

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the Mayor be authorized to sign the grant applications and related documents for certified grants from The Rio Grande Council of Governments in the amounts of \$8,000.00, \$65,000.00 and \$45,350.00, for replacing the lids of various 6 cubic yard containers used at recycling sites; the purchase of a container carrier to deliver 4 and 6 cubic yard containers to new customers; and to purchase a wood chipper for use at the Citizen Collection Sites and landfills to produce mulch. The In-Kind Services required for these grants are in the amounts of \$1,211.00, \$13,473.00, and \$6,884.80, respectively.

ADOPTED this 27th day of July 2004.

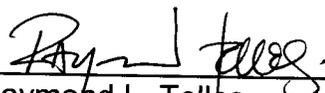
CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Raymond L. Telles
Assistant City Attorney

GA-64-2004

GRANT APPLICATION REVIEW

DEPARTMENT CITY OF EL PASO DEPARTMENT OF SOLID WASTE MANAGEMENT	TYPE OF GRANT STATE	CONTROL # 811 797
GRANTOR TCEQ_RGCOG	EFFECTIVE DATE FY-05	MATCHING FUND REQ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

SOURCE OF FUNDS (GRANT AMOUNT, MATCHING, IN-KIND, INTERGOVERN.)

GRANT AMOUNT	\$65,000.00
IN KIND SERVICES	\$13,473.00

PERSONNEL FUNDED BY GRANT

N/A

JUN 10 '04 PM 1:34

BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR GRANT:

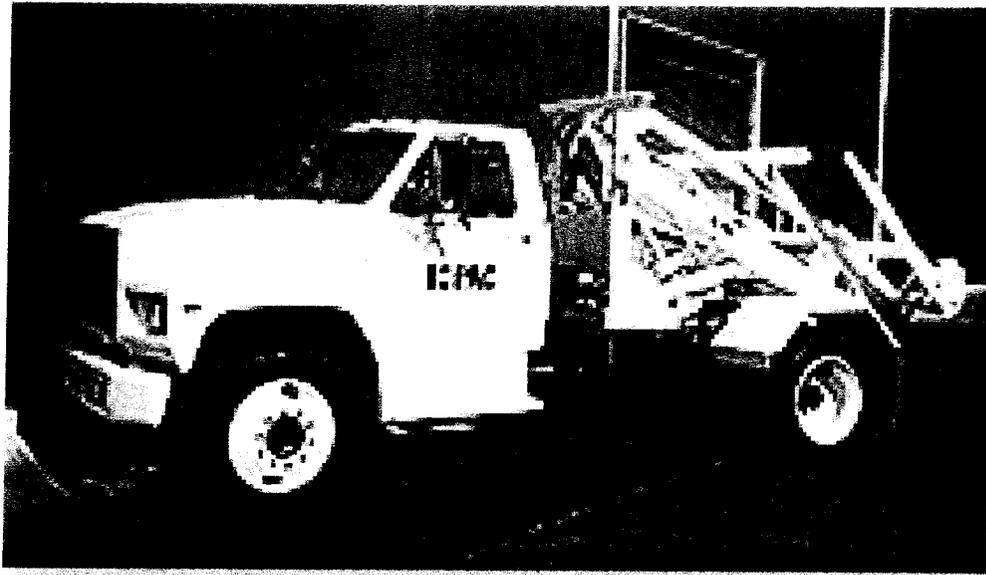
THE PURPOSE IS TO PURCHASE A CONTAINER CARRIER IN THE RECYCLING PROGRAM TO SET-UP NEW CUSTOMERS WITH 4/6 CUBIC YARD CONTAINERS AND REPLACE DAMAGED ONES. THE CONTAINER CARRIER WILL BE A MUCH NEEDED INSTRUMENT IN LINKING THESE CONTAINERS AND FUTURE CONTAINERS WITH AN EFFECTIVE CARDBOARD RECYCLING PROGRAM.

REVIEWED BY:

Thomas M. Doyle 6/10/04

OMB ANALYST <i>Boiled</i> 6/11/04	OMB DIRECTOR <i>David A. Roberts</i> 6/14/04
COMPTROLLER <i>Will [Signature]</i> 6/15/04	CHIEF ADMINISTRATIVE OFFICER <i>[Signature]</i>
COMMENTS	

City of El Paso



*FY 2004/2005
Solid Waste Grant Application*

Container Carrier w/ Rotator



**RIO GRANDE COUNCIL OF GOVERNMENTS
FY 2004/2005 REGIONAL SOLID WASTE GRANTS PROGRAM**

FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE

Applicant: City of El Paso Department of Solid Waste Management	Funding Amount Proposed: \$65,000.00
Address: 7969 SAN PAULO, EL PASO, TX 79907	Phone/Fax: 593-2784/621-6711
Contact Person: Richard Razo	Date Submitted:

Project Category

<input type="checkbox"/> Local Enforcement <input type="checkbox"/> Litter and Illegal Dumping Cleanup <input checked="" type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Citizens' Collection Stations, "Small" Registered Transfer Stations, and Community Collection Events <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Technical Studies <input type="checkbox"/> Educational and Training Projects

Signature

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.

Signature:	Title: Mayor
Typed/Printed Name: Joe Wardy	Date Signed:

FOR USE BY THE RIO GRANDE COUNCIL OF GOVERNMENTS

Date received: _____ application _____ was
Does the application meet all of the required screening criteria: _____ Yes _____ No
Is the application administratively complete: _____ Yes _____ No

FORM 2. AUTHORIZED REPRESENTATIVES

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

- 1. Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature:
Typed/Printed Name: Joe Wardy
Title: Mayor
Date:

- 2. Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

Signature: <i>Carmen Arrieta</i>
Typed/Printed Name: Carmen Arrieta
Title: Comptroller
Date:

FORM 3. CERTIFICATIONS AND ASSURANCES

Certifications

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help the COG to ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

1. Authority to Sign Application

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

2. Application Contains No False Statements

Applicant certifies that this Application has no false statements and that the Applicant 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 Applicant understands that the COG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

4. Governmental Status

Applicant 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 or school district (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
- e. Council of Governments

5. Solid Waste Fee Payments

Applicant certifies that it is not delinquent in payment of solid waste disposal fees owed the State of Texas.

6. Debarment from State Contracts

Applicant certifies that it is not barred from participating in state contracts by the Texas General Services Commission (GSC), under the provisions of §2155.077, Government Code, and 1 TAC §113.02, GSC Regulations.

7. Conformance to Standards

The Applicant certifies to the best of their knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and the proposed expenditures, conforms to the eligible category standards and allowable expense and funding standards as set forth in the Request for Applications.

