

Municipal Recycling Grant Guidelines

2021

Municipalities in Washington County are responsible for establishing and maintaining municipal recycling programs. The County provides educational, financial and technical assistance to local governments to aid these programs. The County's municipal recycling grant program assists municipalities with recycling program expenses.

Grant funding levels are dependent on municipality household counts and recycling program activities. Municipalities are encouraged to apply for the maximum level of funding. Four levels of grant funding are available:

1. A base amount is provided to cover administrative and program expenses to sustain existing programs and covers the BASIC category of the recycling continuum. Base funding is dependent on the number of households in a community.
2. A second level, project funding, is targeted to specific grant projects that are related to achieving recycling goals and covers projects contained in the IMPROVED and ADVANCED categories of the recycling continuum.
3. A third level, incentive funding, is one-time special project funding for large projects or purchases that cannot be covered with project funding.
4. A fourth level, shared resources funding, is targeted to fund collaborations among municipalities.

I. Eligibility Requirements

In order to receive funding through the Washington County municipal recycling grant program, municipalities must meet the following eligibility requirements:

1. A municipality's curbside recycling program shall be established by ordinance or a contract with a recycling contractor and be in operation during 2021-2022.
2. Municipality must support State efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
3. All multi-unit dwellings (4 or more units) must have recycling service available.
4. At a minimum, the municipality must meet or plan to meet the components under the BASIC category of the recycling continuum (see page 9).
5. At a minimum, municipal staff must participate in two recycling coordinator meetings and one meeting with PHE staff per year to develop the two year grant project work plan.

6. Supply Verification of Compliance with Minnesota Statute 115.471 and 115A.46 Public Entities Law (if applicable)
7. Complete projects and performance measures outlined on the application or return funds for incomplete projects.
8. Complete the previous grant cycle expenditures and project final reports as well as submitted a complete application for the current grant cycle.
9. Continue to make progress along the municipal recycling performance continuum.

II. Funding Application

Municipalities must complete a funding application by April 1, 2021 to receive grant funding. Completed applications and yearly work plan must be submitted using the Re-TRAC Connect program.

III. Grant Funding Allocation

Funding is separated into four (4) categories:

1. **Base funding:** funding for activities that sustain the municipalities existing recycling program. This includes funding for administration of a recycling ordinance, resident questions, completing the municipal grant application, work plan and annual report, residential recycling information, website maintenance, and meeting the BASIC category of the continuum, which can be found on page 9. The table below shows how base funding is determined for each community.

# of Households	Eligible Amount for Base Funding
<450	\$1,500.00
451-1000	\$2,500.00
1001-2000	\$5,000.00
2001-5000	\$10,000.00
5001-10000	\$20,000.00
≥10000	\$30,000.00

Note: household data is retrieved from the Metropolitan Council’s most recent population estimates. These estimates are the official population and household estimates for state government purposes, including how local government aid (LGA) and local street aid allocations are determined. Previous year estimates are prepared the following year and certified by July 15.

2. **Project funding:** funding to develop and implement new or expanded recycling projects that encourage movement along the recycling continuum in the IMPROVED and ADVANCED categories, found on page 9. A municipality is eligible to receive \$0.50/household per project. A municipality may qualify for up to four projects per year.

3. **Incentive funding:** one-time special project funding for large purchases that cannot be covered with project funding. Incentive funding can be applied for after the April 1st, 2021 grant application deadline so long as the municipality meets to discuss with PHE staff. Funding can be requested and utilized at any time during the 2021-2022 grant cycle.
4. **Shared Resource funding:** this is targeted to fund collaborations among municipalities. Municipalities participating in shared resource funding must designate one municipality to act as representative and fiscal agent to be liaison with the county.

