



# Guidelines for the Municipal Services Program Grant Program

*A Program for CVSWMD Member Municipalities*

Revised April 2024

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 was created to address locally the goals of Vermont’s Universal Recycling Law, known as “Act 148<sup>1</sup>.”

## 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 used to either:
  1. develop local infrastructure for solid waste management activities; or,
  2. promote community-based solutions to Act 148 requirements.

The MSP grant program is intended to provide initial financial and/or programmatic support to member communities to establish self-sustained, municipally-funded initiatives that meet particular local needs for solid waste management services or solutions to Act 148 requirements. MSP funding can also be requested to support expansions of projects launched with MSP funds.

- **Application:** CVSWMD member municipalities may apply for funding by completing the separate application form. The contact person must be a Town/City Official or another 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 the District’s Board of Supervisors.
- **Grant Amount & Reimbursement:** CVSWMD has allocated a total of \$15,000 for MSP grants for FY25 (July 1, 2024 to June 30, 2025). 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 joint application.
 NOTE: the total grant request may not exceed \$5,000 per municipality.

FY22 Grants are awarded in two rounds:

<b>Round</b>	<b>Application Due Date</b>	<b>Project Begin Date</b>
<i>One</i>	<i>April 29<sup>th</sup>, 2024</i>	<i>July 1, 2024</i>
<i>Two</i>	<i>September 30<sup>th</sup>, 2024</i>	<i>January 1, 2025</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:

- copies of invoices and receipts for which reimbursement is requested, and
- a final report of the work accomplished including a description of what worked well and what improvements could be made (*must be submitted prior to June 30, 2025*)

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

Other grant conditions:

- The grant period of performance begins July 1st (for Round 1) and January 1st (for Round 2) and lasts 365 days
- Activities and costs will only be eligible for reimbursement if they are incurred by the grantee during the period of performance as described above
- 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. If multiple municipalities are planning to submit a joint application, please contact CVSWMD in advance to discuss the application.

#### **A. Special collection events**

The grant can cover costs of managing, advertising, collecting, recycling, and transporting materials from municipal-run events in your City or Town. The grant may cover costs of events focused on:

- Electronics
- Paint, batteries, bulbs
- Books
- Textiles
- Tires
- Metals
- Bulky waste
- Other - municipal proposal for specific material (approved by CVSWMD)

#### **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, and the source of funding for remaining needed funds.

#### **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 – local facility**

Grant funding can be used for expenses related to planning, development, and/or opening 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. Municipalities need to explain the plan for on-going financial support of the infrastructure, if applicable.

#### **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. Municipalities need to explain the plan for on-going financial support of the infrastructure, if applicable. *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 CVSWM staff or from CVSWM-approved consultant/vendor.

- Backyard composting training
- 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 CVSWM Grant Programs: Emergency Municipal Solid Waste Response Program (EMSWRP), Organizational Waste Reduction & Reuse Program (OWRRP), and School Zero Waste Grant.

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

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

CVSWMD encourages municipalities considering the program to contact CVSWM at grantprograms@cvsmd.org or (802)229-9383 X108.