

## Dakota County Community Waste Abatement Grant Program 2021 Guidelines

### I. Grant Overview

- A. Municipalities in Dakota County have responsibilities to establish and maintain comprehensive local waste abatement programs. Dakota County provides educational, financial, and technical assistance to municipal governments to aid local waste abatement programs. The Dakota County Community Waste Abatement Grant Program (Program) assists municipalities with waste abatement expenses.

### II. Grant Eligibility

- A. Dakota County municipalities are eligible for the Program, excluding Dakota County townships and the cities of Coates, Hampton, Miesville, New Trier, Randolph and Vermillion.
- B. Municipalities with fewer than 1,000 households are eligible for limited funding in specific categories.
- C. To be eligible for Municipal Facilities Verification and Education funding, municipality must have at least one municipal facility to verify or at least one employee to educate, other than the municipal Liaison.
- D. To be eligible for Multifamily Recycling funding, municipality must have multifamily housing.
- E. To be eligible for Municipal Facilities/Parks Infrastructure funding, municipality must have at least one municipal facility.
- A. To be eligible for Reduce/Reuse funding, municipality must have best waste management practices in place at all municipal/park facilities.

### III. Grant Funding Allocation and Match

Funding amounts are determined annually by the County Board of Commissioners.

- B. Base Funding: Base Funding is allocated for required grant activities, including administration, residential communications, municipal facilities/parks verification and employee education, and special collections.
- C. Supplemental Funding: Optional Supplemental Funding is allocated for multifamily recycling, municipal facilities/parks waste abatement infrastructure, in-person education, event recycling, and gap funding. Funds allocated to municipal waste abatement infrastructure may be used for activities in other funding categories, or for reduce/reuse activities (e.g., Environmental Preferable Practices initiatives), if best waste management practices are in place at all municipal/park facilities and expenses are approved in advance by the County Liaison.
- D. Matching Funds: Cities must provide a 25% match of the total reimbursed grant funding amount (Base Funding plus Supplemental Funding) through a cash match, in-kind contribution, or combination thereof, to pay for any activities that are instituted by the grant (i.e., any eligible expenses, whether new or ongoing). Any expenses that are not listed in the Guidelines as Eligible Expenses are ineligible for matching funds unless pre-approved by the County Liaison.

### IV. Grant Application Instructions

- A. Complete all pages of the Application.
- B. Collect signature of authorized representative (i.e., authorized contract signatory) and submit by September 15 of the year preceding the funding year to Dakota County for approval.
- C. Obtain Grant Agreement from Dakota County.
- D. Execute Grant Agreement.

## V. Funding Requests

### A. Part 1: Base Funding Request (Required)

#### 1. Administration

##### Minimum Grant Requirements

- a. Fulfill responsibilities necessary for effective grant administration and demonstrate performance of waste abatement programs.
- b. Identify and ensure municipal Liaison(s) is properly trained to fulfill responsibilities by attending the Dakota County Master Recycler/Composter class or equivalent as approved by the County Liaison, with supplemental training as needed to fulfill grant responsibilities.
- c. Ensure municipal Liaison(s) attends at least four of the six Program meetings hosted by the County Liaison.
- d. Refer persons, groups, and organizations as appropriate to County Programs (e.g., business, multifamily, school).
- e. Provide reasonable support for County-led efforts for waste abatement.
- f. Maintain current waste management information on the municipal website:
  - i. Describe municipal solid waste collection requirements for haulers;
  - ii. Describe municipal solid waste collection requirements for generators, including for both single-family and multifamily residents; and
  - iii. Maintain current links to Dakota County website pages including the Green Guide, The Recycling Zone, Residential Recycling, Business Recycling, Multifamily Recycling, School Recycling, and Environmental Education Resources.
- g. Demonstrate Program compliance and waste abatement metrics in mid-year and final reports that include information for all Base and Supplemental funded projects, as described in Reporting and Reimbursement below.
- h. Submit reimbursement requests by County deadlines with substantiating documentation, as described in Reporting and Reimbursement below.

