

ZERØWASTEMARIN

Attachment A
FY 22/23
Zero Waste Reimbursement Guidelines

Introduction

The Marin County Hazardous & Solid Waste Management Joint Powers Authority (JPA) administers the Zero Waste Reimbursement Program. The following procedures and requirements describe project and reporting requirements, report due dates, report contents, reimbursement payment conditions, eligible and ineligible project costs, project completion and closeout procedures, records and audit requirements.

Reimbursement Program

The JPA is offering reimbursements to Member Agencies and Special Districts in Marin that franchise solid waste collection. The intent of this program is to facilitate State compliance with various waste reduction laws and regulations and support projects that move Marin's communities towards Zero Waste. Following is a non-exhaustive list of example eligible projects:

- Compliance with mandatory state commercial recycling and composting laws
- Support of food donation
- Zero Waste resolution
- 'Recycle Right' education and outreach
- Multifamily outreach and support
- Support of food waste prevention education
- Town or city-wide garage sale/materials swap
- Contract assistance for event greening (recycling and composting at local events)
- Purchase easily-portable event recycling and compost containers and accessories for the public for local events
- Adding public recycling receptacles
- Waste audits
- Local composting classes
- Zero Waste case studies
- Mini-grant/reimbursement program to environmental, educational or community groups Zero Waste activities

FY 2022/23 Funds Available

Table 1 documents the 2022/23 available funds by Member Agency for cities, towns and special districts as part of the newly instated Zero Waste Reimbursement Program.

Table 1

| Member Agency | Hauler | Allocated |
|---------------------------------------|----------------------------|------------------|
| Almonte Sanitary District | Mill Valley Refuse Service | \$14,628 |
| Alto Sanitary District | Mill Valley Refuse Service | \$14,628 |
| Belvedere | Mill Valley Refuse Service | \$26,895 |
| Bolinas CPUD | Recology Sonoma Marin | \$14,628 |
| Corte Madera | Mill Valley Refuse Service | \$32,069 |
| County of Marin* | BCR, MSS, MVRs, RSM | \$70,362 |
| Fairfax | Marin Sanitary Service | \$28,835 |
| Homestead Valley Sanitary District | Mill Valley Refuse Service | \$14,628 |
| Larkspur | Marin Sanitary Service | \$34,835 |
| Las Gallinas Valley Sanitary District | Marin Sanitary Service | \$14,628 |
| Marin City CSD | Bay Cities Refuse | \$14,628 |
| Mill Valley | Mill Valley Refuse Service | \$37,845 |
| Novato Sanitary District | Recology Sonoma Marin | \$87,593 |
| Ross | Marin Sanitary Service | \$27,509 |
| San Anselmo | Marin Sanitary Service | \$35,468 |
| San Rafael | Marin Sanitary Service | \$94,659 |
| Sausalito | Bay Cities Refuse | \$28,652 |
| Stinson Beach Water District | Recology Sonoma Marin | \$14,628 |
| Strawberry Recreation District | Mill Valley Refuse Service | \$14,628 |
| Tamalpais CSD | Municipal | \$14,628 |
| Tiburon | Mill Valley Refuse Service | \$31,337 |
| | Total | \$667,708 |

*subject to increase if any Special District does not request funding.

Reimbursement Procedures

Funds for eligible projects will be made available, on a reimbursement basis, in May of 2023 for activities conducted between August 2, 2022, and May 2, 2023. The maximum available funding to your Agency is listed in Table 1. To apply for reimbursement of eligible activities, fill out the Zero Waste Reimbursement Request Form and submit to the JPA Reimbursement Manager no later than May 20, 2023. The JPA Board will review and authorize payments at its expected May 25, 2023, Board Meeting and checks will be issued by June 30, 2023.

A sample Final Report can be found on the JPA website: <https://zerowastemarin.org/who-we-are/zero-waste-reimbursement-program-for-member-agencies/>

Milestones

- August 2, 2022 - Cycle awarded / reimbursement term begins
- May 2, 2023 - Reimbursement term ends
- May 20, 2023 – Zero Waste Reimbursement Request Form Due
- June 30, 2023 – Reimbursement checks created for distribution

Communication

All communication regarding this reimbursement shall be directed to the JPA Reimbursement Manager.

Submit questions and Reimbursement Request forms electronically to compliance@zerowastemarin.org or send written correspondence to:

JPA Reimbursement Manager
c/o Zero Waste Marin
1600 Los Gamos Drive, Suite 210
San Rafael, CA 94903

Eligible Costs

Eligible costs include those outlined in the [Reimbursement Program](#) section of this document. Costs for materials, supplies, equipment, facilities, must be directly related to support the Zero Waste goal and should be reasonable, and focused on local needs.

Ineligible Costs

Any costs not directly related to those outlined in the [Eligible Costs](#) section of this document are ineligible for funding use. This can include but is not limited to:

- Costs associated with franchise negotiation not related to diversion activities such as street sweeping, normal rate setting and rate application evaluation expenses, and normal franchise administration costs
- Litigation
- In-kind services

- Expenses not reasonably related to State of California compliance or Zero Waste diversion projects

Questions regarding ineligible costs can be directed to the JPA Reimbursement Manager.

Compliance

Reimbursement Recipients shall comply fully with all terms of the Zero Waste Reimbursement Program. The JPA Executive Director, as the Administrator of the Program, has the final say in all reimbursement related matters and has all oversight and administrative authority.

Recycled Content Requirements

When available and not cost prohibitive, all products that are purchased with reimbursement funds must contain post-consumer recycled-content material. All documents submitted to the JPA must be printed on double-sided 30% post-consumer recycled content paper. Specific pages containing full-color photographs or other ink intensive graphics may be printed on photographic paper.

Audit / Records Access

The Reimbursement Recipient agrees that the JPA or their designated representative shall have the right to review and to copy any records or supporting documentation pertaining to the performance of this Agreement. Reimbursement Recipient agrees to maintain such records for possible audit for a minimum of 3 years from the date the reimbursement term ends.

Copyright Information

Any copyrightable materials produced with reimbursement funds become the property of the JPA and the Reimbursement Recipient. Questions regarding copyright materials can be directed towards the JPA Reimbursement Manager. Examples of copyrightable material included, but are not limited to:

- * visual materials
- * social media posts
- * brochures, pamphlets, and reproductions of advertisements designed for distribution

The following language must appear on any copyrightable material produced via this Program:

© {Year of Creation} ZeroWasteMarin. All rights reserved. This publication, or parts thereof, may not be reproduced without the permission of the ZWM.

Use of the initials “ZWM” in conjunction with “Zero Waste Marin” is sufficient when space is limited.

Reimbursement Request Form

A completed Reimbursement Request Form is required to be submitted by the Reimbursement Recipient to the JPA at the end of the reimbursement term. The report will identify activity during the term of the reimbursement and summarize all activity conducted in the performance and

fund use of the reimbursement. Copies of adopted documents (Ordinances, Resolutions, etc.) will be included in the report. Copies of reports, product purchases and other evidence of reimbursement expenditures including photos that document programs or activities or items purchased using reimbursement funds shall be included with the Reimbursement Request Form. The Reimbursement Request Form can be found on the JPA website.

A failure to submit the Reimbursement Request Form by close of the reimbursement term will be reported to the JPA Board of Directors or Executive Committee and may affect the availability of future funding.