



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		03/26/12		
Department:		Sustainability & Environmental Services		
Department Head		Nancy Nevil		
Agenda Coordinator (include phone #): Tiffany Stephens x4264				
CAPTION				
<p>A Resolution of the City Council of the City of Plano, Texas, authorizing the filing of an application for regional funds in an amount not to exceed \$118,534 for a Right Place, Right Time, Right Stuff Recycling Improvement Strategy through the North Central Texas Council of Governments; designating Nancy Nevil as authorized representative of the City of Plano for the purpose of giving required assurances and acting in connection with said application and providing required information; and declaring an effective date.</p>				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input checked="" type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR:	2011-12	Prior Year (CIP Only)	Current Year	Future Years
		TOTALS		
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	118,534	0	118,534
BALANCE	0	118,534	0	118,534
FUND(S): SUSTAINABILITY & ENVIRONMENTAL SERVICES FUND				
<p>COMMENTS: This agenda item permits Sustainability & Environmental Services to receive a grant from the North Central Texas Council of Governments to improve Plano's recycling rates and tonnage while decreasing trash tonnage and volume. The additional revenue generated by this grant, estimated to be \$118,534, will be used in accordance with the terms and conditions of the grant.</p> <p>STRATEGIC PLAN GOAL: Accepting grants to pursue expanded services to Plano residents and offset costs relates to the City's goals of Financially Strong City with Service Excellence.</p>				
SUMMARY OF ITEM				
<p>The City of Plano Sustainability & Environmental Services Department is seeking funding for a Right Place, Right Time, Right Stuff Recycling Improvement Strategy. The strategy consists of public awareness campaign, grassroots education and outreach, and a recycler recognition and incentive program to reduce trash tonnage and increase recycling rates and tonnage.</p>				
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies	
NCTCOG Application				

North Central Texas Council of Governments FY2012 and FY2013 Solid Waste Implementation Project Application

FORM 1: LOCAL GOVERNMENT AND GRANT PROJECT INFORMATION	
1. Project Local Government Information	
Local Government: City of Plano	Project Contact Name: Kim Soto
Complete Mailing Address with Zip Code: Sustainability & Environmental Services Environmental Education & Community Outreach 4200 W. Plano Parkway, 2 nd Floor Plano, TX 75093	Telephone Number: (972) 769-4343
Fax Number: (972) 769-4219	Email Address: kims@plano.gov
2. Project Title with a <u>Single</u> Sentence Description of What the Grant Funding Will Cover:	
Right Place, Right Time, Right Stuff. City of Plano's recycling improvement strategy consisting of public awareness campaign, grassroots education and outreach, and a recycler recognition and incentive program to reduce trash tonnage and increase recycling rates and tonnage.	
3. Grant Project Information:	
<p>a. Please check only <u>one</u> goal of the three <i>Regional Solid Waste Management Plan</i> Goals, and identify the one specific Objective and one Action Recommendation from the <i>Regional Plan</i> that best applies to your project. This information can be found in the Request for Applications (RFA). (Note: Some categories ineligible; see Developing Project Proposal on page 3 of the RFA.)</p> <p style="margin-left: 40px;"> <input checked="" type="checkbox"/> Time to Recycle Goal <input type="checkbox"/> Stop Illegal Dumping Goal <input type="checkbox"/> Assuring Capacity for Trash Goal </p> <p>Identify the <u>one</u> Objective to be undertaken (quote verbatim directly from the <i>Regional Plan</i>):</p> <p>Use outreach and education programs to facilitate long-term changes in attitudes about source reduction, reuse and recycling.</p> <p>Action Recommendation (quote <u>one</u> Action Recommendation verbatim, directly from the <i>Regional Plan</i>):</p> <p>Develop new or expanded programs that promote public awareness of the benefits of recycling and waste reduction.</p> <p>b. Amount of Grant Funding Requested (<u>minimum \$15,000 and maximum \$125,000</u>): \$118,534</p>	
4. Authorized Signature (<u>signatory must have contract signing authority for the eligible local government entity listed above</u>):	
_____ Signature	_____ Director, Sustainability & Environmental Services Title
_____ Nancy Nevil Print name	_____ Date

I. Certifications

In order to receive grant funds under this program, the proposed project must conform to the provisions of the Request for Applications. **By signing this Application, the person acting on behalf of the local government agrees to the certifications listed below and to abide by the RFA provisions.**

1. Authority to Sign Application

The person signing this Application hereby certifies that he/she has authority from the local government to sign the Application and that such authority will bind the local government in subsequent agreements.

