

HENNEPIN COUNTY

MINNESOTA



Business recycling grants

2019 guidelines

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

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Introduction and grant types

Introduction

Hennepin County is required by State law to recycle 75% of our waste by 2030. Businesses and organizations produce more than half of the waste. Improving the management of waste by either preventing the waste from being created or starting or improving recycling and organics recovery programs conserves natural resources and reduces greenhouse gas emissions. It can also help your bottom line and demonstrates your commitment to our community.

The county provides funding and assistance for businesses and institutions to prevent waste and start or improve programs to divert recyclables and/or organics. Eligible recipients include for-profit businesses and institutions, including multifamily housing, and non-profit organizations. Grant activities must take place in Hennepin County.

Types of grants

Container grants

- Up to \$2,500 value; no match is required.
- Limited to containers and equipment available in the application.
- The grant agreement covers 12 months; projects must be completed within that time.
- Applications are accepted anytime.
- Applications are reviewed, approved, and awarded on an ongoing basis.

Accelerated grants

- Up to \$10,000; no match is required.
- The grant agreement covers 12 months; projects must be completed within that time.
- Applications are accepted anytime.
- Applications are reviewed, approved, and awarded on an ongoing basis.

Competitive grants

- Over \$10,000 and up to \$50,000; matching funds of at least 25% of the total grant request are required (See Part IV Guidelines for more information on matching).
- The grant agreement covers 18 months; projects must be completed within that time.
- Applications are accepted quarterly on the following dates Friday, February 15; Wednesday, May 1; Thursday, August 1; Friday November 1.
- Proposals are reviewed and awarded using a competitive selection process after each application deadline.

The county reserves the right to refuse funding for a project or to partially fund a project. The county will no longer accept grant proposals after all grant funds available have been awarded for the year.

Applying

Contact program staff at businessrecycling@hennepin.us or 612-543-9298 for assistance with developing a project, help with the application or questions about the business recycling grants program.

Completed grant applications must be submitted by email in .DOC format (not PDF) to program staff. Additionally, applicants must submit a signed copy of the application's signature page. Applicants will be required to submit a current W-9 or complete a county W-9 substitute form with their application materials.

To complete your application, submit the following items via email to program staff at businessrecycling@hennepin.us

1. The application as a .DOC file (not a PDF) and/or .XLS budget spreadsheet
2. W9 form (a blank form is available from the county by request)
3. Only for Competitive Grants over \$10,000, include a signed copy of the first page of the application; this can be submitted as a scanned copy via email

Review process

Overall program funding will be prioritized by project type. Projects will be scored and prioritized to ensure grant funds are used in a way that supports Hennepin County goals.

1. Meets Hennepin County's priorities, listed in order of importance:
 - 1.1 Waste prevention, meaning components of the project result in the reduction of overall waste generated. Organics recycling and recycling are not considered waste prevention.
 - 1.2 Implementation of a new organics recycling program for any business covered under Ordinance 13 section IV, subsection 2: organic material collection requirement (food waste recycling).
 - 1.3 Implementation of a new organics recycling or recycling program for multifamily housing.
 - 1.4 All other project types.
2. Application is complete, and the timeline is deemed reasonable by business recycling staff (based on outcomes in past grants).
3. Expenses listed in the budget are eligible and include product information and pricing.
4. Based on the content provided in the application, is it expected that the project will be sustained in the long-term after grant funding is used and the contract expires.

Funding is subject to be adjusted based on volume of grants being received. Container and accelerated grants may be held to be reviewed as a group and notification will be provided when an application is submitted.

Guidelines

Eligible expenses

Expenses cannot be reimbursed by grant funds unless expenses occur during the grant term of an executed grant agreement between Hennepin County and your organization.

