

WORK PLAN WORKSHEET

This sample Work Plan Worksheet details only a food waste hauling initiative. Other programs focusing on reducing, recovering, donating, and recycling food waste, as well as educational initiatives, are all supported by the Monroe County Schools Food Waste Diversion Pilot Program.

PROJECT NAME:	XYZ School District Food Waste Collection and Hauling Initiative	
WORK PLAN PERIOD:	From:	April 2026
	To:	July 2027

Detail

(Once the Schools Food Waste Diversion Pilot Program Grant has been awarded to the district, the work plan starts)

OBJECTIVE	Task Name & Description	Deliverable, if applicable	START DATE	END DATE	Outcome
Obtain School Board Approval and Submit Required Documentation for Inter Municipal Agreement (IMA) Execution	<ul style="list-style-type: none"> • Add to School Board Agenda • Obtain School Board resolution in favor of grant participation • Update insurance paperwork to add Monroe County as additionally insured on XYZ School District's Comprehensive General Liability, Automotive Liability, and NYS Workers Compensation Insurance 	Email positive school board resolution and updated insurance information to: schoolfoodwastegrant@monroecounty.gov	April 1 st 2026	May 10 th 2026	IMA Execution between Monroe County and XYZ School District for Grant Funding
Hire Food Waste Hauler	<ul style="list-style-type: none"> • Obtain quotes and determine best value • On site meetings with chosen food waste hauling service 	Executed contract between XYZ School District and chosen food waste hauling service	May 10 th 2026	June 7 th 2026	Knowledge of acceptable material and on-site hauler needs for food waste collection program

WORK PLAN WORKSHEET (Continued)

OBJECTIVE	Task Name & Description	Deliverable, if applicable	START DATE	END DATE	Outcome
Student and Staff Education	<ul style="list-style-type: none"> • Training and signage for kitchen, facilities, and custodial staff • Presentation for a school assembly to educate students and staff on the food waste collection initiative • Engage student environmental club &/or science classes to learn about food waste management strategies 	<ul style="list-style-type: none"> • Signage in kitchens and cafeterias • School assembly 	August 20 th 2026	September 4 th 2026	Students and staff are informed of the food waste collection initiative and have been educated on proper waste disposal streams
Monitor Participation and Contamination	<ul style="list-style-type: none"> • Examine participation trends and contamination found in the waste stream on a weekly basis • Receive food quantity, cost, and contamination reports from chosen food waste hauling service to ensure that the food waste received is consistent with what is allowed 	Food waste quantity, cost, and contamination reports from food waste hauler	September 2026	July 2027	Tracking and awareness of program success metrics and associated costs
Report Program Progress to Monroe County (schoolfoodwastegrant@monroecounty.gov) and Request Reimbursement	<ul style="list-style-type: none"> • Fill out and submit the Schools Food Waste Diversion Pilot Program Progress Report #1 (January) • Fill out and submit the Schools Food Waste Diversion Pilot Program Progress Report #2 (July) • Request reimbursement for 50% of associated program costs, up to \$5,000 from Monroe County 	<ul style="list-style-type: none"> • Schools Food Waste Diversion Pilot Program Progress Report #1 • Schools Food Waste Diversion Pilot Program Progress Report #2 • Request for Reimbursement Form 	January 2027	July 2027	Required grant reporting is submitted and reimbursement is granted