##### Eligible Expenses

- a. Salary, benefits, and mileage of personnel, full-time and temporary, working directly on the planning, implementing, promoting, and reporting of eligible activities.
- b. Solid waste training and professional memberships to support effective implementation of Base Funding or Supplemental Funding activities, excluding out-of-state travel and lodging.
- c. Consultant/contract services or stipend for an organization or group to provide assistance.
- d. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

#### 2. Residential Communications

##### Minimum Grant Requirements

- a. Provide written waste abatement information to all residents of single-family and multifamily dwellings by including County standardized messaging articles and images in Municipality-mailed newsletters on each of the following topics, with full pages preferred as resources allow:
  - i. Curbside recycling;
  - ii. Residential services at the Recycling Zone;
  - iii. Residential organics drop-off site(s); and
  - iv. Local reuse opportunities for residents
- b. Promote County staff-developed electronic media messages (e.g., website, social media, e-news) about solid waste and household hazardous waste management, including all priority waste abatement topics listed above using County messaging standards.

- c. Serve as a resource to residents on waste abatement-related inquiries (e.g., email, phone).
- d. Provide funding source credit on all print materials, written as: Partially funded by Dakota County and the Minnesota Pollution Control Agency.
- e. Submit written residential waste abatement information to County Liaison for review at least three business days before printing.

#### **Eligible Expenses**

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, working directly on the planning, implementing, promoting, and reporting of eligible activities.
- b. Percentage of cost for design, production, and postage for municipality newsletter devoted to waste abatement articles on topics listed in Requirements above using County standardized messaging articles and images.
- c. Outreach media usage fees (e.g., advertisements, videos, billboards, radio, video, theater, television, e-news, and social media) for waste abatement standardized messaging.
- d. Consultant/contract services or stipend for an organization or group to provide assistance.
- e. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

### **3. Municipal Facilities/Parks Verification and Education**

#### **Minimum Grant Requirements**

- a. Ensure collected recyclables and organics generated at municipal facilities/parks are delivered to the respective licensed facility, or to another facility approved by the County Liaison.
- b. Provide monitoring and verification of best waste management practices at least once annually, by:
  - i. Visually inspecting waste management at all municipality-controlled facilities, including parks; and
  - ii. Reporting on status of compliance with Dakota County Ordinance 110 using the Municipal Recycling Tracking Tool or another tool provided by Dakota County, to verify recycling programs for facilities under the municipality's control collect at least three recyclable materials wherever trash is collected and follow best waste management practices.
- c. Educate all municipal employees about how to prevent waste and how and what to recycle and what not to recycle (including organics if applicable) when at work, using County messaging standards.
- d. Educate custodial/housekeeping staff and vendors, and other people responsible for sorting, collecting or transporting waste to external carts or dumpsters using County messaging standards.

#### **Eligible Expenses**

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, working directly on the planning, implementing, promoting, and reporting of eligible activities.
- b. Copying and printing waste abatement education materials for municipal employees and vendors, such as signs, trainings and mass communication using County messaging standards.
- c. Consultant/contract services or stipend for an organization or group to provide assistance.
- d. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

### **4. Special Collections**

#### **Minimum Grant Requirements**

- a. Implement one or more drop-off collection days, events, curbside collections, permanent drop-off collection sites, or combination thereof to collect specific traditional and non-traditional solid waste materials from residents for reuse or recycling.

- b. Collect all of the following materials from residents for reuse or recycling or organics composting, with preference given to reuse:
  - i. Confidential paper for shredding
  - ii. Mattresses
  - iii. Pumpkins
- c. The following optional materials may also be collected from residents for reuse or recycling, with preference given to reuse:
  - i. Bicycles
  - ii. Cardboard
  - iii. Carpet
  - iv. CFLs
  - v. Furniture
  - vi. Holiday Lights
  - vii. Scrap Metal
  - viii. Textiles
  - ix. Other materials as pre-approved by the County Liaison
- d. Obtain confirmation that collected materials are delivered to a reuse location or to a licensed recycling/organics facility, or to another facility approved by the County Liaison.
- e. Promote special collection opportunities to all single-family and multifamily residents using County messaging standards.
- f. Submit promotional communications to County Liaison for review at least three business days before publication.
- g. Ensure special collection opportunities are conveniently located and scheduled, with an independent collection opportunity for each municipality having 1,000 households or more; a municipality with fewer than 1,000 households may coordinate with a neighboring municipality for co-collection.

