

City of Fayetteville Staff Review Form

2014-0466

Legistar File ID

11/18/2014

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Brian Pugh

11/1/2014

Recycling & Trash Collection /
Transportation Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approve a resolution authorizing the acceptance of a 2014 Boston Mountain Recycling Grant for \$5,000 for an update of a Code Compliance Activity Book and approving a budget adjustment.

Budget Impact:

5500.5080.5200.00	Recycling and Trash
Account Number	Fund
31403.1401	Boston Mountain Activity Book Update
Project Number	Project Title
Budgeted Item? <u>No</u>	Current Budget \$ -
	Funds Obligated \$ -
	Current Balance \$ -
Does item have a cost? <u>No</u>	Item Cost
Budget Adjustment Attached? <u>Yes</u>	Budget Adjustment \$ 5,000.00
	Remaining Budget \$ 5,000.00

V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:



CITY COUNCIL AGENDA MEMO

MEETING OF NOVEMBER 18TH, 2014

To: Fayetteville City Council

Thru: Jeff Coles, Recycling and Trash Collections Director

From: Brian Pugh, Waste Reduction Coordinator

Date: November 1st, 2014

Subject: Resolution authorizing the acceptance of a 2014 Boston Mountain Recycling Grant for \$5,000 for update of a Code Compliance Activity Book and approving a budget adjustment.

RECOMMENDATION

Staff recommends approval of a resolution accepting a 2014 Boston Mountain Recycling Grant for \$5,000 for an update of a Code Compliance Activity Book and approving a budget adjustment to accept the funds and allocate them into a capital project. The Legistar number for applying for this grant is 2014-0335 which was a non-agenda item asking for the Mayor's signature.

BACKGROUND

The Arkansas Department of Environmental Quality receives money generated from fees collected at landfills and distributes funds back to the regional solid waste districts to fund recycling grants. The Boston Mountain Solid Waste District issues recycling grants through approval of the Boston Mountain Solid Waste Board and the City has benefited from these grants in the past. The Boston Mountain Solid Waste District compiled the grant pre applications and approved them at the September Board meeting. ADEQ has released the grant funds to Boston Mountain and is now ready to disburse funds.

DISCUSSION

This grant will be used to update a Code Compliance Activity Book used with elementary school children to teach them the importance of compliance with city codes to maintain a clean and beautiful City. Since the recycling program has a new recycling mascot-Rooty the Recycling Pig- staff would like to have revisions completed to the activity book to add in Rooty and a page covering recycling in Fayetteville. This inclusion will increase the exposure of the mascot to Fayetteville elementary students and teach them of the importance of recycling correctly in Fayetteville.

BUDGET IMPACT

The recycling grant awards is not a matching grant, so no City funds are obligated with this request. The budget adjustment is attached to recognize the grant revenue and add it to a new project 31403.1401.



Boston Mountain
SOLID WASTE DISTRICT

September 26, 2014

City of Fayetteville
Brian Pugh
1560 S. Happy Hollow Road
Fayetteville, AR 72701

RE: Boston Mountain Solid Waste District 2014 Recycling Grant Award
Grant Number: FY 05-14
Grant Name: Code Compliance Activity Book Update
Amount Awarded: \$ 5000

Congratulations! We are excited to notify you of your grant award.

This grant administered by Boston Mountain Solid Waste District, instead of ADEQ, however, the grant program requirements remain the same. Below are some details of the program:

- All grant funds must be spent within three years of date awarded.
- All grant funded projects must be started before you are eligible to apply for recycling grants in the next year grant round.

Grant Reimbursement Requirements

- A detailed invoice
- A warrant, check copy, and/or credit card receipt. Showing proof of payment.
- For equipment purchased: make, model, serial or VIN number, and physical address of where equipment will be housed.
- Reference Grant Number on all submittals.
- Can be submitted electronically or in paper form.