2. Application Contains No False Statements

The local government certifies that this Application has no false statements and that the local government understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The local government understands that the North Central Texas Council of Governments (NCTCOG) will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

3. Governmental Status

The local government certifies that it is located in the State of Texas and fits within one of the governmental classifications listed below, as determined under state law:

- a. City;
- b. County;
- c. Public school districts or independent school districts (not including universities or post secondary educational institutions);
- d. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities; or,
- e. Council of governments.

4. Solid Waste Fee Payments

The local government certifies that it is not delinquent in payment of solid waste disposal fees owed to the State.

5. Conformance to Standards

The local government certifies to the best of its knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and proposed expenditures, conforms to eligible category standards and allowable expense and funding standards as set forth in the RFA.

6. Consideration of Private Industry

The following certification applies **only** if the project is under one of the following funding categories:

- Source Reduction and Recycling
- Citizens' Collection Stations and "Small" Registered Transfer Stations

The local government certifies that it has notified private service providers in accordance with the requirements set forth in the Request for Applications and the instructions provided with this application form. The local government further certifies to the best of its knowledge and ability that the proposed project:

- **will promote cooperation** between public and private entities,
- provides a service that is **not** otherwise readily available, and
- **will not** create a competitive advantage over a private industry that provides recycling or solid waste services.

7. Consistency with the *Regional Solid Waste Management Plan*

The local government certifies to the best of their knowledge and ability that the proposed project is consistent with applicable Goals, Objectives, and Action Recommendations of the *Regional Solid Waste Management Plan*.

8. Technical Feasibility

The local government certifies that it has carefully reviewed its Scope of Work and that to the best of its knowledge and ability all activities are technically feasible and can be satisfactorily completed within the grant period as set forth in the Request for Applications.

9. Costs Reasonable and Necessary

The local government certifies to the best of its knowledge and ability that the proposed project activities in the Scope of Work and the expenses outlined in the Budget are reasonable and necessary to accomplish the project objectives, and the proposed expenses are consistent with the costs of comparable goods and services.

10. Certification by Law Enforcement Programs

As provided by the General Appropriations Act (80th Leg. R.S.), funds may not be expended to any law enforcement agency regulated by Chapter 1701, Texas Occupations Code, unless: (a) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or (b) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.

II. Assurances

If the Application is approved for funding, the grant funds will be awarded through an Interlocal Agreement contract between the local government and NCTCOG. This Agreement will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the funding. In order to ensure an understanding by the local government of some of the main conditions that will be included in the Interlocal Agreement, the local government is asked to review the following assurances. By signing this Application, the person acting on behalf of the local government indicates their understanding of these conditions and provides assurances that these and other conditions set forth in the Interlocal Agreement will be adhered to if funding is awarded.

1. **Compliance with Standard Pertaining to Real Property and Equipment**

Local government provides assurances that, if funded, it will comply with the contract provisions pertaining to title and to management of real property and equipment. The contract will contain obligations and conditions regarding the use of the equipment and/or facilities (the "property") acquired under the agreement. Included in the provisions are obligations to provide adequate maintenance and conduct physical property inventories; restrictions and conditions on the use, replacement, sale, or transfer of the property; as well as obligations to continue in the use or transfer of the property to adhere to the provisions that grant funds are not being used to create a competitive advantage over private industry.

2. **Participation in NCTCOG/Texas Commission on Environmental Quality Recycling Surveys and Reporting**

Local government provides assurances that, if funded, it will respond to annual recycling program surveys and/or other requests from NCTCOG or the Texas Commission on Environmental Quality (TCEQ) for information on municipal solid waste management activities.

3. **Compliance with Progress and Results Reporting Requirements**

Local government provides assurances that, if funded, it will comply with requirements for: reporting on the progress of the project tasks and deliverables; documenting the results of the project and providing those results to NCTCOG on a schedule established by NCTCOG, and to continue to document the results of the project activities for the life of the project, and to provide NCTCOG with a follow-up results report approximately one year after the end of the grant term.

4. **Financial Management**

Local government provides assurances that, if funded, the local government will comply with contract provisions and requirements necessary to ensure that expenses are reasonable and necessary, to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by NCTCOG.

5. **Compliance with Americans with Disabilities Act**

Local government provides assurances that, if funded, it will comply with all the applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. §§12101-12213 (Pamph.1995).

6. **Compliance with the Single Audit Act**

Local government provides assurances that, if funded, it will comply with the Single Audit Act as defined by the Uniform Grant Management Standards (UGMS), January 1998.

7. **Compliance with Program and Fiscal Monitoring**

Local government provides assurances that, if funded, it will comply with program and fiscal monitoring provisions of the contract, including: providing additional reports or information as may be requested to adequately track the progress of the project, allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

Please sign the following if your local government agrees to comply with these Certifications and Assurances.

