



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 to use for community cleanup projects. CSWD will maintain a separate account for each community. Unspent funds will be carried forward to the new fiscal year by 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, his or her community's governing board shall appoint a replacement and notify CSWD in writing of this appointment.

At the beginning of the fiscal year, CSWD's Enforcement Coordinator will notify the CSWD Commissioner and the head of the community government that funds are available and the procedures for requesting them. Reminders will be mailed to the Fund Contact during the fiscal year. During the course of the year, the Fund Contact may request funds to be used for projects that involve the cleanup of solid waste deemed beneficial to the community at large. CSWD staff is available to provide technical assistance to help maximize the efficiency of a cleanup event. The Enforcement Coordinator reviews the project requests and either approves or denies them based upon community needs, applicability to Fund guidelines, and available funds. Requests for funding that exceed available funds must be approved by the Board of Commissioners.

GUIDELINES

- Communities are allocated funds based on the following table:

Population	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 projects that:

- 1) are located on private and/or public property,
 - 2) clean up solid waste and are deemed beneficial to the community at large, and
 - 3) 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 may be provided after the event, if guidelines are followed, proper documentation is provided, and funds are available.
 - 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.

PROJECT REQUEST & DISBURSAL OF FUNDS PROCEDURES

- 1) The Fund Contact determines if a project in their community is eligible for Community Cleanup Funds based on the guidelines above.
- 2) The Fund Contact then summarizes the project in writing (e-mail is okay) with cost estimates and submits the request to CSWD's Enforcement Coordinator for approval.
- 3) The cleanup project commences after confirmation of project approval and maximum amount of funding for the project is received in writing by the Fund Contact.
- 4) Community governments will be reimbursed by the Cleanup Fund once the work has taken place and documentation of expenses has been received by CSWD. Funding may be provided after the event without prior approval, if guidelines are followed, proper documentation is provided, and funds are available.
- 5) Funds will be disbursed directly to the community and not to service providers.

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 FY 2010 fund allocation, their Cleanup Fund account will be reviewed by the Board.

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 FY 2010 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 a municipality's FY 2010 fund allocation.
- 3) The Board may approve that funds carried forward remain in a member's account or decide to return the money to CSWD's undesignated general fund balance.