

HENNEPIN COUNTY

MINNESOTA



Multifamily recycling grants

2023 guidelines

Hennepin County Environment and Energy
701 Fourth Avenue South, Suite 700, Minneapolis, MN 55415-1842
hennepin.us/apartmentrecycling

Introduction

Hennepin County is offering a grant program for multifamily properties to improve recycling and reduce contamination, prevent waste, or start organics recycling (composting).

Recycling requirements

Property owners, managers and associations are required to provide residents with the opportunity to recycle traditional mixed recyclables (paper, plastic, cartons, glass, and metal). Responsible parties must enter into an agreement with a hauler or arrange service through a city contract to provide collection service to collect mixed recyclables from each building.

Multifamily properties are not required to offer organics recycling service to their residents. Organics, which includes food scraps and food-soiled paper, make up about a third of residential garbage, and some multifamily properties elect to offer organics recycling. Although organics is not required, the county provides free resources and assistance to help.

Funding availability

Applications will be accepted on an ongoing basis until Monday November 13, 2023, or until the annual program budget is exhausted, whichever occurs first.

Eligible applicants

Apartments, condos, and townhome associations located in Hennepin County. Applications should have the approval of an authorizing person who can enter into agreements with Hennepin County, such as but not limited to property owners, managers, and association board directors.

Eligible funding

Examples of eligible expenses include but are not limited to:

New hauling costs

- New hauling service for traditional recycling (bottles, cans, paper, cardboard, etc.) or for organics recycling (composting)
 - Grant funds may cover up to 6 months of hauling. The hauling service contract must be at least 12 months and must be new, not existing, to qualify.
 - This may include the monthly charge for the recycling/organics service and up to 50% of the non-tax fees.
 - This may also include additional fees to add locks to carts and dumpsters to reduce contamination.

- Other hauling, such as for textiles, large items such as furniture, and other non-traditional recycling opportunities for an ongoing program.
 - Grant funds may cover up to 6 months of ongoing services (minimum 12-month contract) or 75% of a one-time service fee. Grantee must show plans to sustain hauling beyond Hennepin County funding.
 - Examples may include, but are not limited to:
 - Recycle mattresses with Second Chance Recycling. Second Chance offers curbside mattress and box spring pick-up service. See the [curbside mattress recycling flyer \(PDF\)](#) for more details.
 - Donate useable items to charitable organizations. Some donation centers offer home service pick up of bulky waste. See the [donation opportunities brochure \(PDF\)](#) for opportunities.

When applying for hauling costs, you must provide a quote or other documentation from a licensed hauler that demonstrates your intent to start service(s). Must be a licensed hauler for recycling or reuse.

Enclosures and construction upgrades

- Construction upgrades that are needed to facilitate collection of recycling and/or organics or that improve access to recycling for residents. Hennepin County will enter a cost-share agreement to cover up to 50% of upgrade expenses. Funding of this type is limited to \$10,000 for each property.
 - For example:
 - If the total cost of the construction is \$15,000, Hennepin County can fund up to \$7,500.
 - If the total cost of the construction is \$30,000, Hennepin County can fund up to \$10,000.

New properties being constructed or under construction do not qualify.

Other items not outlined in this section may be considered for funding particularly if they are innovative, prevent waste, or target hard-to-recycle items such as large items (couches, chairs, tables, etc.). Purchases made before entering a grant contract cannot be reimbursed.

Recycling and organics recycling bins and compostable bags are available through a separate grant program for multifamily properties. Access information about both grant programs at hennepin.us/apartmentrecycling.

Guidelines

1. Maximum grant award of \$20,000.
2. Allocation of grant award payments will be made in the following manner:
 - 50% of funds will be released upon execution of a grant agreement.
 - 50% will be released upon documentation of actual expenses incurred and an approved final report detailing results of the grant project.

* If preferred, all grant funds can be withheld and release upon submission and approval of the final report and invoices.
3. Grant recipients will be required to establish a baseline of waste being discarded or recycled prior to the start of the grant project and detail it in their grant application. That baseline should be based on the size of current waste and recycling containers and the frequency with which they are emptied or on actual weight data if that information is available. This includes a summary of contamination fees incurred in the previous three months prior to the grant date.
4. Grant recipients must submit a final project report. The report must detail efforts made to achieve project goals and the results of those efforts, including quantitative data and project expenditures. A reporting template will be provided.
5. All grant recipients will be required to enter into a grant agreement with the county for 12 or 18 months, depending on the amount of the grant. Projects may be completed early. The grant agreement process requires additional documentation after the application is submitted, including proof of authority for the person signing the contract and minimum insurance coverage outlined in the grant agreement. The certificate indicates Hennepin County as an additional insured. Hennepin County reserves the right to revoke any funding award for which an agreement is not executed due to delays on the part of the applicant within two (2) months of the award. Awarded projects must be initiated within two (2) months of execution of the contract, or funds may be withdrawn, unless specific approval is granted for delays due to extenuating circumstances.

Applying and evaluation criteria

The grant application will be provided by county staff after a consultation about your project idea. An in-person tour of your property may be requested by county staff. Begin the consultation process by submitting a [multifamily recycling grant inquiry form](#).

The following information will be required when applying:

- Multifamily property name, address, and contact information
- Management company (if applicable)
- Number of residential units on the property
- Short description of your current recycling system
- Short description of education you will provide to residents
- Information on your current waste hauling (refer to a recent waste hauling invoice for this information)
- Substitute W-9 vendor form
- If requesting organics start-up costs: documentation of pending organics service
- If requesting enclosure and construction upgrades: at least two quotes for upgrades needed

Evaluation criteria

Grant proposals will be awarded to ensure funds are used in a way that supports Hennepin County's goals to increase recycling, including organics, or prevent waste. The following criteria will be considered:

- Project description: Project demonstrates significant potential for recycling, organics recycling, or reuse and prevention. The project has strong support from staff and residents. Key personnel are listed in the application along with their roles as they relate to the project. Specific issues that the project seeks to address are identified.
- Outcomes: Expected results are stated, specific, realistic and measurable. Baseline waste service data is included and accurate.
- Timeline: Project is ready to start after grant agreement is authorized and must be completed within the term of the grant, which will be 12 or 18 months depending on the amount of the grant.
- Budget: Expenses are laid out in detail.
- Sustainable: Most or all components of the project will continue after grant funding is no longer available.

The county reserves the right to refuse funding or to partially fund an application.

After your application is reviewed, county staff will contact you to discuss next steps. Upon application approval, a grant agreement will be emailed to the authorized person to enter into an agreement with Hennepin County prior to the release of any funds.

Contact information

Hennepin County
Environment and Energy
Multifamily Recycling Grants
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