

Pedals for Progress (www.p4p.org) Supporting Documentation

NJDEP 2017 Recycling Awards Application

1. Attachment 1: Progress Report for End of Fiscal Year 2016
2. Attachment 2: 2016 Profit and Loss (from 2016 Annual Report)
3. Attachment 3: 2016 Balance Sheet (from 2016 Annual Report)
4. Attachment 4: Bikes Collected from Police Departments
5. Attachment 5: Guatemala (FIDESMA) Letter of Donation
6. Attachment 6: Guatemala (FIDESMA) Non-Commercial Invoice
The letter of donation and non-commercial invoice are two documents required by the Customs Office of Guatemala to declare that the goods in the container are a non-commercial donation and therefore subject to different fees and import duties than a commercial shipment.
7. Attachment 7: Guatemala (FIDESMA) Bill of Lading
This bill of lading is the P4P receipt from the shipping line that they received our container.
The bill of lading lists the contents that P4P declares is in the container.
8. Attachment 8: Report from Guatemala (FIDESMA), January 2016
9. Attachment 9: Poster for Collection in Pittstown, New Jersey
10. Attachment 10: Poster for Collection in Randolph, New Jersey
11. Attachment 11: Letter of Support from Liz Sweedy, Recycling Education Specialist, Morris County Municipal Utilities Authority

Attachment 1: Progress Report for End of Fiscal Year 2016

On 30 September 2016 we drew the curtain on our activities for fiscal year 2016. (The P4P fiscal year runs from October 1st through September 30th.)

In 2016 P4P collected 36 more bicycles than we did the previous year. And as for sewing machines we had an almost 13% increase in machines collected.

(On 9/30/14, the end of fiscal year 2014, we had 365 bicycles in inventory.)

Fiscal Year 2015 Bicycles Shipped			
Date	Shipment	Bikes shipped	Sponsor
18 Oct 2014	Rivas #55	502	Ecobici Revolving Fund
1 Nov 2014	CostaRica #2	438	VerdeBici Revolving Fund
15 Nov 2014	Albania #6	453	PASS Revolving Fund
9 May 2015	FIDESMA #16	488	FIDESMA Revolving Fund
30 May 2015	Albania #7	459	PASS Revolving Fund
20 Jun 2015	Moldova #8	439	Clif Bar Family Foundation
26 Sep 2015	Ghana #18	460	WeBikes Revolving Fund
2015 Total Bikes Shipped		3,239	
2015 Bikes Collected		3,094	
9/30/2015 Bikes in Inventory		220	

Fiscal Year 2016 Bicycles Shipped			
Date	Shipment	Bikes shipped	Sponsor
24 Oct 2015	Fiji #7	440	Friends of Fiji/Clif Bar Family
14 Nov 2015	Albania #8	483	PASS Revolving Fund
5 Dec 2015	Rivas #56	297	EcoBici Revolving Fund
30 Apr 2016	FIDESMA #17	495	FIDESMA Revolving Fund
4 Jun 2016	Albania #9	520	PASS Revolving Fund
9 Jul 2016	Rivas #57	525	EcoBici Revolving Fund
2016 Total Bikes Shipped		2,760	
2016 Bikes Collected		3,130	
9/30/2016 Bikes in Inventory		590	

Fiscal Year 2015 Sewing Machines Shipped

Date	Shipment	Machines shipped
1 Nov 2014	Costa Rica #2	100
14 Nov 2014	PASS/Albania	22
9 May 2015	FIDESMA/Guatemala	36
30 May 2015	PASS/Albania	30
20 Jun 2015	Moldova #8	53
26 Sep 2015	Ghana #18	69
2015 Total Machines Shipped		310
2015 Machines Collected		280
9/30/2015 Machines in Inventory		20

Fiscal Year 2016 Sewing Machines Shipped

Date	Shipment	Machines shipped
24 Oct 2015	Fiji #7	68
14 Nov 2015	Albania #8	34
30 Apr 2016	FIDESMA/Guatemala #17	20
28 May 2016	Albania #9	25
13 Jun 2016	Tanzania #3	74
23 Jun 2016	Kyrgyzstan #2	30
12 Sep 2016	Kenya #1	34
2016 Total Machines Shipped		285
2016 Machines Collected		327
9/30/2016 Machines in Inventory		67

Attachment 2: 2016 Profit and Loss (from 2016 Annual Report)

Profit & Loss October 2015 through September 2016

	<u>Oct '15 - Sep 16</u>
Ordinary Income/Expense	
Income	
Antique Bikes	125.00
Contributions - Cash w/Bikes	31,863.91
Contributions - Civic Groups	4,949.03
Contributions - Corp/Foundation	22,904.83
Contributions - Individuals	76,804.23
Contributions - Religious Org.	5,601.20
Contributions - Sewing Machines	9,765.00
Interest Income	7.37
Investment Income	741.28
Merchandise Sales	10.00
Revolving Funds	34,500.00
Total Income	<u>187,271.85</u>
Expense	
Automobile Expense	135.36
Bank Service Charges	343.30
Collection Expense	10,012.17
Credit Card Fees	768.16
Dave's Mileage	1,300.56
Insurance	
Business Owners	1,744.00
D&O Liability	3,417.58
Worker's Comp	5,696.00
Total Insurance	<u>10,857.58</u>
Interest Expense	20.37
Licenses	
Permits	450.00
State Fees	559.64
Total Licenses	<u>1,009.64</u>
Merchandise Cost	624.70
Office Supplies	680.50
Payroll Expenses	
Labor Assessment	0.00
Office Salaries	16,522.03
Officers' Salaries	87,833.34
Outside Services	
Payroll Preparation Fee	558.00
Total Outside Services	<u>558.00</u>
Payroll Taxes	
Taxes - EE	32.09
Taxes - ER	9,056.36
Total Payroll Taxes	<u>9,088.45</u>
Retirement Expense	13,782.19
Payroll Expenses - Other	0.02
Total Payroll Expenses	<u>127,784.03</u>
Postage and Delivery	3,454.72
Printing and Reproduction	6,468.73
Professional Fees	
Bookkeeper	2,060.00
Accounting	1,191.00
Total Professional Fees	<u>3,251.00</u>
Rent	14,550.00
Shipping & Packing	32,585.76
Telephone & Internet	
Telephone & Internet	2,049.44
Total Telephone & Internet	<u>2,049.44</u>
Travel	
Travel Expenses	317.68
Total Travel	<u>317.68</u>
Utilities	241.64
Total Expense	<u>216,455.34</u>
Net Ordinary Income	-29,183.49
Other Income/Expense	
Other Income	
Unrealized Gain/Loss	-368.57
Total Other Income	<u>-368.57</u>
Net Other Income	<u>-368.57</u>
Net Income	<u><u>-29,552.06</u></u>

Attachment 3: 2016 Balance Sheet (from 2016 Annual Report)

Balance Sheet
As of September 30, 2016

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Peapack-Gladstone-Checking-3240	198.71
Peapack-Gladstone-Savings-3232	2,591.71
First Allied Mutual Funds	<u>16,520.68</u>
Total Checking/Savings	19,311.10
Accounts Receivable	
Accounts Receivable	<u>1,230.00</u>
Total Accounts Receivable	1,230.00
Other Current Assets	
Undeposited Funds	<u>20.00</u>
Total Other Current Assets	<u>20.00</u>
Total Current Assets	20,561.10
Fixed Assets	
Accum. Dep - Equipment	-50,743.49
Equipment	<u>53,550.54</u>
Total Fixed Assets	2,807.05
Other Assets	
Inventory	11,879.00
Prepaid Insurance	<u>6,395.00</u>
Total Other Assets	<u>18,274.00</u>
TOTAL ASSETS	<u><u>41,642.15</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Expenses	<u>800.00</u>
Total Other Current Liabilities	<u>800.00</u>
Total Current Liabilities	<u>800.00</u>
Total Liabilities	800.00
Equity	
Retained Earnings	70,394.21
Net Income	<u>-29,552.06</u>
Total Equity	<u>40,842.15</u>
TOTAL LIABILITIES & EQUITY	<u><u>41,642.15</u></u>

