

Waste Infrastructure Matching Grant Program Manual

A competitive, reimbursement-based 50% matching grant supporting permanent dumpster enclosures, commercial compactors, and shared waste facilities that reduce litter, odors, pests, and obstructions while improving Downtown's public spaces and supporting property operations.

Submit all materials and questions to Jamie Pierson: jamie@downtowntulsa.com

1. Program purpose

Downtown waste storage can create odor, litter, pest, access, and visual problems when containers are undersized, unsecured, or placed without appropriate screening. This pilot helps property owners and businesses replace problematic conditions with durable, code-compliant enclosures, compacting dumpsters, and shared waste systems that improve public spaces while supporting Downtown businesses.

2. Program objectives

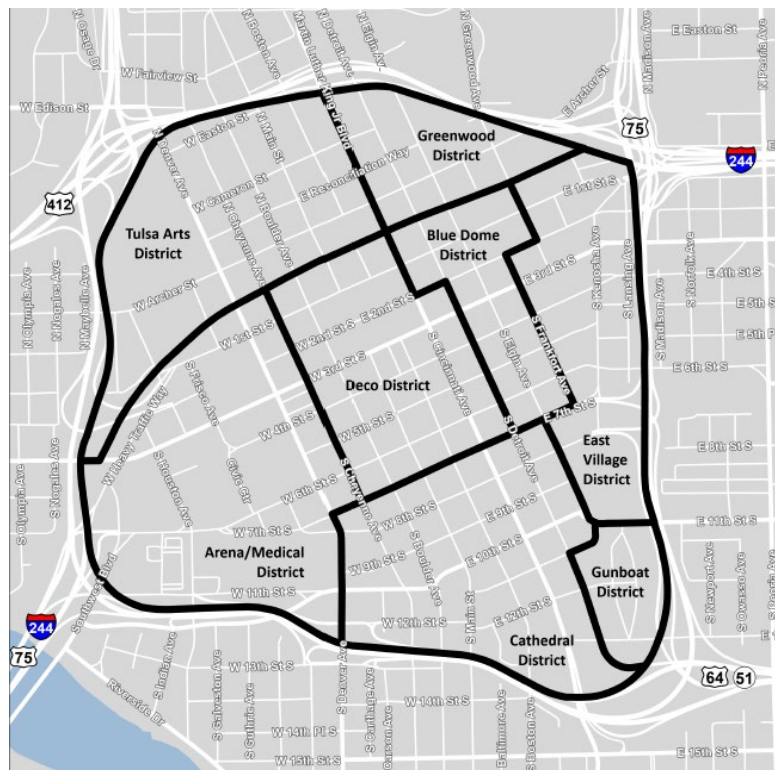
- Reduce loose trash, windblown litter, illegal dumping, odors, leakage, and pest activity.
- Remove or screen dumpsters that negatively affect sidewalks, alleys, streets, storefronts, residences, and civic spaces.
- Increase waste capacity or reduce collection frequency through appropriately sized compactors.
- Improve safety and access for pedestrians, employees, collection vehicles, and emergency services.
- Encourage shared solutions serving multiple businesses or properties where individual containers create clutter.
- Demonstrate measurable operating and public-realm benefits that support a larger future program.

3. Grant Program Structure

Project type	Eligible grant	Cap
Enclosed dumpster	A permanent, code-compliant screened enclosure and related site work for commercial waste and recycling containers approved by existing hauler.	50% of eligible costs; up to \$3,000.
Compacting dumpster	Purchase and installation of a commercial compacting dumpster, including the required concrete pad and basic connections.	50% of eligible costs; up to \$5,000.
Combined/shared system	Compactor plus enclosure, or a coordinated facility serving multiple businesses/properties.	50% of eligible costs; up to \$7,500 only when serving multiple properties or businesses.

4. Eligible geography, applicants, and sites

- **Geography:** Property must be within Downtown Tulsa, inside the IDL, in a publicly accessible alleyway, parking lot or other visible area with pedestrian interaction.



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- **Applicants:** Eligible applicants include property owners, business or nonprofit tenants with written owner consent, owners' associations, and a lead applicant for a documented shared system.
- **Property standing:** Applicable taxes, assessments, waste accounts, and DTP obligations must be current. The site must be free of unresolved code violations, liens, or regulatory violations unless the funded work will cure an approved violation.
- **Site control:** Applicant must own the site or have a lease, easement, license, or written agreement sufficient to install, operate, access, and maintain the improvement.
- **Location:** The project must serve commercial, mixed-use, institutional, hospitality, or multifamily property with a documented Downtown waste-management need.
- **Service feasibility:** Applicant must document that its waste hauler will service the proposed configuration and that the equipment and enclosure will not obstruct required access or circulation.

