

Reimbursement for Start-Up Cost To Condominium/Apartment Buildings

The City and County of Honolulu, Department of Environmental Services is offering to reimburse multi-family dwelling associations or residential building owners for expenditures associated with the start-up of recycling programs for their residential facilities. Eligible costs include recycling containers and equipment, tenant education materials, system design consultation and coordination. **Reimbursement is subject to availability of funds. Pre-approval is required to confirm eligibility of planned expenditures and availability of funds.**

Please direct questions and requests for assistance to Irobela Wreagh, Recycling Specialist, 768-3200 or direct 768-3425, iwreagh@honolulu.gov. Tips and guidelines for "Condo Recycling" are available online at www.opala.org.

Multi-family dwelling associations or residential building owners may request reimbursement for recycling program start-up expenditures up to \$2,000. Checks cannot be issued to any individuals. Reimbursement payments will be made payable to a bona fide residential association or building owner. Qualifying properties must submit a W-9 form. Distribution of monies is subject to availability of funds. Properties where refuse collection is provided by the City and County using 96 gallon refuse bins are not eligible.

With the submission of this request form, the multi-family dwelling association or building owner agrees to allow City personnel to inspect the facility's recycling program for verification. The association or building owner also agrees to submit annual reports to the City's Department of Environmental Services summarizing recovery rates, costs/benefits and program operations. See attached annual report form.

Please complete and sign this request form, attach all required documentation, and mail to City & County of Honolulu, Department of Environmental Services, Refuse Division-Recycling Branch, 1000 Uluohia Street, Suite 212, Kapolei, Hawaii 96707.

NAME OF MULTI-FAMILY ASSOCIATION / BUILDING: _____

Address: _____

CONTACT PERSON: _____ **TITLE/POSITION:** _____

Telephone: _____ (daytime) _____ (mobile)

E-mail: _____

ASSOCIATION PRESIDENT / BUILDING OWNER (circle one): _____

TELEPHONE: _____ (daytime) _____ (mobile)

EMAIL: _____

PROPERTY INFORMATION:

Number of units: _____ Square footage of building: _____

Square footage of property: _____

Square footage of outdoor green space: _____

Total amount of funds requested: \$ _____

Date recycling program started: _____

Description of recycling program operations implemented, including the following:

- Materials collected:
 - aluminum cans green waste _____
 - corrugated cardboard newspaper
 - food waste office paper _____
 - glass bottles – HI-5 plastic bottles – HI-5
 - glass bottles – non-deposit plastic bottles – non-deposit

- Types and locations of recycling containers and equipment:

- Collection Service Agreement (company, organization, self haul):

- Additional description of operations:

Briefly describe tenant education and notification.

How will your recycling program be sustained over the next five years?

Other/Comments:

DETAIL OF EXPENDITURES

Cost

Recycling Containers:
Type / quantity

\$ _____

Other Equipment:
Type / quantity

\$ _____

Tenant education materials:
(brochures, signs, newsletter, poster)
Type / quantity

\$ _____

System Design and Coordination:
Company, staff position, hourly rate, number of hours
and scope of work. Staff hours not to exceed \$200.
Work must be specifically related to designing a recycling
program for this property.

\$ _____

Total amount of funds requested:

\$ _____

Please attach the following documentation:

- Proof of purchase receipts for recycling containers, equipment, printed materials
- Photos of recycling containers and equipment in operation at your facility
- Samples of tenant education materials
- Copy of collection service agreement

SUBMITTED BY:

Print Name: _____
Current Association President / Building Owner

Signature: _____

Date: _____