

# HENNEPIN COUNTY

## MINNESOTA

### Solicitation for Grant Applications

### Organics Drop-off Sites

Virtual information session: Tuesday, September 19, 2023, at 11:00 A.M. – 12:00 P.M. (CST)

Send email to [Amy.Maas@hennepin.us](mailto:Amy.Maas@hennepin.us) and [Sarah.Montgomery@hennepin.us](mailto:Sarah.Montgomery@hennepin.us)  
for the link to the session

Solicitation due date: Tuesday, October 10, 2023, by 2:00 P.M. (CST)



# 1 Introduction

## 1.1 Project overview

The County of Hennepin, State of Minnesota ("County") is soliciting applications for the Organics Drop-Off Sites Grant (the "Grant"). As used herein, the entity/individual responsible for any awarded Grant may be referred to as the "Applicant" and the Applicant's response to this solicitation (the "Solicitation") may be referred to as the "Application".

Organics, which includes food, food-soiled paper, and compostable products, make up about 30 percent of our trash. That material can be turned into compost for healthy soils or used to create energy through anaerobic digestion. Getting organics out of the trash is one of our biggest opportunities to make progress toward zero waste and climate goals.

Hennepin County is making funds available to establish organics drop-off sites. These sites increase access to organics recycling for residents in multifamily units not served by city curbside organics collection programs. Increasing access to organics recycling for apartment and condo residents is a priority area of focus for these funds.

The County has \$100,000 available for organics drop-off sites, with a maximum award of up to \$15,000 per site. Eligible grant applicants include cities, multi-unit properties, businesses, nonprofit organizations, and institutions. All proposed drop-off sites must be within Hennepin County. The County and Grantee will sign a service agreement for a term of 24-months. The County will make two payments to the Grantee, one upon execution of the service agreement (75%) and one upon completion of the project and submission of final report (25%)

This program is focused on organics drop-off sites where material will be hauled away and is not currently accepting applications for projects that compost material on site. Contact Amy Maas at [amy.maas@hennepin.us](mailto:amy.maas@hennepin.us) or 612-348-6848 with questions about project eligibility.

## 1.2 The Grant

To be eligible for the Grant, the applicant must be one of the following:

- Multi-unit properties
- A commercial entity;
- A non-profit entity;
- An agency of state, local, tribal or federal government; or higher education.

Additionally, to be eligible for the Grant, the applicant must agree to:

- Offer public access to the site
- Follow the county guidelines for acceptable [organic materials](#)

- Collaborate with the county to plan implementation and promote the site
- Provide contact information for a person that helps manage the site
- Establish and communicate any guidelines for using the site, including open hours and quantity limits per person per day
- Follow county best practices for site signage and labeling
- Ask site users to register for the program and send email notifications about the drop-off program, which may include how to participate and updates on program changes
- Email participants a county-provided survey at the end of the grant period
- Report data on program success, including annual tonnage and participation data
- Resolve any contamination issues that may arise
- Maintain the site for at least 3 years
- Notify the county if site hours or access change
- Provide a letter or email from your city recycling coordinator stating that your project has been reviewed, approved and complies with state and local laws

Grant funds are eligible for the following uses:

<b>Eligible expenses</b> include:	<b>Ineligible expenses</b> include, but are not limited to:
<ul style="list-style-type: none"> <li>• Hauling and disposal</li> <li>• Dumpsters or carts</li> <li>• Construction (enclosure, pad, etc.)</li> <li>• County-approved promotions</li> <li>• Other supplies and services approved by the county</li> </ul>	<ul style="list-style-type: none"> <li>• Staff time</li> <li>• Cleaning and general site maintenance</li> <li>• Security cameras</li> <li>• Signage and educational materials (these will be provided by the county)</li> </ul>

*Expenses must occur during the term of an executed service agreement between the County and the Grantee. Any item not on the eligible expenses list must be discussed with staff and pre-approved.*

### 1.3 Grant Application

When submitting an Application, Applicants must follow the specific format and content requirements below and in Attachment B. Failure to do so will likely prolong the evaluation process and/or may be grounds for rejection of the Application.

Applicant shall describe, in detail, the proposed uses of the Grant funds for the Project. Any other use of Grant funds is strictly prohibited. Applicant shall be solely responsible for securing all additional funds necessary for completion of the Project.

Applicant agrees to only use the Grant funds for the uses indicated above. Use of Grant funds for any other purpose is strictly prohibited. If Applicant uses Grant funds for any other purpose, Applicant shall, upon County's written demand, repay all Grant funds awarded.

## 2 Evaluation and selection

### 2.1 Applicant evaluation and recommendation for selection

County will consider the Application to determine whether it meets County's requirements and is otherwise eligible for a Grant award. Submission of an Application shall neither obligate nor entitle an Applicant to enter into a contract with the County or to receive a Grant.

### 2.2 Evaluation of responsiveness

The County will consider all the material submitted by the Applicant to determine whether the Applicant's offer is in compliance with the terms and conditions set forth in this Solicitation. Applications that do not comply with the provisions in this Solicitation may be considered nonresponsive and may be rejected. Notwithstanding the foregoing, County expressly reserves the right to reject any or all Applications with or without cause.