Attachment 4: Bikes Collected from Police Departments

Police Dept	Date	Bikes
Wharton, NJ	4/4/2016	24
Fair Lawn, NJ	4/3/2016	1
Saddle River, NJ	5/7/2016	2
Monmouth Junction, NJ	5/14/2016	17
Washington, NJ	5/15/2016	4
Norristown, PA	5/21/2016	9
Flemington, NJ	6/11/2016	28
Bristol Twp, PA	10/5/2016	12
2016 Total		97
Lebanon, PA	4/18/2015	14
Ramsey, NJ	5/2/2015	10
Washington, NJ	5/23/2015	10
Vineland, NJ	5/23/2015	15
South Brunswick, NJ	5/30/2015	15
Montvale, NJ	5/31/2015	23
Stroudsburg Area, PA	6/13/2015	33
Vineland, NJ	9/29/2015	12
Middletown-Odessa, DE	10/7/2015	8
Vineland, NJ	10/20/2015	15
Haddonfield, NJ	10/24/2015	2
Ridgefield Park, NJ	10/30/2015	10
2015 Total		167

Attachment 5: Guatemala (FIDESMA) Letter of Donation



86 East Main Street, High Bridge, NJ 08829-0312
 tel (908) 638-8893, pdls4@comcast.net, www.p4p.org
 4 de mayo 2016

Donor: Pedals for Progress
 Donante: Pedales para Progreso

Recipient
 Recipiente: La Fundación Integral de Desarrollo Sostenible y Medio
 Ambiente, (FIDESMA), Ubicada en el Cantón San Cristobal,
 San Andrés Itzapa, Chimaltenango, Guatemala

Container
 Contenedor PONU7916583, L5G1. Seal 1002495

Date: May 4, 2016
 Fecha: 4 de mayo 2016

	Inventory of Donation Inventario de Donación	Value Valor
Cantidad:	495 used bicycles 495 bicicletas usadas	\$4,950.
Cantidad:	22 sports bags of bike parts and accessories 22 fundas de repuestos y accesorias de bicicleta	\$22.
Cantidad:	20 used sewing machines 20 maquinas de cocer usadas	\$400.

Total Units
 Total de Cosas: 537

Value of Donation
 Valor de Donación: \$5,372 US

Atentamente,
 David Schweidenback
 Presidente, Pedales para Progreso


Attachment 6: Guatemala (FIDESMA) Non-Commercial Invoice

Non-Commercial Invoice	
SHIPPER/EXPORTER PEDALS FOR PROGRESS PO BOX 312 HIGH BRIDGE, NJ 08829-0312 ATT: DAVID SCHWEIDENBACK TEL: (908) 638-8893	INVOICE DATE AND NO. CARRIER BOOKING NO: Sealand SLD194655
COSIGNEE: La Fundación Integral de Des:Ambiente, (FIDESMA) Cantón San Cristobal, San Andrés Itzapa Chimaltenango, Guatemala Margarita Cate Chiriz (502)784-95220 fidesmaquate@yahoo.com	MARKS:
	POINT AND COUNTRY OF ORIGIN OF GOODS: USA
PRECARRIAGE: BTT	PLACE OF RECEIPT: HIGH BRIDGE, NJ 08829-0312
VESSEL: MSC Rosaria 618A Seal1002495	PORT OF LOADING: NEW YORK, USA
PORT OF DISCHARGE: Puerto Quetzal	DELIVER TO:
TERMS AND CONDITIONS OF DELIVERY AND PAYMENTS PAID in FULL CFI to Quetzal	DESTINATION: Chimaltenango Guatemala

COMPLETE AND ACCURATE COMMODITY DESCRIPTION

NO OF PACKAGES	DESCRIPTION OF PACKAGES AND GOODS	GROSS WEIGHT	VALUE IN USD
537	495 used bicycles 20 used sewing machines 22 bags bicycle parts and accessories	4420 kg	\$5,372.00
SIGNATURE AND STATUS OF			
AUTHORIZED PERSON:	DAVID SCHWEIDENBACK PRESIDENT, PEDALS FOR PROGRESS	DATE:	