NOTE: Signatory must have contract signing authority for the eligible local government entity.

Signature: _____

Typed/Printed name: Nancy Nevil

Title: Director, Sustainability & Environmental Services

Local Government: City of Plano

FORM 3: AUTHORIZED REPRESENTATIVES

The local government hereby designates the individual(s) named below as the person/persons authorized to receive direction from NCTCOG, to manage the work being performed, and to act on behalf of the local government for the purposes shown:

1. Authorized Project Representative. (All entries below required.) The following person is **authorized** to receive direction, manage work performed and sign required periodic status and statistical reports:

Signature:

Printed Name:

Kimberley Soto

Title:

Recycling Education Coordinator

Local Government:

City of Plano

2. Authorized Financial Representative. (All entries below required.) The following person is authorized to **act on behalf** of this local government in all financial and fiscal matters including authorizing and signing reimbursement requests:

Signature:

Printed Name:

Nancy Nevil

Title:

Director, Sustainability & Environmental Services Department

Local Government:

City of Plano

FORM 4: RESOLUTIONS OR COURT ORDERS

The governing body of the local government **must** approve a resolution or court order authorizing the Project Application submittal as well as receipt of funding if the project is approved. An original of this resolution or court order **must** be submitted to NCTCOG by **Friday, April 6, 2012, no later than 5 p.m. CENTRAL TIME to NCTCOG Offices at 616 Six Flags Drive, First Floor Receptionist, Arlington, TX 76011.**

EXAMPLE of a RESOLUTION or COUNTY COMMISSIONERS' COURT ORDER

NO. _____

RESOLUTION or COUNTY COMMISSIONERS' COURT ORDER OF (Name of local government entity) AUTHORIZING THE FILING OF A PROJECT APPLICATION WITH THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE PROGRAM LOCAL IMPLEMENTATION PROJECT; AUTHORIZING (Person and Title) TO ACT ON BEHALF OF (Name of Local Government Entity) IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF FUNDING FOR THIS PROJECT IS RECEIVED (Name of Local Government Entity) WILL COMPLY WITH ALL PROJECT REQUIREMENTS OF THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS, TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the North Central Texas Council of Governments (NCTCOG) is directed by the Texas Commission on Environmental Quality (TCEQ) to administer solid waste project funds for the implementation of NCTCOG's adopted Regional Solid Waste Management Plan; and

WHEREAS, (Name of Local Government Entity) in the State of Texas is qualified to apply for project funds under the Request for Project Applications.

NOW, THEREFORE, BE IT RESOLVED BY (Name of Local Government Entity) IN (Location of Office) TEXAS THAT;

1. (Name/Title of Individual) is authorized to request grant project funding under NCTCOG's Request for Project Applications of the Regional Solid Waste Local Project Funding Program and act on behalf of (Name of Local Government Entity) in all matters related to the grant project application and any subsequent project contract that may result.
2. If the grant project is funded, (Name of Local Government Entity) will comply with the requirements of NCTCOG, TCEQ and the State of Texas.
3. The local government will allocate and expend the necessary monies to support this grant project and then seek reimbursement from NCTCOG on a timely basis.
4. The grant project funds and any project-funded equipment or facilities will be used only for the purposes for which they are intended under the project.
5. The grant activities for this project will comply with and support the adopted regional (and local) solid waste management plans adopted for the geographical area in which the activities are performed.

PASSED AND APPROVED by (Board or Chief Official as Applicable) in (City and County), Texas, on this the (number/day) day of (month), (year).

(Signature of Authorized Official) **Notary or City Secretary:** _____ (Signature)

(Typed or Printed Name) _____ (Type or Printed Name)

(Title/Commission of Notary Expiration Date)

Affix the Local Government's Seal or Notary Seal here.

Goal 1: Time to Recycle

Objective: Use outreach and education programs to facilitate long-term changes in attitudes about source reduction, reuse and recycling.

Action Recommendation: Develop new or expanded programs that promote public awareness of the benefits of recycling and waste reduction.

The City of Plano Sustainability & Environmental Services Department (SESD) is asking for \$118,534 in grant funding to expand outreach and education programs promoting attitude and behavior changes about reducing, reusing and recycling for Plano residents.

The City of Plano has consistently improved collection services, from the implementation of curbside recycling and yard debris collection in 1991, to the conversion of 95- gallon carts in 1999 resulting in a 10% increase in recycling tonnage for the following 5 years. Programs have expanded beyond the typical curbside collection in recent years with established city-wide collection events for hard-to-recycle items, increasing landfill diversion rates. However, residential recycling rates have averaged 39% for the last 7 years.

