CITY OF EL PASO, TEXAS
REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Environmental Services

AGENDA DATE: July 29, 2008

CONTACT PERSON/PHONE: Ellen A. Smyth, P.E., (915) 621-6719

DISTRICT (S) AFFECTED: All Districts

SUBJECT:

Approve a resolution to file a grant application to the Rio Grande Council of Governments

BACKGROUND / DISCUSSION:

The grant application is for $42,200. These funds will be used to fund the salaries of an educational coordinator through our partnership with Keep El Paso Beautiful. This person will be the lead in environmental, education and outreach programs. This is in an effort to raise awareness and increase education regarding the devastating effects of illegal dumping, improper disposal of solid waste and graffiti, in addition to highlighting the positive impacts of recycling.

As per the instructions by the Rio Grande Council of Governments, the Resolution must be approved by the governing body of the entity presenting the Application.

PRIOR COUNCIL ACTION:

Council has approved prior grant applications with the Rio Grande Council of Governments.

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

CITY CLERK DEPT.
08 JUL 24 PM 2:55

********************REQUIRED AUTHORIZATION*********************

LEGAL: (if required)

FINANCE: (if required) _____

DEPARTMENT HEAD: Ellen A. Smyth

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

CITY CLERK DEPT.

08 JUL 23 PM 5:01

RESOLUTION

RESOLUTION OF CITY COUNCIL OF THE CITY OF EL PASO, TEXAS AUTHORIZING THE FILING OF A GRANT APPLICATION BY ITS CITY MANAGER, JOYCE A. WILSON, WITH THE RIO GRANDE COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE GRANTS PROGRAM GRANT; AUTHORIZING THE CITY MANAGER, TO ACT ON BEHALF OF THE CITY OF EL PASO, TEXAS IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED, THE CITY OF EL PASO, TEXAS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE RIO GRANDE COUNCIL OF GOVERNMENTS, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the **Rio Grande Council of Governments** (the "RGCOG") is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the RGCOG's adopted regional solid waste management plan; and

WHEREAS, the City of El Paso in the State of Texas is qualified to apply for grant funds under the Request for Applications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO IN EL PASO, TEXAS;

1. That **Joyce A. Wilson, City Manager,** is authorized to request grant funding under the **Rio Grande Council of Governments** Request for Applications of the Regional Solid Waste Grants Program and act on behalf of **the City of El Paso, Texas** in all matters related to the grant application and any subsequent grant contract and grant project that may result.

2. That if the project is funded, **the City of El Paso, Texas** will comply with the grant requirements of the **Rio Grande Council of Governments**, Texas Commission on Environmental Quality and the State of Texas.

3. The grant funds to be requested, totaling $42,200 and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.

4. That the activities to be performed under the grant will comply with and support the regional and local solid waste management plans adopted for the geographical area, and that those activities will include the overseeing of the community tool shed program, coordination of four major cleanups, educational presentations regarding the impact of illegal dumping and recycling to be offered at schools, neighborhood associations, and various local organizations encouraging community pride, and partnerships with private and public entities to assist the disabled and seniors who are unable to maintain their yards.

PASSED AND APPROVED by the City Council of the City of El Paso in El Paso, Texas, on this the _____day of _____, 2008.

CITY OF EL PASO

CITY CLERK DEPT.
08 JUL 23 PM 5:02

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Josette Flores
Assistant City Attorney

APPROVED AS TO CONTENT:

Ellen A. Smyth, P.E., Director
Environmental Services Department

ACKNOWLEDGMENT

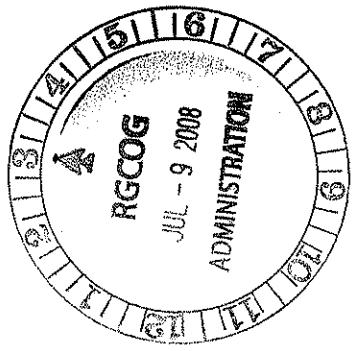
STATE OF TEXAS)
)
COUNTY OF EL PASO)

This instrument was acknowledged before me on the _____ day of _____, 2008, by _____, as _____ of the City of El Paso, a Texas municipal corporation, as the act and deed of the City of El Paso.