8. Consideration of Private Industry

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

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Educational and Training Projects category

Applicant 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. Applicant further certifies to the best of their knowledge and ability (after completing Form 5) that the proposed project will promote cooperation between public and private entities, is not otherwise readily available, and will not create a competitive advantage over a private industry that provides recycling or solid waste services.

9. Consistency with Regional Solid Waste Management Plan

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan of the COG.

10. Technical Feasibility

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their 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.

11. Costs Reasonable and Necessary

Applicant certifies to the best of their knowledge and ability that the proposed project activities in the Scope of Work and the expenses outline in the Budget are reasonable and necessary to accomplish the project objectives, and that the proposed expenses are consistent with the costs of comparable goods and services.

12. Certification by Law Enforcement Programs

If the Applicant is a law enforcement entity regulated by Chapter 415 of the Government Code, the Applicant certifies that it is in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and Education (TCLEOSE) pursuant to Chapter 415, Government Code; or that it is in the process of achieving compliance with such rules. If compliance is pending, a certification from TCLEOSE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

Assurances

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

1. Compliance with Standard Pertaining to Real Property and Equipment

Applicant provides assurances that, if funded, the Applicant will comply with the contract provisions pertaining to title to and 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; and obligations to continue to adhere to the provisions that grant funds not be used to create a competitive advantage over private industry, in the use or transfer of the property.

2. Participation in TNRCC Recycling Surveys and Reporting

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from the COG or the Texas Natural Resource Conservation Commission for information on municipal solid waste management activities.

3. Compliance with Progress and Results Reporting Requirements

Applicant provides assurances that, if funded, the Applicant 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 the COG on a schedule established by the COG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide the COG with a follow-up results report approximately one year after the end of the grant term.

4. Financial Management

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

5. Compliance with Americans with Disabilities Act

Applicant provides assurances that, if funded, the Applicant 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

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 et. seq., Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

7. Compliance with Program and Fiscal Monitoring

Applicant provides assurances that, if funded, the Applicant 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; and allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

Form 5b. Summaries of Discussions with Private Industry

(Refer to instructions concerning information to include on this form. Attach any written comments or input provided)

I. On 06/04/04 I spoke to Mr. Carlos Ruiz, from Durango/McKinley to discuss and explain the project. The project consists to purchase a container carrier to deliver 4/6 cubic yard container for recycling materials. His response was he did not have any problems with the Department of Solid Waste Management having this type of equipment.

II. On 06/02/04, I spoke to Mr. Alvarado Pastrana, Plant Manager from Master Fiber Inc, and explained the proposed project and its functions. I asked if he had any objections on implementing this type of project into our Recycling Program. His answer was NO; it would not interfere with his operations.

III. On 06/02/04, I spoke to Ms. Isela Munoz from West Texas Disposal and explained to her that the purpose of the grant was to purchase a container carrier to deliver 4/6 cubic yard container for recycling materials. Ms. Munoz replied that she did not have a problem with this project.

IV. On 06/04/04, On 06/04/04, I spoke to Mr. Eduardo Mendoza, General Manager in respect that the Department is putting a proposal to purchase a container carrier to be utilized at the Recycling Program. Mr. Mendoza responded, he did not have any objections on this project.

FORM 6: PROJECT SUMMARY

Please provide a complete project summary. Refer to the application instructions when completing these forms. If necessary, attach additional pages for each form.

1. Executive Summary

In the space below, please provide a **brief** summary of the proposed project. What do you propose to do?

The Department of Solid Waste Management will utilize the Container Carrier in the Recycling Program to set-up new customers with 4/6 cubic yard containers and replace damaged ones. The Container Carrier will be a much needed instrument to provide a much well organize and effective Cardboard Recycling Program. With it's rotating device container can empty into a Rear Loader and with no manual labor to unload container. A 4/6 cubic yard container equals up to 22, 35 gallon container, thus decreasing pick-up by 70% (twice a week collection of 3 full 32 gallon containers will be reduced to once a month). The effectiveness is less time being spent to pick-up this containers as needed. The expected results will be to maintain better records of items collected and decrease personnel salaries cost with-in the Department.

2. Evaluation of Consistency with the Regional Solid Waste Management Plan

In the space below, specify each goal, objective, or other component of the regional plan which supports the proposed project, and explain how your project will help to implement these goals.

Goal 1: Promote planning to ensure adequate services and facilities for the proper management and disposal of municipal solid waste.

a. Objectives:

- 1. Identify areas with inadequate collection, transportation, disposal and processing facilities and/or services, and implement programs to address those problems.**
- 2. Support regional and local efforts to identify areas with litter and illegal dumping problems, and implement programs to address those problems.**

b. Implementation Strategies by Need or Problem Area:

- Encourage the development of local and/or regional facilities that reduce, reuse or recycle waste materials. (Short to Intermediate term)**

Goal 2: Provide technical support and services to promote local and regional municipal solid waste planning.

a. Objectives:

Develop regional cooperative service contracts such as household hazardous waste collection contracts or regional recyclables marketing contracts.

b. Implementation Strategies by Need or Problem Area:

Develop regional recyclables marketing contract. (Short term)

Goal 3: Reduce the amount of municipal solid waste disposed of, through waste reduction, recycling, and reuse.

a. Objectives:

- 1. Benchmark and track the effectiveness of regional and local waste reduction and recycling efforts.**
- 2. Target waste reduction and recycling activities to the major components of the waste disposal stream.**
- 3. Target waste reduction and recycling activities to the major components of the waste stream that may pose special risks or problems.**

b. Implementation Strategies by Need or Problem Area:

- Develop and implement a regional recycling educational campaign focusing on buy recycled and recycling basics. *(Short term)***
- Evaluate local government and school district recycling collection and buy-recycled procurement efforts. *(Short term)***
- Provide “train the trainers” training program for school districts in recycling and waste reduction. *(Short term)***

Form 6a. Project Description (add one additional page if necessary)

1. Why is the proposed project needed?

The proposed project is needed to provide and deliver customers with adequate containers for their needs. Reduce time frame in the collection of recyclable materials. To eliminate manual collection and have a mechanical collection at pick-up points. Reduce the numbers of pick-ups per route and days.

2. What is/are the overall goal(s) or objective(s) of the project? What do you hope to accomplish?

The main goal is to reduce the volume of waste being land filled through a combination of source reduction and recycling. Educate and encourage customers on how to recycle and separate all types of recycling materials. To develop adequate forms to log-in in such task as delivering and pick-up services. From this forms we will be measuring the impact of loads, the frequency of pick-up services, time consuming, reduction of man power and route.