After conducting a yearlong waste audit, it was confirmed that 22% of all recyclable commodities remain in the waste stream which can and should be diverted for recycling. SESD has developed a strategic plan to reduce trash tonnage and increase recycling rates and tonnage. The plan is built on a 5-pronged approach including: grassroots education and outreach, a public awareness campaign, a recycler recognition and incentive program, improvements in collection services and additional public events.

Grant funds will support implementation of the strategic plan.

The proposed project includes the following components:

- 1. Public Awareness Campaign** Develop a clever visual campaign promoting recycling and generating excitement on a City-wide level; incorporating a variety of media tools (print, electronic, radio, and phone) to market the message. SESD will work in partnership with a graphic designer/ advertising firm (considered to be partnered with Curbside Value Partnership (CVP)). The campaign will focus on the identified goals and four commodities – paper, plastic, metal and glass.
By calling attention to specific recyclable commodities in a fun, attention-getting manner, the campaign is intended to raise awareness of what goes in the recycle cart, increasing the quantity of materials recycled and reducing the amount of recyclable material being sent to the landfill. The use of a clever media campaign is also intended to capture the attention of residents that are currently not fully participating in curbside recycling.
- 2. Grassroots education and Outreach** Educating residents is critical to success in achieving goals. Through the use of contract educators, ECO Teens and volunteers, we will reach out to residents through HOAs and Neighborhood Associations, PTAs, faith-based groups and civic groups with focused attention to geographical areas with moderate diversion rates. We believe these residents are interested in recycling yet lack full knowledge of what and how to recycle. Contract educators will work to make contacts within the community to schedule presentations and programs, provide programs focused on specific recycling guidelines, tips and hints to reinforce the message from the Public Awareness Campaign.
- 3. Recycler Recognition Program (RRP)** Implemented following the roll out of Public Awareness Campaign to recognize residents who have no contamination in the recycling cart and no recyclable materials in their trash cart. Designed to incorporate aspects of social marketing and behavior change and give the drivers the opportunity to have a positive interaction with the residents on their routes. Recognitions include yard signs acknowledging their outstanding efforts, positive cart tags, and gold stars placed on their recycling cart by driver. Residents will further have the opportunity to receive recognition

on our Webpage and be eligible for educational gifts. Additional incentives to keep residents motivated include highlights on PTN, and YouTube clips of interviews from both driver and resident viewpoints.

4. **Collection Services Efficiencies** refers to areas that can be improved upon within the Environmental Waste Services (collection) division (EWS), as well as improvements residents can make to divert more materials for recycling. Proposed actions to improve collection efficiencies will be implemented through six steps and include: Removal of underutilized or improperly used recycle carts, removal of dividers in all recycle carts to optimize space, cart lid labels identifying acceptable recyclables (in pilot areas), cart identification stickers to differentiate trash and recycling carts (in pilot areas), resident outreach focused on tips for maximizing space in the cart and better ways to organize the collection areas in your home, and the addition of 2nd (free) recycling cart. EWS will work with the education department to deliver this message.
5. **Public Events** serve as an additional opportunity to get the recycling message in front of residents as well as provide examples and opportunities for recycling. Through the cycle of this grant, we will focus on including messages from the Public Awareness Campaign into existing events that SESD is regularly involved in.

The primary focus for measuring success of this program will be increased recycling tonnage, decreased trash tonnage, and increased recycling rate as recorded in monthly tonnage data. Further success will be measured by a decrease in contamination in the recycling carts, determined by quarterly audits performed at the MRF. We will also record numbers of presentations, number of organizations and residents reached, and pledges by attendees (recorded through program evaluations).

The project team will include one SESD educator, a college intern, administrative assistant, Collections Superintendent and the EWS Supervisors and Drivers.

SESD is requesting \$118,534 (70,000 homes, \$1.69 per household) and making \$149,035 in contributions and in-kind services.

