



2022 Scott County Business Recycling Grant Funding Guidelines

Scott County is committed to increasing recycling rates and organic recovery by the year 2030. The purpose of this grant program is to reach out to organizations and help them implement new or increase existing recycling-organic efforts and achieve compliance with State requirements.

A MN Waste Wise Foundation Specialist will start by conducting a free 30 to 60-minute waste assessment at your organization. The specialist will then review options for you to reduce what goes in the trash dumpster at your business. These options may include starting a food waste recycling program or making improvements that increase collection of paper, plastic, metal, and glass materials. Ultimately, these changes could save your organization money by reducing the size of your trash dumpster or the frequency of pickup.

Grant Funding

Organizations and institutions can apply for grants to fund their new or improved recycling and organic program costs. **Grants are available for up to \$10,000.**

Scott County will order and pay for bins, custom labels, and certain supplies requested by applicants. These items will be shipped to the applicant. Scott County will reimburse other expenses after MN Waste Wise or County staff has confirmed that allowable purchases have been made and programs implemented as proposed in the application.

Applications will be accepted and evaluated throughout the year on a “first come-first serve basis.” Applications will be considered year-round until funds have been fully disbursed. Businesses can apply one time per calendar year. The grant applications may take up to 4 weeks or longer to process depending upon the date received and the quality of the application and may take longer depending on County workload.

Applications that meet the program objectives and requirements approved by the Scott County Board of Commissioners will be evaluated by staff to determine grant eligibility. During the review process, staff may contact the applicant for additional information and/or to clarify the proposal content. A site visit from MN Waste Wise is required prior to awarding grant funds. All decisions by Scott County will be final and are not subject to review.

How to Submit a Grant Application

Prospective candidates must submit an application form, which can be accessed at www.scottcountymn.gov. Completed applications can be submitted by mail or by email (County is not responsible for lost or misdirected submissions):

- **Submit by mail:** Scott County Environmental Services| Attn: Nick Reishus, Recycling-Organic Collection Application| 200 Fourth Ave | Shakopee, MN 55379
- **Submit by email:** nreishus@co.scott.mn.us| Subject: Business Recycling Reward Application
- **Submit by fax:** 952-496-8496 | Attn: Recycling-Organic Collection Application
- Nick Reishus, Scott County Solid Waste Program, can provide feedback, evaluation guidance, and information on resources. 952-496-8707



Eligibility and Guidelines

Eligibility:

- Geographical Service Area: Organizations must be physically located in Scott County. If your organization has multiple locations in Scott County, each non-contiguous location is eligible for a grant.
- Eligible Organizations: Grants are available to any for-profit or non-profit non-residential waste generator such as businesses, schools, Cities, and Townships in Scott County excluding:
 - The federal government.
 - The State of Minnesota.
 - Regional agencies.
- Organizations must be responsible for managing the recycling and trash hauling contract for the properties they own, lease, rent, manage, or maintain.
- An organization that received the maximum amount of grant (\$10,000) is not eligible for another grant within three years of their signed grant contract unless that organization applies for funding to implement a new recycling or organics stream or diversion program that they did not receive funding for in their previous grant application. Applicants applying for additional grant funding within 3 years of their last grant contract may re-apply after September 1st in the next Calendar year.
- Organizations with contiguous properties may only apply for one grant. (See definition of Contiguous below)
 - Exemptions-Schools and Government Buildings/Properties are exempt from this requirement.
- Organization must be properly permitted for their operation with the LGU if applicable.
- Mobile food truck or trailers if based in Scott County and properly permitted.

Business and organizations classified as follows are not eligible to participate.

- Home-based businesses and other home-based enterprises.
- Single family homes.
- Businesses and other organizations not physically located in Scott County even if owned or operated by a Scott County-based business or organization.

Guidelines – Applicants must:

- Complete a grant application.
- Agree to host a site visit with a specialist from Minnesota Waste Wise or County staff to review current on- site solid waste operations and equipment, discuss the application’s objectives and approach, and determine project reporting parameters.
- Upon acceptance of grant application, enter into a grant agreement with Scott County. The application, once completed, will serve as an attachment to the agreement.
- Submit a description of the proposed recycling or organic collection activity (-ies) and how the Organization will implement.
- Agree to carry out recycling activities for no less than the 24-month term.
- Agree to report both baseline pre-grant and post-grant quantities of a) materials recycled, b) food recovered, and c) trash. A MN Waste Wise specialist can provide this information for the applicant following the initial site visit and a 12 month check in, respectively.
- Provide a 3-sentence testimonial with a picture or video at after 12 months and agree to



serve as a "Success Story," if asked.

Agree that grant funds are to be used for new or expanded efforts. Funding is not to be used for maintaining existing efforts.

