



# 2024 Multifamily Recycling Program Guidelines

## Program purpose

Dakota County is required by state law to develop programs to reduce waste being landfilled and to achieve a 75% recycling rate for all waste generated in Dakota County. The Multifamily Recycling Program offers free resources for apartments, condominiums, townhomes, and independent senior living to help Dakota County achieve this goal, and to assist property owners and managers in complying with Dakota County Ordinance 110. Funding and resources are available to support the following objectives:

- Reduce or prevent waste
- Start or improve recycling (e.g., paper, cardboard, metals, plastic, glass, cartons)
- Start back-of-house organics collection (food scraps)

## Funding and resources

Funding and resources are available on a first-come, first-served basis. Eligible multifamily businesses/organizations may apply for grant funding up to \$10,000 (maximum per location) for eligible items described in Section IV, with a maximum of two grant applications per location. A second application (new or amended) is permitted, along with a new or amended contract, if (a) justified by a new scope of work (e.g., reusable dishware, outdoor containers) and (b) the \$10,000 limit per location will not be exceeded. A grant application is not required for educational materials and resources.

## Free on-site assistance

Program staff will provide free technical assistance to start waste prevention efforts, help design a new or improved recycling program, or start back-of-house organics collection. Three touch points with program staff are provided:

1. On-site visit to determine what is needed to implement a successful waste diversion project and to assist with completing and submitting a full application.
2. On-site assistance to help implement the project, including container labeling and placement, resident and staff education, and right-sizing (adjusting) recycling service levels.
3. Assistance with project evaluation, including project reporting.

## Free labels and educational resources

Program staff will provide free container labels, chute signs, common area posters, flyers, recycling tote bags and additional educational resources. Applicants may request additional educational resources after completing the program to sustain their recycling and waste prevention efforts. Tote bags are limited to 10% replenishment

once annually, with an extra supply of 10% available up-front to provide to new tenants due to turnover in the first year, or more as approved by the Program Coordinator.

## **Education/training**

Program staff will provide free on-site or virtual presentations and/or door-to-door education for staff and residents to learn recycling dos and don'ts and to answer questions. Interpretive services are available for properties with non-English speaking populations of 25% or more.

## **Application process**

Eligible businesses and organizations must complete the County-provided Application to obtain containers and other items listed in Section IV below. Requests for recycling tote bags, container labels, and educational resources do *not* require a grant application, but do require an initial assessment to determine eligibility and needs.

## **Eligible businesses and organizations**

**Multifamily businesses/organizations that meet all of the following criteria are eligible to apply for grant funding and other resources:**

1. Residential buildings and dwellings have two or more attached units;
2. Residential buildings and dwellings are physically located in Dakota County. If the multifamily business/organization has multiple locations, each location in Dakota County is eligible for funding; and
3. Applicant manages hauling contract(s) for the property(ies) owned, leased, rented, managed, or maintained by the applicant.

**Multifamily businesses/organizations that request containers and other infrastructure must also meet or be willing to meet the following requirements within 12 months of beginning the program:**

1. Provide recycling containers for common areas in buildings and on grounds for residents and tenants to collect the County's Designated List of Recyclables.
2. Provide recycling service capacity of at least 0.1 cubic yard per dwelling unit per week (four or more attached units) within three (3) months of contract execution.
3. Locate recycling containers with trash containers, i.e., wherever there is a trash container, place a recycling container within 10 feet, and label containers following County labeling requirements.
4. Provide recycling education to each employee, housekeeping contractor and other individuals that are responsible for collecting and managing recycling and organics (if collected) in accordance with County education requirements.

## The following are not eligible to participate:

1. Nursing homes, health care facilities, or other settings in which residents, tenants, or patients do not have primary responsibility for managing the trash and recyclables from their own living space.

## Eligible and ineligible grant application expenses

Funds and resources are available to help reduce waste, start or improve collection of recyclables, and/or start or improve back-of-house organics collection. A grant application is required for expenses listed below.

### Eligible grant application expenses

1. Recycling and organics bins and containers:
  - a. Bins and containers for collecting recyclables at multifamily facilities, both indoors and outdoors, with a maximum of \$10,000. This includes pails, carts, cart tippers, and other waste containers for transportation of recyclable materials to containers serviced by the waste hauler. All new containers must be blue for recycling, green for organics, and grey or black for trash. New multistream containers must be blue for recycling and gray or black for trash.
  - b. Organics bins and containers are eligible for back-of-house food scrap collection at properties that generate one ton or more, or contract for eight cubic yards or more, of municipal solid waste per location and generate food scraps back-of-house. (Back-of-house means the kitchen, food preparation, dishwashing, storage areas, and other areas where food is offered for consumption or sale. It does not include food waste generated from food that has been served to customers or the public.)
  - c. Applicants are highly encouraged to choose bins and containers from Dakota County's standard, pre-approved items in the Container Order Form. Bins and containers other than those on the pre-approved list are eligible if they can be purchased at a lower cost than listed in the Container Order Form, are being chosen to match existing containers, or follow industry standards/regulations, on the condition that they meet Dakota County best practices specifications and are County-approved. Outdoor containers on the Container Order Form are available on a reimbursement basis. The Program Coordinator may grant prior authorization for county purchase of outdoor containers if justified due to extenuating circumstances.
2. Equipment
  - a. Dishwashing equipment (must be Energy Star certified) to support use of washable serviceware in a commercial kitchen, with a maximum reimbursement of \$2,000. Must be National Sanitation Foundation Certified, and a plan review must be submitted to the regulating health authority when applicable.
  - b. New, reusable service ware (i.e., washable dishes and silverware) if converting from disposable service ware for resident common areas (e.g., dining rooms and cafeteria areas), as long as new, reusable service ware will stay on the premises. Reimbursement is the cost difference from disposable to washable.
  - c. Lifts and other equipment for moving recycling dumpsters or debagging of recyclables in dumpsters/carts, with a maximum reimbursement of \$2,000.