Requested money will cover the costs of:

Production and creation of advertising materials associated with the Public Awareness Campaign, including, printing, design and postage for city-wide coverage - \$70,820

Education materials for Grassroots Outreach and Recycler Recognition Program, including contract educators, promotional and education materials and supplies- \$29,424

Improvement in collection efficiency, primarily outreach materials and cart identification \$14,940

Public Event costs such as tent rentals, education supplies and personnel \$3,350

FORM 5a: PROJECT WORK PROGRAM AND TIMELINE
(FORM 5a and FORM 5, up to 55 points combined)

1. **Public Awareness Campaign** (EECO Educator, Management Team, Marketing Partner):
 - a. Identify marketing partner (June 2012)
 - b. Identify and develop message (July- Sept 2012)
 - c. Finalize campaign and rollout schedule (July- Sept 2012)
 - d. Commence rollout (Sept/ August 2012)
 - e. Monitor results (ongoing Sept 2012- May 2013)
 - f. Adjust campaign as needed (ongoing Sept 2012- May 2013)
 - g. Analyze results, draw conclusions and plan for next year (April-May 2013)

2. **Grassroots Education and Outreach** (EECO Educator, Contract Educators):
 - a. Identify and hire contract educators (July 2012)
 - b. Train educators (July- August 2012)
 - c. Create outreach plan and schedule (July- August 2012)
 - d. Commence outreach activities (August- Sept 2012)
 - e. Ongoing education and outreach (August 2012- May 2013)
 - f. Monitor results (ongoing Sept 2012- May 2013)
 - g. Analyze results, draw conclusions and plan for next year (April-May 2013)

3. **Recycler Recognition/ Incentive Program** (EECO Educator, Management Team, Collections Staff):
 - a. Determine criteria and measurement tool (August 2012)
 - b. Design and finalize promotional pieces (Sept- Oct 2012)
 - c. Produce promotional pieces- including cart tags and webpage (Nov 2012)
 - d. Roll out RRP (Jan 2013)
 - e. Monitor results (ongoing Jan- May 2013)
 - f. Analyze results, draw conclusions and plan for next year (April-May 2013)

4. **Collection Services Efficiencies** (EWS Super Intendant, Collections Staff):
 - a. Cart divider removal (ongoing Jan 2012- June 2013)
 - b. Removal of underutilized or improperly used recycling carts (ongoing Jan 2012 – June 2013)
 - c. Cart lid stickers finalized and produced (July 2012)
 - d. Cart lid stickers rolled out in identified pilot areas (August 2012)
 - e. Cart side stickers finalized and produced (July 2012)
 - f. Cart side stickers rolled out in identified pilot areas (August 2012)
 - g. Monitor results or stickers and cart identification (ongoing Sept 2012- May 2013)
 - h. Drivers and supervisors trained on RRP (Nov 2012)

5. **Public Events/ Additional Outreach and Education Opportunities** (EECO Educator, Contract Educators, LGIP Volunteers):
 - a. Plano International Festival (October 2012)
 - b. Texas Recycles Day Recycle Roundup (November 2012)
 - c. Partnership Walk (November 2012)
 - d. Great American Cleanup One Stop Drop (March 2013)
 - e. Learn 2 Live Green (April 2013)
 - f. Love Where You Live Block Parties
 - g. Quarterly Talking Trash & Recycling Open Houses

6. **Recording and Reporting** (EECO Educator, EECO Admin. Assistant):
 - a. Execution of the Interlocal Agreement (June 2012)
 - b. Quarterly Status Reports (Sept 2012, December 2012, March 2013, June 2013)
 - c. Expenditures complete (June 28, 2013)
 - d. Final Report, Reimbursement Request, Release of Claims (due August 2, 2013)

FORM 6: LEVEL OF COMMITMENT AFTER GRANT (Up to 25 points)

The implementation of this project will have ongoing, lasting impacts on the community through an increase in awareness on the benefits of recycling, improved recycling collection rates and an improved sense of community as neighborhoods and civic groups work together towards a common goal. While lessons learned through the Public Awareness Campaign and Grassroots Education efforts will continue to have an impact on residents' behaviors and attitudes; messages and materials developed with grant funds will continue to be used by the EWSD department supervisors, drivers and customer service representatives as they interact with residents. Permanent full time environmental educators will continue to deliver the messages and use materials developed. The RRP will continue to develop and evolve as long as the program has a positive impact on recycling participation and rates. Collection efficiencies will have a long term impact on the resources needed to provide collection services to the residents and this will continue after grant funding has ended.

The implementation of related projects will continue to develop as SESD monitors recycling and diversion rates. SESD is committed to ongoing waste reduction, recycling improvement and resident education.

