



Guidelines for the Municipal Services Program Grant Program

A Program for CVSWMD Member Communities

Introduction

The **Municipal Services Program (MSP) Grant Program** is available to provide resources to meet the diverse needs of CVSWMD member municipalities in managing solid waste. The MSP Grant Program promotes collaboration with municipalities to generate appropriate local or sub-regional program options intended to address the goals of Vermont's Universal Recycling Law, known as "Act 148¹."

Program Guidelines

- **Purpose: Municipal Services Program** – provides resources and financial support to meet the diverse needs of member municipalities in managing solid waste. The grants may be tapped either:
 1. to develop infrastructure for solid waste management local satellite ("hub and spoke") activities; or,
 2. to promote community-based solutions to Act 148 requirements.

The MSP grant program is intended to provide financial and/or programmatic support to member communities to launch municipal-led initiatives that meet particular local needs for solid waste management services or solutions to Act 148 requirements.

- **Application:** CVSWMD member municipalities may apply for funding by completing the attached application form. The contact person can be a Town/City Official or any other party who will be responsible for making decisions about your municipality's application and for reporting and reimbursement requests to CVSWMD. CVSWMD uses a formal process to review all MSP grant applications and make funding decisions. Final award will be made, pending formal approval by legislative body.
- **Grant Amount & Reimbursement:** CVSWMD has allocated a total of \$25,000 for MSP grants for FY20 (July 1, 2019 to June 30, 2020). Up to \$5,000 per town is available on a reimbursement basis, so long as funds are available.
 - A municipality may apply for one or more eligible activities;
 - One or more member municipalities may submit a single application.NOTE: the total grant request may not exceed \$5,000 per municipality.

Grants are awarded in two rounds:

Round	Application Due Date	Project Begin Date
<i>One</i>	<i>April 25, 2019</i>	<i>July 1, 2019</i>
<i>Two</i>	<i>October 1, 2019</i>	<i>January 1, 2020</i>

Following completion of the activities associated with the approved application, grantees may request reimbursement from the CVSWMD for costs incurred as allowable by these guidelines. Reimbursement will be paid upon receipt of:

¹ Learn more about Act 148 at <http://dec.vermont.gov/waste-management/solid/universal-recycling>.

- copies of invoices and receipts for which reimbursement is requested, and
- a final report of the work accomplished (*must be submitted prior to June 30, 2020*)
- Reimbursement checks will be made payable and sent to member Cities/Towns only.
- Reimbursement will not exceed the amount of the grant, and CVSWMD is not responsible for costs incurred which exceed the approved MSP Grant amount.
- CVSWMD agrees to reimburse communities within 30 days of receipt of all invoices and receipts; CVSWMD will not be responsible for paying finance charges on invoices presented.

Eligible MSP activities:

The following activities are covered under the MSP Grant Program. CVSWMD encourages municipalities considering the program to contact the CVSWMD Municipal Services Program Coordinator, Cathleen Gent at cathleeng@cvswmd.org. If multiple municipalities are planning to submit a single application, please contact Cathleen in advance to discuss the application.

A. Special collection events

The grant can cover costs of managing, advertising, collecting, recycling, and transporting single materials via CVSWMD staffed and operated events **in your City or Town:**

- Electronics
- Paint, batteries, bulbs [*see NOTE below*]
- Books
- Textiles
- Tires
- Metals
- Other - municipal proposal for specific material (approved by CVSWMD)

NOTE: Paints, batteries, and bulbs will be accepted at all five 2019 Household Hazardous Waste events (Barre Town, Tunbridge, Hardwick, Bradford, Montpelier.)

Grants can also cover costs of municipal-run events **in your City or Town**. The grant may cover costs of advertising, collecting, recycling, and transporting the following materials:

- Bulky waste
- Other materials proposed by the municipality

B. Infrastructure – Vehicle or Equipment

Grants can cover costs of infrastructure that supports collection of recyclable materials, such as a roll off, loader, truck, or trailer. The equipment:

- Is expected to have a useful life of at least three (3) years and may be either new or used
- If applicable, be insured and registered for highway use with the VT Department of Motor Vehicles
- Can be municipal owned or leased

Given the potential for large equipment costs, the MSP grant may not cover the entire expense. In such cases, the municipality will be asked to indicate how the equipment will be used specifically for MSP purposes.

C. Infrastructure – Supplies

Grant funding can be used to pay for totes, trash bags, gloves, associated signs, or other necessary supplies for municipal staff or volunteers participating in MSP activities.

D. Infrastructure – satellite (hub and spoke) facility

Grant funding can be used for expenses related to facilities used in managing solid waste. This includes municipal owned or leased space, municipal staff expenses, and other expenses including costs associated with permitting. Proposals for either new or existing space (whether a facility that already exists or a conversion of an existing building) will be considered.

E. Food Scraps

Grant funding is available for municipal residential food scrap collection and processing services (including municipal transfer station) in a central location. Funds may cover signage, equipment, and supplies for food scrap collection, processing, and utilization of food scraps. This may include community composting (e.g. located at community gardens) that are open to the general public. *Community compost must have trained staff and/or volunteers on site to be eligible.*

F. Technical Assistance or Technical Services

Funds may be used to obtain technical assistance from CVSWMD staff or from CVSWMD-approved consultant/vendor.

- Backyard composting training (Round Two only – up to six for a calendar year)
- Planning for infrastructure improvements – local hub and spoke facility, etc.
- Special municipal projects to manage solid waste and/or address goals of Act 148.
 - Including long-term non-emergency problem dumping areas.

Activities that are NOT eligible for MSP Grants:

- Equipment or supplies for private contractors
- Cosmetic improvements/building refurbishing
- Activities covered through other CVSWMD Grant Programs: Emergency Municipal Solid Waste Response Program (EMSWRP), Organizational Waste Reduction & Reuse Program (OWRRP), and School Zero Waste Grant.

The application and application review criteria for the MSP Grant Program are available through the CVSWMD web site:

Go to <http://www.cvswwmd.org/grant-programs.html> and click on **Municipal Services Program** for the grant guidelines, application, and review criteria.

The application materials are also available from the CVSWMD Municipal Services Program Coordinator, Cathleen Gent at cathleeng@cvswwmd.org.