3. Estimate the number of people who would be served or would benefit from the project.

All residents of the city of El Paso (563,662).

4. What geographic area will be affected by the project?

All of the city of El Paso will be affected by this project.

5. Was the applicant funded by this grant program in the previous (FY02-03) funding cycle?

Yes, but not for this type of project.

6. What specific waste stream does your project target? (e.g. yard waste, paper products, etc.)

All types recycling materials.

7. What customer incentives, public education, or public input is proposed?

Customers incentives will be that containers will be placed outside their office, store parking lots etc. Efficient space (4/6 cubic yard containers) to store larger volumes of recycling materials can be kept until collection day is scheduled. Public education includes informing customers of other services the Department provides.

8. How does the project leverage available partnerships in the region? Are you working with any other private or public entities to combine or coordinate resources? N/A

9. What are the expected benefits of the project?

The expected benefits are to serve new and current customers with a more efficient method of collecting recycling materials. Reduce volumes of recycling materials from the waste stream. Delivery containers as new customers join the program and replace damage ones with others.

Form 6b. Project Cost Evaluation

1. What are the **total** costs related to the proposed project? Consider non-grant-funded staff costs related to project start-up; record-keeping; operation and public education; program or equipment maintenance costs during and after the grant period; and increased or decreased costs resulting from the project's impact on related programs. Present all costs in unit terms if applicable (i.e. cost/ton, cost/customer). Discuss both grant expenditures and non-grant-funded related costs. (Don't just restate your grant budget here!)

The Department of Solid Waste Management will work to accomplish proposed project by utilizing the Container Carrier to deliver containers to customers participating in the Recycling Program. Set-up containers at annual events to recycle all types of recyclable materials. Acquisition of the Container Carrier will enhance the collection of corrugated cardboard and other materials through the use of 4/6 cubic yard containers.

Salaries for personnel in the Department of Solid Waste to coordinate the delivers and pick-ups , to provide this service will average in the range of \$13,473 for about 900 hours of manpower annually.

Grant Expenditures:

Container Carrier-----\$65,000

2. How do the expected costs of the project compare to established average or normal costs for similar projects?

Costs are average/normal for this type of project.

3. Will the project result in a measurable cost savings, either immediately or in the future, as a result of the project? If not, justify the cost of the project.

Measurable cost savings will be realized through increasing recycling materials, decreasing volumes of materials from the waste stream going into the landfill. Salary Savings of \$6,723.60 will be saved by eliminating one helper (Sanitation Worker) to load and unload materials from 4/6 cubic yard containers to a Rear Loader. The Container Carrier is equipment with rotating forks to unload recycling materials mechanically.

Form 6c. Level of Commitment of the Applicant (*add one additional page if necessary*)

1. What matching funds or in-kind services are proposed?

No matching funds are proposed, but department personnel will work to coordinate delivery and pick-up of containers. Salaries for personnel to provide this services will average in the range of \$13,473. 00 for about 900 hours annually.

2. What percentage of the requested grant funding will pay for salaries or operating expenses?

Salaries: 0

Operating Expenses: 0

3. If the project will provide an ongoing service or result in future operation or maintenance costs, how will you sustain the project beyond the grant term? Will you be able to devote the resources necessary to maintain this project in the future without continuing grant funding?

The Department will carry out with future operations and maintenance of the Container Carrier with-in the Department's Annual Budget.

4. How have you demonstrated a previous commitment to preferred solid waste management practices (previous municipal solid waste grant projects, membership in Keep Texas Beautiful affiliate or Clean Texas program, etc.)?

The Department of Solid Waste Management is a sponsor of Keep El Paso Beautiful and a member of the Clean Texas Program.

Form 6d. Scope of Work

In the space below, provide a step-by-step work program for the proposed project, based on specific questions listed in the Project Selection Criteria which accompany this grant application. **Please present your work program in outline form, naming each task and placing the requested information under each separate activity or deliverable identified. All projects must be completed by June 30, 2005.** Please attach one additional page if needed.

Project Purpose and Goal statement:

Task 1: Procurement process for acquisition of Container Carrier (Mar,2004-May,2004)

- a. Prepare and submit specifications and bid proposal to Purchasing Dept.
- b. Final approval on bid package
- c. Publication of request for bids
- d. Selection of vendor

Task 2: Acquisition of Container Carrier (June,2004-August,2004)

- a. Award bid
- b. Receive delivery of Container Carrier

Task 3: Schedule for the Container Carrier (September,2004-November,2004)

- a. Initiation utilization of Container Carrier

Task 4: Program maintenance (December,2004-February,2005)

- a. Monitor use of Container Carrier
- b. Continue to set schedule on the utilization of Container Carrier.

Task 5: Program recording (March,2005-June,2005)

- a. Continue to maintain records and database
- b. Maintain records for reimbursement and program monitoring

FORM 7. GRANT BUDGET SUMMARY

Please provide the following breakdown of the total amount of grant funding being requested:

Budget Category	Funding Amount
1. Personnel/Salaries	\$
2. Fringe Benefits	\$
3. Travel	\$
4. Supplies	\$
5. Equipment	\$ 65,000.00
6. Construction	\$
7. Contractual	\$
8. Other	\$
9. Total Direct Charges (sum of 1-8)	\$ 65,000.00
10. Indirect Charges *	\$
11. Total (sum of 9 - 10)	\$ 65,000.00

12. Fringe Benefit Rate:	N/A	%	
13. Indirect Cost Rate:	N/A	%	

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 Applicant 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 Applicant may be authorized to recover up to 10% 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.

Please complete any of the following detailed budget forms which are applicable.

FORM 7a: Detailed Matching Funds/In-Kind Services

This budget form should be completed if the Applicant is providing any level of matching funds or in-kind services directly related to the proposed project.

Matching Funds: \$ -0-

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

In-Kind Services: \$ 13,473.00 (monetary equivalent)

In the space below, please explain in detail the application of any in-kind services to be provided by the Applicant, as directly related to the proposed project:

Department personnel will work to accomplish proposed project in the utilization of the Container Carrier by delivering ,setting up and/or replace 4/6 containers as needed with customers in contract with-in the Recycling Program.

Salaries for personnel to drive and operate the Container Carrier and to provide these services will average in the range of \$13,473.00 for about 900 hours of manpower time annually.

What is the TOTAL COST of the proposed project, considering the total grant funding requested, any matching funds being provided by the Applicant, and the monetary equivalent of any in-kind services being provided by the Applicant:

 \$ 78,473.00

FORM 7e: Detailed Equipment Expenses

All equipment purchases must be pre-approved by the COG. If the specific details of an equipment purchase are known, show that equipment on the list below. If the specific details of the equipment costs are not known at this time, list the general details on this form. The specific details of the equipment will then need to be provided to and approved by the COG before the costs are incurred.

