



COMMUNITY CLEANUP FUND GUIDELINES & PROCEDURES

OVERVIEW

The CSWD Board of Commissioners may approve funds for community cleanup projects as part of the annual CSWD budget process. If funds are approved, each CSWD member community government is allocated an annual grant based on the size of their population. These funds may also be applied towards the purchase of recycling containers for use in public spaces. 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 for each community. The CSWD Board may also approve funds as part of the annual CSWD budget process to be available for special requests that exceed a community's available funds.

The municipality's CSWD Commissioner is automatically designated the community's Fund Contact on an annual basis. If the Commissioner chooses not to serve as the Fund Contact in a given year or for a given project, the Commissioner may designate a replacement and notify CSWD in writing of this appointment.

At the beginning of the fiscal year, CSWD's Community Outreach Coordinator will notify the CSWD Commissioners and city/town/village Clerks that funds are available and the procedures for requesting them. Reminders will be emailed to these contacts throughout the fiscal year. During the course of the year, the Fund Contact may request funds for one or both of two purposes: 1) cleanup projects; and, 2) the purchase of recycling containers for public spaces.

1) CLEANUP PROJECTS

These projects involve the cleanup of solid waste at a location deemed beneficial to the community at large. The Community Outreach Coordinator reviews the project requests and either approves or denies them based upon community needs, applicability to Fund guidelines, and available funds. CSWD staff is available to provide technical assistance to help maximize the efficiency of a cleanup event.

Some examples of cleanup projects approved in previous years include:

- Collection and removal of Christmas trees.
- Cleanup of illegal dumpsites (tires, appliances, general trash).
- Demo and disposal of a foreclosed property.
- Addition of signage to public areas to discourage littering.
- Rental of containers for additional Green-Up Day expenses (tire and trash disposal costs associated with Green-Up day are covered. Please visit <http://cswd.net/outreach-education/communities-municipalities/green-up-day/> for more information).

Cleanup Project Guidelines

- Communities are allocated Community Cleanup funds based on the following table:

Population	Cleanup Fund Grant
under 3,000	\$500
3,000 – 10,000	\$1,000
10,001 – 20,000	\$1,500
over 20,001	\$2,000

Funds may be used for:

1. cleanup projects that are located on private and/or public property,
 2. cleanup projects deemed beneficial to the community at large,
 3. cleanup projects that incur disposal, labor, container rental, and/or transportation costs associated with solid waste removal and/or signage and container costs associated with the prevention of future illegal disposal at a site.
- If a project is on private property, the municipality must attest to the financial need of the property owner for assistance with a cleanup project.
 - Communities may collaborate to clean up problem areas in one or more CSWD communities.
 - Funds should not be expended until written approval is received by the Fund Contact. Funding, if available, may be provided after the event in an emergency, such as cleanup 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.
 - Any remaining balance in a community's Fund account at the end of each fiscal year will be carried forward to the new fiscal year.
 - Exceptions to guidelines must be approved by the General Manager.
 - Requests for funds that exceed a community's available funds must be approved by the Board of Commissioners.

Cleanup Project Request and Fund Disbursal Procedures

1. The Fund Contact determines if a cleanup project in their community is eligible for Community Cleanup Funds based on the guidelines above.
2. The Fund Contact, or designated project contact, then summarizes and submits the cleanup project in writing via the online Project Request Form (<http://cswd.net/forms-publications/community-cleanup-fund-request-form/>) or via email (community@cswd.net) with cost estimates.

The cleanup project commences after confirmation of project approval.

3. Community governments will be reimbursed for projects by the Cleanup Fund once the work has taken place and documentation of expenses has been received by CSWD. Funding, if available, may be provided after the event without prior approval in the event of an emergency, such as cleanup 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.
4. Funds used for cleanup projects will be disbursed directly to the community and not to service providers.

2) RECYCLING CONTAINER PURCHASE

Communities may apply for use of Community Cleanup Funds for the purchase of recycling containers in public spaces. The approved funds may be combined with other grants offered by CSWD, if available.

Recycling containers paid for in part or in total by the Community Cleanup Fund must:

1. Be paired with a trash container, or be part of a unified “waste station” that includes both trash and recycling disposal components that cannot be separated.
2. Have a restricted opening.
3. Be medium or royal blue in color if a stand-alone unit. If part of a unified station, the recycling component or opening must be defined by a medium or royal blue outline or markings if the unit itself is a color other than blue.
4. Be constructed from a minimum of 25% post-consumer recycled content.
5. Be a design that will be used consistently throughout the community.
6. Be clearly labeled with a list all acceptable materials, (available from CSWD at no charge).
7. All labels and signage must incorporate the Act 148 universal recycling symbol and be consistent on all recycling containers throughout the community.

ACT 148 UNIVERSAL RECYCLING SYMBOL:



Recycling Container Request and Fund Disbursal Procedures

1. The Fund Contact submits a proposal for the purchase of public space recycling containers via email to the Enforcement Coordinator for approval.
2. Funds used to purchase recycling containers will be reimbursed directly to the community upon receipt of a copy of the paid container vendor invoice.

ACCOUNT BALANCES

The Board will receive an annual summary at the start of the new fiscal year of balances from the previous year. If any member municipality has a carry forward amount equal to or in excess of five times its yearly fund allocation, their Cleanup Fund account will be reviewed by the Board. The carry forward amount starts from the fiscal year 2010.

REVIEW PROCESS

1. During July and August, CSWD staff will finalize invoices from the previous fiscal year and determine the final balances carried forward into the new fiscal year. Staff will then contact members with account balances equal to or in excess of five times their yearly fund allocation to see if there are any plans to use the funds.
2. Staff will provide the Board with a summary of Fund carry forward balances and any community plans for accounts equal to or in excess of five times from FY10 a municipality's yearly fund allocation.
3. The Board may approve that funds equal to or in excess of five times a member's yearly allocated amount be carried forward and remain in a member's account or decide to return the money to CSWD's undesignated general fund balance.