SESD has successfully managed numerous grants in previous years, always maximizing the value of grant monies awarded. Furthermore, EWSD has continued to expand both residential and commercial waste diversion and recycling programs through cost-effective and cutting edge technology approaches, while sustaining all grant funded programs as shown by some of the following examples:

- 2009 Green Corps and Swap Grant- the Green Corps is in its 3rd year since funding and has more than 30 teens participating in nearly 50 hours of training this spring. After receiving initial funding in 2009, SESD has hosted three more city-wide recycling (swap) events and will continue to hold these bi-annual events.
- 2006 Green Living in Plano Residential Education Campaign Grant – funds used to cover creative and production costs for the Live Green in Plano education campaign and development and implementation of the Live Green in Plano Expo. The SESD 2007-08 budget allocated additional funds totaling \$160,466 to support Live Green in Plano.
- 2006 Green Living Volunteer Corps Development Program Grant – funds used to hire Volunteer Coordinator to develop a resident's Live Green in Plano Volunteer Corp. This position was approved as a full-time position in the SESD 2007-08 budget.
- 2005 Greening Plano's Outdoor Venues – funds used to implement recycling programs through our Web site and funded a coordinator for nine months. This position was approved as a full-time position in July 2005. The SESD 2007-08 budget includes an expansion of this program to include the purchase and installation of 126 additional recycling containers at five park locations.
- Household Hazardous Waste Program – start-up cost for HHW Reuse Center. Program served as a model for regional and has been expanded to accept HHW from City of Allen.
- Commercial Waste Reduction Program – grant funded part-time coordinator who was hired full-time and the City has since added a supervisor and four full-time coordinators to promote this program.

FORM 7: EXPLANATION REGARDING PRIVATE INDUSTRY NOTIFICATION

According to state law (Section 361.014 (b) TX Health & Safety Code), a project or service funded under this program must promote cooperation between public and private entities, and the grant-funded project or service may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services.

Categories Requiring Private Sector Notification:

If you are applying for a grant for a project that falls under the categories listed below, you **must** notify the private sector and adhere to the requirements listed below. **Failure to notify private industry service providers will result in immediate disqualification from this grant process.**

- **Source Reduction and Recycling**
- **Citizens' Collection Stations and Small Registered Transfer Stations**

In accordance with grant requirements established by TCEQ, a local government seeking funding for a project that is related to one of the above listed categories must adhere to the requirements listed below prior to submitting the application:

- Contact in person or in writing all known private service providers which, at the time of the application development, are providing services similar to this grant proposal within the geographic service area that the project intends to serve. A list of private service providers within the region is available from NCTCOG.
- Inform the private service providers of the basic details of the proposed project and consider any input and concerns from the private service providers about the project when completing the project proposal.
- Consider, where appropriate, meeting directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns.
- Complete applicable information on Forms 7a and 7b to provide documentation that private service providers were notified of the project.

Statement of Private Sector Notification:

I certify, as an authorized representative of the local government with regard to the public/private sector cooperation requirements as outlined in the Request for Applications, that this application:

_____ comes under one of the categories listed above requiring private sector notification; however, I am unaware of any public or private entity which provides similar or related services within the proposed project area. *(The local government **must** attach a description of efforts to research and ascertain other existing services and demonstrate the reason why this option is selected. For example, a description of inquiries that were unsuccessful could be attached.)*

✓ _____ comes under one of the categories listed above requiring private sector notification; however no competitive advantage exists, therefore no private sector notification was necessary. *(The local government must explain.)The City of Plano performs all residential collections services through the Sustainability & Environmental Waste Services Department, which does not allow private sector services to be offered.*

_____ comes under one of the categories listed above requiring private sector notification; and I have notified the private sector industry. *(The local government must complete Forms 7a and 7b on the following page.)*

FORM 7a: LIST OF PRIVATE SERVICE PROVIDERS NOTIFIED

Private Service Providers Contacted	Name & Position	Response When Notified	Phone Number	Date Notified

FORM 7b: SUMMARIES OF DISCUSSIONS WITH PRIVATE INDUSTRY

Provide a brief summary below of any responses to your inquiries that expressed concerns regarding your project. Furnish information on any concerns voiced by the private service providers, including:

- (1) Brief summaries of any meetings or discussions held between the local government and the private service providers;
- (2) An explanation of any changes made to the proposed project to address private service provider concerns; and,
- (3) An explanation of any remaining concerns that were not addressed, and why the local government determined that the concerns are not valid under the statutory requirements.

Private Service Providers Contacted	Name and Position	Please Explain Any Concerns

FORMS 8 thru 8g: PROJECT BUDGET SUMMARY (Up to 20 points inclusive)

Provide a detailed explanation of the costs associated with the proposed project. Offer a breakdown of the total amount of funding being requested for the proposed project. The expenses must be consistent with the category expense standards provided in the Request for Applications. Complete any of the detailed budget forms which are applicable to your proposed budget.