Attachment 7: Guatemala (FIDESMA) Bill of Lading

		BILL OF LADING FOR OCEAN TRANSPORT OR MULTIMODAL TRANSPORT		SCAC SEAU
				B/L No. SLD316411
Shipper VECTOR GLOBAL LOGISTICS (ATL) 887 W MARIETTA ST. NW, SUITE M201 ATLANTA, GA 30318 UNITED STATES CONTACT NAME: ENRIQUE ALVAREZ EMAIL: OPERATIONS@VECTORGL.COM		Booking No. SLD316411		Svc Contract 8146293
		Export references		
		Onward inland routing (Not part of Carriage as defined in clause 1. For account and risk of Merchant)		
Consignee (negotiable only if consigned "to order", "to order of" a named Person or "to order of bearer") SPL NICARAGUA LTD SEMAFOROS DEL COLONIAL 3 1/2 C. NO MANAGUA NICARAGUA CONTACT NAME: ALBERTO SEVILLA CRUZ EMAIL: OPRS@SPL.COM.NI		Notify Party (see clause 22) SPL NICARAGUA LTD. SEMAFOROS DEL COLONIAL 3 1/2 C. NORTE, M/IZQ MANAGUA NICARAGUA.- ATTN. ALBERTO SEVILLA CRUZ TEL. (505) 2244 - 0811 EMAIL: ADMON@SPL.COM.NI/ OPRS2@SPL.COM.NI		
Vessel (see clause 1 + 19) AS FELICIA	Voyage No. 1624	Place of Receipt. Applicable only when document used as Multimodal Transport B/L. (see clause 1)		
Port of Loading Newark	Port of Discharge Puerto Cortes	Place of Delivery. Applicable only when document used as Multimodal Transport B/L. (see clause 1) Rivas		

PARTICULARS FURNISHED BY SHIPPER

Kind of Packages; Description of goods; Marks and Numbers; Container No./Seal No. 1 Container Said to Contain 545 NA 533 used bicycles 12 used sewing machines X20161010826873 MRKU3697968 40 DRY 9'6 545 NA 4082.000 KGS 76.0000 CBM Shipper Seal : 5227 "The carrier shall have no liability whatsoever arising out of or in connection with the acts of any person who unlawfully, by the use of force or threats of any kind, damages, seizes, or exercises control over the Goods, over any Sub-Contractor or over any means of transportation or storage of the Goods." THESE COMMODITIES, TECHNOLOGY, OR SOFTWARE WERE EXPORTED FROM THE UNITED STATES IN ACCORDANCE WITH THE EXPORT ADMINISTRATION REGULATIONS. DIVERSION CONTRARY TO U.S.LAW PROHIBITED. Freight Collect. CY/SD Above particulars as declared by Shipper, but without responsibility of or representation by Carrier (see clause 14)	Weight 4082.000 KGS	Measurement 76.0000 CBM
--	------------------------	----------------------------

Freight & Charges	Rate	Unit	Currency	Prepaid	Collect
Carrier's Receipt (see clause 1 and 14). Total number of containers or packages received by Carrier. 1 container	Place of Issue of B/L Miami	SHIPPED, as far as ascertained by reasonable means of checking, in apparent good order and condition unless otherwise stated herein, the total number or quantity of Containers or other packages or units indicated in the box entitled "Carrier's Receipt" for carriage from the Port of Loading (or the Place of Receipt, if mentioned above) to the Port of Discharge (or the Place of Delivery, if mentioned above), such carriage being always subject to the terms, rights, defenses, provisions, conditions, exceptions, limitations, and liberties hereof (INCLUDING ALL THOSE TERMS AND CONDITIONS ON THE REVERSE HEREOF NUMBERED 1-28 AND THOSE TERMS AND CONDITIONS CONTAINED IN THE CARRIER'S APPLICABLE TARIFF) and the Merchant's attention is drawn in particular to the Carrier's liberties in respect of on deck stowage (see clause 18) and the carrying vessel (see clause 19). Where the bill of lading is non-negotiable the Carrier may give delivery of the Goods to the named consignee upon reasonable proof of identity and without requiring surrender of an original bill of lading. Where the bill of lading is negotiable, the Merchant is obliged to surrender one original, duly endorsed, in exchange for the Goods. The Carrier accepts a duty of reasonable care to check that any such document which the Merchant surrenders as a bill of lading is genuine and original. If the Carrier complies with this duty, it will be entitled to deliver the Goods against what it reasonably believes to be a genuine and original bill of lading, such delivery discharging the Carrier's delivery obligations. In accepting this bill of lading, any local customs or privileges to the contrary notwithstanding, the Merchant agrees to be bound by all Terms and Conditions stated herein whether written, printed, stamped or incorporated on the face or reverse side hereof, as fully as if they were all signed by the Merchant. IN WITNESS WHEREOF the number of original Bills of Lading stated on this side have been signed and wherever one original Bill of Lading has been surrendered any others shall be void.			
Number & Sequence of Original B(s)/L THREE/3	Date of Issue of B/L 2016-10-14				
Declared Value (see clause 7.3)	Shipped on Board Date (Local Time) 2016-10-14				
Forwarder	Signed by the Carrier Maersk Line A/S trading as SeaLand				

United States branch

Attachment 8: Guatemala (FIDESMA) report, January 2016

by Margarita Caté de Catú, President of FIDESMA, Guatemala

From December 1999 through 2015, we have received from Pedals For Progress 16 containers with 8,160 bikes and 400 sewing machines, which have directly benefited more than 8,560 people and their families.