5. Eligible improvements and costs

Dumpster enclosure

- Permanent masonry, metal, wood, or other durable screening compatible with the site and surrounding buildings.
- Gates, latches, locks, hinges, protective bollards, and pedestrian-safe hardware.
- Concrete pad, apron, curbing, drainage, limited grading, and pavement repair directly required for installation and collection access.
- Relocation or consolidation of existing containers when it produces a documented public benefit.
- Integrated screening for recycling, grease, or organics containers when part of an approved system.
- Permits, taxes, and professional services: Required permit fees and sales tax directly attributable to approved work are eligible costs. Design, engineering, professional sizing, and waste-stream analysis directly necessary for the approved project are eligible up to 10% of eligible equipment, construction, and installation costs, excluding professional fees, permit fees, and sales tax. DTP may approve a higher professional-services allowance when necessary and reasonable. All costs remain subject to the applicable grant cap and 50% reimbursement limit.

Compacting dumpster or shared system

- Purchase and installation of a new or professionally refurbished commercial compactor with warranty.

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- Receiver container, hopper, chute, cart tipper, safety controls, locks, signage, and manufacturer-required accessories.
- Concrete pad, bollards, electrical service, disconnects, drainage, sewer connection for an approved self-contained wet-waste unit, and other installation work.
- A compatible enclosure when necessary to screen the system.
- Initial delivery, rigging, commissioning, and operator training.
- Permits, taxes, and professional services: Required permit fees and sales tax directly attributable to approved work are eligible costs. Design, engineering, professional sizing, and waste-stream analysis directly necessary for the approved project are eligible up to 10% of eligible equipment, construction, and installation costs, excluding professional fees, permit fees, and sales tax. DTP may approve a higher professional-services allowance when necessary and reasonable. All costs remain subject to the applicable grant cap and 50% reimbursement limit.

6. Ineligible costs

- Costs incurred before the date of DTP's written grant award notice are ineligible for reimbursement or applicant match. This includes design, engineering, sizing, waste-stream analysis, construction, equipment or materials ordered, and deposits paid before that date.
- Routine collection charges, hauling contracts, tipping fees, fuel surcharges, maintenance, cleaning, pest control, insurance, rent, or other operating expenses.
- Ordinary movable dumpsters, carts, trash cans, bags, liners, or replacement containers supplied through a hauler.
- Applicant or employee labor, donated labor, and undocumented cash payments.
- Temporary screening, cosmetic-only improvements, general paving, unrelated utility work, or improvements outside the approved service area.
- Used equipment without professional inspection, warranty, useful-life documentation, and DTP approval.
- Property acquisition, working capital, fines, penalties, delinquent accounts, or costs reimbursed by another source.

7. Design, code, and operational standards

- Locate waste infrastructure on private property whenever feasible and outside required pedestrian paths, fire lanes, accessible routes, sight triangles, and utility clearances.

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- Obtain zoning, building, right-of-way, electrical, plumbing, fire, and other approvals applicable to the final design.
- Size the enclosure and gates for safe container movement and the hauler's collection vehicle; confirm turning, backing, vertical clearance, and approach geometry in writing.
- Use opaque, durable materials compatible with the building. Enclosures should fully screen containers from ordinary public view while allowing ventilation and safe access.
- Provide a level, load-rated pad, impact protection, drainage, and washdown controls appropriate to the waste stream. Discharge to a street, alley, or storm drain is prohibited.
- Provide lighting and locking where appropriate without creating glare or trapping pedestrians in a service area.
- For compactors, follow manufacturer requirements, provide emergency stops and required clearances, and document operator training and a maintenance plan.
- Maintain access for neighboring properties and avoid worsening alley congestion, noise, odor, or collection conflicts.

8. Match and award rules

- Applicant provides at least one dollar of eligible match for every grant dollar.
- Match may include applicant cash, documented loan proceeds, participating-business contributions, or other non-duplicative funds permitted by the funding source.
- Reimbursement will not exceed the approved award amount or 50% of verified final eligible costs, whichever is less.
- Cost overruns are the applicant's responsibility; savings reduce the grant proportionally unless DTP approves a scope reallocation.
- DTP may award less than requested, impose conditions, or prioritize shared facilities and highly visible problem locations.
- Only approved eligible costs incurred on or after the date of DTP's written grant award notice may be reimbursed or counted toward the required match. Award notification does not guarantee reimbursement; payment remains subject to an executed grant agreement and satisfaction of all program requirements.

9. Two-stage application process

1. Pre-application. Submit address, ownership/permission, photographs, current waste configuration, preliminary concept, estimated cost, and hauler contact.
2. Site and feasibility review. DTP confirms eligibility and may conduct a site visit with the applicant and hauler.