Budget Category	Grant Funding Amount Sought <i>Please round costs to the nearest dollar.</i>
1. Personnel/Salaries	\$ 4,750
2. Fringe Benefits	\$
3. Travel (Does not include registration)	\$
4. Supplies (<u>consumable</u> general office supplies)	\$
5. Equipment (unit cost of \$5,000 or more)	\$
6. Construction	\$
7. Contractual (other than construction costs)	\$ 25,800
8. Other (anything not itemized above)	\$ 87,984
9. Total Direct Charges (<i>sum of 1-8</i>)	\$118,534
10. Indirect Charges*	\$
11. Total (<i>sum of 9-10</i>)	\$118,534
12. Fringe Benefit Rate: _____ %	
13. Indirect Cost Rate: _____ %	

Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied:

*In accordance with the UGMS, indirect charges may be authorized if the local government has a negotiated indirect cost rate agreement signed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. Alternatively, the local government may be authorized to recover up to 10 percent of direct salary and wage costs (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation. If your local government has an approved cost allocation plan, please enclose documentation of your approved indirect rate.

In-kind or Matching Funds Contributions: \$ 149,035

Local government contribution(s) through in-kind or matching services is encouraged.

Please explain, in separate line items, the detail of any matching funds or contributions to be provided by the local government. In-kind services should relate only to staff or services directly involved with your proposed project. Describe the relative importance or effort the local contribution will have in relationship to the entire project. **This information will be used in contracting with successful projects and will be tracked for proper payment.**

- SES Educator- 20 hrs/week @ \$19/ hour for 50 weeks= \$19,000
- SES College Intern- 4 hrs/ week @ \$10/ hour for 30 weeks= \$1,200
- Administrative Assistant- 3 hrs/ month @ \$15 hour for 12 months= \$585
- Collections Superintendent- 5 hours/ week @ \$25/ hour for 50 weeks= \$6,250
- EWS Supervisors- 5 hours/ week @ \$25/ hour for 50 weeks= \$6,250 x 5 supervisors= \$31,250
- EWS Drivers- 5 hours/ week @ \$16/ hours for 25 weeks= \$3,250 x 15 route drivers= \$48,750
- CVP Partnership- \$.60/ hh x 70,000 hh= \$42,000

Complete the following detailed budget forms that are applicable to your budget.

Form 8a Detailed Personnel/Fringe/Indirect Charges Budget: Total \$ 4,750

This budget information should be completed if any expenses are entered for Personnel (Line 1), Fringe Benefits (Line 2) and/or Indirect Charges (Line 10) of your Project Budget Summary. In the space below, list the names and titles of individuals whose salaries will be paid for, in all or in part, from project funds. Also, indicate if funds are for a new or existing employee (attach additional sheets if necessary).

Employee name: TBD
Title: EWS Driver
Salary: \$30/ hour (approx. over time rate), 174 hours= \$4,750

TOTAL PERSONNEL/FRINGE/INDIRECT CHARGES: \$ _____

If your budget lists Fringe Benefits (Line 2) and/or indirect costs (Line 10), please provide the following:

- Fringe Benefit Rate _____%
- Indirect Charge Rate* _____%

*In accordance with the UGMS, indirect charges may be authorized if the local government has a negotiated indirect cost rate agreement signed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. The local government may be authorized to recover up to 10 percent of direct salary and wage costs (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation. If you have an approved cost allocation plan, please enclose documentation of your approved indirect rate.

Form 8b Detailed Travel Budget:

Total \$ _____

This budget section should be completed if any expenses are entered for Travel (Line 3) of your Project Budget Summary. In-state travel expenses directly related to the conduct of the funded project may be authorized. Please describe below the types of travel expenses (state rate mileage, meals, airfare, hotel, etc.) expected, conference/workshop names if known, and purpose for travel. For Registration Fees, see "Other" Detailed Budget page.

Purpose of travel: _____

Cost: \$ _____

Purpose of travel: _____

Cost: \$ _____

TOTAL TRAVEL COSTS: \$ _____

Form 8c Detailed Consumable General Office Supply Budget: Total \$ _____

This budget section should be completed if any expenses are entered for general **office** supplies (Line 4) of your Project Budget Summary. Supplies are **consumable office items** that generally have a useful life of less than **one year and have a unit cost of less than \$1,000**. Expenses for food and beverages are not allowable. Please describe below the **general office supplies** expenses you intend to purchase with project funding; attach additional sheets if necessary.

<u>General Office Supplies</u>	<u>Costs</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL SUPPLIES: \$ _____	

Form 8d Detailed Equipment Budget: Total \$ _____

This budget section should be completed if any expenses are entered for Equipment (Line 5) of your Project Budget Summary. Equipment expenses include non-construction related, tangible, personal property having a unit acquisition cost of **\$5,000** or more (including freight and set-up costs), with an estimated useful life over one year. Please describe below the equipment expenses you intend to purchase with project funding, providing as many details as possible at this time.

