

WORK PLAN WORKSHEET

Summary

PROJECT NAME:	Pilot Food Scrap Recycling Program	
CONTRACTOR SFS PAYEE NAME:	Village of Croton on Hudson	
WORK PLAN PERIOD:	From:	January 2023
	To:	November 2023

PROJECT SUMMARY (50000 chars):

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation:

At present, all organic waste discarded by residences is mixed with non-recyclable materials and brought to the Charles Point Resource Recovery Facility in Peekskill, NY, a commercial incinerator. While some residents compost their food waste at their homes, the vast majority (many of whom live in apartments) do not. We plan to provide an easy way for them to gather, handle, and recycle such waste through a 6-month pilot program. We will seek 40-50 families as participants.

A portion of a Village-owned lot central to the community and easily accessed by car would be used to securely house and maintain four 64-gallon totes (designed to be easily lifted by a commercial carter with appropriate equipment) that would be weekly emptied into Westchester County's existing scrap transfer vehicle on Mondays. The drop-off site would be open between 8 AM and 5 PM on weekdays and Saturdays. That vehicle would make the 8-mile journey to Sustainable Materials Management, Inc., (<https://smmcompost.com>), a commercial composting facility in Cortlandt Manor, NY (just south of Peekskill, NY) wherein the food waste (in compostable bags) would enter its composters. The resulting compost would be sold by SMM to farms, nurseries, and others for their use.

The Village would provide in-kind services by utilizing its personnel, property, and communication channels (newsletter, website, email lists, signage) to assist, inform, and promote the program. Its Department of Public Works (DPW) would prepare a portion of a Village-owned lot that would be fenced to house the totes, composting kits, bags, etc.

A part-time employee for the Ossining food scraps program would be contracted to manage the program, liaison with participants, sell composting kits, bags, etc. and track the progress of this pilot program. After it ran for six months (approximately May through October), he would produce a report on its success and issues to guide the Village Board of Trustees on designing a permanent food scrap / composting program.

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Organizational Capacity (4000 chars):

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project

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Detail

Add more rows for objective, task and Performance Measures as needed

To count characters – Select the text block > Select Review menu > Click ‘Word Count’ option from ribbon

OBJECTIVE	TASKS Name (Max. 75 char)	TASK Description (Max. 250 char)	PERFORMANCE MEASURES Name (Max. 75 char)	PERFORMANCE MEASURES Description (Limit based on Data Capture type)
1. Name Develop Pilot Program Description to recruit participants to gather, package, deliver food scraps for subsequent composting	a. Formulate Pilot Program	Create/promote program methods and rules for organizing residential participants toward collecting, packaging, and delivering food scraps to a defined drop-off site wherein they would be collected for transport to a commercial composting facility	i. Recruitment	Recruit (via promotions, education, survey) 50 residential families to participate in the 6-month program.
			ii.	
			iii.	
	b.		i.	
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	c.		i.	
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2. Name (Max. 75 char): Create Drop-off Facility Description (Max. 250 char) Open facility for receiving and gathering of food scraps for carter pickup	a. Construct Facility	Secure and install a protective shed, fencing, toters, etc.	i. Facility ready for use	First facility drop-off is successful with full participation.
			ii.	
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3. Name (Max. 75 char): Tracking Description (Max. 250 char) Accounting of participation, issues, progress, etc.	a. Reporting	Create compendium of participants, kits sold, toter loads filled, etc	i. Supplying data to Village Officials and DEC	Final report accepted by the Village's Sustainability Committee, Village Board of Trustees, and DEC.
			ii.	
			iii.	
	b.		i.	
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