From:	Shannon Goodman
To:	Moura, Rafaela
Cc:	Jackie Zong; jaybassett0522; gharris@htsenterprise.com; jay bassett; Alfano, Barbara
Subject:	Q3 report, 10/27 call & extension request
Date:	Tuesday, October 25, 2022 9:25:25 AM
Attachments:	LBC_RCRA quarterly report September 2022.pdf ASAP draw 05_10-24-22.pdf Mothers Tongue Board 1.png Mothers Tongue Board 2.png Mothers Tongue Board 3.png Breaking Barriers Budget_EPA_revised October 2022.pdf EPA RCRA _LBC grant work plan 2022-2023.pdf

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Rafaela - Please accept my sincere apologies for the delay in getting back to you! LBC held its annual fundraiser last week at GT's Kendeda Building for Innovative Sustainable Design and most of October was dedicated to preparing for the event. I am pleased to report that LBC's deconstruction training program was a central feature of the event, with several of our coalition partners in attendance, a series of coalition description boards shared (see attached) and a new coalition video presented that was created pro bono by an LBC advisory board member, Tom Mills:

vimeo.com/761106848

I have enclosed our Q3 grant report and a recent draw record for your review in advance of our call on 10/27. I have also asked three of our project team members, Jay Bassett, Garry Harris and Jackie Zong, to participate in the call. You know Jay and Jackie, but I don't believe you have yet met Garry, who we recently hired as a project manager for the deconstruction training program. If you could please include each of them on the call invitation, I would greatly appreciate it. (they are each copied) We were also hoping to move the call to 4pm to allow each of them to participate; is this possible? I will be heading up to Asheville with Kim Charick Thursday for a presentation that she & I will be doing Friday for the AIA Climate Symposium, so a 4pm start time would also give me a chance to get checked in and settled before our call.

We would also like to formally request a no-cost extension for the grant until November 30, 2023. Our justification is fourfold:

1. LBC has experienced significant hardships since March 2020 due to COVID-19, including more than 80% of our staff turning over in a 12-month period and our earned income stream reduced by 45% in both 2020 and 2021, requiring $400,000 in additional funds to be raised during each of these years in order to make up for this revenue shortfall. Further, the need to fully restructure the organization in 2021 and build out a new staff team over the past 18 months has taken significant time and effort, particularly on the part of LBC's Executive Director who, prior to April 2022, was the sole resource available at LBC to support the project.
2. After 8 years of renovation planning and a 3-year capital campaign, LBC initiated critically-needed repairs to its 100-year-old, 70,000 square-foot warehouse facility in August 2021, with the final components of this phase of construction work just now being completed in October 2022. Throughout construction LBC was beset with cost escalation increases, supply chain shortages and numerous change orders due to unforeseen conditions. The project put a significant strain on LBC's operations and further impacted the organization's earned income stream since our Reuse Center was only able to be open 3 days per week for a 12-month period, creating a 40% reduction in

our store capacity during this time.

3. While the use of an asset-based community development approach for our deconstruction training program has built a much broader coalition than originally conceived and is already yielding tremendous benefits to the participating community organizations, the ABCD process has been very time-intensive. However, we can now see that investing this additional time up front has created a stronger, more committed coalition that will continue its work after the current deconstruction training program has been completed, and that the positive effects on the communities served by each participating organization will be much deeper and long-lasting.
4. While we remain committed to executing the deconstruction training and job fair by June 2023, we would like to be able to complete a thorough assessment of the trainees' experience, and the employer partners' experience, throughout the training program and after the training during a 3-month period following the date each trainee is hired. We believe that a robust evaluation process will be essential to the long-term success and replicability of the training program and will significantly improve our ability to incorporate lessons learned into future rounds of training.

I have also attached our updated project budget and work plan. Please let me know if you have any questions, and thank you!

Shannon Goodman
Executive Director
Lifecycle Building Center
678-592-0417
www.lifecyclebuildingcenter.org

On Fri, Oct 7, 2022 at 11:45 AM Moura, Rafaela <Moura.Rafaela@epa.gov> wrote:

> Shannon,
>
> This is correct, if the overall budget were to grow by more than 10%, even though EPA's funding is only ~30% of the total LBC budget, a >10% change to the entire budget would require an amendment. As you stated in the email below we discussed this means you would need to submit additional documents such as: a revised budget and workplan; and timeline. This is similar to the documents you already prepared for the extension. I hope this helps.
>
> Our meeting is scheduled for next week but if you need to talk prior to that please feel free to give me a call.
>
> Thanks,
>
> Rafaela
>
> ---
>
> **From:** Shannon Goodman <shannon@lifecyclebuildingcenter.org>

Sent: Thursday, October 6, 2022 5:18 AM
To: Moura, Rafaela <Moura.Rafaela@epa.gov>; Alfano, Barbara <Alfano.Barbara@epa.gov>
Cc: jay bassett <jay@sustinerifuturo.com>; Mitchell, Jimmy (Atlanta) <Jimmy.Mitchell@skanska.com>; Jackie Zong <jackie@lifecyclebuildingcenter.org>
Subject: Re: documents for tomorrow's call

Rafaela - I apologize for not having gotten back to you sooner! We have been working through some budget changes prior to submitting our extension request, and I wanted to confirm something we discussed previously. You had mentioned that if our overall budget were to grow by more than 10% of the original amount, which was $143,000, the process for reviewing/approving our extension request would be more complicated, but I could not recall the details of what the implications would be. It is looking like we will need to exceed the original budget by approxinately 15%, but I did not want to submit the extension request with this information until I first understood what this would entail.

Barbara - During the recent coalition meeting we held at Southface you mentioned that there may be additional funding opportunities that LBC could pursue for this project; would it be possible for us to set up a time in October to discuss this further?

Thank you!

Shannon

On Fri, Sep 9, 2022 at 2:37 PM Moura, Rafaela <Moura.Rafaela@epa.gov> wrote:

> Shannon,
>
> Thank you for sending this over. When you get a chance could you provide a justification in writing (e-mail is fine) for the extension request and an outline of the specific activities in the budget that the remaining EPA funds will be used for?
>
> Thank you and we can touch base in October as originally planned.
>
> Rafaela
>
> ---
>
> **From:** Shannon Goodman <shannon@lifecyclebuildingcenter.org>
> **Sent:** Thursday, September 8, 2022 8:57 PM
> **To:** Moura, Rafaela <Moura.Rafaela@epa.gov>
> **Cc:** jaybassett0522 <jaybassett0522@gmail.com>; jay bassett <jay@sustinerifuturo.com>; Jackie Zong <jackie@lifecyclebuildingcenter.org>; Steffi

Beigh + Hadley Eickhof <hello@earth-centereddesign.com>
Subject: documents for tomorrow's call

Rafaela - Please find enclosed the following documents for our meeting tomorrow afternoon:

- Deconstruction Ecosystem design process overview (Mother's Tongue)
- Updated project work plan
- Updated project budget (9.6% increase from original budget estimate of $143,000)
- Sample summary document from Reuse Toolkit data gathering effort

We would also like to discuss with you tomorrow the possibility of having an EPA representative participate in some of our planning activities, and we are hoping that you, Barbara and Kim will be able to join us for LBC's annual event at the Kendeda Building on October 18th. Please let me know if you'd like to attend so we can get you registered; more information about the event can be found on our website here:

lifecyclebuildingcenter.org/annual-fundraiser

Thank you!

Shannon Goodman

Executive Director

Lifecycle Building Center

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www.lifecyclebuildingcenter.org