Notary Public, State of Texas

APPLICATION FORMS

Please detach the instruction pages prior to submitting the following application forms.
Please remember to make a copy of your application for your records



RIO GRANDE COUNCIL OF GOVERNMENTS
FY 2008/2009 REGIONAL SOLID WASTE GRANTS PROGRAM

FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE

Applicant: **City of El Paso Environmental Services Department**	Funding Amount Proposed: **$42,200**
Address: **7969 San Paulo Drive** **El Paso, TX 79907**	Phone/Fax: Ph: **(915) 621-6700** Fx: **(915) 621-6711**
Contact Person: **Yanahalte Alatorre**	Date Submitted: **July 9, 2008**

Project Category

___ Local Enforcement
___ Litter and Illegal Dumping Cleanup
___ Source Reduction and Recycling
___ Citizens' Collection Stations, "Small" Registered Transfer Stations, and Community Collection Events
___ Household Hazardous Waste (HHW) Management
___ Technical Studies
_X__ Educational and Training Projects
___ Other

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 **Environmental Services Director**
Typed/Printed Name: **Ellen A. Smyth, P.E.**	Date Signed: 7/9/08

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 RGCOG, 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: Ellen A Smyth
Typed/Printed Name: **Ellen A. Smyth, P.E.**
Title: **Environmental Services Director**
Date: 7/9/08

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: Carmen Arrieta-Candelaria
Typed/Printed Name: **Carmen Arrieta-Candelaria**
Title: **Chief Financial Officer**
Date: 7-09-08

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 RGCOG 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 RGCOG 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 RGCOG.

10. Technical Feasibility

Applicant certifies that is 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 RGCOG. 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 TCEQ 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 RGCOG or the Texas Commission on Environmental Quality 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 RGCOG on a schedule established by the RGCOG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide the RGCOG 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 RGCOG.

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 4. RESOLUTION

Applicable to all applicants.

A resolution authorizing the application must be approved by the governing body of the Applicant. Following this page is an example Resolution Form that may be used to prepare the required resolution. This or a similar resolution must be specifically signed and notarized in addition to the signature required in Form 1.

To complete your application, please remove this page and replace it with a signed resolution of your entity's governing body.

RESOLUTION
{Example}

RESOLUTION OF (Name of entity) AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE RIO GRANDE COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE GRANTS PROGRAM GRANT; AUTHORIZING (Person and/or title) TO ACT ON BEHALF OF (Name of entity) IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED (Name of entity) WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE RIO GRANDE COUNCIL OF GOVERNMENTS, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the Rio Grande Council of Governments is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation the RGCOG's adopted regional solid waste management plan; and

WHEREAS, (Name of entity) in the State of Texas is qualified to apply for grant funds under the Request for Applications.

NOW, THEREFORE, BE IT RESOLVED BY (Name of entity) IN (Location of office) TEXAS;

1. That (Name/title of individual) is authorized to request grant funding under the Rio Grande Council of Governments Request for Applications of the Regional Solid Waste Grants Program and act on behalf of (Name of entity) in all matters related to the grant application and any subsequent grant contract and grant project that may result.

2. That if the project is funded, (Name of entity) will comply with the grant requirements of the Rio Grande Council of Governments, Texas Commission on Environmental Quality and the State of Texas.

3. The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.

4. That activities 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), (state), on this the (number/day) day of (month), (year).

_____
(Signature of Authorized Official)

_____
(Typed or Printed Name)

_____
(Title)

Notary: _____
(Signature)

_____
(Type or Printed Name)

_____
(Commission Expires)

FORM 5: EXPLANATION REGARDING PRIVATE INDUSTRY NOTIFICATION

Applicable to Applicants under 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
d. Other (For scrap tire disposal or scrap tire recycling proposals, the applicant must notify private industry involved in scrap tire management)

Form 5a. List of Private Service Providers Notified

Private Service Providers Contacted	Telephone Number	Date Notified

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)

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?