Equipment <i>(Show description, type, model, etc.)</i>	Unit Cost	No. of Units	Total Cost
Container Carrier	\$65,000.00	1	\$65,000.00
TOTAL <i>(Must equal Line 5 of the Overall Budget Summary)</i>		\$ 65,000.00	

GRANT APPLICATION REVIEW

DEPARTMENT
CITY OF EL PASO DEPARTMENT OF SOLID
WASTE MANAGEMENT

TYPE OF GRANT

STATE

CONTROL #

X1 196

GRANTOR

TCEQ/RGCOG

EFFECTIVE DATE

FY-05

MATCHING FUND ROD
 YES NO

SOURCE OF FUNDS (GRANT AMOUNT, MATCHING, IN-KIND, INTERGOVERN.)
GRANT AMOUNT \$8,000.00
IN-KIND SERVICES \$1,211.00

JUN 10 '04 PM 1:34

PERSONNEL FUNDED BY GRANT

N/A

BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR GRANT:
THE PROPOSED PROJECT IS TO PURCHASE LIDS WITH ONE OR TWO CHUTES TO BE INSTALL ON EXISTING 6 CUBIC YARD CONTAINERS AT THE RECYCLING PERMANENT SITES (8). TO ENHANCE THE RECYCLING PROGRAM AND HAVE BETTER ACCESS FOR THE COMMUNITY TO DROP THEIR RECYCLING MATERIALS.

REVIEWED BY: *Thomas M. Doyle* 6/10/04

OMB ANALYST
Abigail 6/11/04

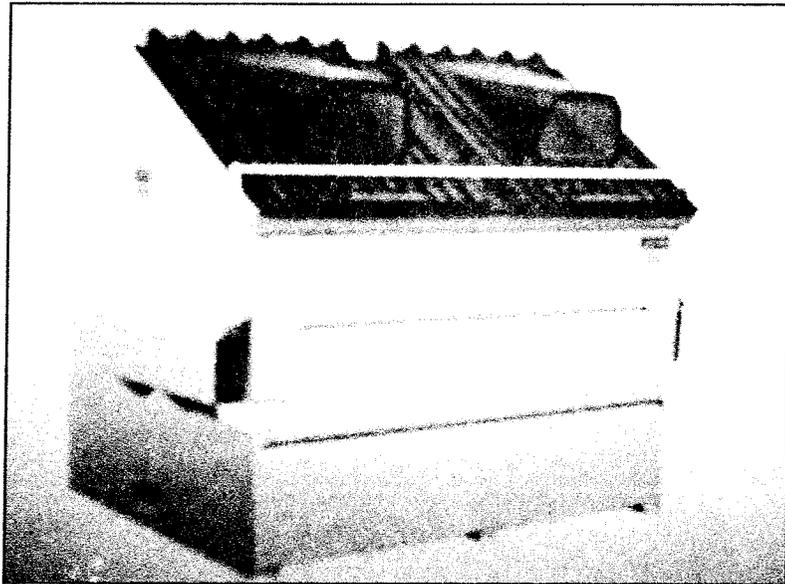
OMB DIRECTOR
David Alvarado 6-14-04

COMPTROLLER
William 6/15/04

CHIEF ADMINISTRATIVE OFFICER

COMMENTS

City of El Paso



*FY 2004/2005
Solid Waste Grant Application*

Lids with Chutes(one or two)



**RIO GRANDE COUNCIL OF GOVERNMENTS
FY 2004/2005 REGIONAL SOLID WASTE GRANTS PROGRAM**

FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE

Applicant: City of El Paso Department of Solid Waste Management	Funding Amount Proposed: \$8,000.00
Address: 7969 SAN PAULO, EL PASO, TX 79907	Phone/Fax: 593-2784/621-6711
Contact Person: Richard Razo	Date Submitted:

Project Category

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Signature

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.

Signature:	Title: Mayor
Typed/Printed Name: Joe Wardy	Date Signed:

FOR USE BY THE RIO GRANDE COUNCIL OF GOVERNMENTS

Date received: _____	application	was
Does the application meet all of the required screening criteria: _____	Yes _____	No _____
Is the application administratively complete: _____	Yes _____	No _____

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

- 1. Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature:
Typed/Printed Name: Joe Wardy
Title: Mayor
Date:

- 2. Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

Signature: <i>Carmen Arrieta</i>
Typed/Printed Name: Carmen Arrieta
Title: Comptroller
Date:

FORM 3. CERTIFICATIONS AND ASSURANCES

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In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help the COG to ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

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

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Educational and Training Projects category

Applicant 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. Applicant further certifies to the best of their knowledge and ability (after completing Form 5) that the proposed project will promote cooperation between public and private entities, is not otherwise readily available, and will not create a competitive advantage over a private industry that provides recycling or solid waste services.

9. Consistency with Regional Solid Waste Management Plan

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan of the COG.

10. Technical Feasibility

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their 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.

11. Costs Reasonable and Necessary

Applicant certifies to the best of their knowledge and ability that the proposed project activities in the Scope of Work and the expenses outline in the Budget are reasonable and necessary to accomplish the project objectives, and that the proposed expenses are consistent with the costs of comparable goods and services.

12. Certification by Law Enforcement Programs

If the Applicant is a law enforcement entity regulated by Chapter 415 of the Government Code, the Applicant certifies that it is in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and Education (TCLEOSE) pursuant to Chapter 415, Government Code; or that it is in the process of achieving compliance with such rules. If compliance is pending, a certification from TCLEOSE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

Assurances

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

1. Compliance with Standard Pertaining to Real Property and Equipment

Applicant provides assurances that, if funded, the Applicant will comply with the contract provisions pertaining to title to and 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; and obligations to continue to adhere to the provisions that grant funds not be used to create a competitive advantage over private industry, in the use or transfer of the property.

2. Participation in TNRCC Recycling Surveys and Reporting

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from the COG or the Texas Natural Resource Conservation Commission for information on municipal solid waste management activities.

3. Compliance with Progress and Results Reporting Requirements

Applicant provides assurances that, if funded, the Applicant 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 the COG on a schedule established by the COG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide the COG with a follow-up results report approximately one year after the end of the grant term.