#### **Eligible Expenses**

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, working directly on the planning, implementing, promoting, and reporting of eligible activities (i.e., for collection of materials listed above).
- b. Vendor services, less resident fees, to collect materials listed above at a residential drop-off day or event with confirmed delivery to a reuse, recycling, or organics facility.
- c. Up to 25% costs for vendor services, less resident fees, to collect materials listed above at a permanent residential collection drop-off site with confirmed delivery to a reuse, recycling, or organics facility.
- d. Up to 25% costs for vendor services, less resident fees, to collect materials listed above through a curbside collection with confirmed delivery to a reuse, recycling, or organics facility.
- e. Print media copying/printing to promote special collection opportunities and permanent drop-off sites to residents (e.g., posters, flyers, signs) using County messaging standards.
- f. Consultant/contract services or stipend for an organization or group to provide assistance.
- g. Other expenses to administer grant-funded activities with prior written approval from the County Liaison.

## **B. Part 2: Supplemental Funding Request (Optional)**

### **1. Multifamily Recycling**

#### **Minimum Grant Requirements**

- a. Conduct any of the following activities:
  - i. Take or maintain an inventory of all multifamily properties in the Municipality, create a list or directory, and provide a copy to Dakota County.

- ii. Identify Municipality points of contact (“touchpoints”) with multifamily properties, such as business license renewals, rental license renewals, rental inspections, fire inspections, and property manager meetings.
- iii. Develop new or strengthen existing points of contact (“touchpoints” above) to communicate with multifamily property managers about recycling resources and city requirements in coordination with County staff.
- iv. Identify, strengthen, or both: municipal planning and construction procedures to support recycling and organics in new or remodeled buildings (e.g., internal chutes; adequate internal and external space).
- v. Identify and provide technical assistance to up to three multifamily properties enrolled in the Dakota County Multifamily Recycling Program to implement best waste management practices by:
  1. First attending Dakota County Multifamily Recycling Program technical assistance training;
  2. Providing on-site needs assessments to systematically evaluate and document opportunities to enhance recycling and waste prevention, and to meet best practices, using County materials.
  3. Using needs assessments to complete applications for the Dakota County Multifamily Recycling Program in collaboration with property managers to request County-supplied containers, labels, signage, education materials, staff and resident education as needed, and other technical assistance;
  4. Implementing approved plans in coordination with property managers, haulers, County staff, and other partners;
  5. Providing targeted on-site employee and resident education about recycling and waste prevention, including the recycling system within the building, in partnership with the County Liaison, using County messaging standards;
  6. Promoting reuse and bulky waste collection opportunities for multifamily tenants at move-in/move-out;
  7. Collaborating with the County Liaison for culturally-specific needs such as translation and interpretation;
  8. Following all Dakota County Multifamily Recycling Program protocols for outreach and technical assistance, best waste management practices, and education, using County messaging standards; and
  9. Tracking and reporting on outcomes for each participating property, using forms or tools provided by the County Liaison.

### **Eligible Expenses**

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, working directly on the planning, implementing, promoting, and reporting of eligible activities.
- b. Consultant/contract services or stipend for an organization or group to provide assistance.
- c. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

## **2. Municipal Facilities/Parks Infrastructure and Reduce/Reuse**

### **Minimum Grant Requirements**

- a. Add waste abatement infrastructure (i.e., recycling and organics containers and labels or signage) in municipality-controlled facilities, including parks, where containers are needed and have not yet been placed, (i.e., replacing existing containers is an ineligible expense), to implement best waste management practices for in collaboration with parks and facilities staff as follows:
  - i. Paired: All trash containers are paired with recycling containers (within 10 feet of each other), adding organics containers where applicable.