Evaluation Criteria

All submitted applications will be evaluated according to the following criteria:

- Outcomes – Organizations' objectives are clearly stated, specific, realistic, and measurable.
- Impact – The estimated level of achieving diversion of recyclables and organics from the trash.
- Alignment with the Scott County program objectives to:
 - Support business and organizations working to be in compliance with Minnesota Statute
 - Support organizations working to reduce or reuse solid waste
 - Support organizations starting or improving recycling to at least 3 types (paper, plastic, metal, glass) and organic collection
 - Support organizations encouragement and outreach to employees and public to participate in the recycling program

Reporting Requirements

All organizations awarded a grant through this program will be required to complete a pre-grant and post grant report. The reports will provide Scott County with information about quantities of recyclables, food waste/organics, and trash produced before and after the grant term. The pre-grant report is due at the time of application, and the post- grant report is due 12-months from the start date of the grant term.

Eligible Expenses and Ineligible Expenses

Funds are available to help reduce waste, start or improve collection or recyclables, and/or start or improve organics collection and recovery (i.e. , food donation) in business, school, LGU, and multiunit operations.

Eligible Expenses

1. **Standard Recycling and Organics Bins and Containers.** Standard Bins and containers include bins for recycling, organics, and trash and must be purchased from the state contract from Grainger and Busch Systems. Bins and/or bin sets must be under \$500 per stream or \$1500 max per 3 stream bins. (County will purchase bins and have them shipped directly to grantee)
2. **Specialty Recycling and Organics Bins and Containers.** Includes recycling, organics, and trash bins not from Grainger or Busch Systems and/or bins that are not on the state contract.
 - a. Bins and/or bin sets over \$500 each per stream or more than \$1500 per 3 stream bins from Grainger or Busch Systems. (Grantee will order and will be reimbursed 75% by County)
 - b. Bins and/or bins sets under \$500 per stream or \$1500 per 3 stream bins from a vendor other than Grainger or Busch Systems. (Grantee will order and will be reimbursed 100% by County)
 - c. Bins and/or bin sets over \$500 each per stream or more than \$1500 per 3 stream bins from a vendor other than Grainger or Busch Systems. (Grantee will order and will be reimbursed 75% by County)



3. **Standard totes, carts, cart tipplers**, and other waste containers for transportation to containers serviced by hauler that are purchased from Grainger or Busch Systems. (Ordered by County and 100% covered by grant. \$1500 max)
4. **New organics hauling service.** 100% reimbursement up to 6 months with a 12 months contract for service. (\$1500.00 max)
5. **Compostable bags.** Bags for organics collection (100% reimbursement up to 6-months' supply with 12-month contract) (\$1500.00 max)
6. **Compostable utensils, cups, serving ware.** Must be BPI certified (County will reimburse up to \$250/month for 6 months with a 12-month service contract, \$1500 maximum)
7. **Custom signage, promotion, labels.** 100% reimbursement for these and other recycling, food waste, or organic recovery program educational materials. (Labels and material shall include Scott County logo) (Preprinted labels are available from the County at no cost)
8. **Equipment**-Shredders, Other Lifts, Compactors, Balers, other processing equipment, or organics management systems for storage, managing odor and space concerns for businesses generating large quantities of recyclables or organics. (Grantee will purchase and will be reimbursed 50% by County) *
9. **New Reusable Serviceware.** Cutlery, tableware, and drink wear (cannot be used to replace old or unused items and cannot be used to purchase a gift for employees (ex. Cannot be used to buy everyone a custom water bottle) 100% reimbursable, \$1,500.00 max)
10. **Dishwashing equipment** (must be Energy Star certified) to support use of washable service ware, 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. (Funds cannot be used to replace or fix an existing appliance)
11. **Water filling stations** to support waste reduction with a maximum reimbursement of \$1,500 (Funds cannot be used to replace or fix an existing appliance)
12. **Refrigerators /freezers** (must be Energy Star certified) to extend the life of donated food (prevent food waste), with a maximum reimbursement of \$5,000. This only applies to charitable, food rescue organizations (e.g., food shelf, food pantry, or meal program) that distribute food to food-insecure individuals. (Funds cannot be used to replace or fix an existing appliance)
13. **Construction** – enclosures, pads, etc. (Grantee will purchase and will be reimbursed 50% by County, \$5000 maximum) *
14. **Sorting stations.** Sorting stations or tables purchased from Grainger or Busch Systems 100% reimbursed \$1500 max. Sorting stations purchased locally for schools 100% reimbursed up to \$3500 each.
15. **New businesses.** New business are only eligible for:
 - Standard containers and bins for recycling, organics, and trash. Standard containers are purchased from Grainger or Busch Systems. (May be substituted with non-Grainger or Bush System items with approval-Grantee will be responsible to purchase and be reimbursed) *



- New businesses are not eligible for items such as appliances, equipment, cutlery, non-standard bins, and tableware or any item they would normally purchase to start their business besides standard recycling, organics, and trash bins.

