

City of Fayetteville Staff Review Form

2016-0507

Legistar File ID

11/15/2016

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

Brian Pugh

10/25/2016

Recycling & Trash Collection /
Transportation Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approve a resolution authorizing the acceptance of a 2016 Boston Mountain Solid Waste District Recycling Grant for \$10,000 for the continuing the E-Waste Coupon Redemption Program and approving a budget adjustment.

Budget Impact:

5500.750.5080.5315.00		Recycling and Trash Collections	
Account Number		Fund	
33028.1601		E-Waste Coupon Redemption	
Project Number		Project Title	
Budgeted Item?	<u>No</u>	Current Budget	\$ -
		Funds Obligated	\$ -
		Current Balance	\$ -
Does item have a cost?	<u>Yes</u>	Item Cost	\$ 10,000.00
Budget Adjustment Attached?	<u>Yes</u>	Budget Adjustment	\$ 10,000.00
		Remaining Budget	\$ -

V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:

MEETING OF NOVEMBER 15TH, 2016

To: Fayetteville City Council

Thru: Jeff Coles, Recycling and Trash Collections Director

From: Brian Pugh, Waste Reduction Coordinator

Date: October 25th, 2016

SUBJECT: Approve a resolution authorizing the acceptance of 2016 Boston Mountain Recycling Grant for \$10,000 for the E-Waste Coupon Redemption Program and approving a budget adjustment.

RECOMMENDATION:

Staff recommends approving a resolution authorizing the acceptance of a 2016 Boston Mountain Recycling Grant for \$10,000 for the continuance of the E-Waste Coupon Redemption Program 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 2016-0360 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 August 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 continue the E-Waste Coupon redemption program in partnership with the Washington County Office of Environmental Affairs and the Boston Mountain Solid Waste District and print e-waste recycling coupons which can be redeemed at the Washington County HHW site in south Fayetteville where the e-waste is collected for recycling. The current charge for e-waste collected at this site is \$5 per unit and the coupon waives the fee when presented by a Fayetteville resident. The coupons would be printed showing the \$5 value for recycling of e-waste at the site. The coupons could be handed out at promotional events, given out in appreciation for volunteer service with the recycling program, the Mayor's booth at the Farmers Market on the square, school recycling events and many other City related events.

BUDGET IMPACT

The recycling grant award 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 the E-Waste Coupon Redemption Grant with a new sub project. The new number will be Project 33028.1601.

Attachments: Award notice from Boston Mountain, signed Grant Application, budget adjustment



Boston Mountain
SOLID WASTE DISTRICT

September 26, 2016

City of Fayetteville
c/o Brian Pugh
1560 Happy Hollow Road
Fayetteville, AR 72701

Grantee: City of Fayetteville
Grant Number: FY16-01
Grant Name: E-waste coupon program
Amount Awarded: \$ 10000

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

This grant is administered by Boston Mountain Solid Waste District. 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

- Completed grant reimbursement request form
- 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 are available online. Bostonmountain.org → Resources → Grants

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 signed 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: *E-Waste Coupons*

Grant Number: *FY16-01*

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
ELECTRONICS RECYCLING	10,000	0	10,000

Select only one category

- Administrative
- Recycling Programs
- Material Recovery Facility
- Recycling Equipment
- Education
- Waste Reduction Activities
- Composting
- Transfer Station with Recycling
- Electronics 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)? **Coupon redemption program is funded through grants and uses the recycling infrastructure in place at Washington County for acceptance of e-waste items. See attached narrative.**
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**

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 2016.

All items must be completed and returned to the Boston Mountain Solid Waste District (District) by the close of business **July 29, 2016**. 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.

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 July 29th, 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

7-28-14
Date

THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.


BMSWD Director

9/26/14
Date


BMSWD Board Chair

9/27/14
Date

FOR DISTRICT USE ONLY:

DATE RECEIVED: <u>7/29/14</u>	RECEIVED BY: <u>J Williams</u>
APPLICATION COMPLETE: <u>7/29/14</u>	COMMENTS: <u>good</u>
IF NO, RETURNED TO: _____	DATE: _____

Narrative and Budget

1. Describe your current e- waste recycling program. Explain how it fits into your local solid waste management program and the overall district solid waste plan.