Grant Issues Requiring Board Approval

- Any changes in grants. (Grant Change Order)
- If you choose to trade, sell, or scrap equipment previously purchased with grants funds.

All forms related to the grant program will be available online soon. If you need a form before then, please feel free to contact the District.

The District would like to thank you for all of the great grant applications and project proposals submitted this year. We have enclosed a copy of your final grant application. We look forward to working with you on your future solid waste management programs!

Sincerely,

Robyn Reed

Director

Boston Mountain Solid Waste District

Enclosure

11398 Bond Road
Prairie Grove, Arkansas 72753
p 479.846.3005 f 479.846.4614
bostonmountain.org

Recycling Grant Application



Boston Mountain
SOLID WASTE DISTRICT

Grant Name: Fayetteville Code Compliance Activity Book update

5,000.00

APPLICANT: CITY OF FAYETTEVILLE

CONTACT: BRIAN PUGH

ADDRESS: 1560 S. HAPPY HOLLOW ROAD

CITY: FAYETTEVILLE

COUNTY: WASHINGTON

ZIP CODE: 72701

PHONE: (479) 718-7685

E-MAIL: BPUGH@FAYETTEVILLE-AR.GOV

PROJECT TYPE (CATEGORY)	GRANT FUNDS REQUESTED	MATCHING FUNDS COMMITTED	TOTAL PROJECT COST
EDUCATION	5,000	0	5,000

Select only one category

- Administrative
- Recycling Programs
- Material Recovery Facility
- Recycling Equipment
- Education
- Waste Reduction Activities
- Composting
- Transfer Station with Recycling
- Planning

1. **Other than Recycling Grant funds**, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)? **Reprint of the Code Compliance Activity Books will be built into the annual budget for Community Resources Division.**
2. **Who will manage the finances of this grant and how may s/he be contacted?** (Who is responsible for maintaining records of income and expenses related to this grant?) **Brian Pugh – contact information is listed above.**

Please provide as detailed information as possible about your proposed recycling grant project. The more information and detail you are able to provide the better understanding the reviewers will have of your project. For questions regarding eligible applicants and/or grant projects please refer to the Boston Mountain Solid Waste District: Recycling Grant Program Guidelines 2014.

All items must be completed and returned to the Boston Mountain Solid Waste District (District) by the close of business **August 1, 2014**. Electronic or paper copies are acceptable.

APPLICATION CHECKLIST:

- Representative attend pre-application meeting
- Complete Project Summary and Budget Narrative
- Completed grant application signed by authorizer representative
- Submitted to Boston Mountain Solid Waste District by August 1st.

PROJECT DESCRIPTION & BUDGET

- *Limit to a two page narrative.*
- *Include any dimensions for facilities, equipment brochures, drawings, pictures, etc.*
- *For construction projects (including building modifications, parking lots and fencing), please tell us who owns the property.*

Applicants should provide an overview of the proposed project, what will be purchased, the project's purpose and scope and the specific methods and technologies that will be incorporated to implement the project. The summary should include a timeline in narrative form for the major project implementation events including securing of permits and/or licenses, construction of facilities and completion of service contracts. Include the specific material or initiative being targeted and projected tons or capacity rating forecasted. How do you keep the public informed about the recycling, waste reduction and educational opportunities provided by your program? Applicants should demonstrate the financial and operational rationale for the requested funding and provide supporting information. State how the proposed project supports the strategic and educational goals of the District and State solid waste management plans.

Include a detailed budget.

Narrative –

The City of Fayetteville Community Resources Division utilizes a Code Compliance Activity Book with Elementary School children to teach them the importance of compliance with city codes to maintain a clean and beautiful City. Since the Recycling program has a new recycling mascot – Rooty the Recycling Pig- the Recycling and

Trash Collection Division would like to have revisions completed to the activity book to add in Rooty and a page covering recycling in Fayetteville. This inclusion will increase the exposure of the mascot to Fayetteville Elementary students and teach them of the importance of recycling correctly in Fayetteville.