Environmental Services is requesting funding for an Educational Coordinator (EC). Environmental Services in partnership with Keep El Paso Beautiful has established 31 community tool sheds to empower individuals to take greater responsibility towards enhancing their community environment. The community tool sheds are established at Fire Stations throughout El Paso. They are equipped with cleanup and beautification supplies, (racks, shovels, push brooms, wheel barrels, dryvacs, gardening tools, trash bags, and leaf blowers, etc). The EC's job responsibilities are to work in partnership with the Keep El Paso Beautiful Executive Director to oversee the program, coordinate and facilitate four major cleanups, give educational presentations at schools, neighborhood associations, and various other community organizations addressing the need to take pride in ones community through cleanup and beautification efforts. The EC will continue to train elementary and middle school teachers throughout the region in the, Keep America Beautiful, Waste in Place curriculum. These efforts will include citywide and regional outreach to show educational videos addressing illegal dumping and recycling. The EC will also work with the City of El Paso's code enforcement officers, Project Bravo, American Association of Retired Persons, and local high schools students, to address a growing need in our community, by lending assistance to handicap and elderly individuals that are unable to maintain their yards. Bad habits are formed early, in childhood, and will continue throughout adulthood unless these individuals can be educated and taught long-tern changes in attitudes.

Environmental Services is requesting funding in the amount of $42,200 to support the EC position.

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. Goals and Objective can be found in the Funding Plan.

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

a) **Objectives**

- 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:

- **Regional and local efforts to raise awareness and educate our community regarding the devastating effects that illegal dumping and the improper disposal of solid waste has on our community will empower individuals to take greater responsibility towards enhancing and protecting our environmental. KEPB in partnership with Environmental Services will not only empower individuals with education but we will also equip the community with the tools to address the problems through the community tool shed program. During the up coming year Keep El Paso Beautiful will be establishing a minimum of four additional community tool sheds in El Paso County. Keep El Paso Beautiful is currently applying for SEP (supplemental environmental program) funds to establish theses additional tool sheds. To enhance the community tool shed program it is imperative to partner with a strong educational and awareness campaign. Environmental Services and Keep El Paso Beautiful annually sponsor four major citywide community clean ups which are facilitated through the community tool shed program. Two of these cleanups focus on area high school students. Statistically the worst litter bugs are in between the ages of 16 and 24. Bad habits are formed early, in childhood, and will continue throughout adulthood unless these individuals can be educated and taught long-tern changes in attitudes. The EC will continue elementary and middle school teacher training with the, Keep America Beautiful, Waste in Place curriculum, which is available in Spanish and English. The teachers then are empowered with a curriculum book of 33 different lessons to teach the youth in our community about how to be, and the importance of being, a good environmental steward. Partnered with the classroom curriculum Keep El Paso Beautiful offers field investigations to the regions landfills and recycling centers. Giving a visual first hand account of several reasons to be a good environmental steward.**

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

a) **Objectives**

- Use outreach and education programs as a catalyst for short-term program initiatives and for long-term changes in attitudes.

b) **Implementation Strategies by Need or Problem Area:**

- **The educational coordinator (EC) will not only raise awareness in the region regarding a multitude of environmental concerns through health fairs, educational talks, Waste in Place teacher trainings, field investigations, and educational videos. The EC will also bring communities together by clean up efforts initiated through the community tool shed program. The programs combined effects lend to increasing awareness regarding the importance of waste reduction, recycling, and reuse. Putting education into action is what changes attitudes and it is what will ultimately change the esthetics of our region.**

Form 6a. Project Description (*add <u>one</u> additional page if necessary*)

1. Why is the proposed project needed?
The first step towards change is <u>education</u>!! A short drive, bike ride or walk through communities in our region painfully showcases our desperate need to increase education regarding illegal dumping, recycling, graffiti and how to properly dispose of solid waste. A cleaner community directly impacts safety, health and economic issues. Through the educational efforts of the EC, Keep El Paso Beautiful and Environmental Services, will be positively impacting quality of life issues throughout the region.