Description	Note on funding	Multifamily-specific
Bins, barrels, sorting stations, and containers for collecting recyclables and organics within facilities.	The county has a pre-approved list of containers available at discounted pricing. Grant recipients are highly encouraged to choose containers from the county's pre-approved list. Containers other than those on the pre-approved list are eligible if they can be purchased at a lower cost, or if they are being chosen to match existing containers.	For any multifamily housing applications, countertop bins can be reimbursed. Funding is limited to cover up to 50% of residential units and funding is limited per container to \$25.
Totes, carts, cart tipplers and other containers for transporting recyclables and organics from a collection point to the containers serviced by the hauler.		
Compactors, balers and organics management systems (for managing odor, addressing storage space concerns and/or reducing frequency of pick up) for businesses that generate large quantities of recyclables or organics.	Applicant must not already be utilizing a compactor or baler.	
Compostable plastic bags for lining organics collection containers and compostable foodservice ware for on-site use, for up to a six month supply.	The intent of this grant funding is to support the start-up of organics recycling, and therefore it is up to the resident or grantee to find a sustainable option into the future to supply bags. The applicant must implement or provide for an organics collection program to be considered for compostable products.	Hennepin County will provide start-up supply of appropriately sized bags for the countertop bins selected.

Reusable foodservice ware to replace disposable foodservice ware.		
Hauling of recyclables and/or organics for up to three months of a contract for at least twelve months of service.	Applicant must submit documentation of hauling service in order to be awarded funds for hauling costs, and hauling must be a new service, not an existing one.	
Construction upgrades to loading docks and enclosures or other construction-related upgrades in order to facilitate collection of recycling and/or organics.	The following restrictions apply: up to \$5,000 for businesses with fewer than 500 employees and \$10,000 for businesses with more than 500 employees.	The following restrictions apply: Up to \$5,000 for multifamily properties with fewer than 150 units and \$10,000 for multifamily properties with 151 units or more. Chutes are eligible expense per the above limits.
Software, equipment, and/or systems that help businesses gain efficiencies in material usage or their recycling programs, thereby reducing waste generation.		

Ineligible expenditures include, but are not limited to:

- Containers normally provided by a waste or recycling service provider such as carts, dumpsters and open-top or enclosed roll-off boxes.
- Pallet jacks, janitorial carts and other similar equipment.
- All equipment and containers intended to collect and move trash.
- Dishwashing equipment and upgrades to dishwashing rooms.
- Vehicle-related expenses such as trucks and trailers.
- Labor costs incurred to collect and manage waste and recycling, including consultant and project-management costs.
- Foodservice ware for to-go or take-home items.

Grant guidelines

The following guidelines apply to project proposals. Guidelines apply to all three grant options unless otherwise noted.

4.1 For Competitive Grants, matching funds of 25% of the total project are required. No in-kind matching funds are allowed; the match must be cash for expenses listed in Part IV Eligible Expenses. You may use the entire cost of your project to meet the match requirement, as long as the item is listed in Part IV Eligible Expenses. For example, ongoing costs for those items that have a time limit or costs beyond the funding restrictions in Part IV Eligible Expenses can be considered as matching. Items such as trash containers and trash hauling are not considered eligible or considered a match.

4.2 Payment of grant

Containers selected from the pre-approved list are purchased by Hennepin County upon execution of a grant agreement. These containers will be shipped to the address listed in the grant agreement unless directed otherwise by the applicant. Monetary grant funds will be made in the following manner:

- a. 20% of funds will be released upon execution of a grant agreement.
- b. Up to 60% will be released upon documentation of actual expenses incurred:
 - i. Accelerated grants are eligible to receive up to 2 installments after providing documentation of actual expenses
 - ii. Competitive grants will receive 1 payment following submission of a midterm report in addition to documentation of expenses
- c. Remaining funds will be released in a final payment upon documentation of actual expenses incurred and an approved final report.

4.3 Proposals for a group of businesses and organizations as a collaborative effort can be submitted, but one organization must act as the primary applicant and submit an application on behalf of the others.

4.4 All grant recipients will be required to enter into a grant agreement with the county. This requires additional documentation after the application is submitted, including proof of authority for the person signing the contract, and, dependent on the scope of the project, minimum insurance coverage.

4.5 Grant projects diverting organic waste for composting are required to have such waste delivered by a licensed hauler to composting facilities permitted by state and local authorities..

Establishing a baseline & final project reports

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 be actual weight data if that information is available. Grant recipients must submit a final project report. The report must detail efforts made to achieve project results and results of those efforts, including quantitative data and project expenditures. A reporting template is provided.

Additionally, competitive grant recipients must submit an interim report at the midway point of the 18-month grant term. An interim report is not required if the project is completed at the midway point, at which time the final report must be submitted.

Contact information

Hennepin County

Environment and Energy

Business Recycling Grants

612-543-9298

businessrecycling@hennepin.us

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