3. Back-of-house organics supplies and hauler collection services when starting a new organics collection program. Items specific to starting organics collection when a program of at least 12 months is implemented, including:
  - a. Six-month supply of Biodegradable Products Institute (BPI)-certified compostable bags for lining organics collection containers.
  - b. Six months of organics hauling service cost reimbursement with at least 12 months of service. Applicant must submit documentation of hauling service expense, and hauling service must be a new service, not an existing one.

Dakota County reserves the right to negotiate with the applicant prior to contract execution for reasonable pricing of eligible items.

### **Ineligible grant application expenses**

1. Containers normally provided by a waste or recycling service provider, such as carts, dumpsters, compactors, and open-top or enclosed roll-off boxes.
2. Pallet jacks, janitorial carts, and other similar equipment.
3. All containers and equipment intended to collect and move trash, unless they are part of a County pre-selected waste station in the Container Order Form or are equivalent in type and fit in with the existing collection system.
4. Installation costs related to dishwashing equipment.
5. Replacement of reusable serviceware, dishwashers and refrigerators/freezers.
6. Replacement of existing containers, unless warranted by extenuating circumstances, such as high-traffic areas, as approved by County staff in advance.
7. Employee labor costs to collect and manage waste and recycling/organics.
8. Vehicle-related costs such as trucks, trailers, fuel, etc.
9. Compostable food service ware (e.g. plates, cups, flatware, etc.).
10. Plastic bags used for trash or recycling collection.
11. Items, supplies or equipment for employee recognition or employee rewards or that are likely to be taken off site.
12. Environmentally preferable products (e.g., cleaners, copy paper, etc.).
13. Project-related costs incurred before contract execution.
14. Project-related costs in areas where waste cannot be safely and effectively managed, as determined by Dakota County.
15. Storage/enclosure space improvements or expansions.
16. Trash and recycling service costs.

### **Grant requirements**

Grant applicants must agree to the following:

1. Be willing to cooperatively work with program staff to identify improvements and implement a successful project.
2. Host a minimum of three (3) site visits and work with program staff to:

- a. Determine what is needed to implement a successful waste diversion project that complies with County recycling requirements and to assist with completing and submitting a full application.
  - b. Implement the project as outlined in the application, including labeling and placing containers in keeping with guidance provided by the County, educating employees and residents, and troubleshooting.
3. Provide assistance with project evaluation, including project reporting.
4. Provide proof of adequate recycling service, such as a recent hauler invoice.
5. Complete and submit a full application with assistance from program staff.
6. Provide pre-project information and data for post-project comparison with assistance from program staff.
7. Provide requests for reimbursable products and infrastructure prior to purchase and include a quote with specifications, costs, and a render for approval.
8. Execute a contract with Dakota County.
9. Provide a completed W-9.
10. Begin project activities within three (3) months of contract execution.
11. Achieve minimum required recycling capacity within three (3) months of contract execution.
12. Implement project activities using Best Management Practices identified by Dakota County in the application.
13. Place all outdoor containers in areas specified by the application, pairing trash and recycling containers within 10 feet per Dakota County Ordinance 110 and permit County staff to attach proper signage as needed.
14. Complete all project activities within 12 months of contract execution.
15. Adjust the hauler collection schedule (frequency of pick up) and container capacities (dumpster sizes), as necessary, during the 12 months of the contract to sufficiently contain all the recyclables and organics (if applicable) collected from the Applicant's building and public spaces.
16. Complete a County-provided satisfaction survey with post-project data to help gauge project success and areas for County program improvement.
17. Complete the satisfaction survey within 12 months from the contract execution.
18. Provide a brief three to five sentence written testimonial at the end of the project and agree to serve as a "Success Story," if asked.
19. Provide or allow pre- and post-project photos for planning and documentation purposes.

## **Distribution of resources**

Funding and other resources approved by County staff will be distributed as follows:

### **Standard containers, labels and educational resources**

No funds will be transferred to multifamily businesses/organizations for items identified in the Container Order Form and Labels and Educational Materials Order Form. All items except reimbursable expenses will be provided by Dakota County at no charge to the program participant, upon execution of a contract if a grant application is required, or after completion of an initial needs assessment if a grant application is not required (e.g., labels and educational resources).

## **Reimbursable expenses**

Requests for reimbursement of eligible expenses, such as outdoor containers and other pre-approved items, must follow the steps outlined in Section V6, followed by submission of a Reimbursement Form and proof that funds were spent on approved items, with a copy of the paid receipt for the purchased equipment or work completed under the terms of the executed contract.