4. Financial Management

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

5. Compliance with Americans with Disabilities Act

Applicant provides assurances that, if funded, the Applicant 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

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 et. seq., Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

7. Compliance with Program and Fiscal Monitoring

Applicant provides assurances that, if funded, the Applicant 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; and allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

Form 5b. Summaries of Discussions with Private Industry

(Refer to instructions concerning information to include on this form. Attach any written comments or input provided)

I. On 06/04/04 I spoke to Mr. Carlos Ruiz, from Durango/McKinley to discuss and explain the project. The project consists to purchase a container carrier to deliver 4/6 cubic yard container for recycling materials. His response was he did not have any problems with the Department of Solid Waste Management having this type of equipment.

II. On 06/02/04, I spoke to Mr. Alvarado Pastrana, Plant Manager from Master Fiber Inc, and explained the proposed project and its functions. I asked if he had any objections on implementing this type of project into our Recycling Program. His answer was NO; it would not interfere with his operations.

III. On 06/02/04, I spoke to Ms. Isela Munoz from West Texas Disposal and explained to her that the purpose of the grant was to purchase a container carrier to deliver 4/6 cubic yard container for recycling materials. Ms. Munoz replied that she did not have a problem with this project.

IV. On 06/04/04, On 06/04/04, I spoke to Mr. Eduardo Mendoza, General Manager in respect that the Department is putting a proposal to purchase a container carrier to be utilized at the Recycling Program. Mr. Mendoza responded, he did not have any objections on this project.

FORM 6: PROJECT SUMMARY

Please provide a complete project summary. Refer to the application instructions when completing these forms. If necessary, attach additional pages for each form.

1. Executive Summary

In the space below, please provide a **brief** summary of the proposed project. What do you propose to do?

The Department of Solid Waste Management will utilize the one/two chute lids to remodel the six cubic yard containers in place at the citizen collection/recycling permanent sites. The six cubic yard containers are utilized to recycle paper products such as newspaper, magazines, junk mail. Other materials such as plastics #1 and #2. There are eight sites through out the City of El Paso, approximately 50 containers are utilized to store recyclable materials at the sites. Currently containers have regular lids and employees must assist customer to deposit recycling materials inside the container. This type of lid will provide a more effective way to collect the materials and have better access for the community to drop their recycling materials inside the containers.

2. Evaluation of Consistency with the Regional Solid Waste Management Plan

In the space below, specify each goal, objective, or other component of the regional plan which supports the proposed project, and explain how your project will help to implement these goals.

Goal 1: Promote planning to ensure adequate services and facilities for the proper management and disposal of municipal solid waste.

a. Objectives:

- 1. Identify areas with inadequate collection, transportation, disposal and processing facilities and/or services, and implement programs to address those problems.**

b. Implementation Strategies by Need or Problem Area:

- Encourage the development of local and/or regional facilities that reduce, reuse or recycle waste materials. (*Short to Intermediate term*)**

Goal 2: Provide technical support and services to promote local and regional municipal solid waste planning.

a. Objectives:

- Develop regional cooperative service contracts such as household hazardous waste collection contracts or regional recyclables marketing contracts.**
- Benchmark and track the effectiveness of regional and local waste reduction and recycling efforts.**

b. Implementation Strategies by Need or Problem Area:

- **Develop regional recyclables marketing contract. (*Short term*)**

Goal 3: Reduce the amount of municipal solid waste disposed of, through waste reduction, recycling, and reuse.

a. Objectives:

- 1. Benchmark and track the effectiveness of regional and local waste reduction and recycling efforts.**
- 2. Target waste reduction and recycling activities to the major components of the waste disposal stream.**
- 3. Target waste reduction and recycling activities to the major components of the waste stream that may pose special risks or problems.**

b. Implementation Strategies by Need or Problem Area:

- **Develop and implement a regional recycling educational campaign focusing on buy recycled and recycling basics. (*Short term*)**
- **Evaluate local government and school district recycling collection and buy-recycled procurement efforts. (*Short term*)**
- **Provide “train the trainers” training program for school districts in recycling and waste reduction. (*Short term*)**

Form 6a. Project Description (add one additional page if necessary)

1. Why is the proposed project needed?

The proposed project is needed to provide a better service to the community and adequate containers for their needs. Reduce materials from the waste stream and keep them out of the landfill. To provide better access for the community to drop recycling materials.

2. What is/are the overall goal(s) or objective(s) of the project? What do you hope to accomplish?

The main goal is to reduce the volume of waste being landfilled through a combination of source reduction and recycling. Educate and encourage customers on how to recycle and separate all types of recycling materials. To keep each site well organized and keep materials free of contamination.

3. Estimate the number of people who would be served or would benefit from the project.

All residents of the city of El Paso (563,662).

4. What geographic area will be affected by the project?

All of the city of El Paso will be affected by this project.

5. Was the applicant funded by this grant program in the previous (FY02-03) funding cycle?

Yes, but not for this type of project.

6. What specific waste stream does your project target? (e.g. yard waste, paper products, etc.)

All types of recycling materials.

7. What customer incentives, public education, or public input is proposed?

Customers incentives will be that containers will be more accessible for customers to deliver the recycling materials and drop them inside the containers. Public education includes informing customers of other services the Department provides.

8. How does the project leverage available partnerships in the region? Are you working with any other private or public entities to combine or coordinate resources? N/A

9. What are the expected benefits of the project?

The expected benefits are to serve the community with a more efficient method of collecting recycling materials. Reduce volumes of recycling materials from the waste stream. Remodeling the containers with this type lids (one or two chutes) will reduce the amount of contamination.

Form 6b. Project Cost Evaluation

1. What are the **total** costs related to the proposed project? Consider non-grant-funded staff costs related to project start-up; record-keeping; operation and public education; program or equipment maintenance costs during and after the grant period; and increased or decreased costs resulting from the project's impact on related programs. Present all costs in unit terms if applicable (i.e. cost/ton, cost/customer). Discuss both grant expenditures and non-grant-funded related costs. (Don't just restate your grant budget here!)

The Department of Solid Waste Management will work to accomplish proposed project by remodeling and refurbishing existing 6 cubic yard containers. Installing lids with one or two chutes on the containers, will provide customers with better access to deposit recycling materials. Acquisition of this type of lids will enhance the collection of corrugated cardboard and other materials on a daily basis.

Salaries for personnel in the Department of Solid Waste to install lids, and deliver containers to sites will average in the range of \$1,2100.00 for about 75 hours of manpower annually.

Grant Expenditures:

Lids(one or two chutes) -----	\$6,000.00
Paint job (20/ 6 cyd) -----	\$2,000.00

2. How do the expected costs of the project compare to established average or normal costs for similar projects?

Costs are average/normal for this type of project.

