on

Topic: Reducing plastic waste

- Avoid plastic straws
- Reduce packaging waste
- Eliminate plastic water bottles
- Recycle plastic bags at drop-offs
- Avoid plastic bags

# Environmental action: Choosing an action to focus on



## Apply SMART Goals

- Specific
- Measurable
- Attainable/achievable
- Relevant
- Time-bound

# Environmental action: strategies to address barriers

## What you might hear

"I've been meaning to do that."  
"That sounds interesting."

"That sounds hard."  
"I'm not interested."  
"People like me don't do that."

"I always forget to do that."  
"I can't remember how to take action."

## Strategy to try and why it works

### Build commitment

We want to be consistent and need a nudge into action

### Cultivate social norms

We want to be socially accepted and make decisions based on others' recommendations.

### Use prompts

Breaks our routines and helps us remember what we intend to do.

# Environmental action: strategies to address barriers

## What you might hear

"I'm afraid I'm going to do it wrong."  
"I don't know how to do that."

"I can't take that action."  
"I don't have that service."

"Tell me what to do and why."  
"I need to know more."

## Strategy to try and why it works

### Develop skills

We're more likely to act if we feel competent and confident.

### Make it easy to act

We're more likely to act if it's convenient and we have the infrastructure, tools, and supplies we need.

### Create effective communication

We're more likely to act when we know why it's important and what to do.

# Environmental action: strategies to address barriers

## What you might hear

“I have this big change coming up (moving, new job, baby, etc.)”

“I already do that.”  
“I’m ready to take the next step.”

## Strategy to try and why it works

Use moments of disruption

We’re more ready to adopt new actions during big changes.

Use successes to create momentum

We start to associate actions as part of our identity and are more likely to take further action.

# Environmental action outcomes tracking

## Sharing project outcomes

- Anecdotes, stories, other qualitative outcomes
- Hard data

## Tracking hard data

- Measurements
- Checklists/tallies
- Online tracker
- Observations
- Interviews
- Focus groups



# “Cut the plastics” initiative

Minneapolis Area Synod of the ELCA

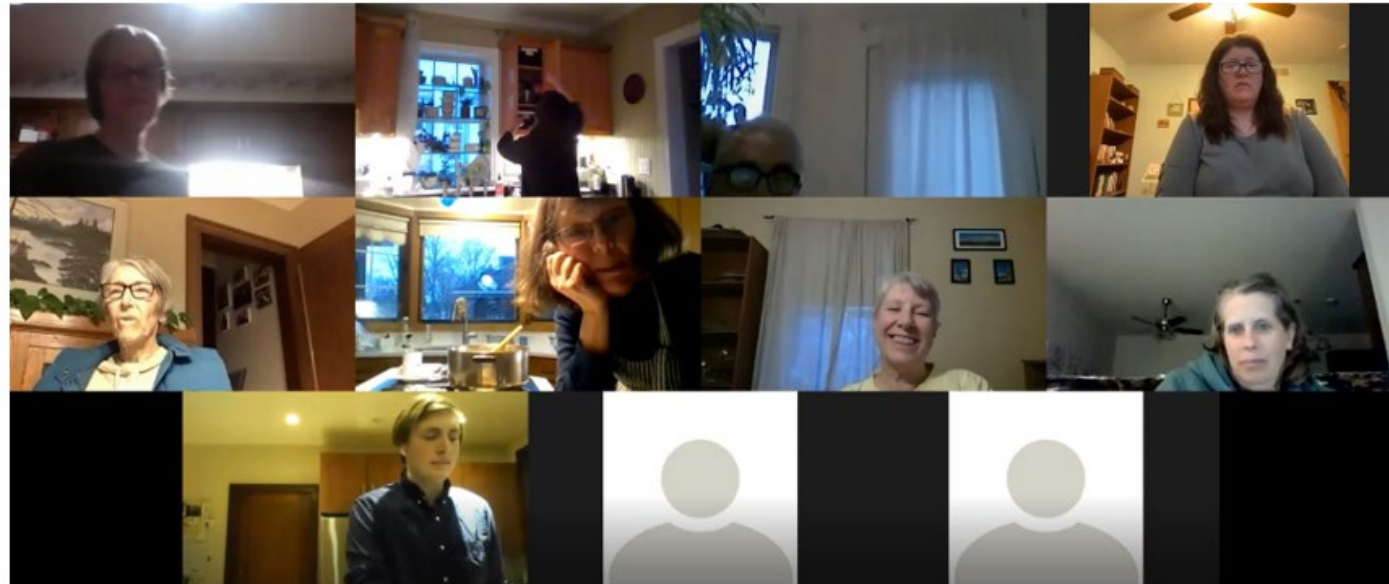
- Focused on reducing use of single-use plastics during the season of Lent with 12 congregations
- Hosted a focus group on barriers
- 6-week workshop series + commitment and field trip
- Weekly activities and communications
- Formed cohorts and coordinated with point person to plan and distribute resources for field trip component



# “Cut the plastics” initiative

Minneapolis Area Synod of the ELCA engaged congregants in reducing plastic waste.