IV. Eligible Expenses

Grant funds may be used for the following recycling related expenses:

1. **Administrative (maximum of 75% of County grant funds effective 2022)**
 - Salary and legal costs of personnel only while directly working on, part time or full time, the planning, implementation and promotion of eligible activities.
 - Salaries, benefits and mileage for consultant services or temporary help with prior written approval from PHE and must be related to eligible activities.
 - County-approved educators, performers, and municipal staff who help implement required education activities using County toolkits and standardized messaging.
2. **Capital expenses**
 - Event recycling containers (i.e. Clear Stream recycling)
 - Public space recycling containers (i.e. parks, trails, athletic facilities)
 - Recycling containers and education for municipally owned/operated buildings and internal spaces
 - Municipal (residents only) food scraps drop-off site (i.e. collection costs, signage, promotion)
3. **Public Education and Promotion**
 - Design, production, and distribution of flyers, brochures, newsletter articles, posters, advertisements, videos, billboards, audio (radio, video, television, theater), electronic (website and e-news) and other communication promotional items reaching at least 1% of population
 - Updating and disseminating Washington County flyers, brochures, newsletters, posters, advertisements, videos, billboards, audio (radio, video, television, theatre) electronic (website and e-news) and other communication promotional items
 - Development of promotional materials for a community event such as a clean-up day or road clean up event
 - The percentage of cost for a municipality's newsletter devoted to recycling
 - Environmental commissions and related expenses directly related to recycling and waste education (maximum of 25% of County grant funds)
4. **Other**

- Yard waste, recycling, or composting project (i.e. backyard composting promotion activities)
- Reuse projects and promotion
- Other expenses with prior written approval from the PHE

V. Ineligible Expenses

1. Permanent, single sort, year-round recycling drop-off locations
2. Disposal expenses related to community clean up events or road cleanup activities such as wages to workers and hauling/disposal expense for trash or material collected and used as a fuel such as tires and used oil
3. Expenses for non-waste abatement, such as energy or ground water
4. Ongoing recycling or garbage service fees (collection, processing, transportation)
5. Costs for office equipment and supplies
6. Street sweeping expenses
7. Beautification projects or rain gardens
8. Lobbying and legal expenses
9. Food or refreshments
10. Funding currently budgeted or being provided by applicant

VI. List of Standard Recyclable Materials to Be Collected Curbside for Single Sort Collection

PHE created the list of standard recyclable materials to be collected curbside after researching current materials collected curbside by haulers as well as the availability of viable end markets for those materials. This list covers only the **minimum** materials recommended for residential curbside collection. A municipality may require the collection of additional recyclable materials. A municipality may choose how to enforce such as through ordinance or hauler licensing. At a minimum, the following materials must be included in the municipality's curbside program:

Standard Recyclable Materials to Be Collected Curbside for Single Sort Collection

Paper

- Boxboard including corrugated cardboard (OCC)
- Envelopes- window and metal clasps acceptable
- Magazines and catalogs
- Mail, office and school paper
- Newspaper and inserts
- Phone books

Cartons

- Milk and broth cartons
- Juice boxes

Metal

- Food and beverage aluminum/tin/bimetal cans

Glass

- Food and beverage bottles and jars

Plastics

- PET (#1)
 - water, soda and juice bottles
 - ketchup and salad dressing bottles
- HDPE (#2)
 - Milk and juice jugs
 - Dish soap bottles and detergent jugs
 - Shampoo, soap and lotion bottles
- PP (#5)
 - Yogurt, pudding and fruit cups
 - Margarine, cottage cheese and other tubs

This standard list of recyclables for single sort recycling collection will be periodically reviewed and updated by PHE as additional materials and end markets become available. PHE may add materials to this list and require municipalities to begin collection of the new materials within one year of receiving notification from the PHE.

VII. Verification of Compliance with Minnesota Statute 115.471 and 115A.46

Public Entities Law

As a condition of eligibility for the Washington County Municipal Recycling Grant funds, pursuant to Minnesota Statutes 115A.46, subd. 5 and 115A.471, all waste generated by municipal government activities, including, but not limited to city/town halls, public works buildings, parks, etc., and waste arranged or waste contract for on behalf of its residents (such as organized garbage collection), must be managed in accordance with the County's Solid Waste Management Plan and delivered to the Ramsey/Washington County Resource Recovery Facility in Newport for disposal. Failure to comply with this provision shall constitute a breach of the Municipal Recycling Grant Agreement.

