

To:	Chris Burdick
From:	Kenny Linder and Tim Parker
Date:	June 18 <sup>th</sup> , 2019
Re:	Climate Smart Communities Grant Application and Match Funding

The DEC Climate Smart Communities grant is to promote the reduction of greenhouse gas (GHG) emissions. This grant application is intended to fund a multiyear pilot program for food waste collection that will serve to reduce Bedford's GHG emissions and total waste. Forty families will be chosen on a first-come first-serve basis in the first year and would be required to pay for the program if they desire to continue thereafter. At the start of each year of the three-year program, a new set of forty families would be eligible to sign up for the pilot program. We anticipate an additional forty to sixty families to potentially sign up and pay on their own to further initiate the program in the first year. Bedford's long-term goal in initiating this program is to entice a thousand or more families to join and pay the subscription on their own.

#### GRANT APPLICATION REQUIREMENTS:

- Prepare the application based on an amount of approximately \$25000 per year for the three-year grant period
- If approved, the grant is for a 50/50 match where the state provides half the annual amount and the other half is provided by matching allocations of donated and volunteer labor, such as Peter Kuniholm (Professional Waste Consultant), town staff, and volunteers
- Based on preliminary discussions with Curbside Compost of Ridgefield, Connecticut, it is estimated that a weekly curbside collection and disposal cost of \$6.00 per week will be incurred during the pilot program (there may be an escalation over the three-year period)
- The application will indicate that the town will prepare a bid for the services and be prepared to pay the contractor the up-front costs for the 40 pilot families (selected first-come first-serve) to be reimbursed upon submittal of invoices, receipts, etc.
- The application will also calculate the greenhouse gas reduction that are available for the program
- We have estimated the matching grant professional and volunteer hours, and that the amount will equal or exceed the necessary matching amount
- It will be important to show the reduction of GHG emission for the application, in consideration of which, we will investigate the use or lease of an electric vehicle of the town in use by the bidding contractor

#### REQUIREMENTS FOR IMPLEMENTATION OF PROJECT:

- Town will partner with Bedford 2020 to develop a specification for bidding the contract for pilot collection
- Collection for both pilot families and others who choose to pay on their own will be by private subscription to the private contractor with no contractual input or obligation by the town

- The contractor will be required to comply with all town code, hauler licensing, and code requirements and will interact directly with all customers regarding the service or any issues or complaints
- Invoices prepared by the contractor for service to pilot families will be forwarded to the town for payment on a quarterly basis
  - All other invoices to customers will go directly to the family to be paid directly by them
- Applications for grant re-imbursement to the state will include invoices paid by the town for the pilot communities, as well as, invoices for matching hours provided by eligible professionals, town staff, and volunteers
  - A separate memo with the details of the matching professional and town hours is available for your review
- It is our understanding that the state will reimburse on the basis of compliance with the 50/50 match on a quarterly basis
- The town must submit quarterly reports on project progress
- Outside of the contractual agreement of the grant, the town has no further financial or other obligations relating to this grant
- This grant represents a significant opportunity for the town to indicate its strong support for the collection of organic waste and waste reduction in Bedford, and it is anticipated that many hundreds more families and perhaps businesses in the future will elect to have their food waste collected
- With the significant reduction in waste that accompanies recycling and composting of food scraps, the expense for our commercial haulers is reduced, and in the future, after this food waste program is established, we will approach our haulers with a request to reduce their prices to residents who opt to have separate food waste collection
  - Additionally, there is the possibility of creating an option for collection of waste and recycling every two weeks, which would further reduce the cost

## **Summary:**

The Town is required to meet all grant guidelines, requirements, and MCG Agreement requirements within the dates of the contract. After the expiration of the contract, the town is not obligated to continue the program or provide reports on its status (see footnote below)<sup>1</sup>. As seen above in the “Requirements for Implementation of the Project” section, the town must submit quarterly reimbursement requests with proper documentation. Match funding must be documented as well, including staff and volunteer time dedicated to the project within the eligible dates.

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<sup>1</sup> "2019 Climate Smart Communities Grant Program." NYS Dept. of Environmental Conservation. Accessed June 06, 2019. 26. [https://www.dec.ny.gov/docs/administration\\_pdf/cscrf19.pdf](https://www.dec.ny.gov/docs/administration_pdf/cscrf19.pdf).

