

MEMORANDUM

To: CSWD Board of Commissioners
From: Lauren Layn, Community Outreach Coordinator
Date: 9/25/19
RE: New Community Clean Up Fund Guidelines and Procedures

The Illegal Dump Clean Up Program (now called the Community Clean Up Fund; “CCUF”) was adopted in July 1994 to fund the disposal costs for illegally dumped solid waste in our member towns/cities. Updates to the Fund were approved by the Board in FY09 and FY15 to include cleanup projects on public property, the cost of labor, dumpster rentals, and to deter littering with signage and waste and recycling containers. In FY18, the Board voted to limit maximum carry-forward balances for each town to five times the town’s yearly allocated amount.

Earlier this year, the Board of Commissioners requested more flexibility in granting Community Clean Up Funds for their member towns. Outreach & Communications staff have identified applications that were a worthy project but could not be funded through the current guidelines. Funds have historically been under-utilized and we’d like to expand the options to include waste reduction and prevention projects to maximize the Fund’s benefits to our member communities and to further divert material from the landfill.

Further, staff recognized that the CCUF Guidelines had become unnecessarily long and complex, so we overhauled them and are presenting a new, streamlined version that is easier to follow and offers more flexibility to Commissioners in Fund applications. Major changes from the previous version:

- Expanding the eligible projects to include waste reduction and waste prevention projects and events in addition to clean-up events.
- Adding examples of the types of events or projects that could be funded
- Removing the section on purchase of recycling containers since this information is included in the [Waste Reduction Container Grants](#) program.
- Specifying where the CCUF grants may be used in conjunction with other CSWD grant funding.
- Clarifying and streamlining fund request and dispersal procedures.

Board Action Requested

Approve Community Clean Up Fund Guidelines and Procedures revised 9/17/19.



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COMMUNITY CLEANUP FUND PROCEDURES & GUIDELINES

Rev. 9/17/19

OVERVIEW

Each CSWD member community government is allocated an annual grant, based on the size of their population, for community cleanup and waste reduction or prevention projects. CSWD will maintain a separate account for each community. Unspent funds will be carried forward and added to the yearly allocated amount for the new fiscal year to each community until it reaches its maximum allowed limit of five times the town’s yearly allocation. The municipality’s CSWD Commissioner is automatically designated the community’s Fund Contact on an annual basis.

At the beginning of the fiscal year, CSWD’s Community Outreach Coordinator will notify the CSWD Commissioners, city/town Clerks, and Public Works departments regarding funds available and the procedures for requesting them. Reminders will be emailed to these contacts at the beginning of the third quarter of the fiscal year.

Communities are allocated Community Cleanup funds based on population at the following rates:

Population	Annual CCUF Allocation	Fund Limit
under 3,000	\$500	\$2,500
3,000 – 10,000	\$1,000	\$5,000
10,001 – 20,000	\$1,500	\$7,500
Over 20,000	\$2,000	\$10,000

Communities may collaborate on projects. Projects may be located on private or public property. If on private property, the project must be deemed beneficial to the community at large and the municipality must attest to the financial need of the property owner.

CSWD staff is available to provide technical assistance to help maximize the efficiency of a cleanup or waste reduction project or event.

HOW FUNDING CAN BE USED

Funds may be used for any or all of three purposes:

1. Cleanup projects
2. Waste reduction events or projects
3. Waste prevention events or projects

CLEANUP PROJECT EXAMPLES

These projects involve the cleanup of solid waste at public or private property where the project is deemed beneficial to the community at large. Funds may be used for reimbursement of disposal, labor, container rental, and/or transportation costs associated with solid waste removal.

Some examples of cleanup projects:

- Cleanup of illegal dumpsites and roadside trash (tires, appliances, mattresses, general trash);
- Demo and disposal of a foreclosed property;
- Dumpster rental, disposal fees, and labor costs for Green Up Day or a “Stream Clean Up” event;
- Demolition and disposal costs for public building renovations.

WASTE REDUCTION OR PREVENTION PROJECT EXAMPLES

These projects involve the prevention or reduction of solid waste in member towns/cities.

Examples of eligible prevention or reduction projects:

- Containers and signage placed to prevent future illegal disposal on public property;
- Purchase of trash and recycling stations for public parks, beaches, parking lots and other public spaces. These can be funded in conjunction with the [Waste Reduction Container Grants](#);
- Marketing, planning, and operating costs for cleanup or waste reduction projects or events, e.g., clothing swaps, reuse sheds, or repair cafes held by town/city. These can be funded in conjunction with the [Waste Reduction Grants](#).

PROJECT PROPOSAL AND FUND DISPERSAL PROCEDURES

1. The town/city Contact determines if a cleanup project in their community is eligible for Community Cleanup Funds based on the guidelines above. The town/city Contact then summarizes and submits the cleanup project via the online Project Request Form (<http://cswd.net/forms-publications/community-cleanup-fund-request-form/>) with cost estimates.
2. The CSWD Community Outreach Coordinator conducts a preliminary review and then submits the proposal to the town/city’s CSWD Commissioner for approval. The cleanup project may commence after confirmation of project approval from the Commissioner.
3. Once the work is complete, the town/city Contact submits receipts to the Community Outreach Coordinator. CSWD reimburses the member town. Funds used for cleanup projects will be disbursed directly to the community and not to service providers.

Funding may be provided after the event without prior approval in the event of an emergency, such as clean up from a natural disaster or if an illegal dumpsite poses an immediate threat to human health or the environment. All other guidelines must be followed, and proper documentation must be provided after the cleanup event.

Requests for funding that exceeds a community’s available funds must be approved by the Board of Commissioners. Exceptions to these Guidelines must be approved by the Executive Director.