



**RAMSEY/WASHINGTON  
RECYCLING & ENERGY**  
CONNECTING VALUE TO WASTE



## 2023 Business Pollution Prevention Program Application

Please review, fill out and submit all application pages. Ramsey/Washington Recycling & Energy (R&E) reserves the right to revoke grant awards if the customer or contractor violates program rules and procedures. R&E is not obligated to award grants should an R&E contractor or other party misrepresent the program.

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### Overview:

To reduce employee, community and environmental health risks, the Business Pollution Prevention Program (BP3) offers technical assistance and financial assistance to help businesses with the following:

- Reduce the use of harmful chemicals
- Transition to safer, more sustainable chemicals
- Install modern, high-efficiency equipment

Applications are accepted on a rolling basis. Priority is given to businesses owned by people of color and/or those located in communities particularly vulnerable to pollution. Funds are distributed after project completion. For information in other languages, contact [programs@recyclingandenergy.org](mailto:programs@recyclingandenergy.org).

### Target Pollutants:

- Volatile organic compounds (VOCs)
- Perchloroethylene (PERC)
- Trichloroethylene (TCE)
- Ground level ozone
- Fine particulate matter (PM2.5)
- Hazardous air pollutants (HAPs)
- Other pollutants as identified by R&E

### Eligibility Requirements:

1. Business is located in Ramsey County or Washington County.
2. Business uses target chemicals or produces target pollutants.
3. Business is in substantial compliance with local, state and federal hazardous waste and other environmental regulations as determined by R&E. Businesses that may be brought into compliance by changes made through this program will be considered on a case-by-case basis.

### Proposed Projects Must Do The Following:

1. Reduce or eliminate the presence of targeted pollutants.
2. Meet all city, county, state, regional and national zoning, building and fire codes.
3. Meet other criteria R&E determines necessary for project success.
4. Receive final approval from R&E.

**Eligible expenses:**

- Testing and analysis
- Equipment costs
- Installation, including materials and labor
- Essential staff training on new equipment/ processes
- Commissioning of new equipment
- Decommissioning of old equipment
- Other expenses required for project success as approved by R&E

**Ineligible expenses:**

- Staff time/costs
- Business indirect/overhead costs
- Materials or products not directly necessary for project success

**Funding and match requirements:**

- BP3 funds may cover up to 75% of eligible project costs, and cannot exceed \$50,000 per project.
- Businesses must contribute at least 25% of total project costs from any funding source (out-of-pocket funds, loans, non-BP3 grants, financial assistance, etc.). In-kind costs are not eligible to meet the match requirement.
- Funding amounts may be awarded on a sliding scale to incentivize the most preferable adaptations.
- R&E reserves the right to adjust funding levels and match requirements on a case-by-case basis.

**Grant process:**

At no cost to the applicant, Waste Wise (R&E's grant contractor) will help the applicant identify projects, chemical alternatives, and additional funding sources as well as apply for BP3 funds and submit post-project documentation.

**To apply:**

- Fill out this application.
- Attach the following:
  - Estimated hazardous waste and emission reduction calculations.
  - Cost documentation, like contractor bids and material lists.
  - Proof the applicant owns the business or property, such as a property tax record or business license.
  - Email completed applications to [programs@recyclingandenergy.org](mailto:programs@recyclingandenergy.org).

**Upon award:**

- Applicant will receive a letter of award from R&E.
- Applicant must sign a contract with Waste Wise within 90 days of receiving a letter of award. Failure to do so will forfeit funds.

**Implement project:**

- Complete all aspects of the funded project within 12 months of signing the grant contract with Waste Wise. Extensions may be considered on a case-by-case basis.

**After project completion:**

- Work with Waste Wise to submit the following:
  - Before and after photos.
  - All final paid invoices from contractors/vendors highlighting costs covered by grant funds.
  - Lien waiver, a statement issued by a contractor saying they have been paid in full, are satisfied with the compensation received, and are waiving their right to place a lien on the property for work completed/products. Submit a lien waiver for each contractor used.
  - Proof of final inspection for work requiring a permit.
  - *Dry cleaners only*: photos (if available) and proof of PERC equipment decommissioning from decommissioning company.
  - Fill out a survey to provide feedback on grantee experience.
  - Waste Wise will check in with the grantee about six months after project completion to see how things are going.

**Other rules and procedures**

- Grantee is responsible for upfront financing and must be financially capable of awaiting reimbursement until all contract obligations have been fulfilled and R&E confirms the project has been adequately completed. Funds are allocated based on the grant award letter.
- Contractor performing onsite work must have all applicable local and state licenses and must comply with all licensing requirements.
- Project work must comply with all applicable local, state, regional and national zoning, building and fire codes and required permits.
- Before paying a contractor/vendor, grantee is responsible for ensuring products, equipment, installation and other services have been completed satisfactorily. R&E is not responsible for costs of unsatisfactory products, equipment or services.
- Grantees must be willing to have their projects photographed and/or featured in communication pieces.
- By submitting an application, grantee agrees to all terms, rules and procedures in the application.

## **Business Pollution Prevention Program Application**

Complete all sections.

### **Applicant information:**

Business name:

Business type:

Contact name:

Business address:

Project address (if different from business address):

Primary business phone:

Mobile phone:

Email:

Number of employees at project location:

(Optional) Business ownership (select all that apply):

Women owned

American Indian/Alaska Native owned

Asian owned

Black or African American owned

Latino/Hispanic owned

White owned

Two or more races owned

Immigrant owned

Not applicable

(Optional) Is your business registered as a Small Business Enterprise (SBE)?

Yes      No

### **Environmental justice indicators** (completed by Waste Wise):

Minnesota Pollution Control Agency Air Pollution Score:

Select all that apply:

Business is located in an area where 40% of people reported income less than 185% of the federal poverty level.

Business is located in a community with 50% or more people of color.

**Describe the proposed project in detail.** List all products and/or equipment to be phased out and their proposed alternatives. Describe how the proposed alternatives will incorporate into your business. Please be specific and thorough.

**Describe how the proposed project will benefit employee, community and environmental health.** Include estimated outcomes, like decreases in hazardous waste generation, target chemical use, air emissions, etc. Please be specific and thorough.

**Describe how you will provide matching funds** (out-of-pocket, loans, grants, etc.).

**How did you hear about the Business Pollution Prevention Program?**

**What motivated you to apply?** (i.e., worker health, productivity, cost savings, etc.)

**Attach the following:**

- Estimated hazardous waste and emission reduction calculations (completed by Waste Wise).
- Cost documentation, like contractor bids and material lists.
- Proof the applicant owns the business or property, such as a property tax record or business license.

**Waste Wise representative:**

Name:

Signature:

Date: