

Attachment A: Guidelines for organics drop-off funding

Increasing access to organics recycling for all residents

Purpose

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. Drop-off sites also provide an opportunity to participate in organics recycling if a city curbside organics collection program is not currently available.

Funding available and grant applicant eligibility

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 located in Hennepin County.

This program is focused on organics drop-off sites and is not currently accepting applications for projects that compost material on site. Contact the county with questions about project eligibility.

Eligible expenses

Expenses must occur during the term of an executed service agreement between the county and the grantee.

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

Funding priorities

The county will use the following criteria to prioritize proposals:

- Site increases access for residents in multifamily units not served by city programs
- Site helps the county make progress on disparity reduction goals
- Site is in a city without an existing residential organics program or drop-off option
- Site contributes to the geographic diversity of drop-off locations throughout the county
- Applicant demonstrates readiness to move forward and promote its availability
- Applicant demonstrates ability to sustain the site beyond grant funding period
- Efforts made to minimize screening and site preparation expense

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

Requirements

The following requirements apply:

- Comply with state and local laws
- 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
- Establish and communicate any guidelines for using the site, including open hours and quantity limits per person per day
- Offer and encourage site users to sign up for email notifications about the drop-off program, which may include how to participate and updates on program changes
- Provide contact information for a person that helps manage the site
- Report basic information, including tonnage and participation estimates
- Work to resolve any contamination issues that may arise
- Maintain the site for at least 3 years

Funding process

- Proposals will be evaluated by the 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 (25%)

Contact the county to receive the application.

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