- ii. Color-coded: All new containers and lids are blue for recycling, green for organics, and grey or black for trash and are made from recycled-content materials. New multistream containers are blue for recycling and gray or black for trash.
  - iii. Signage: All containers have color-coded labels on the top and visible sides of the container. Labels on sides of containers meet County label standards. For indoor containers, lids have color-coded labels on both ends, facing opposite directions.
  - iv. Convenient: All containers are strategically and conveniently located to serve employees and visitors.
  - v. Appropriate lids: All containers have lids with openings appropriate for the collected material. Recycling containers have Saturn-shaped or circle-shaped openings.
- b. Ensure collected recyclables and organics generated at municipal facilities/parks are delivered to a licensed facility, or to another facility approved by the County Liaison.
  - c. Provide remediation as needed to ensure recycling is collected where trash is collected by establishing recycling service, setting out containers, reconfiguring containers, and adding signage to ensure that all recycling and trash containers are paired, and all recycling and trash containers are labeled with County-supplied signage.
  - d. Use funds allocated to municipal waste abatement infrastructure for activities in other funding categories, or for reduce/reuse activities (e.g., Environmentally Preferable Practice initiatives, fix-it clinics, swap events, checkout/sharing programs) if best waste management practices are in place at all municipal/park facilities. Attend Minnesota Pollution Control Agency Green Team meetings if funds are used for reduce/reuse activities.

### **Eligible Expenses**

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, working directly on the planning, implementing, promoting, and reporting of eligible activities described in Requirements above (i.e., labor for setup of proper waste management infrastructure, not labor for collection of waste).
- b. Recycling containers, organics containers, multi-stream (entryways only) containers, and labels/signage necessary to fulfill Requirements described above, with preferred use of County staff-recommended recycling receptacle options, or other receptacles as approved by the County Liaison for special circumstances.
- c. Trash receptacles are only eligible as part of a multi-stream container (i.e., the Program does not fund stand-alone trash containers).
- d. Compostable bags for the first year only, to implement back-of-house organics collection (i.e., food scraps) at municipal facilities.
- e. Waste sort or other evaluation expense. Consultant/contract services or stipend for an organization or group to provide assistance.
- f. Expenses for other funding categories and reduce/reuse with prior written approval from the County Liaison and only if best waste management practices are in place at all municipal/park facilities.
- g. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

## **3. In-Person Education**

### **Minimum Grant Requirements**

- a. Provide in-person waste abatement education for adults and youth through face-to-face interactions during presentations or at booths, events, or gatherings to educate 1% or more of the Municipality's population through a direct learning experience, on any of the following topics:
  - i. Curbside recycling
  - ii. Residential organics drop site(s)
  - iii. Residential services at the Recycling Zone
  - iv. Local reuse opportunities for residents

- b. Use County materials for promotional and distribution handouts.
- c. Use messaging standards on County website for verbal education.
- d. Coordinate with County Liaison for any activities in schools, businesses, and multifamily residences.
- e. Track and report on outcomes using County forms, on an annual basis or more often as requested.

#### **Eligible Expenses**

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working directly on the planning, implementing, promoting, and reporting of eligible activities (i.e., only activities described in Requirements above; does not include brochure distribution, or any activities lacking an educational face-to-face interaction and direct learning experience).
- b. Printing or copying of promotional or distribution pieces (e.g., posters, flyers, guides) complying with County messaging standards and approved in advance by County Liaison, if not duplicative of existing County publications.
- c. Event, booth, and room rental fees.
- d. Fees for County-approved professional educators and performers who help implement required education activities and comply with County messaging standards.
- e. County-approved promotional items up to \$500 in value that create minimal waste and contribute to waste abatement education.
- f. Consultant/contract services or stipend for an organization or group to provide assistance.
- g. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

## **4. Event Recycling and Organics**

#### **Minimum Grant Requirements**

- a. Provide the opportunity to recycle through best waste management practices for vendors and attendees at public events and festivals, prioritizing large events that historically generate at least one ton of waste (trash, recyclables, organics), with smaller events supported as funding allows.
- b. Contact and coordinate with event coordinators to implement recycling collection, back-of-house organics (i.e., food scraps) collection, or both, using the Dakota County Recycling Best Management Practices Checklist and Dakota County Best Management Practices Guide for Public Events.
- c. Assist event coordinators with obtaining necessary temporary containers for recyclables collection, signage for vendors and attendees, waste station staffing, bags for recyclables, and hauler services.
- d. Develop or update municipal permits and agreements to require recycling/back-of-house organics with best waste management practices at events/festivals (e.g., event permit, event vendor agreement, facility rental agreement, event hauler agreement).
- e. Obtain confirmation that collected materials are delivered to a licensed or otherwise approved recycling/organics facility if grant funds are being used for hauling services.