***If specific items needed to increase or improve recycling for a program participant are not available from a state contract supplier, or are over maximum limit, items may be substituted without the reimbursement requirement and ordered from a non-state contract supplier if approved by the County.**

Ineligible Expenses

1. Installation cost related to the installation of dishwashing or any equipment.
2. Hauler services related to trash and recycling, including containers normally provided by a waste or recycling service provider, such as carts, dumpsters, compactors, and open-top or enclosed roll-off boxes
3. Replacement of existing reusable serviceware, dishwashers, refrigerators/freezers, and water filling stations.
4. 6. Employee labor costs to collect and manage waste and recycling/organics (does not apply to school programs)
5. Plastic bags used for trash or recycling collection
6. Items, supplies, or equipment for employee recognition or employee rewards or that are likely to be taken off site (e.g., tumblers or custom water bottles).
7. Environmentally preferable products (e.g., cleaners, copy paper).
8. Project-related costs incurred before contract execution.
9. Project-related costs in areas where waste cannot be safely and effectively managed, as determined by the County.
10. Pallet jacks, janitorial carts, and other similar equipment.
11. Vehicles and Vehicle-related costs such as trucks, trailers.
12. Purchase of property Political contributions Gifts
13. Finance charges
14. No custom-made products with company logos, etc. MN Waste Wise and/or the Scott County logo are exempt.



Non-Mixed Municipal Solid Waste (MMSW) reduction or recycling efforts or equipment are ineligible (this grant is funded from money received from the State’s Local Recycling Development Grant (LRDG) and must meet requirements set forth in MN Statute 473.8441 and must be consistent with the Metropolitan policy plan and the County’s Solid Waste Master Plan)

Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludge, tree and agricultural wastes, tires, lead acid batteries, motor and vehicles fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Fund Dispersal

Container/Bins/Supplies/Labels: No funds are transferred to the business or organizations for containers/bins and certain supplies and labels. Upon approval of the grant application and site visit from the MN Waste Wise Specialist, Scott County will order and pay for these items as identified in the organizations’ grant application. If the application is revised due to input from the specialist, the revised request will be considered. The total cost of customized containers may not be covered by the grant. These items will be delivered directly to the organization.

Other Items: The organizations must purchase other items as proposed in the application. After the purchase and implementation of other items, the organizations must contact MN Waste Wise or Scott County to confirm purchase (for example, a site visit, or receipts provided). Scott County will process approved reimbursement within 10 working days of confirmation or as time allows.

Scott County Rights

Scott County may require confirmation of information furnished by applicants. Scott County reserves the right to:

- Reject any or all applications if such action is in the public interest.
- Cancel the entire grant program.
- Appoint evaluation committees to review grant applications.
- Negotiate with any, all, or none of the grant respondents.

The Grant does not commit Scott County to enter into a contract with any applicant, nor does it obligate the Scott County to pay for any costs incurred in preparation and submission of applications or in anticipation of a grant.

Recycling containers purchased through this grant shall:

- Be paired (be within arm’s reach) with a trash container or be part of a unified “waste station” that includes both trash and recycling disposal components that cannot be separated.
- If part of a unified station, the recycling component should be well labeled and, ideally, color-coded to match other recycling bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make artwork available to the organization to create their own customizable labels at the organizations’ expense.

Food scrap/organics collection containers purchased through this grant shall:

- Be placed as close to a trash and recycling containers as possible in order to provide



equally convenient access to users.

- If part of a unified station, the food scrap/organic component should be well labeled and, ideally, color- coded to match other food scrap/organic bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make artwork available to a business to create their own labels.

Compostable products and bags purchased through this grant shall:

- Be BPI certified or recognized by an industry standard (ASTM) as compostable
- Be accepted both by the Hauler/Service Provider and Organics Recycling Facility as compostable



Definitions

Contiguous

A site is contiguous if all the property is both:

- Owned or controlled by the business.
- Immediately adjacent or accessible by only crossing public rights-of-way, such as streets or easements.

Figure 1. Contiguous and non-contiguous sites:

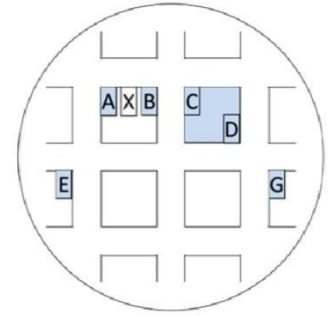
Sites A and B are non-contiguous because they are separated by another party's property.

Sites B and C are contiguous because they are accessible by only crossing the public right of way.

Sites C and D are contiguous because they are located on a single property, even though the buildings are not connected.

Sites D and G are contiguous because they are accessible by only diagonally crossing the intersection of two public right of ways.

Sites A and E are non-contiguous because owner would be required to travel along a public right of way which does not border the business sites.



Recycling - Using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material. With recycling, you generally need to collect a material, transport it, clean and sort it, transform it (for example, melt it down, see secondary material, below), market that transformed material, make the transformed material into a new product, package the product, and market the product.

Organics- Organic waste is anything that comes from plants or animals that is biodegradable and could include the following materials:

- fruit/vegetable scraps
- grains
- meat, bones
- dairy
- food-soiled paper such as napkins and paper towels
- soiled pizza boxes
- coffee grounds, filters
- paper egg cartons
- certified compostable products (i.e. BPI and Cedar Grove)
- cut flowers and houseplants
- wooden chopsticks, popsicle sticks and toothpick

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