The program has brought important benefits to our organization, to our communities, and to the country of Guatemala as a whole.

In San Andrés Itzapa, Chimaltenango, Guatemala, we face many problems: lack of employment, lack of opportunities for women, lack of education about the environment. Children suffer from malnutrition and lack of education and job training.

But the FIDESMA/Pedals project gives kids and adults the chance to buy a bike to get around faster to school and to work, and to get some exercise, all without polluting the environment. As we have heard many times over the years, bicycles help people with their jobs. As examples consider the administrative staff of the foundation: a secretary, an accountant, a salesman, and a mechanic. With the help of their bikes, they all earn salaries that support their families.

Likewise our sewing machines benefit many families. Groups of women artisans work every day to earn a living and buy food for their children.

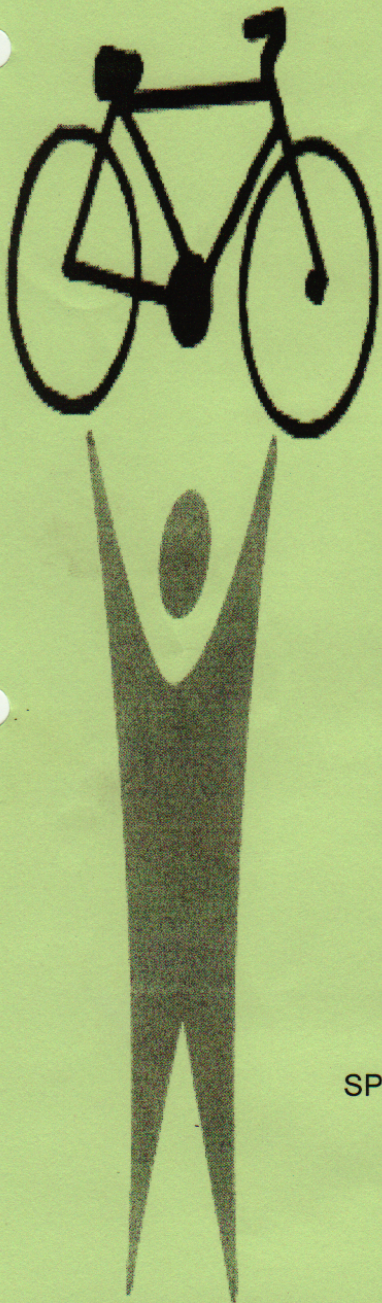
Besides its bicycle and sewing machine programs, FIDESMA generates funds for the maintenance and operation of the organization, for creating jobs, and for supporting social service projects. For example, we run one project for children and young people with disabilities, and another project that provides medical equipment, medicine, and basic food to the project's medical clinics. Another project provides teaching materials to schools.

We also provide support groups for the training of women in areas such as these:

- crafts
- farming
- participatory citizenship
- dressmaking
- baking
- food packaging
- welding

Directly and indirectly, FIDESMA has benefited more than 20,000 people across the country of Guatemala, which is why we are grateful to Pedals for Progress and especially its president David Schweindenback for the selfless support extended to us for the last 16 years.





Used Bicycle & Sewing Machine Drive

(RAIN or SHINE)

**Saturday June 18, 2016
9 am – 12 noon**

**Bethlehem Presbyterian Church
2 Race Street
Pittstown, NJ 08867**

We're collecting adult and kids bikes to send to Nicaragua, Ghana, Albania, Fiji and Guatemala. Do your part to put unused bikes and sewing machines to good use in the developing world.

Bikes should be rust free. No children's trikes, but bikes with flat tires in need of some repair are accepted. Portable sewing machines should be in working condition.

\$10 minimum donation with each bike or sewing machine is requested for shipping. All material and monetary donations are tax deductible and a receipt will be provided on site.

