



AUSTIN RESOURCE RECOVERY: ZERO WASTE BUSINESS REBATE

Austin businesses can earn rebates up to \$1,800* to establish and expand Zero Waste efforts** including reuse, recycling and composting programs.

APPLY NOW! Contact Austin Resource Recovery
(512) 974-9727 or CommercialRecycling@austintexas.gov

Eligible Rebate Expenses: Please check the services and/or materials your business or property is interested in:

Monthly Service Invoices

ARR will reimburse 50% of monthly service invoices, not to exceed \$150/month, for up to 6 months. City will rebate 100% of service costs if under \$50 per month. Rebate cannot be used for start-up recycling services at properties already affected by the Universal Recycling Ordinance (URO).

- ✓ Contract to start-up recycling, donation and/or composting services
- ✓ Expand recycling, donation and/or composting services

Containers

- ✓ Purchase interior and/or exterior recycling and/or compost collection containers
- ✓ Equip or retrofit janitorial carts with recycling and/or compost containers
- ✓ Purchase composting system for onsite composting

Capital Improvements

- ✓ Build exterior enclosure for containers
- ✓ Pour concrete pad to place recycling or compost collection container
- ✓ Build compost pile onsite

Equipment

- ✓ Rental or purchase of baler
- ✓ Purchase janitorial carts with landfill trash, recycling and/or compost containers
- ✓ Purchase reusable shipping containers

Signs, Training and Education

- ✓ Printing and/or production costs for educational materials
- ✓ 3rd party Zero Waste training for employees

Products and Materials

- ✓ Reusable service ware (e.g. cups, plates, silverware), hand towels
- ✓ Recyclable or compostable paper products and service ware (as accepted by hauler)
- ✓ Compostable bags and liners

Zero Waste Collection Events

"One-time" Zero Waste activity as long as property or business commits to 6 months of improved recycling/composting services.

- ✓ Pay for electronics recycling (e.g. host roll-off for employees to bring in electronics)
- ✓ Host a Zero Waste move-out event by paying to temporarily use a donation roll-off

Innovation

- ✓ Waste composition study or waste stream audit by 3rd party
- ✓ Other pre-approved purchases approved in writing by Austin Resource Recovery

Rebate may NOT be used for the following supplies and materials:

- ⊗ Deposits
- ⊗ Paying employees for training time
- ⊗ Taxes (the City is tax-exempt)
- ⊗ Any charges not listed in this Overview, unless pre-approved in writing by City staff

*Total rebate may not exceed \$1,800 per business location. Limit of 2 franchise locations per company per calendar year.

**Funding may not be used to meet minimum requirements of the Universal Recycling Ordinance.



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PARTICIPANT CHECKLIST

Step 1: Review Rebate Rules, Terms and Conditions, Call Austin Resource Recovery and Determine Eligibility

Review Rebate Rules, Terms and Conditions and call Austin Resource Recovery at 512-974-9727 to discuss application process and determine property or business eligibility.

Step 2: Meeting at Property to Determine Baseline and Discuss Plan

Meet with City staff on site. Staff will conduct brief survey to determine baseline measurements.

Step 3: Receive Confirmation of Eligibility

Receive, via email, verification or denial of your eligibility for program participation from the City of Austin.

Step 4: Become a City of Austin Vendor

If you are not already a Vendor with the City of Austin, please register at:

https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm

Note: Please ensure the name on submitted invoices is the name or alias on your registered Vendor account. If names do not match, rebate payments may be delayed.

Step 5: Contract for Services and/or Purchase Supplies & Materials

Arrange and contract for services with a [licensed private hauler](#) for recycling and/or compost collection services. Ensure all required rebate information is part of the service contract language, including:

- Cost of all services
- Size of dumpsters
- Service frequency

If needed, purchase supplies and materials. Be sure to retain itemized copies of all receipts to submit to the City of Austin, Austin Resource Recovery. See list of approved supplies and materials on page 1.

Step 6: Submit Supplies & Materials Receipts on a Quarterly Basis.

Submit receipts for supplies and materials. Please allow 6-8 weeks from the date submitted to receive your rebate check.

Step 7: Service Invoices Every Three (3) Months

Submit 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 three (3) consecutive months. Please allow 6-8 weeks to receive rebate check. ARR and eligible applicant will confirm a not to exceed amount during 3 Month Check-In.

Step 8: Exit Interview

Upon finishing the Rebate Program, complete the exit interview with City staff by phone or in-person to discuss successes, challenges, and lessons learned from your recycling and/or compost collection programs.

Step 9: Receipt of Payment

Upon completing all of the above, Applicant shall submit copies of itemized invoices to receive final payment for participation in the Program. Please allow up to 6-8 weeks to receive rebate check.



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This form is used by the City to determine your eligibility to participate in the rebate program. Notification of eligibility does not constitute an offer and does not guarantee funding. Please familiarize yourself with and sign the **Zero Waste Business Rebate Rules, Terms and Conditions**. Please confirm your property or business will remain eligible for the rebate for the duration of your participation in the program.