3. Will the project result in a measurable cost savings, either immediately or in the future, as a result of the project? If not, justify the cost of the project.

Measurable cost savings will be realized through increasing recycling materials, decreasing volumes of materials from going into the landfill. The Lids will reduce contamination and keep materials separated.

Form 6c. Level of Commitment of the Applicant (*add one additional page if necessary*)

1. What matching funds or in-kind services are proposed?

No matching funds are proposed, but department personnel will work to coordinate, delivery and the installing of lids. Salaries for personnel to provide this services will average in the range of \$1,211.00 for about 75 hours.

2. What percentage of the requested grant funding will pay for salaries or operating expenses?

Salaries: **0**

Operating Expenses: **0**

3. If the project will provide an ongoing service or result in future operation or maintenance costs, how will you sustain the project beyond the grant term? Will you be able to devote the resources necessary to maintain this project in the future without continuing grant funding?

The Department will carry out with future operations and maintenance of the lids with-in the Department's Annual Budget.

4. How have you demonstrated a previous commitment to preferred solid waste management practices (previous municipal solid waste grant projects, membership in Keep Texas Beautiful affiliate or Clean Texas program, etc.)?

The Department of Solid Waste Management is a sponsor of Keep El Paso Beautiful and a member of the Clean Texas Program.

Form 6d. Scope of Work

In the space below, provide a step-by-step work program for the proposed project, based on specific questions listed in the Project Selection Criteria which accompany this grant application. **Please present your work program in outline form, naming each task and placing the requested information under each separate activity or deliverable identified. All projects must be completed by June 30, 2005.** Please attach **one** additional page if needed.

Project Purpose and Goal statement:

Task 1: Procurement process for acquisition of Lids (Oct.,2004-Dec.,2004)

- a. Prepare and submit specifications and bid proposal to Purchasing Dept.
- b. Final approval on bid package
- c. Publication of request for bids
- d. Selection of vendor

Task 2: Acquisition of Lids (January,2005-March,2005)

- a. Award bid
- b. Receive delivery of Lids
- c. Initiation installation of Lids

Task 3: Deliver of Lids (April,2005-June,2005)

- a. Monitor deliver of containers with Lids
- b. Continue to set utilization of Lids.

Task 4: Program maintenance (July, 2005-August,2005)

- a. Maintain records and database
- b. Maintain records for reimbursement and program monitoring

FORM 7. GRANT BUDGET SUMMARY

Please provide the following breakdown of the total amount of grant funding being requested:

Budget Category	Funding Amount
1. Personnel/Salaries	\$
2. Fringe Benefits	\$
3. Travel	\$
4. Supplies	\$ 6,000.00
5. Equipment	\$
6. Construction	\$
7. Contractual	\$ 2,000.00
8. Other	\$
9. Total Direct Charges (sum of 1-8)	\$ 8,000.00
10. Indirect Charges*	\$
11. Total (sum of 9 - 10)	\$ 8,000.00

12. Fringe Benefit Rate:	N/A	%	
13. Indirect Cost Rate:	N/A	%	
<p>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:</p> <p>*In accordance with the UGMS, indirect charges may be authorized if the Applicant 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 Applicant may be authorized to recover up to 10% 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.</p>			

Please complete any of the following detailed budget forms which are applicable.

FORM 7a: Detailed Matching Funds/In-Kind Services

This budget form should be completed if the Applicant is providing any level of matching funds or in-kind services directly related to the proposed project.

Matching Funds: \$ -0-

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

In-Kind Services: \$ 1,211.00 (monetary equivalent)

In the space below, please explain in detail the application of any in-kind services to be provided by the Applicant, as directly related to the proposed project:

Department personnel will work to accomplish proposed project in the installing, delivering ,and utilization of lids on 6 containers at the Recycling Sites.

Salaries for personnel to install lids and deliver containers to Recycling Sites to provide these services will average in the range of \$1,211.00 for about 75 hours of manpower.

What is the TOTAL COST of the proposed project, considering the total grant funding requested, any matching funds being provided by the Applicant, and the monetary equivalent of any in-kind services being provided by the Applicant:

\$ 9,211.00

FORM 7d: Detailed Supply Expenses

This budget form provides a more detailed breakdown of the total expenses for supplies indicated on Line 4 of the Overall Budget Summary.

Please list the general types of supplies you expect to purchase with grant funding.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$
Other supplies <i>(list below)</i> : Lids(one or two chutes)	<u>\$ 6,000.00</u>
TOTAL <i>(Must equal Line 4 of the Overall Budget Summary)</i>	<u>\$ 6,000.00</u>

FORM 7g: Detailed Contractual Expenses

All contractual expenses must be pre-approved by the COG. If the specific details of the contractual costs are not known at this time, list the general details on this form. The more specific details of the contractual costs will then need to be provided to and approved by the COG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). In addition, the subcontract scope of work must be approved by the COG before work begins.

Purpose	Contractor(s)	Contract Amount
Refurnish Containers		\$2,000.00
TOTAL <i>(Must equal Line 7 of the Overall Budget Summary)</i>		\$2,000.00

GRANT APPLICATION REVIEW

DEPARTMENT
 CITY OF EL PASO DEPARTMENT OF SOLID
 WASTE MANAGEMENT

TYPE OF GRANT
 STATE

CONTROL #
~~61~~ 195

GRANTOR
 TCEQ/RGCOG

EFFECTIVE DATE
 FY: 05

MATCHING FUND RQD
 YES NO

SOURCE OF FUNDS (GRANT AMOUNT, MATCHING, IN-KIND, INTERGOVERN.)

GRANT AMOUNT	\$45,350.00
IN KIND SERVICES	\$ 6,884.80

PERSONNEL FUNDED BY GRANT

N/A

JUN 10 '04 PM 1:33

BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR GRANT:

THE PURPOSE PROJECT IS TO PURCHASE A WOOD CHIPPER TO PROCESS YARD WASTE COLLECTED AT THE CITIZEN COLLECTION SITES (EIGHT SITES) AND LANDFILLS. TREE LIMBS, TREE TRUNKS AND BRUSH WILL BE CHIPPED INTO MULCH MATERIAL, WHICH IN TURN WILL BE PROVIDED TO THE COMMUNITY YEAR ROUND, FREE OF CHARGE.