Budget-

The cost to upgrade the activity book is roughly \$5,000 to be spent with an artist to create the recycling page and then reprint of copies.

MINIMUM CONDITIONS OF RECYCLING GRANTS

GRANT RECIPIENTS AGREE TO:

- Comply with the guidelines and requirements of the *Boston Mountain Solid Waste District: Recycling Grant Program Guidelines*
- Actively develop a recycling program, as outlined in the grant application, and expend all grant funds in the three (3) years following the date of the grant award by the District.
- Actively seek to market or reuse the materials diverted under the recycling program from deposition in landfills in the period of three (3) years following the date of the grant award by the department.
- Start prior year grant project before August 1st, the date pre-applications for the next grant round are due to the department.
- Use facilities or equipment purchased with grant funds no less than 50 percent of the time on the purposes specified in the grant application.
- Ensure all applicable federal, state and local permits and licenses have been obtained.
- Use any interest earned on grant funds exclusively for recycling programs consistent with the District's Solid Waste Management Plan.
- Maintain an orderly accounting system to document that grant expenditures are made in accordance with project budget. This includes keeping copies of all bids, paid invoices, canceled checks, and other appropriate paperwork.
- Report for five years after receipt of grant funds or until all funds are expended, whichever is longer, as directed by statute and regulation.
- Conform to all state laws on the purchase, use or sale of equipment and facilities secured with grant funds.
- Seek competitive bids or requests for proposals (RFP) for purchase of equipment or services as required by state and local procurement laws.
- Receive written approval from the Board for any modifications to the grant, including requests for time extensions.
- Receive written consent from the Board and the department before selling, trading or transferring facilities or equipment.

The following items are not eligible for funding from recycling grants:

Taxes
Reimbursement of funds
Retroactive purchases

Legal fees
Licenses or permits

Vehicle registration
Utilities

ADMINISTRATIVE REQUIREMENTS

All grants are subject to audit. District personnel have the right of access to all records pertaining to grant-funded project or activity.

Grant application must include: answers to the Project Description questions and a complete Budget, as required. Incomplete grant applications will not be considered and may delay processing of grant funds.

THE BOSTON MOUNTAIN SOLID WASTE DISTRICT AGREES TO

Submit a list of all completed grant applications received by eligible applicants to the Boston Mountain Solid Waste District Grant Committee.

Publish a list of grants to be submitted to the Board with for public comment open for 30 days past publication. *Copies of any comments received regarding the grant request shall be forwarded to the Board. If no comments are received, send an e-mail stating such at the end of the comment period.*

Notify the Board in the event a recipient has not met conditions of the approved grant application.

Ensure that the project is compatible with the approved RSWMD plan on file with ADEQ or submit documentation demonstrating why a deviation is necessary.

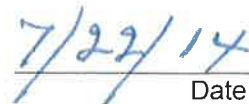
Maintain copies of invoices, purchase orders, checks or other supporting documents for grant expenditures at the regional solid waste district office.

Compile annual reports as required.

SIGNATURE & CERTIFICATION

I certify that to the best of my knowledge, the information provided in this application and its attachments is correct and true. I understand and agree that if grant money is subsequently awarded as a result of this application, I will comply with all applicable statutory and regulatory provisions and with applicable terms, conditions, and procedures of the Recycling Grants program. I have read and agree to abide by the Minimum Conditions of Recycling Grants. I certify that all proposed activities will be carried out and that all grant money received will be utilized solely for the purposes for which it is intended unless written authorization is provided by the Regional Solid Waste Management District Board of Directors.


Applicants Authorized Representative Signature & Title


Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.


BMSWD Director

Date





BMSWD Board Chair

Date

FOR DISTRICT USE ONLY:

DATE RECEIVED: 7/24/14

RECEIVED BY: Need

APPLICATION COMPLETE: yes

COMMENTS: NA

IF NO, RETURNED TO: NA

DATE: 7/25/14