



Commercial Recycling Rebate Pilot Overview

In effort to help reach Austin's Zero Waste goal to reduce the amount of waste Austinites send to the landfill by 90 percent by the year 2040, Austin Resource Recovery is piloting a recycling and composting rebate for small businesses and multifamily properties. **Rebates of up to \$1,800** are being offered to small businesses in Austin that establish, expand, or maintain recycling and compost collection programs sooner than they are required to do so under the [City's Universal Recycling regulations](#) (City Code chapter 15-6, article 5). The Commercial Recycling Rebate Pilot will take place over six (6) months; payments not to exceed a total of \$1800 will be dispersed in three installments as follows:

- Upon filing Baseline Measurement Survey and Start-Up Costs Receipts
 - * Start Up Costs
 - » Up to \$150 for recycling only, or
 - » Up to \$300 for compost collection only, or
 - » Up to \$600 for both recycling and compost collection (additional \$150 incentive to undertake **both** programs *concurrently to cover any additional hardships incurred*)
- Upon filing Term 1 Survey and Invoices for services provided in May, June, and July
 - * Rebate of up to \$600 for 50 percent of invoiced service
- Upon filing Term 2 Survey and Invoices for services provided in August, September, and October
 - * Rebate of up to \$600 for 50 percent of invoiced service

Processing payments may take up to 8 weeks.

Eligibility Rules

- Rebate is available only to commercial and multifamily properties located within the City of Austin, meeting the following conditions:
 - * Food service establishments 10,000 sq. ft. and smaller.
 - * Multifamily properties with no fewer than 5 and no more than 24 dwelling units.
 - * Commercial properties 10,000 sq. ft. and smaller, including office buildings, retail, hotel/motel, private schools, manufacturing, industrial, and hospitals.
- Properties that are currently REQUIRED to provide access to on-site recycling services under the City's Universal Recycling regulations are NOT eligible to participate.
- Properties providing access to the on-site recycling and/or composting collection services described in the Universal Recycling regulations, though **NOT** REQUIRED to do so, ARE eligible.
- Properties that are currently provided solid waste service by the City of Austin, Austin Resource Recovery are NOT eligible to participate.
- Services must be provided through a [licensed private hauler](#).
- Participants must provide access to on-site recycling and/or compost collection services for not less than six (6) months.
- Participants must submit the data and information listed below to receive payments. Failure to provide the listed invoices, costs, and surveys on the form provided by the City **DISQUALIFIES** the participant from the Commercial Recycling Rebate Pilot program.
 - * Baseline Measurement Survey and Start-Up Costs Receipts
 - * Term 1 Survey and Service Invoices
 - * Term 2 Survey and Service Invoices
 - * Exit Interview

Rebate Rules and Conditions

- The Commercial Recycling Rebate Pilot **may not exceed \$1,800 per property** for the six (6) month period.
- Not more than one (1) rebate per eligible property.
- The applicant must [register as a City of Austin vendor and provide a Vendor ID Number](#).
- Recycling or compost collection costs exceeding the calculated rebate amount are the responsibility of the participant.
- The Commercial Recycling Rebates are available on a first-come, first-served basis to eligible participants; there will be no reservation system.
- The applicant must agree to the Rules and Conditions of the rebate program as described in this overview and related program documents, including submitting necessary invoices and required data as outlined in the eligibility rules. **Breach of Commercial Recycling Rebate Pilot eligibility rules and conditions may result in forfeit or repayment of rebate.**
- Applicant understands that the City is not a party to any contract between the participant and any vendors or service providers. The City will not intervene in the event of a dispute.
- Taxes may not be included in the rebate.
- Violation of Austin City Code or unpaid taxes **DISQUALIFIES** the participant from the pilot program and may result in forfeit or repayment of rebate payments received.

Process

Step 1: Review Rebate Overview and Submit Application Form

The overview provides information about eligibility, rules and conditions. Please familiarize yourself with these to be sure you remain eligible for the duration of this pilot program, and comply with all requirements.

Complete and submit the Commercial Recycling Rebate Pilot Application Form and send the signed and completed form no later than Thursday, May 1, 2014 to: **CommercialRecycling@austintexas.gov**.

You will be required to submit a Vendor ID number on the application. If you are not already a vendor, please register by visiting the following link: https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm

Note: Please ensure that the name on your submitted invoices is the exact name on your registered vendor account. The invoice name must match exactly as entered on vendor registration (Ex. If vendor registration states, "Suzie Q Inc.", all submitted invoices must match exactly "Suzie Q Inc.", including periods, commas, etc.). If the names do not match, your rebate payments may be delayed.

Step 2: Receive Confirmation of Eligibility

You will receive, via email, verification or denial of your eligibility for program participation from the City of Austin. Notification that you are eligible for participation does not constitute an offer, and does not guarantee funding.

Step 3: Contract for Services and Purchase Start-Up Materials

- Contract with a vendor for recycling and/or compost collection services through a [licensed private hauler](#). The City highly recommends ensuring all required rebate information is part of the service contract language, including:
 - * Cost of all services
 - * Size of dumpsters
 - * Service frequency
- Purchase start up material; be sure to retain itemized copies of all start-up material receipts to submit to the City of Austin, Austin Resource Recovery.
- Note that the City is not a party to any contract between the potential participant and any vendor or service provider. The City will not intervene in the event of a dispute.

Step 4: Submit Baseline Measurement Survey and Start-Up Materials Receipts

Submit Baseline Measurement Survey and start-up material receipts no later than seven (7) consecutive days after receiving verification of eligibility.

Step 5: Submit Term 1 Invoices and Survey

Not later than August 1st, submit Term 1 survey and copies of itemized invoices that include cost of all services, size of dumpsters, and service frequency of all recycling and/or compost collection services for the months of May, June, and July.

Step 6: Submit Term 2 Invoices and Survey

Not later than November 1st, submit Term 2 survey and copies of itemized invoices that include cost of all services, size of dumpsters, and service frequency of all recycling and/or compost collection services for the months of August, September, and October.

Step 7: Exit Interview

Not later than November 15th, complete the exit interview with City staff by phone or in-person to discuss successes, challenges, and lessons learned from your recycling and/or composting collection programs.

List of Approved Start-Up Materials

Rebate may be used for the following start-up materials:

- Interior recycling or compost collection containers
- Exterior recycling or compost collection containers
- Exterior enclosures for containers, including construction for pavement, pads, fencing, and other waste diversion enclosures
- Education and training
- Printing and/or production costs for educational materials
- Compostable container bag liners
- Recyclable or compostable flatware, service ware, etc.
- Other pre-approved purchases as defined by City of Austin, Austin Resource Recovery staff

Rebate may NOT be used for the following start-up materials::

- Deposits
- Paying employees for training time
- Taxes (the City is a tax-exempt entity)
- Any charges not listed in this Overview unless pre-approved