Organization Name: Organization Address: Zip Code:	Contact Name: Title: Email: Phone Number:
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1. How did you hear about the rebate?

2. Property Type:

Multifamily Property

Commercial Property

3. Business Type:

4. Which best describes your interest in this rebate offer?

Establishing NEW service(s)

Other

Expanding or improving EXISTING service

5. Which services do you, or will you, be offering over the next 6 months?

Recycling only

Both recycling and compost collection

Compost collection only

Other (please specify) _____

ELIGIBILITY CHECKLIST:

Located within the City of Austin city limits

All tax accounts are in good standing

In compliance with Austin City Code

Agree to provide itemized invoices and receipts that include cost of supplies, materials, and recycling and/or compost services as applicable to rebate

Agree to answer City Staff Survey and Exit Interview questions and participate for a minimum of six (6) months.

Execution:

I am the owner or the authorized representative of the owner of the Property, and in that capacity agree to the rules, terms and conditions on pages three (3) and four (4) in this application and certify that the information provided in this application is true and correct.

Austin Resource Recovery staff and Applicant agree upon an anticipated amount of \$ _____ on ___/___/___

Amount not-to-exceed at Three-Month Interview of \$ _____ on ___/___/___

ARR Staff Signature

Date

Applicant Signature

Date



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ZERO WASTE BUSINESS REBATE RULES, TERMS AND CONDITIONS

Properties that are CURRENTLY REQUIRED to provide access to on-site recycling services under the City's Universal Recycling Ordinance (URO) are NOT eligible to receive rebates on currently required services. However, these properties are eligible to receive rebates for services or materials that exceed the property's current required level of service.

Rebate is available only to commercial and multifamily properties and businesses located within the City of Austin, meeting all of the following conditions:

- Properties or businesses providing access to on-site recycling and/or composting collection services described in the Universal Recycling Ordinance, though NOT YET REQUIRED to do so, or exceeding minimum standards set by the Universal Recycling Ordinance, ARE eligible.
- The Zero Waste Business Rebate Program may not exceed \$1,800 per property or business.
- Limit two (2) franchise locations per eligible company per calendar year.
- The Zero Waste Business Rebates are available on a first-come, first-served basis to eligible participants by property type: eight (8) multifamily, eight (8) commercial hotel/motel, eight (8) retail, eight (8) manufacturing/industrial, eight (8) commercial offices, eight (8) food and beverage industry. If quotas by property type have not been met one month from rebate launch, City staff will open participation to first eligible applicants; there will be no reservation system or rain checks.
- Participants must provide recycling and/or compost services for not less than six (6) months.
- If service is contracted, service must be provided through a [licensed private hauler](#) and must provide written proof of compliance with this requirement.
- The Applicant must [register as a City of Austin vendor and provide a Vendor ID Number](#).
- Participants must agree to submit invoices for materials purchased or collection services received to receive payments. Failure to provide itemized invoices **DISQUALIFIES** participant from Zero Waste Business Rebate.
- Rebate may be used for the following: interior or exterior recycling or compost collection containers; exterior enclosures for containers, including construction for pavement, pads, fencing and other waste diversion enclosures; equipment rental (baler); education and training; printing and/or production costs for educational materials; compostable bags and liners; pre-approved recyclable, compostable, or reusable products and service ware; "one-time" zero waste activity, as long as property or business continues with six months of expanded recycling/composting services (e.g.: paying to have electronics picked up and recycled, switching from plastic foam service ware to a recyclable or compostable alternative); or other pre-approved purchases as defined and approved in writing by City of Austin, Austin Resource Recovery staff. Any purchase not listed shall be defined and approved in writing by City of Austin staff.
- Rebate may not be used for deposits, paying employee training time or taxes.
- Recycling or compost collection costs exceeding the calculated rebate amount are the responsibility of the participant.
- Applicant understands 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 Zero Waste Business Rebate Program and may result in forfeit or repayment of rebate payments received.
- **Applicant hereby releases and agrees not to hold liable the City of Austin, its elected officials, officers, agents, and employees from any and all claims of any kind arising from Applicant's participation in the Zero Waste Business Rebate Program. Applicant further recognized that this is not a contract or debt of the City.**
- **Applicant must certify in writing that all invoices it submits are authentic and/or true and correct statements of expenses incurred by the Applicant as part of this program.**
- Applicant understands that the City may amend or terminate the Zero Waste Business Rebate Program without notice and that receipt of funds by Applicant is contingent upon Applicant meeting all Program requirements.

The Applicant must agree in writing to the Rules, Terms and Conditions of the Zero Waste Business Rebate program. Breach of Zero Waste Business Rebate Program Rules, Terms and Conditions may result in forfeit of payment or repayment to the City of Austin of rebate funds already paid to the Applicant.

Applicant Signature

Date