



# 2024 Composting Grant Application Instructions & Guidance

## Program Overview

Dutchess County is focused on incentivizing food waste reduction by offering a grant program for municipalities and public schools that are interested in installing and operating an in-vessel aerobic composter.

A total of \$200,000 was appropriated in the 2024 Dutchess County Budget to support this program which will cover up to 50% of the purchase of an in-vessel aerobic composter and additional ancillary installation costs not to exceed \$50,000 per award.

This is a reimbursement grant program, meaning purchases must be made and paid before the County will reimburse 50% of eligible expenses.

## Eligible Applicants

All local government entities with taxing authority and public K-12 schools within Dutchess County can apply for funding. Entities are encouraged to coordinate efforts and apply jointly, when possible.

## Funding

- The total allocation for this initiative is \$200,000.
- Each award not to exceed \$50,000.
- Funds are available on a **reimbursement** basis. No advances.
- Eligible applicants are any city, town, village, or public school within the borders of Dutchess County.
- Applicants must demonstrate a commitment to funding the local 50% match of total eligible project costs within 12 months of being awarded, otherwise the award will be rescinded.
- Municipal projects must make resulting compost available to their residents.
- Projects must be completed and operational by September 1, 2026.

## Eligible Costs:

- Purchase of an in-vessel composting system.
- Ancillary installation costs such as piping, electrical work, concrete slab, and roofing material.

## Ineligible Costs:

- Recurring operational expenses and staffing insurance fees;
- Repairs and deferred maintenance expenses;
- Recurring payroll expenses, benefits, and overtime;
- Seminars/Conferences;
- Travel expenses; and
- Permitting fees.

## Timeline

April 19, 2024	Written questions and inquiries concerning this grant proposal must be submitted via email by 5:00 p.m. to <a href="mailto:solidwastemgmt@dutchessny.gov">solidwastemgmt@dutchessny.gov</a> .
April 26, 2024	All answers to the submitted questions will be posted on the <a href="#">Composting</a> webpage and within the Dutchess County Grant Portal.
June 7, 2024	Applications are due by 3:00 p.m. via the <a href="#">Dutchess County Grant Portal</a> .
June – July 2024	Application review
August 2024	County Executive announcement of awards
September 1, 2024 – September 1, 2026	Project Year Term

## Policies and Procedures

All expenditures are subject to the [Contracted Services Policies and Procedures](#). Please review this before submitting your application to ensure the proposed activity can meet the requirements.

## Procurement

- Compliance with procurement requirements as outlined in the [Dutchess County Procurement Policies and Procedures](#) (pages 7-8) is required. Failure to comply with these policies may affect your ability to be reimbursed.
- **\*\*All public work projects are subject to the provisions contained in the New York State Labor Law, including prevailing wage. Please keep this in mind when preparing your project budget and funding request.\*\***

## General Application Information

- Applications must be submitted electronically through the [Dutchess County Grant Portal](#) by **3:00 p.m. on Friday, June 7, 2024**.
- **Only one application per entity can be submitted.**
- Applications should be submitted by the Chief Elected Official (CEO)/School Principal or a representative authorized to submit on behalf of the CEO/School Principal.

## Application Forms

The Dutchess County Composting Grant Application and all required forms can be found within the [Dutchess County Grant Portal](#). You will be able to download each required form, save it to your computer, and upload the completed document.

## Application Review

The Commissioner of the Dutchess County Department of Planning & Development and the Deputy Commissioner of the Division of Solid Waste Management will review the applications based on the quality of the work plans. They will make preliminary award recommendations to the County Executive for final review and approval.

## Reporting Requirements

Organizations awarded funding will be required to submit quarterly progress reports.

### Grant Portal Instructions:

1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will login to your existing account or create an account if one does not already exist for your organization.](#)
2. **Please only create one account per organization; therefore, you should consider using your organization's general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Logon Page, select 'Create New Account' and complete all required\* fields marked with an asterisk\* symbol.
4. After successfully creating an account, you will be brought to the 'Apply' page where you can click on the blue 'Apply' button that will bring you to the grant application.
5. Once you begin an application, it will be saved as a draft. You can re-enter the portal any time prior to the submission deadline to complete the application.

#### **For more information, contact:**

Dutchess County Division of Solid Waste Management  
96 Sand Dock Road  
Poughkeepsie, NY 12601  
Phone: 845-463-6020  
Email: [solidwastemgmt@dutchessny.gov](mailto:solidwastemgmt@dutchessny.gov)  
Website: [dutchessny.gov/solidwaste](http://dutchessny.gov/solidwaste)