REVIEWED BY: *Thomas M. Egan* 6/10/04

OMB ANALYST
Rebecca 6/11/04

COMPTROLLER
Willie 6/15/04

OMB DIRECTOR
David A. Hunt 6-14-04

CHIEF ADMINISTRATIVE OFFICER

COMMENTS

City of El Paso



FY 2004/2005 Solid Waste Grant Application

Wood Chipper



**RIO GRANDE COUNCIL OF GOVERNMENTS
FY 2004/2005 REGIONAL SOLID WASTE GRANTS PROGRAM**

FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE

Applicant: City of El Paso Department of Solid Waste Management	Funding Amount Proposed: \$45,350.00
Address: 7969 SAN PAULO, EL PASO, TX 79907	Phone/Fax: 593-2784/621-6711
Contact Person: Richard Razo	Date Submitted:

Project Category

<input type="checkbox"/> Local Enforcement <input type="checkbox"/> Litter and Illegal Dumping Cleanup <input checked="" type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Citizens' Collection Stations, "Small" Registered Transfer Stations, and Community Collection Events <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Technical Studies <input type="checkbox"/> Educational and Training Projects

Signature

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.	
Signature:	Title: Mayor
Typed/Printed Name: Joe Wardy	Date Signed:

FOR USE BY THE RIO GRANDE COUNCIL OF GOVERNMENTS

Date _____ application _____ was received: _____
Does the application meet all of the required screening criteria: _____ Yes _____ No
Is the application administratively complete: _____ Yes _____ No

FORM 2. AUTHORIZED REPRESENTATIVES

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

- 1. Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature:
Typed/Printed Name: Joe Wardy
Title: Mayor
Date:

- 2. Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

Signature: 
Typed/Printed Name: Carmen Arrieta
Title: Comptroller
Date:

FORM 3. CERTIFICATIONS AND ASSURANCES

Certifications

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help the COG to ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

1. Authority to Sign Application

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

2. Application Contains No False Statements

Applicant certifies that this Application has no false statements and that the Applicant 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 Applicant understands that the COG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

4. Governmental Status

Applicant 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 or school district (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
- e. Council of Governments

5. Solid Waste Fee Payments

Applicant certifies that it is not delinquent in payment of solid waste disposal fees owed the State of Texas.

6. Debarment from State Contracts

Applicant certifies that it is not barred from participating in state contracts by the Texas General Services Commission (GSC), under the provisions of §2155.077, Government Code, and 1 TAC §113.02, GSC Regulations.

7. Conformance to Standards

The Applicant certifies to the best of their knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and the proposed expenditures, conforms to the eligible category standards and allowable expense and funding standards as set forth in the Request for Applications.

8. Consideration of Private Industry

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

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Educational and Training Projects category

Applicant 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. Applicant further certifies to the best of their knowledge and ability (after completing Form 5) that the proposed project will promote cooperation between public and private entities, is not otherwise readily available, and will not create a competitive advantage over a private industry that provides recycling or solid waste services.

9. Consistency with Regional Solid Waste Management Plan

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan of the COG.

10. Technical Feasibility

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their 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.

11. Costs Reasonable and Necessary

Applicant certifies to the best of their knowledge and ability that the proposed project activities in the Scope of Work and the expenses outline in the Budget are reasonable and necessary to accomplish the project objectives, and that the proposed expenses are consistent with the costs of comparable goods and services.

12. Certification by Law Enforcement Programs

If the Applicant is a law enforcement entity regulated by Chapter 415 of the Government Code, the Applicant certifies that it is in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and Education (TCLEOSE) pursuant to Chapter 415, Government Code; or that it is in the process of achieving compliance with such rules. If compliance is pending, a certification from TCLEOSE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

Assurances

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

1. Compliance with Standard Pertaining to Real Property and Equipment

Applicant provides assurances that, if funded, the Applicant will comply with the contract provisions pertaining to title to and 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; and obligations to continue to adhere to the provisions that grant funds not be used to create a competitive advantage over private industry, in the use or transfer of the property.

2. Participation in TNRCC Recycling Surveys and Reporting

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from the COG or the Texas Natural Resource Conservation Commission for information on municipal solid waste management activities.

3. Compliance with Progress and Results Reporting Requirements

Applicant provides assurances that, if funded, the Applicant 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 the COG on a schedule established by the COG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide the COG with a follow-up results report approximately one year after the end of the grant term.

4. Financial Management

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

5. Compliance with Americans with Disabilities Act

Applicant provides assurances that, if funded, the Applicant 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

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 et. seq., Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

7. Compliance with Program and Fiscal Monitoring

Applicant provides assurances that, if funded, the Applicant 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; and allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

FORM 6: PROJECT SUMMARY

Please provide a complete project summary. Refer to the application instructions when completing these forms. If necessary, attach additional pages for each form.

1. Executive Summary

In the space below, please provide a **brief** summary of the proposed project. What do you propose to do?

The Department of Solid Waste Management proposes to purchase a Wood Chipper to process yard waste collected at the Citizens Collection Sites. Eight sites have been established. Tree limbs, tree trunks, and brush will be chipped into mulch material, which in turn will be provided to the community year round, free of charge. The purchase of the Wood Chipper will alleviate amounts of brush going into the landfill. This will also be an instrumental equipment that can be utilized during the annual Recycle Your Christmas Tree Program for the months of December and January.

2. Evaluation of Consistency with the Regional Solid Waste Management Plan

In the space below, specify each goal, objective, or other component of the regional plan which supports the proposed project, and explain how your project will help to implement these goals.

Goal 1: Promote planning to ensure adequate services and facilities for the proper management and disposal of municipal solid waste.

a. Objectives:

b. Implementation Strategies by Need or Problem Area:

- **Encourage the development of yard waste reduction and composting programs. (Short to Intermediate terms)**

Goal 3: Reduce the amount of municipal solid waste disposed of, through waste reduction, recycling, and reuse.

a. Objectives:

1. **Benchmark and track the effectiveness of regional and local waste reduction and recycling efforts.**
2. **Target waste reduction and recycling activities to the major components of the waste disposal stream.**
3. **Target waste reduction and recycling activities to components of the waste stream that may pose special risks or problems.**

b. Implementation Strategies by Need or Problem Area:

- **Develop regional yard waste reduction and composting educational program. (Short term)**
- **Discourage the land filling of yard waste. (Short or Intermediate Term)**

Form 6a. Project Description (add one additional page if necessary)

1. Why is the proposed project needed?

The proposed project is needed to efficiently divert the volume of yard waste that is disposed of in the City of El Paso. This waste is received at the Citizens Collection Sites and Landfills. It will also assist with the Annual Recycle your Christmas Tree Program.

2. What is/are the overall goal(s) or objective(s) of the project? What do you hope to accomplish?

To prevent the accumulation of this type of waste at the Citizen Collection Sites and Landfills. In return the Mulch will be provided to the community, local agencies, and private use.

