



MULTIFAMILY COMPOSTING PILOT

PILOT OVERVIEW

Austin Resource Recovery (ARR) is conducting a pilot to gather information about composting at multifamily properties in order to inform future policy discussions. This pilot will help the City better understand the unique challenges faced by Austin multifamily properties and will provide participating properties the opportunity to test composting at their communities. Participating properties will have the opportunity to provide feedback to the City and be reimbursed for the cost of providing composting services for residents.

Property owners or their authorized representatives will work with their selected compost hauler (either their current trash or recycling hauler, or any licensed hauler listed on austintexas.gov/urohauleders) to contract for composting services for the duration of the pilot. Both (1) property owners and/or their authorized representatives and (2) residents will provide feedback to the City in the form of interviews or surveys. Austin Resource Recovery will provide educational materials for residents at the start of the pilot and will reimburse the full cost of the composting service at the end of the pilot. Throughout the pilot, property owners, their authorized representatives or their haulers will be expected to observe the collection containers and report information (e.g. fill level of a container) to the City via a provided form.

Funding for this pilot is limited. Applicants will be selected by City staff considering multiple variables, such as geography and property size, in order to ensure variability in the participants. Please review the checklist below and contact ARR with any questions about the pilot or application (composting@austintexas.gov).



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PARTICIPANT CHECKLIST

Step 1: Review attached Pilot Rules, Terms, and Conditions

Step 2: Submit attached application to Austin Resource Recovery [composting@austintexas.gov]

Submitting an application does not guarantee participation. Austin Resource Recovery will review applications and select participants based on multiple variables including (but not limited to) geography, property size, and property type. You must register as a Vendor with the City of Austin and include your Vendor ID number on your application. Please register at:

https://www.austintexas.gov/financeonline/account_services/registration/registration_user.cfm .

Step 3: Receive Confirmation of Acceptance into the Pilot

Receive e-mail verification or denial to participate in the pilot from the City of Austin.

Step 4: Meeting at Property to Determine Baseline, and Discuss Service Needs and Educational Strategy

Be prepared to discuss composting services and experiences with City staff. Staff will provide recommendations for setting up composting service.

Step 5: Contract for Services

You can contact your current trash or recycling hauler to check if they offer composting service. If they do not or if you would like to consider other options, contact another [licensed private hauler](#) that provides compost collection service. Send a copy of your contract to ARR. Retain itemized copies of all receipts to submit to ARR. Ensure that any additional fees (such as contamination fees or setout fees) will be itemized and documented in invoices. Ensure the following information is part of the service contract and will be shown on invoices:

- Cost of all compost services
- Number of containers (quantity)
- All fees related to pilot service
- Size of containers
- Service frequency

Step 6: 3-month Interview

Halfway through the pilot, complete an interview with City staff to check progress and discuss any challenges with the composting pilot. Submit audit data on form provided by ARR.

Step 7: Submit Receipts (3-month mark)

Submit copies of itemized invoices that include cost of all services, number of containers, size of containers, and service frequency of compost collection services for three consecutive months.

Step 8: 6-month Interview

Complete an exit interview with City staff to discuss successes, challenges, and lessons learned from the composting pilot. Distribute and collect resident surveys to gather information about residents' experiences with the service and participation levels.

Step 9: Submit Receipts (6-month mark)

Submit copies of itemized invoices that include cost of all services, number of containers, fees, size of containers, and service frequency of compost collection services for three consecutive months. Please allow up to 8-10 weeks from invoice submission to receive reimbursement check.



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APPLICATION FORM

This form will be used by the City to determine your participation in the pilot. Submitting an application does not guarantee an offer to participate and does not guarantee funding. Please review and sign the Multifamily Composting Pilot Rules, Terms, and Conditions. Please confirm your property will remain eligible for the pilot for the duration of your participation in the pilot.

*Note- this form works best in Adobe Acrobat. If using another program, please print, manually sign, and scan the signed form. Please email the completed form to composting@austintexas.gov

Form with fields for Property Name, Property Address, Property Zip Code, Vendor ID Number, Contact Name, Title, Email, and Phone Number.