2. What is/are the overall goal(s) or objective(s) of the project? What do you hope to accomplish?
Keep El Paso Beautiful and Environmental Services long term goals of the EC position are to directly impact quality of life issues throughout the region. This will be accomplished by raising awareness and increasing education regarding the devastating effects of illegal dumping, improper disposal of solid waste and graffiti plus we will highlight the positive environmental impact of recycling. Together the overall impact will be the development of good environmental stewards which will have a long term effect on our environment. Communities in our region will be cleaner, healthier, safer and more economically prosperous.

3. Estimate the number of people who would be served or would benefit from the project.
County of El Paso and surrounding regions.

4. What geographic area will be affected by the project?
County of El Paso and surrounding regions.

5. Was the applicant funded by this grant program in the previous (FY06-07) funding cycle?
NO

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

7. What customer incentives, public education, or public input is proposed?
The EC will be coordinating with recycling centers, local landfills (the City's landfill in Clint and the Camino Real landfill in Sunland Park), TCEQ, teachers trained in the Waste in Place educational curriculum, high schools, UTEP, Ft. Bliss, community members and students participating in cleanups.

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?
We work in partnership with TCEQ, school teachers, El Paso Police Department, El Paso Fire Department, City Representatives, Mayor Cook's 100 teens, Student Activity Directors, high school students, businesses, Probationers – in an effort to educate and clean up our community

9. What are the expected benefits of the project?
A cleaner, healthier, safer, and more economically viable region.

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 deceased 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 total grant cost related to this position would be the salary, payroll tax and funding for gas. All other related costs will be absorbed by KEPB - Office space, a computer, educational material, cell phone.

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

Comparable to other educational positions in the region.

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.

The EC's educational impact will have a direct economic effect on the entire region for years to come by increasing the life expectancy of local landfills, reducing the amount of illegal dumping will help to decrease the amount of taxpayer money spent on clean-ups.

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

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

2. What percentage of the requested grant funding will pay for salaries or operating expenses?
Salaries: **90%** Operating Expenses: **10%**

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?

KEPB will be seeking community support of this position thru fund raising efforts at a corporate level.

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.)?

Environmental Services in partnership with KEPB have established 30 KEPB Community Tools Sheds throughout El Paso. Annually, we sponsor 4 citywide community clean ups, Border Cities Recycles Day, and Earth Day events. KEPB is an award winning member of Keep America Beautiful and Keep Texas Beautiful.

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, 2009.** Please attach **one** additional page if needed.

Project Purpose and Goal statement:

Task 1:_____

a. Activity and/or Deliverable:_____
   - Schedule: _____
b. Activity and/or Deliverable: _____
   - Schedule:_____
c.

Task 2: _____

a. Activity and/or Deliverable: _____
   - Schedule: _____
b. Activity and/or Deliverable: _____
   - Schedule: _____
c.

Task 3:_____

a. Activity and/or Deliverable:_____
   - Schedule: _____
b. Activity and/or Deliverable: _____
   - Schedule:_____
c.

Task 4: _____

a. Activity and/or Deliverable: _____
   - Schedule: _____
b. Activity and/or Deliverable: _____
   - Schedule: _____
c.

Task 5:_____

a. Activity and/or Deliverable:_____
   - Schedule: _____
b. Activity and/or Deliverable: _____
   - Schedule:_____
c.

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	$ 38,000.00
2. Fringe Benefits	$
3. Travel	$ 4,200.00
4. Supplies	$
5. Equipment	$
6. Construction	$
7. Contractual	$
8. Other	$
9. **Total Direct Charges** *(sum of 1-8)*	$ 42,200.00
10. Indirect Charges*	$
11. **Total** *(sum of 9 - 10)*	$

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 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: $_____

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: $_____ (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:

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:

$ _____

FORM 7b: Detailed Personnel/Salaries Expenses

For each employee to be funded wholly or in part by this grant, complete one of the lines in the table below. Please refer to the definitions provided in the instructions in completing this sheet. If funds are awarded, changes to grant-funded positions must be approved in advance by the RGCOG.

Position Title	Function	FTE	Status	Salary
Educational Coordinator	Oversee and initiate all environmental education outreach, trainings and awareness campaigns	YES		38,000
TOTAL *(Must equal Line 1 of the Overall Budget Summary)*		$ 38,000.00		

FORM 7c: Detailed Travel Expenses

This budget form provides a more detailed breakdown of the total expenses for travel indicated on Line 3 of the Overall Budget Summary.