3. Estimate the number of people who would be served or would benefit from the project.

All residents of the city of El Paso (563,662).

4. What geographic area will be affected by the project?

All of the city of El Paso will be affected by this project.

5. Was the applicant funded by this grant program in the previous (FY02-03) funding cycle?

Yes, but not for this type of project.

6. What specific waste stream does your project target? (e.g. yard waste, paper products, etc.)

All type of Yard Waste.

7. What customer incentives, public education, or public input is proposed?

Free mulch is customer incentive and will be available year round at the Citizen Collection Sites and Landfills.

8. How does the project leverage available partnerships in the region? Are you working with any other private or public entities to combine or coordinate resources? **The Department of Solid Waste will cooperate with County, other City Departments, Fort Bliss and local agencies in having mulch available for use.**

9. What are the expected benefits of the project?

The reduction of yard waste accumulation at the Citizen Collection Sites and Landfills. Availability of mulch material for the County, other City Departments, Fort Bliss and local agencies.

Form 6b. Project Cost Evaluation

1. What are the **total** costs related to the proposed project? Consider non-grant-funded staff costs related to project start-up; record-keeping; operation and public education; program or equipment maintenance costs during and after the grant period; and increased or decreased costs resulting from the project's impact on related programs. Present all costs in unit terms if applicable (i.e. cost/ton, cost/customer). Discuss both grant expenditures and non-grant-funded related costs. (Don't just restate your grant budget here!)

The Department of Solid Management will work to accomplish proposed project by utilizing the Wood Chipper at the Citizen Collection Sites and Landfills to provide free mulch to the community.

Salaries for different personnel in the Department of Solid Waste Management to schedule the operation of mulching yard waste per site, at the Landfills will average in the range of \$6,884.80 for approximately 520 hours of manpower annually.

Grant Expenditures:

Wood Chipper-----\$45,350.00

2. How do the expected costs of the project compare to established average or normal costs for similar projects?

Costs are average/normal for this type of project.

3. Will the project result in a measurable cost savings, either immediately or in the future, as a result of the project? If not, justify the cost of the project.

Measurable cost savings will be realized through a decrease of yard waste volumes from the waste stream, and from disposal daily operational cost .

Form 6c. Level of Commitment of the Applicant (*add one additional page if necessary*)

1. What matching funds or in-kind services are proposed?

No matching funds are proposed, but department personnel will work to schedule and coordinate daily mulching at the Citizen Collection Sites and Landfill. Salaries for personnel to provide this services will average in the range of \$6,884.80 for about 520 hours annually.

2. What percentage of the requested grant funding will pay for salaries or operating expenses?

Salaries: **0**

Operating Expenses: **0**

3. If the project will provide an ongoing service or result in future operation or maintenance costs, how will you sustain the project beyond the grant term? Will you be able to devote the resources necessary to maintain this project in the future without continuing grant funding?

The Department of Solid Waste Management will provide future operations and maintenance of the Wood Chipper which will be incorporated in the Department's Annual Budget.

4. How have you demonstrated a previous commitment to preferred solid waste management practices (previous municipal solid waste grant projects, membership in Keep Texas Beautiful affiliate or Clean Texas program, etc.)?

The Department of Solid Waste Management is a sponsor of Keep El Paso Beautiful and a member of the Clean Texas Program.

Form 6d. Scope of Work

In the space below, provide a step-by-step work program for the proposed project, based on specific questions listed in the Project Selection Criteria which accompany this grant application. **Please present your work program in outline form, naming each task and placing the requested information under each separate activity or deliverable identified. All projects must be completed by June 30, 2005.** Please attach one additional page if needed.

Project Purpose and Goal statement:

Task 1: Procurement process for acquisition of Wood Chipper (October, 2004-December, 2004)

- a. Prepare and submit specifications and bid proposal to Purchasing Dept.
- b. Final approval on bid package
- c. Publication of request for bids
- d. Selection of vendor

Task 2: Acquisition of Wood Chipper (January, 2005-March, 2005)

- a. Award bid
- b. Receive delivery of Wood Chipper

Task 3: Schedule for the Wood Chipper (April, 2005-June, 2004)

- a. Initiation utilization of Wood Chipper
- b. Monitor use of Wood Chipper
- c. Continue to set daily schedules on the utilization of Wood Chipper.

Task 4: Program maintenance (July, 2005-August, 2005)

- a. Continue to maintain records and database
- b. Maintain records for reimbursement and program monitoring

FORM 7. GRANT BUDGET SUMMARY

Please provide the following breakdown of the total amount of grant funding being requested:

Budget Category	Funding Amount
1. Personnel/Salaries	\$
2. Fringe Benefits	\$
3. Travel	\$
4. Supplies	\$
5. Equipment	\$ 45,350.00
6. Construction	\$
7. Contractual	\$
8. Other	\$
9. Total Direct Charges (sum of 1-8)	\$ 45,350.00
10. Indirect Charges*	\$
11. Total (sum of 9 - 10)	\$ 45,350.00

12. Fringe Benefit Rate:	N/A	%	
13. Indirect Cost Rate:	N/A	%	

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 Applicant 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 Applicant may be authorized to recover up to 10% 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.

Please complete any of the following detailed budget forms which are applicable.

FORM 7a: Detailed Matching Funds/In-Kind Services

This budget form should be completed if the Applicant is providing any level of matching funds or in-kind services directly related to the proposed project.

Matching Funds: \$ -0-

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

In-Kind Services: \$ 6,884.80 (monetary equivalent)

In the space below, please explain in detail the application of any in-kind services to be provided by the Applicant, as directly related to the proposed project:

Department personnel will work to accomplish proposed project with all operational requirements.

Salaries for personnel to drive and operate the Wood Chipper and to provide this services will average in the range of \$6,884.80 for about 520 hours of manpower time annually.

What is the TOTAL COST of the proposed project, considering the total grant funding requested, any matching funds being provided by the Applicant, and the monetary equivalent of any in-kind services being provided by the Applicant:

\$ 52,234.80

FORM 7e: Detailed Equipment Expenses

All equipment purchases must be pre-approved by the COG. If the specific details of an equipment purchase are known, show that equipment on the list below. If the specific details of the equipment costs are not known at this time, list the general details on this form. The specific details of the equipment will then need to be provided to and approved by the COG before the costs are incurred.

Equipment <i>(Show description, type, model, etc.)</i>	Unit Cost	No. of Units	Total Cost
Wood Chipper	\$45,350.00	1	\$45,350.00
TOTAL <i>(Must equal Line 5 of the Overall Budget Summary)</i>		\$ 45,350.00	