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3. Full application invitation. Applicant submits drawings, specifications, itemized quotes, service confirmation, operations plan, schedule, financing, and signed certifications.
4. Review and conditional award. DTP staff reviews complete applications and recommends awards.
5. Due diligence and agreement. Applicant supplies any requested financing, ownership, and vendor documents and executes the grant agreement.
6. Authorization and installation. The written grant award notice establishes the cost-eligibility date. Construction and installation may begin only after execution of the grant agreement, DTP's written Notice to Proceed, and receipt of required permits. Approved design services, equipment orders, and deposits may occur after the award notice unless its conditions state otherwise.
7. Installation and inspection. Applicant begins approved construction or installation within three months of DTP's written Notice to Proceed and completes the project, including required inspections and commissioning, within nine months, unless DTP approves a written extension.
8. Closeout and reimbursement. Following completion, applicant submits paid invoices, proof of payment, required approvals, lien releases if requested, and photographs showing the completed project.

10. Required full-application materials

1. Existing-condition photographs showing the containers, waste accumulation, public visibility and adjacent uses.
2. Dimensioned site plan showing property lines, buildings, rights-of-way, utilities, gates, pads, bollards, pedestrian routes, collection approach, and proposed equipment.
3. Elevations/material samples for an enclosure and manufacturer specifications for a compactor.
4. Written confirmation from the proposed hauler that the configuration is serviceable, including vehicle type, clearance, and collection approach.
5. Waste profile: current container size, number of containers, collection frequency, estimated volume, waste types, recycling, and documented problems.
6. Itemized contractor/equipment quote(s), useful life and warranty, project schedule, funding sources, and evidence of match.
7. For shared systems, signed participation, access, cost-sharing, and maintenance agreements.

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8. Operations and maintenance plan naming the responsible party, inspection/cleaning frequency, service contact, and procedures for overflow or equipment failure.

11. Evaluation and award

DTP staff evaluates complete, eligible applications using the assessment categories in Section 14 and may recommend full, partial, or conditional funding. Shared facilities and locations with significant public-space impacts may receive priority. Award decisions and conditions will be documented.

12. Construction and reimbursement

- Begin approved construction or installation within three months of DTP's written Notice to Proceed and complete the project, including required inspections and commissioning, within nine months, unless DTP approves a written extension.
- Use licensed contractors when required and install equipment according to approved plans and manufacturer specifications.
- Submit an approved reimbursement packet containing itemized zero-balance invoices, canceled checks or bank evidence, permits/final inspections, photographs, warranty, and service documentation.
- DTP may inspect before, during, and after installation. Payment is generally issued within 30 days after approval of a complete closeout packet.

13. Maintenance, reporting, and recapture requirements

- Maintain the improvement in safe, clean, operable condition for at least six years.
- Keep gates closed, containers inside the approved enclosure, surrounding pavement clean, and access unobstructed.
- Maintain an active hauling and preventive-maintenance arrangement appropriate to the equipment.
- Provide baseline and follow-up information requested by DTP, including collection frequency, overflow/litter incidents, service complaints, and participating businesses.
- Do not remove, relocate, sell, or materially alter funded improvements without written consent. DTP may require prorated repayment, declining by one-sixth after each completed year.

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14. Application Assessment and Award Considerations

Assessment category	What DTP will consider
Public-space improvement	Severity of existing litter, overflow, odor, pest, or visual problems and the proposed improvement's likely benefit to surrounding public spaces.
Waste capacity and collection	Whether the proposed system is appropriately sized, reduces overflow or container clutter, and supports reliable collection.
Business and shared-use benefits	Number of businesses or properties served, potential operating efficiencies, and clarity of shared-use arrangements when applicable.
Safety, access, and serviceability	Protection of pedestrian, accessible, emergency, and neighboring-property access; written hauler acceptance of the proposed configuration.
Readiness and feasibility	Clear scope, reasonable pricing, adequate site control, committed match, achievable schedule, and a credible permitting and installation plan.
Financial need and value	Why grant support is necessary and whether the requested amount is reasonable relative to eligible costs and expected public benefit.
Maintenance and stewardship	A responsible operator, suitable warranty and useful life, and a credible plan for hauling, cleaning, maintenance, and equipment failure.

15. Program reservations

DTP may verify information; require design changes or additional documentation; reject, defer, condition, reduce, discontinue, or withhold an application or payment; and interpret or waive non-material provisions consistent with law, funding restrictions, and program purpose. DTP does not guarantee permitting, collection service, equipment performance, cost savings, or reimbursement until all agreement conditions are satisfied.