Please describe the types of routine in-region travel expenses expected and purpose for the travel.

Routine In-Region Travel	Purpose of Travel	Estimated Cost
Community Tool Sheds	Stocking and Maintenance	$ 600.00
Schools	Education outreach and Teacher Training	$ 2400.00
Community Centers	Education outreach	$ 800.00
Clean –up sites	Cleaning up of illegal dump sites	$ 400.00
		$

All out-of-state travel expenses and other non-routine travel, such as out-of-region travel to special training or events must be pre-approved by the RGCOG. Complete the following information for all requested non-routine travel, including any out-of-state travel. If those details are not presently known, the RGCOG will need to approve those travel costs before the travel occurs.

Non-Routine Travel Expenses

Date(s)	Purpose & Destination	Person(s)	Estimated Cost

TOTAL TRAVEL EXPENSES *(Must equal Line 3 of the Overall Budget Summary)*	$ 4,200.00

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 *(list below)*:	$ _____
TOTAL *(Must equal Line 4 of the Overall Budget Summary)*	$ _____

FORM 7e: Detailed Equipment Expenses

All equipment purchases must be pre-approved by the RGCOG. 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 RGCOG before the costs are incurred.

Equipment *(Show description, type, model, etc.)*	**Unit Cost**	**No. of Units**	**Total Cost**
TOTAL *(Must equal Line 5 of the Overall Budget Summary)*		$	

FORM 7f: Detailed Construction Expenses

All construction projects must be pre-approved by the RGCOG. If the specific details of the construction costs are not known at this time, list the general details on this form. The specific details of the construction will then need to be provided to and approved by the RGCOG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions).

Types of Construction	Subcontracted Yes/No	Estimated Cost
		$ _____
		$ _____
		$ _____
		$ _____
		$ _____
TOTAL *(Must equal Line 6 of the Overall Budget Summary)*		$ _____

FORM 7g: Detailed Contractual Expenses

All contractual expenses must be pre-approved by the RGCOG. 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 RGCOG 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 RGCOG before work begins.

Purpose	Contractor(s)	Contract Amount
TOTAL *(Must equal Line 7 of the Overall Budget Summary)*		$

FORM 7h: Detailed Other Expenses

This budget form provides a more detailed breakdown of the total other expenses indicated on Line 8 of the Overall Budget Summary. *Please note that the final totals are at the bottom of the next page.*

Basic Other Expenses

Please identify the basic "Other" category expenses you expect to incur appropriate to the project.

Basic Other Expenses	Estimated Cost
Books and reference materials	$
Postage, telephone, FAX, utilities	$
Printing/reproduction	$
Advertising/public notices	$
Registration fees for training (if approved)	$
Repair and maintenance	$
Basic office furnishings	$
Space and equipment rentals	$
Signage	$

Additional Other Expenses

The specific details of additional Other category expenses, not included on the list of basic Other expenses, must be pre-approved by the RGCOG. If the specific details of the additional Other expenses are not known at this time, list the general details on this form. The more specific details will then need to be provided to and approved by the RGCOG before the costs are incurred.

Additional Other Expenses	Unit Cost	No. of Units	Total Cost
Computer hardware not listed under the Equipment category *(itemize each expense below including description, type, model, etc.)*:			
Computer software *(itemize each expense below including description, type, model, etc.)*:			
Additional Other expenses *(itemize each expense below including description, type, model, etc.)*:			

TOTAL OTHER EXPENSES *(Must equal Line 8 of the Overall Budget Summary)*	$

REQUIRED ATTACHMENTS TO THE APPLICATION

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

2. If applicable, attach any written comments submitted by private industry *(see instructions for Form 5)*.

3. If the Applicant is a law enforcement entity, and if compliance with TCLEOSE rules is still pending, attach a certification from TCLEOSE to indicate that the Applicant is in the process of achieving compliance with the rules *(see Form 3, Certification No. 11)*.