

# ZERØWASTEMARIN

FY 23/24

Zero Waste Reimbursement Program Guidelines

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## Introduction

The Marin County Hazardous & Solid Waste Management Joint Powers Authority (aka: Zero Waste Marin) 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 compliance with various State and local 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:

### Infrastructure

- Purchase of easily-portable event recycling and compost containers and accessories for the public for local events
- Adding or improving public recycling receptacles
- Purchase of kitchen counter compost pails for community members

### Compliance Activities

- Compliance with mandatory state commercial recycling and composting laws
- Support of food donation
- Support for passage of a Zero Waste resolution or 1383 Ordinance

### Community Outreach Efforts

- '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, composting, and support for reusables at local events)
- Waste audits or waste characterization studies
- Local composting classes or waste-related community workshops
- Zero Waste case studies
- Mini-grant/reimbursement program to environmental, educational or community groups to increase local Zero Waste activities

Please note that while contractor time spent specifically on an eligible project is considered reimbursable, a staff employee of a member agency may **not** apply for reimbursement of hours.

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## FY 2023/24 Funds Available

Table 1 documents the 2023/24 available funds by Member Agency for cities, towns and the special districts that franchise solid waste as part of the Zero Waste Reimbursement Program.

**Table 1**

<b>Member Agency</b>	<b>Hauler</b>	<b>Allocated</b>
Almonte Sanitary District	Mill Valley Refuse Service	\$9,858
Alto Sanitary District	Mill Valley Refuse Service	\$9,858
Belvedere	Mill Valley Refuse Service	\$18,125
Bolinas CPUD	Recology Sonoma Marin	\$9,858
Corte Madera	Mill Valley Refuse Service	\$21,611
County of Marin*	BCR, MSS, MVRS, RSM	\$47,417
Fairfax	Marin Sanitary Service	\$19,432
Homestead Valley Sanitary District	Mill Valley Refuse Service	\$9,858
Larkspur	Marin Sanitary Service	\$23,475
Las Gallinas Valley Sanitary District	Marin Sanitary Service	\$9,858
Marin City CSD	Bay Cities Refuse	\$9,858
Mill Valley	Mill Valley Refuse Service	\$25,504
Novato Sanitary District	Recology Sonoma Marin	\$59,029
Ross	Marin Sanitary Service	\$18,538
San Anselmo	Marin Sanitary Service	\$23,902
San Rafael	Marin Sanitary Service	\$63,791
Sausalito	Bay Cities Refuse	\$19,309
Stinson Beach Water District	Recology Sonoma Marin	\$9,858
Strawberry Recreation District	Mill Valley Refuse Service	\$9,858
Tamalpais CSD	Municipal	\$9,858
Tiburon	Mill Valley Refuse Service	\$21,118
	<b>Total</b>	<b>\$449,968</b>

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

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## Guidelines and Reimbursement Procedures

Funds for eligible projects will be made available, on a reimbursement basis, in May of 2024 for activities conducted between September 1, 2023, and May 1, 2024. 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 3, 2024. The JPA Board will review and authorize payments at its expected May 16, 2024, Board Meeting and checks will be issued by June 30, 2024.

## Milestones

- August 18, 2023 - Guidelines released
- September 1, 2023 - Reimbursement term begins
- May 1, 2024 - Reimbursement term ends
- May 3, 2024 – Zero Waste Reimbursement Request Form Due

## Communication

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

Submit questions and Reimbursement Request forms electronically to [cfritz@marincounty.org](mailto:cfritz@marincounty.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

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- 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:

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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 Form 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 invoices, 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.

## **Rollovers**

There are no provisions to allow for submitting “banked” or “rollover” funding from previous years. No additional rollovers will be available as part of the reimbursement funding past the May 1, 2024 activity period end date.