1. Property Type:

- Apartment Complex, Condominium

2. Property Style: select all that apply

- Village, Mid-Rise, High Rise, Townhome, Mixed Use, Other

3. Do you provide valet trash/recycling service? Yes No

4. Average Rent for 1-Bedroom Apartment: _____

5. Number of dwelling units: _____

Eligibility Checklist:

- Property is located in the City of Austin's full purpose jurisdiction (check here)
Property consists of more than four dwelling units and does not receive City of Austin trash, recycling, or compost services
All tax accounts are in good standing
Compliant with Austin City Code and all City ordinances (including the Universal Recycling Ordinance)
Agree to provide itemized invoices and receipts that include cost of compost services
Agree to participate and respond to ARR's 3-month and 6-month interviews
Provide container audits that include container fill level before collection
Participate for a minimum of six (6) months

Certification of Information:

I am the property owner or an authorized representative of the owner, and in that capacity agree to the Rules, Terms, and Conditions in this application and certify that the information provided in this application is true and correct.

City Staff Initials

Applicant Initials



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MULTIFAMILY COMPOST PILOT RULES, TERMS, AND CONDITIONS

- Only multifamily properties located in the City of Austin full purpose jurisdiction that meet all of the following conditions are eligible.
- Eligible multifamily properties are properties with more than four dwelling units that do not receive City of Austin trash, recycling, or compost services.
- Participation in the pilot is not guaranteed. Applicants and participating properties shall be selected at the discretion of City staff.
- Expenses for reimbursement must be incurred after the application is signed by both the City and the applicant, and after the participation confirmation e-mail has been sent by City staff to the applicant.
- Reimbursements may only be used to cover expenses for property compost collection service incurred as part of the pilot. No service funding shall be provided after the completion of the pilot or after August 31, 2020, whichever is earlier.
- The applicant must [register as a City of Austin vendor and provide a Vendor ID Number](#). Registering as a City vendor is required to enable the City to provide payment to the applicant.
- Participants must agree to submit invoices for collection services received in order to receive reimbursement from the City. A participant's failure to provide itemized invoices **DISQUALIFIES** the participant from the pilot and eliminates the distribution of reimbursement funds to the participant and participating property. The City is under no obligation to provide reimbursement to a disqualified participant.
- The applicant shall contract for collection service with a City of Austin [licensed private hauler](#).
- The City of Austin reserves the right to terminate reimbursements with 14 calendar days' written notice to the property owner or their authorized representative. Participants acknowledge that the City may discontinue reimbursement at any time and for any reason after providing 14 calendar days' written notice to the property owner or their authorized representative.
- Property owners or their authorized representatives shall coordinate with a compost hauler to provide City staff with the following for each participating property:
 - Documentation of service fees assessed by the compost collection hauler for commercial compost service for the duration of the pilot (6 months).
 - Documentation (e.g. contracts, invoices, or receipts) shall include the number of compost containers, the volume of each compost container, and service frequency of compost collection.
 - Documentation of any contamination fees charged on the service invoices. Documentation of any service fees assessed for the establishment and conclusion of compost collection service.
 - Documentation of visual audits of all compost containers, conducted at least once per week to estimate the container fill level one day before scheduled collection. The date each audit is performed must be included. This visual audit is to be completed by an employee of the participating property.
 - Participation in City-approved interviews or surveys during and after the pilot.
 - Allowing property residents to participate in a City-approved interview or survey after the completion of the pilot.
- Expenses eligible for reimbursement include:
 - Cost of commercial compost service, for up to 6 months
 - Fees imposed by the hauler
- The following expenses are **NOT** eligible for reimbursement: taxes, deposits, payment for employee training time, costs to comply with city ordinances, payment of City utility bills, service provider late payment fees, or any other expense not specifically allowed under these Rules, Terms, and Conditions, unless pre-approved in writing by City staff.
- Ineligible expenses incurred by the participant during the pilot 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 participant's dispute with a third party.
- A participant shall be **DISQUALIFIED** from the Multifamily Compost Pilot if the participant violates the City of Austin Code, other City regulations, state or federal law, or the Rules, Terms, and Conditions of this Pilot. A participant shall also be **DISQUALIFIED** if the participant fails to pay taxes. The participant shall forfeit reimbursement funds if the City has not yet paid the funds to the participant. If the City has paid the reimbursement funds to the participant and the participant is disqualified from the Pilot, the applicant is liable for repayment of the funds received.



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- **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 Multifamily Compost Pilot. Applicant further recognizes 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 Pilot.**
- Applicant understands that the City may amend or terminate the Multifamily Compost Pilot without notice and that receipt of funds by Applicant is contingent upon Applicant meeting all Pilot requirements. Applicant understands that the City has the right to terminate reimbursements within 14 calendar days' written notice, as described above.

The Applicant must agree to the Rules, Terms, and Conditions of the Multifamily Compost Pilot by signing below.

City Staff Signature

Date

Applicant Signature

Date