SPONSORED BY: **Bethlehem Presbyterian Church**

For more information contact:

(908) 310-3735

jduerr2@icloud.com

pedals for progress™

Putting used bikes to good use™

www.p4p.org -- lori@p4p.org -- 908-638-4811

Used Bike Drive

(Rain or Shine)

**Sat. June 13, 2015
12 noon – 3 PM**

Morris County College
214 Center Grove Rd Lot 1
Randolph, NJ 07869

We're collecting adult and kids bikes to send to Nicaragua, Ghana, Uganda, Sierra Leone and Guatemala. Do your part to put unused bikes to good use in the developing world.

Bikes should be rust free. No trikes, but bikes with flat tires in need of some repair are accepted.

We are also collecting portable **sewing machines** in working condition.

\$10 minimum donation with each bike or sewing machine for shipping. Bikes and donations are tax deductible.

SPONSORED BY: **Morris County MUA**

pedals for progress™

● Putting used bikes to good use™

More info: 973-285-8393
lsweedy@co.morris.nj.us

www.p4p.org | bev@p4p.org | 908-638-4811

Attachment 11: Letter of Support from Liz Sweedy, Morris County MUA



Dear Sir or Madam,

August 1, 2017

Subject: Letter of Support for Award Consideration for Pedals for Progress

I am pleased to support the nomination of Pedals for Progress, for a NJDEP award. The Morris County Municipal Utilities Authority (MCMUA) has collaborated with Pedals for Progress and hosted a used bike & sewing machine collection for 14 years. The Pedals for Progress collection program aligns with the MCMUA's overall vision to reduce waste, reuse items that already exist, and to build a culture for sustainability. Over the years, the MCMUA has collected over **3,676 bikes** and **26 sewing machines** through the programs run in conjunction with Pedal for Progress and Sewing Peace.

I have worked for the MCMUA for over 21 years in the recycling division and I have learned a lot about the behavior of people and our obsession with throwing things "away." Most people do not think about where their waste ends up, or how much energy, natural resources, pollutants and fossil fuels were used/created in the process of making these items and what it takes to properly dispose of them. Many of the bicycles that were collected for Pedals for Progress through our programs were destined for the landfill. Residents simply put the bikes out to the curb and do not waste another minute thinking about where the bikes will end up.

The solid waste hierarchy lists waste reduction at the very top. The federal Environmental Protection Agency (EPA) has created a hierarchy, which ranks various waste management strategies from most to least environmentally preferred. The hierarchy places emphasis on reducing, reusing, and recycling as key to sustainable materials management. It is important to purchase only items we really need. The second listing is **reuse!** It means to use again or more than once, give something a new purpose. Because we are a "throw-away society", it is difficult to get some people to understand the concept of reuse. Pedals for Progress champions reuse and sets a wonderful example to all!

Pedals for Progress, with the assistance of their partner agencies, delivers the chance of a lifetime to those who need it most. Some people don't have any means of transportation and this opportunity can make such a positive impact on their lives.

214 A Center Grove Road, Randolph N.J. 07869 • Phone: (973) 285-8383 • Fax: (973) 285-8397 • E-mail: info@mcmua.com •
Website: www.mcmua.com

 Printed on recycled paper, naturally!

Unfortunately, many used bikes and sewing machines are put out to the curb for trash collection and will end up in a landfill. Through Pedals for Progress and Sewing Peace, these discarded items can become an important chance at new opportunities to better someone's life. Many of us in the United States do not worry about transportation; we take it for granted that we can go from one place to another without too much effort or thought. Bicycles provide sustainable transportation that does not rely on fossil fuel and does not pollute the air. A sewing machine in working order can change the lives of an entire family in a developing country by offering them a way to earn a living by creating clothing!

I am truly grateful that this collection program exists and diverts bicycles and sewing machines from becoming trash. It also saves natural resources and promotes sustainable practices. I am thrilled that we saved so many bikes from being discarded, but equally thrilled that the bicycles are serving others who are less fortunate and enriching their lives without harm to the environment! Thank you for your kind consideration in celebrating the accomplishments of Pedals for Progress by acknowledging them with a NJDEP award. This organization most certainly deserves to be recognized for their achievements!

Sincerely,



Liz Sweedy, Recycling Education Specialist
Morris County Municipal Utilities Authority
973-285-8393
lsweedy@co.morris.nj.us

