



Food Waste Organics and Recycling Collection Site Grant



City of Jordan Food Waste Organics and Yard Waste Collection Site

When you recycle your food waste organics, everyone benefits - you, the community and our environment



Dear Cities and Solid Waste Haulers/ Facilities in Scott County

Last year we informed you about a new grant opportunity to start Food Waste Organics Recycling and Collection Sites in Scott County by offering participants up to \$25,000 in grant funding to work with the County to implement these sites. The grant program was well received, and we were able to fund 4 sites throughout the County. As part of the Food Waste Organics Collection site funding, we also offered up to \$10,000 in additional funds to applicants who wanted to include additional collection sites in their communities. This includes recyclables such as cardboard, mixed recyclables, and yard waste along with the Food Waste Organics Collection Sites as long as it is a new initiative or helps improve an existing program. Grant awardees are required make a match of 25% for any funding received, which can be in-kind, and awardees must operate the sites open to County residents for 3 years.

Applications will be reviewed in the order they are received through until all grant funds from the RIIO grant have been awarded for the calendar year. If you are interested applying for this grant and working with the County to provide collection sites to your residents, please contact Nick Reishus at 952-496-8707 or nreishus@co.scott.mn.us for more information.





Organics and Recycling Collection Site Grant Application

Applicant Information

City / Business Name	
Contact Name	
Contact Title	
Address	
City, Zip Code	
Phone Number	
Email Address	

The county has grant funds available for organic and recyclable material collection sites to help increase recycling efforts. A maximum award of **up to \$25,000** per Grantee for organics collection is available. The grantee must provide and show proof of a 25% in-kind or cash match towards the grant dollars awarded by the end of the grant. In-kind match (labor, utility cost, maintenance, and property value) are allowed. Maximum request for Organics is \$25,000

If you apply to host a new or improve/expand an existing organics collection site you are eligible to apply for up to an additional \$10,000 grant to start a new or improve/expand an existing recyclable material collection site in Scott County. Additional Recyclables may include but are not limited to; cardboard, mixed recyclables, yard waste, tree and brush for chipping. (Must host an organics collection site) Maximum request for Recyclable Collection is \$10,000

1. New Organics Collection site (circle) yes/ no

Location of proposed new site_____

2. Existing Organics Collection site (circle) yes/no

Location (address) of existing site_____

How do you plan to improve or expand?_____

Name of Hauler to provide organic collection service_____

3. Additional New or Improved Recyclable Collection site (circle) yes/ no

Material you will collect and recycle at your new site_____

Location of proposed new site_____

4. Grant Amount Requested

Organic Collection Grant Dollars Requested_____ (up to \$25,000)

Additional New/Improved Recyclable Collection Grant Dollars Requested_____ (up to \$10,000)

Grant Request Estimate Worksheet: (Please estimate how much each collection site operation will cost over the three years of operation and how the Grantee will meet the 25% match of grant funds.) You may provide a sheet for each site

Collection Site (Organics / Recyclables)

<i>Description of item needed</i>	<i>Description of Cost (labor and materials)</i>	<i>County Grant Request</i>	<i>City Contribution (in kind) or match</i>
<i>Initial Program cost</i>			
<i>On-going Program Costs</i>			
<i>Total</i>			<i>Match Provided</i>

Application are accepted year round

Completed applications with estimate worksheet can be submitted by mail or by email
 Mail to: Nick Reishus, Environmental Services, 200 Fourth Ave W, Shakopee, MN 55379
 Email to: nreishus@co.scott.mn.us | Subject: City Compost Collection Application

Mail to: Scott County Environmental Services | Attn: City Compost Collection Application| 200 Fourth Ave W | Shakopee, MN 55379
Email to: nreishus@co.scott.mn.us | Subject: City Compost Collection Application

Grantee Name: _____ Authorized Agent: _____ Signature _____ Date: _____

SCOPE OF SERVICES

Funding Priorities

The County will use the following criteria to prioritize proposals:

- Location of proposed site does not have existing curbside organic program or drop-off options
- Applicant demonstrates readiness to move forward
- Effort made to ensure site is secure to reduce contamination (example includes fencing, next to police station, etc.)

Grant Requirements

- Grantee must implement program and open site for operation within 6 months of initial grant payment.
- Grantee must operate and maintain site(s) for at least 3 years from initial open date
- Follow the hauler guidelines for acceptable organic materials
- Collaborate with hauler or county to plan implementation and promote the site
- Encourage residents to sign up for city or hauler email notifications about the drop off program, which may include details about how to participate and updates about program changes
- Designate and provide contact information of city employee(s) or department that will manage the site
- Report basic information, including a hauling data and participation estimates yearly to County
- Allow all county residents to use the site(s)
- Collection site must be in Scott County
- Grantee must provide completed Grant Request Estimate Worksheet for Approval

Terms of Payment (Grant funds will be distributed in these installments)

- The first payment of 50% will be distributed after the execution of the Grant Agreement
- The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. (An Organics and Recycling Collection Site Expense Report that summarizes expenditures and 25% match requirements of the first 50% must be signed by the Grantee and approved by the County. Grantees may be required at this point to submit documentation of the expenditures for verification)
- The final 10% payment must be requested within 30 days after the Grantee has hosted the collections site(s) for 3 years from the initial open date. (An Organics and Recycling Collection Site Expense Report that summarizes all final expenditures for the grant and explains how the Grantee met the 25% match requirement must be signed by the Grantee and approved by the County)
- The Grantee must purchase items listed as Eligible expenses or other supplies, services, or expenses as approved by the County.
- All cost must be incurred within the grant period
- All incurred costs must be paid before the amount of unspent grant funds is determined. Unspent grant funds must be returned to the County within 30 days of the expiration of the grant agreement.
- The Obligation of the County under this Grant agreement will not exceed the amount stated above.
- This Grant includes an advanced payment of 50% of the grant's total amount. Advanced payment allows the grantee to have adequate operating capital for start-up costs, ensuring their financial commitment to Haulers and service providers, and to better implement grant requirements to ensure program success.

Reporting Requirements

- Grantee must report annually by January 31st of each year to the County the amount of tons of material collected.
- Grantee must submit a final report detailing completion of the grant to include the amount of tons of material collected within 30 days of the end of the 3 year grant period.

To ensure Program Success Scott County Environmental Services may provide the following

- County may provide technical support to Grantees and residential participants for duration of program.
- County may maintain an Organics Recycling Website which will contain program education, site locations, contact information, County contact, and other program information.
- County may provide contact information of a County Environmental Staff Person that Grantees can direct participants to for specific organics recycling questions.
- County will advertise the organics and Recycling collection program to residents annually through Scott County SCENE and Social Media.