<u>Equipment (description, type, model, etc.)</u>	<u># of Units</u>	<u>Costs</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL EQUIPMENT: \$ _____		

Form 8e Detailed Construction Budget: Total \$ _____
(All construction expenses must be pre-approved by NCTCOG.)

Budget Summary. Construction expenses include the cost of planning the project, materials and labor, cost of equipment attached to the permanent structure and any sub-contracts performed as part of the construction. All local government municipal laws and regulations including UGMS for bidding and contracting for services must be followed. Please itemize below the construction expenses associated with the proposed project, providing as many details as possible at this time.

<u>Construction (and related expenses)</u>	<u>Costs</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL CONSTRUCTION: \$ _____	

Form 8f Detailed Contractual Budget: (All contractual expenses must be pre-approved by NCTCOG.)	Total \$ 25,800
<p>This budget section should be completed if any expenses are entered for Contractual (Line 7) of your Project Budget Summary. Expenses include the cost of professional services or tasks provided by firm or individual who is not employed by the project funds recipient, other than those related to construction. All local government municipal laws and regulations including UGMS for bidding and contracting for services must be followed. Please itemize below the contractual expenses associated with the proposed project, providing as many details as possible at this time.</p>	
<u>Contractual</u>	<u>Costs</u>
Temp Environmental Educators \$16/hour, 20 hours/ week	\$ 16,000
_____ Labor for cart lid labels and body stickers \$ 1.75/ label x 5,600= \$9,800	\$ 9,800
TOTAL CONTRACTUAL: \$ 25,800	

Form 8g Detailed Other Expenses Budget:	Total \$ 87,984																										
<p>This budget sheet should be completed if any expenses are entered under the Other (Line 8) of your Project Budget. "Other" expenses are those for items or services that do not readily fit into any of the previous budget categories in this application. If any of the expenses listed below are included in the calculation of your rate for indirect charges, do <u>not</u> list them on this sheet.</p>																											
<u>Other Expenses</u>	<u>Costs</u>																										
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REQUIRED

ATTACHMENTS TO THE GRANT APPLICATION

1. The governing body of the local government **must** approve a resolution or court order authorizing the Grant Project Application as well as the acceptance of grant funds if the Application ranks high enough to be considered for funding.

This resolution or court order **must** be formally signed by the appropriate official and be notarized and signed (or stamped with the local government's seal) in addition to those signatures required in the Grant Project Application.

This resolution or court order along with complete application will be due to NCTCOG on Friday, April 6, 2012, no later than 5 p.m. CENTRAL TIME to NCTCOG Offices at 616 Six Flags Drive, First Floor Receptionist, Arlington, TX 76011

2. If indirect costs are included in the project budget, attach the local government's latest **indirect cost allocation plan**, including documentation of approval of the plan and the indirect cost rate by the local government's Federal Cognizant Agency or State Coordinating Agency.

A Resolution of the City Council of the City of Plano, Texas, authorizing the filing of an application for regional funds in an amount not to exceed \$118,534 for a Right Place, Right Time, Right Stuff Recycling Improvement Strategy through the North Central Texas Council of Governments; designating Nancy Nevil as authorized representative of the City of Plano for the purpose of giving required assurances and acting in connection with said application and providing required information; and declaring an effective date.

WHEREAS, the City Council has been presented an application through the North Central Texas Council of Governments (NCTCOG), providing terms and conditions for a Right Place, Right Time, Right Stuff Recycling Improvement Strategy consisting of public awareness campaign, grassroots education and outreach, and a recycler recognition and incentive program to reduce trash tonnage and increase recycling rates and tonnage; and

WHEREAS, the City has qualified to receive grant funding for this Program from NCTCOG and is of the opinion that utilizing such funding will increase the City's recycling diversion rate; and

WHEREAS, the City Council designates Director of Sustainability & Environmental Services Nancy Nevil as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the application agency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLANO, TEXAS:

Section I. The submission of the grant application is hereby approved for regional funds in an amount not to exceed \$118,534 for a Right Place, Right Time, Right Stuff Recycling Improvement Strategy.

Section II. The Director of Sustainability & Environmental Services Nancy Nevil is designated as the authorized official to act on behalf of the City of Plano with regard to this grant.

Section III. This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED this 26th day of March, 2012.

PHIL DYER, MAYOR

ATTEST:

Diane Zucco, CITY SECRETARY

APPROVED AS TO FORM:

Diane C. Wetherbee, CITY ATTORNEY