“The grant recipient shall provide estimates of the project’s GHG emissions reductions, risk reduction, or other appropriate metrics, as approved by the program manager, through the end of the contract term, in the quarterly report, and/or final project report as applicable.”

### Proposed Project Funding

Year	Project	Cost	Grant Request Coverage	Town Match
1	Subsidizing 40 Families for Pickup Service for One Year	\$6/week per family Total: \$12480	\$12480	
	Donated Professional Services of Mr. Peter Kuniholm	\$150/hr; Estimated Hours: 50 hrs. Total: \$7500		\$7500
	Services of Mr. Kevin Winn (Public Works/Highway Commission)	\$155/hr; Estimated Hours: 5 hrs Total: \$775		\$775
	Services of Mr. Abraham Zambrano (Comptroller)	\$140/hr Estimated Hours: 4 hrs Total: \$560		\$560
	Services of Mr. Eric Gordon (Town Attorney)	\$265/hr Estimated Hours: 2 hrs Total: \$530		\$530
	Volunteer Services	\$12/hr per volunteer Estimated Hours and Volunteers: 2.5 hrs/week per volunteer, 2 volunteers a week Total: \$3120		\$3120
2	Subsidizing 40 Families for Pickup Service for One Year	\$6/week per family Total: \$12480	\$12480	
	Donated Professional Services of Mr. Peter Kuniholm	\$150/hr Estimated Hours: 50 hours Total: \$7500		\$7500
	Services of Mr. Kevin Winn (Public Works/Highway Commission)	\$165.85/hr Estimated Hours: 5 hrs Total: \$829.25		\$829.25
	Services of Mr. Abraham Zambrano (Comptroller)	\$149.80/hr Estimated Hours: 4 hrs Total: \$599.20		\$599.20
	Services of Mr. Eric Gordon (Town Attorney)	\$283.55/hr Estimated Hours: 2 hrs Total: \$567.10		\$567.10
	Volunteer Services	\$12/hr per volunteer Estimated Hours and Volunteers:		\$3120

		2.5 hrs/week per volunteer, 2 volunteers a week Total: \$3120		
3	Subsidizing 40 Families for Pickup Service for One Year	\$6/week per family Total: \$12480	\$12480	
	Donated Professional Services of Mr. Peter Kuniholm	\$150/hr; Estimated Hours: 50 hrs. Total: \$7500		\$7500
	Services of Mr. Kevin Winn (Public Works/Highway Commission)	\$177.45/hr; Estimated Hours: 5 hrs Total: \$887.25		\$887.25
	Services of Mr. Abraham Zambrano (Comptroller)	\$160.28/hr Estimated Hours: 4 hrs Total: \$641.12		\$641.12
	Services of Mr. Eric Gordon (Town Attorney)	\$303.39/hr Estimated Hours: 2 hrs Total: \$606.78		\$606.78
	Volunteer Services	\$12/hr per volunteer Estimated Hours and Volunteers: 2.5 hrs/week per volunteer, 2 volunteers a week Total: \$3120		\$3120
<b>Total</b>		<b>\$75,295.70</b>	<b>\$37,440</b>	<b>\$37855.70</b>

**Sample Municipal Resolution Authorizing Application for a New York State Climate Smart Communities Grant Resolution #**

Whereas, the Town of Bedford hereby requests financial assistance from the New York State Climate Smart Communities Grant Program pursuant to Environmental Conservation Law Article 54 Title 15.

Whereas, the Town of Bedford certifies that it has identified and secured \$[amount of match] of matching funds from [location – general fund, donation, etc.] pursuant to the requirements of Environmental Conservation Law Article 54 Title 15.

Therefore, be it resolved, that the Town of Bedford hereby authorizes [name and title of authorized representative], an official or employee, to act on its behalf in submittal of an application through the Consolidated Funding Application for \$[amount requested], to be used for [project title].

Adopted this [date] day of [month], [year]. I hereby certify that the foregoing resolution was duly adopted by [name of municipality] at a legal meeting on the [date] day of [month], [year].

[Name] [Title]