- Posted on social media and blog
- Outreach to congregations
- Planned curriculum
- Purchased supplies
- Hosted weekly virtual workshops



Participants met weekly on Tuesday nights over the six weeks of Lent for presentations, conversations, and activities. Photos above feature participants listening to Representative Frank Hornstein discuss policy efforts and participating in a cooking demonstration to make a meal that could be made entirely from ingredients that could be purchased without single-use plastic packaging.

# “Cut the plastics” initiative

Minneapolis Area Synod of the ELCA engaged congregants in reducing plastic waste.

- Supported participants in mini litter clean-ups with a focus on plastic waste
- Distributed supplies for bulk shopping and reuse



Jack Hurbanis, staff, assembling the zero waste shopping kits for the “field trip” activity practicing bulk shopping in cohorts.

# “Cut the plastics” initiative

Minneapolis Area Synod of the ELCA engaged congregants in reducing plastic waste.

- Offered field trips to practice buying with waste reduction in mind
- Collected reflections and surveys from participants



A group from Holy Trinity Lutheran Church in South Minneapolis shopping together at a local co-op, exploring the use of mesh shopping bags and glass mason jars to reduce the amount of plastic they consume while grocery shopping.

# "Cut the plastics"

## Project outcomes

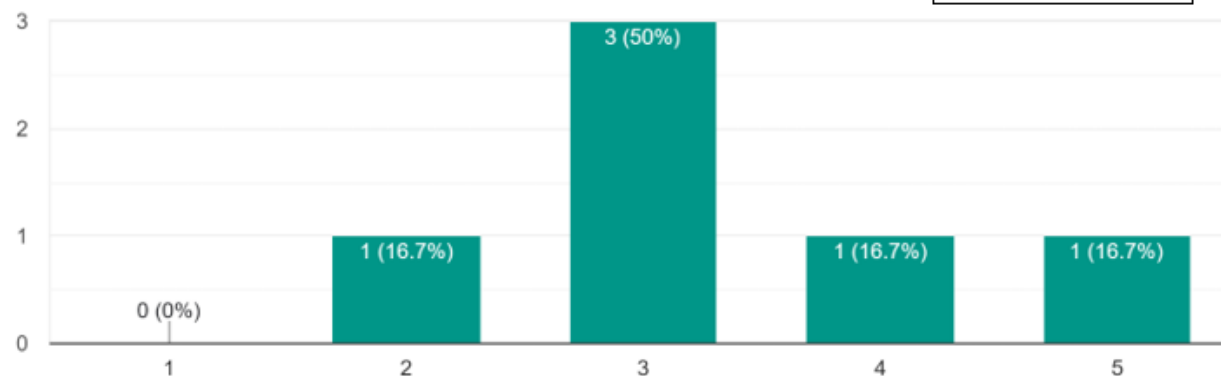
*Many participants started the series with an uneasy feeling – eliminating plastic from their life felt daunting and unachievable.*

*By the end, every participant reported that they had successfully eliminated their chosen single-use plastic item, and 88% were confident in their ability to find the next regularly consumed plastic item that they could eliminate from their life.*

On a scale of 1 (not at all) to 5 (extremely), how confident are you that you will be able to give up a single-use plastic item for the duration of Lent?

6 responses

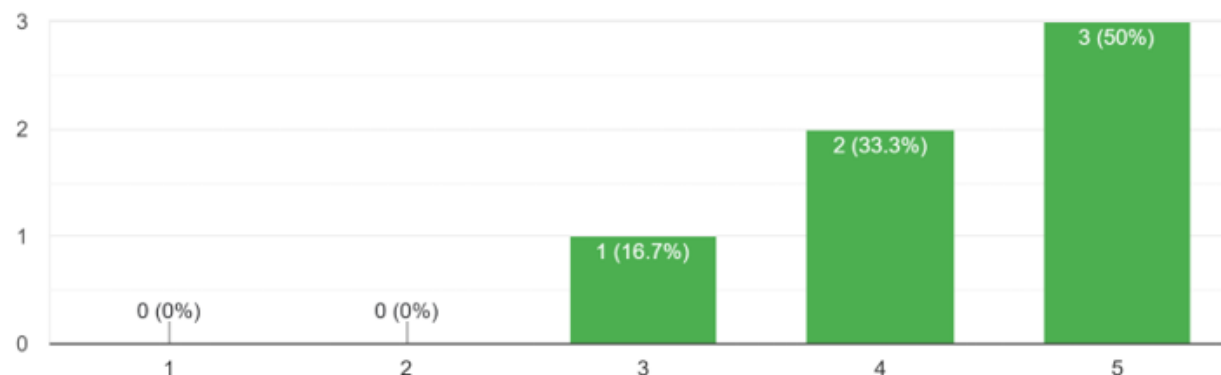
Pre-Series Survey



On a scale of 1 (not at all) to 5 (extremely), how confident are you that you will be able to continue to eliminate your single-use plastic item even after the end of Lent?

6 responses

Post-Series Survey



# What will you (the grantee) do?



Host tours



Knock on doors



Hold an event to take action

# What will your participants do that is new?

- 150 neighbors will participate in storm drain clean up events
- 75 neighbors will sign up to adopt a storm drain



# What difference will it make?

- Neighbors will clean out 50 storm drains
- Neighbors will remove at least 50 bags of trash from streets that drain to local lakes
- 75 people who adopt-a-drain will continue drain clean-ups





# How will you spend the money?



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