Evaluation criteria shall include the following in order of importance:

1. Site increases access for residents in multifamily units not served by city programs
2. Site helps the county make progress on disparity reduction goals
3. Site is in a city that does not have an existing residential organics program or drop-off option
4. Site contributes to the geographic diversity of drop-off locations throughout the county (see the map of current [organics drop-off sites](#))
5. Applicant demonstrates readiness to move forward and promote its availability
6. Applicant demonstrates ability to sustain the site beyond grant funding period

The County reserves the right to refuse funding for a project or partially fund a project.

The County reserves the right to determine whether any aspect of the Application satisfactorily meets the criteria, the right to seek clarification or additional information from any Applicant(s), and the right to waive any irregularities or informalities that the County deems is in its best interest.

### 2.3 Execution of Grant agreement

County may condition the Grant award upon Applicant's execution of a Grant agreement provided by County. As applicable, the Grant agreement shall define the legal relationship between County and Applicant.

## 3 General rules

### 3.1 Solicitation for Grant Applications and Grant overview

This Solicitation for Grant Applications is an invitation for Applicants to submit a Grant Application to the County. It is a means by which the County may facilitate the acquisition of information related to awarding the Grant and is **NOT A COMMITMENT OR OBLIGATION TO AWARD ANY AMOUNT.**

Nothing in this Application shall obligate County to (i) award any amount; (ii) award any subsequent grants; or (iii) pay or otherwise make any additional distributions.

### 3.3 Application submission

Applications will be received in the [Hennepin County Supplier Portal](#). In order to submit an Application, you must first register with the Supplier Portal. For more information on how to register, please go to the [Supplier Portal help page](#). Applicants are strongly encouraged to make their submissions well in advance of the Application due date as the process may take some time to complete.

Failure to submit an Application on time may be grounds for rejection of the Application; however, the County reserves the right, in its sole and absolute discretion, to accept Applications after the Application due date.

### 3.4 Questions and Pre-application Assistance

***Applicants are invited to contact the county for feedback on project ideas before applying.*** For more information visit [hennepin.us/organics](http://hennepin.us/organics) or contact Amy Maas at [Amy.Maas@hennepin.us](mailto:Amy.Maas@hennepin.us) or 612-348-6848.

### 3.5 Addenda

The County reserves the right to modify this Solicitation at any time prior to the Application due date. An addendum will be posted in the Supplier Portal if the Solicitation is modified. Addenda may be viewed by clicking on the 'View Documents' on the Event Details page. It is the responsibility of each prospective Applicant to assure receipt of all addenda.

The County will modify the Solicitation only by formal written addenda. Applications should be based on this Solicitation document and any formal written addenda. Applicants should not rely on oral statements, or site visits.

### 3.6 County's right to withdraw, cancel, suspend and/or modify the Solicitation

The County reserves the right to withdraw, cancel, suspend, and/or modify this Solicitation for any reason and at any time with no liability to any prospective Applicant for any costs or expenses incurred in connection with the Solicitation or otherwise.

### **3.7 Applicant's right to edit or cancel an Application**

An Application may be edited or cancelled in the Supplier Portal prior to the Application due date. For instructions, view the Edit or Cancel a Response section of the [How to Respond to an Event Guide](#).

### **3.8 Applications will not be returned**

Upon submission, Applications will not be returned.

### **3.9 Public disclosure of Application documents**

Under Minnesota law, applications are private or nonpublic until the proposals are opened on the proposal due date. Once the applications are opened, the name of the Applicant becomes public. All other data in the application is private/nonpublic data until completion of the evaluation process. The evaluation process is completed when the County enters into a contract with an Applicant. At that time, all remaining data submitted by all Applicants is public with the exception of data classified as private/non-public trade secret data under Minn. Stat. § 13.37 of the Minnesota Government Data Practices Act.

Applicants must not submit trade secret material, as defined by Minn. Stat. § 13.37, as part of their application. The County does NOT consider cost or prices to be trade secret material, as defined by the statute. Applicants may present and discuss trade secret information during an interview or demonstration, if applicable.

The Applicant agrees, as a condition of submitting its Application, that the County will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the Application. The Applicant agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision. This indemnification survives the County's award of a contract. In submitting an application in response to this Solicitation, the Applicant agrees that this indemnification survives as long as the Application is in the County's possession. The County is required to keep all the basic documents related to its contracts, including applications, for a minimum of seven years.

### **3.10 Applicant's costs**

The County shall not be responsible for any costs incurred by Applicant in relation to this Solicitation. Applicant shall bear all costs of Application preparation, submission, and attendance at interviews, or any other activity associated with this Solicitation or otherwise.

### **3.11 Conflict of interest**

The Applicant affirms that to the best of its knowledge the submission of its Application, or any resulting Grant award, does not present an actual or perceived conflict of interest. Strictly for illustration purposes,

a personal relationship with a County employee directly or indirectly involved in the Grant process may be a conflict of interest.

The Applicant agrees that should any actual or perceived conflict of interest become known, it will immediately notify the County and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

The County may make reasonable efforts to avoid, mitigate, or neutralize a conflict of interest by an Applicant. To avoid a conflict of interest by an Applicant, the County may utilize methods including disqualifying an Applicant from eligibility for the Grant or cancelling the Grant if the conflict is discovered after the Grant has been issued. The County may, at its sole and absolute discretion, waive any conflict of interest.

## 4 Attachments

**4.1 Attachment A – Application Format and Content**

**4.2 Attachment B – Sample Grant Agreement**

**4.3 Attachment C – Supplier Portal Instructional Video Links**