VIII. Reporting

1. Hauler Reporting

The Minnesota Pollution Control Agency will collect tonnage reports directly from haulers on behalf of Counties and Municipalities. Reports will be collected on a quarterly basis and will have tonnage amounts for MSW/garbage, recycling and source separated organics listed for each County. To ensure data is provided to the State quarterly, municipalities are expected to continue their role in enforcing hauler compliance through existing ordinances, contracts or licenses with haulers. Municipalities are expected to exercise punitive actions, if needed. The final, compiled hauler reports will be available on the County's Re-TRAC Connect system for municipality's to view after the reporting period has closed.

2. Annual Work Plan Project Status Reports

Municipalities receiving funding through the Washington County municipal recycling grant program must complete annual work plan project status reports. The annual report is a measure of a municipality's progress towards meeting components on the recycling continuum and on program expenditures. Annual reports must be completed by the municipality receiving the grant by mid-February of each year using the County's Re-TRAC Connect system.

a. Work plan project status report:

- project completion (yes/no)
- performance measurements (minimum of 3 forms of measurement, as identified in work plan, should be reported)
- description of information helpful to other municipalities desiring to replicate projects

3. Final Program Expenditures Report

Municipalities receiving funding through the Washington County municipal recycling grant program must complete final program expenditures report at the end of the grant term. Reports must be completed to receive funding in future grant cycles. Components to be included in the final report includes the following:

a. Program expenditures: *Total program expenditures must equal total program revenue.*

- Administrative costs including
 - Direct salaries
 - Direct membership, training, subscriptions
 - Consultant services and or temporary help
 - Promotion
 - Design, printing and postage
 - Advertisements
 - Videos
 - Promotional items
 - Special events
 - Other (list and describe)
- Capital Costs
- Collection Costs (recycling grant funds cannot be used for collection costs)
- Other

b. For each line item on the report's expenditures sheet, indicate:

- Total County grant funds used
- City/Township funds contributed
- % of County grant used for particular line item
- Total expenditures

IX. Recycling Performance

A municipality's performance will be evaluated based on information from the annual work plan project status reports, and reasonable effort towards reaching outcomes from work plan activities implemented and progression along the recycling continuum. PHE reserves the right to request documentation for information submitted.

Failure by a municipality to demonstrate measurable progress towards one or more of the work plan goals will result in a Recycling Improvement Plan be submitted 90 days of being notified by PHE. The Plan must be negotiated with PHE and specify the efforts that will be undertaken by the municipality to improve its recycling program to achieve the identified goal in the work plan by implement strategies agreed upon by municipal staff and PHE. The plan should focus on components of the recycling continuum. Funding may be withheld until the municipality's Plan is completed and approved by PHE.

X. County Responsibilities

1. Grant documents

PHE will provide the grant application and work plan by January 1st for each municipality to use to request grant funding and to develop project work plans. PHE will also provide the annual report for municipalities to report on their recycling program. Annual reports are available year round.

2. Meetings

PHE staff will continue to host quarterly recycling coordinator meetings and will make meeting materials available on the [City Recycling Resources](#) webpage on the County's website. PHE staff will also continue to coordinate individual work plan meetings with each municipality to identify grant projects.

3. Technical assistance

PHE staff will help identify if and how additional technical assistance is needed.

4. Payments

Grant payment will be made in two installments, which is to be used for recycling program expenses in 2021-2022. The payment will be made within 60 days of execution of the Recycling Grant Agreement.

5. Recycling tonnages

Recycling tonnages for each municipality will be collected by the Minnesota Pollution Control Agency (the State) from the community's recycling hauler(s) on a bi-annual basis. Reports are available on the County's Re-TRAC Connect system.