#### **Eligible Expenses**

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working directly on the planning, implementing, promoting, and reporting of eligible activities.
- b. X-frame containers, grabbers, green 5-gallon buckets, signage, bags for recyclables and organics, promotion and other materials necessary for successful project implementation at large events.
- c. Recycling/organics hauling services of collected materials from large events with confirmed delivery to a licensed recycling/composting facility, or to another facility approved by the County Liaison.
- d. Consultant/contract services or stipend for an organization or group to provide assistance, prioritizing large events.
- e. Other expenses to administer grant-funded activities, with prior written approval from the County Liaison.

## 5. Gap Funding

### Minimum Grant Requirements

- a. Complete, or make progress toward completing, one or more waste abatement projects included in eligible grant categories above, for which additional funding is needed (i.e., filling funding gaps in other eligible Base Funding or Supplemental Funding categories for or toward successful project completion).

### Eligible Expenses

- a. Salary, benefits, and mileage for municipality personnel, full-time and temporary, while working directly on the planning, implementing, promoting, and reporting of eligible activities.
- b. Expenses for completion of projects that are eligible, as defined in Grant Requirements and Eligible Expenses sections above.
- c. Other expenses to administer grant-funded activities with prior written approval from the County Liaison.

## VI. Ineligible Expenses

### A. The following expenses are ineligible for funding:

1. Expenses that are not specified as an eligible expense above, unless written approval has been obtained from the County Liaison.
2. Expenses related to non-waste abatement waste issues (e.g., energy, water, sustainability).
3. Expenses related to land disposal of materials, and collection and management of banned materials, trash, hazardous and household hazardous waste and business waste, unless specifically identified above (e.g., residential compact fluorescent bulb collection, multi-stream containers).
4. Municipality-generated waste management, unless specifically identified above (e.g., first-year compostable bags, new infrastructure).
5. Food or refreshments unless approved by the County Liaison as compliant with Dakota County Policy 2740.
6. Design of education and communications print materials not described above, unless prior written approval has been obtained from the County Liaison.
7. Out-of-state meals, travel, and lodging.
8. Office supplies and equipment including phone charges and website fees.
9. Replacement of existing waste collection containers and lids.
10. Any expenses, including salary, that exceed the amount budgeted in the Application for any category of funding, unless reasonable justification is provided and approved by County liaison.

## VII. Reporting and Reimbursement

### Grant Requirements

- a. By July 15, 2021, Municipality shall submit a mid-year report and reimbursement request form for the first six months of 2021, on forms provided by the County Liaison.
- b. By January 15, 2022, Municipality shall submit a final report and reimbursement request form for the last six months of 2021, on forms prescribed by the County Liaison.
- c. Report and reimbursement request forms must be signed by the Authorized Representative (i.e., contract signatory) for the grant agreement, or by other designee who is independent of municipality personnel who work directly on the planning, implementing, promoting, and reporting of eligible activities.
- d. Reimbursement requests must be for eligible expenses, less revenues or other monies received, incurred in connection with the performance of grant activities.



- e. Reimbursement requests must be supported by documentation such as vendor invoices, receipts, or detailed financial reports produced using municipal accounting software, itemizing all expenses related to the grant, including salary and benefits. Any reimbursement request for multiple municipalities must separately itemize the request for reimbursement for each individual municipality.
- f. The municipality shall keep a record of time spent on each category, itemized for each expense, and for each city if applicable, for municipality personnel, full-time and temporary, while working directly on the planning, implementing, promoting, and reporting of eligible activities during the reimbursement period.