6. Residential recycling survey

If requested, PHE will assist in the development of a survey on residents' recycling knowledge and behavior for municipalities to promote and distribute regularly.

7. Online recycling information and best practices

PHE will maintain the [City Recycling Resources](#) webpage on the County's website for use by municipal staff to obtain information on recycling best practices, learn about other grantee projects, track recycling coordinator meetings, and access templates and other educational information designed specifically for use by municipalities.

8. Commercial Recycling

PHE has a separate funding mechanism to promote and support recycling in the commercial sector. This program is called BizRecycling and more information can be found at www.bizrecycling.com.

9. Recycling in multi-unit dwelling (4+ units)

PHE has a separate funding mechanism to promote and support recycling in multi-unit dwellings. More information and ways to access this program can be found on www.bizrecycling.com.

Supplemental documents required upon application submittal:

- Current waste and recycling ordinance(s) (if applicable)
- Current waste and recycling contract(s) (if applicable)
- City/Township council meeting minutes (if applicable)
- Verification of public entities law (Minnesota Statute 115.471 and 115A.46) (if applicable)
- A certificate of insurance indicating the municipalities' general liability limits as indicated in Section 4 of the Agreement. *Please be sure to include the certificate with the application and not have it sent separately by your insurance carrier.*

Washington County Municipal Recycling Grant Continuum

<i>BASIC</i>	<i>IMPROVED</i>	<i>ADVANCED</i>
Administrative	Administrative	Administrative
Actively participate in municipal recycling grant program	Engage in professional development around recycling best practices	Provide professional development opportunities to municipal leadership and staff on recycling best practices
Participate in a minimum of two recycling coordinator meetings per year, either virtually or in person	Develop partnerships within the community to create more widespread knowledge of recycling best practices	Develop partnerships with other municipalities
Sustain a curbside recycling program by ordinance or contract	Update solid waste/recycling ordinance and/or contract with assistance from county to meet current state requirements and language	Update solid waste/recycling ordinance and/or contract with the assistance from the county to expand and require recycling best practices
Require collection of standard list of recyclables updated annually by the county	Support community wide efforts to increase recycling of non-standard items	Adopt municipal policies to support waste reduction, reuse, and recycling
Support state efforts in obtaining hauler reports through ordinance, contract or license requirements		
Capital Expenses	Capital Expenses	Capital Expenses
Replace worn/torn/missing signage or updated signage provided by the county	Provide recycling in municipally owned/operated public spaces	Establish municipal drop locations for use by residents for items not available for curbside pick-up
	Provide recycling in municipally owned/operated buildings (non-public facing)	Develop programs that target reuse
	Replace worn/torn/missing signage	Expand away from home recycling opportunities, such as fairs, parks, athletic fields, arenas, and recreation centers
Education & Information	Education & Information	Education & Information
Establish and maintain web page with recycling and waste information for residents and businesses that at a minimum provides hauler and collection information, city disposal locations, and city container requirements	Improve and maintain information on web page to encourage waste reduction and reuse	Provide recycling and waste information to new residents in the community
Share designated county created communications or link, and maintain links, to them on county web page	Encourage backyard composting and provide information on county's compost bin/rain barrel sales	Establish recycling targets for the community
	Encourage special events in community to utilize the county's special event resources	Store county provided Clear Streams recycling containers and Special Events toolkits for use by community
	Reach 1% of resident population with municipal waste and recycling information and programs	Provide recycling and food scrap containers for events hosted or sponsored by the municipality or located on public property
	Encourage reuse opportunities and provide outreach on environmental benefits of reuse	Establish reuse incentive programs or equipment library
Multi-Unit Dwellings	Multi-Unit Dwellings	Multi-Unit Dwellings
Ensure all multi-unit dwellings (4 or more units) have recycling services available	Provide educational materials to interested properties and refer property managers to Washington County staff	Target education to multi-units and/or property managers
	Host clean-up event for multi-units	Coordinate clean-up events for multi-units based on multi-unit turnover