The City of Fayetteville does not collect E-waste from residents or businesses; however, we encourage the use of the Washington County Office of Environmental Affairs as they have an e-waste program in conjunction with their Household Hazardous Waste program. The Washington county program is approved by the District and serves the public for recycling of e-waste.

2. How will the proposed project enhance or improve the current e-waste recycling program?

In 2012 the City applied for an e-waste grant for the creation of a coupon redemption program in which the city partners with the Washington County Office of Environmental Affairs and prints e-waste recycling coupons which can be redeemed at the Washington County HHW site in south Fayetteville where the e-waste is collected for recycling. The current charge for e-waste collected at this site is \$5 per unit. The coupons would be printed showing the \$5 value for recycling of e-waste at the site. Distribution began in 2013 and has proven highly successful. The coupons can also be handed out at promotional events, given out in appreciation for volunteer service with the recycling program, the Mayor's booth at the Farmers Market on the square, school recycling events and many other City and County related events.

3. What will the project accomplish and how will it be accomplished? How will success of the project be measured?

The program will accomplish giving residents a free recycling option for e-waste that currently is difficult to obtain. The success of the program will be measured through invoices received showing participation in the program.

4. What actions will be taken to begin the project before pre-applications for the next grant round are submitted to ADEQ (January 1)? What actions will be taken to complete the project and spend all grant funds within three years?

The coupons will be printed as soon as needed and distribution is currently happening. Distribution at various events and the Washington County HHW facility will drive the participation factor.

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5. Who will participate in and benefit from this project? How will they participate or benefit? If partnerships are involved, describe each partner's role in the project.

This program is for City of Fayetteville residents. When a resident brings an e-waste item for redemption to the Washington County HHW site, the County will accept the coupon and an invoice will be generated by the District for the quarterly amount of coupons received during the quarter.

6. How will the public be made aware of e-waste recycling or other opportunities provided by this project? Describe the educational message to be delivered and the method(s) of delivery. When available, provide a copy of any materials developed.

The City uses a community based social marketing campaign called "Recycle Something" for the promotion of the solid waste and recycling programs in Fayetteville. The City of Fayetteville has engaged the citizens in an effort to improve citizen participation in the recycling program resulting in an increase in diversion and reducing waste going to the landfill. This continued effort will promote educational awareness and strengthen the market brand for the recycling program. Many new recycling initiatives have recently been started which require personal interaction with residents and businesses to promote and establish long lasting behavioral change leading to sustained waste reduction and recycling.

Detailed Budget

Remaining Grant for E-waste Redemption as of 7-26-16	\$9,493.00
Predicted funds of coupons to be redeemed through remainder of 2016	\$9,000.00
Predicted remainder at the end of 2016	<u>\$ 493.00</u>
2016 Grant (if approved)	\$10,000.00
Total	<u>\$10,493.00</u>

Funding expected to last through September 2017 at averaged rate

2016 Boston Mountain Solid Waste
 Recycling Grant
 E-Waste Coupon Redemption
 Program

City of Fayetteville Staff Review Form

2016-0360

Legistar File ID

N/A

City Council Meeting Date - Agenda Item Only

N/A for Non-Agenda Item

Brian Pugh

7/26/2016

Recycling & Trash Collection /
 Transportation Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Mayor's signature on Application for a 2016 Boston Mountain Solid Waste District Recycling Grant for \$10,000 for the continuing the E-Waste Coupon Redemption Program.

Budget Impact:

<u>Account Number</u>		<u>Fund</u>	
<u>Project Number</u>		<u>Project Title</u>	
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>No</u>	Budget Adjustment	
		Remaining Budget	\$ -

V20140710

Previous Ordinance or Resolution #

Original Contract Number:

Approval Date: 7-28-16

Comments:



STAFF MEMO

TO: Mayor Lioneld Jordan

THRU: Jeff Coles, Recycling and Trash Collections Director

FROM: Brian Pugh, Waste Reduction Coordinator

DATE: July 27th, 2016

SUBJECT: Mayor's signature on Application for a 2016 Boston Mountain Solid Waste District Recycling Grant for \$10,000 for continuing the E-Waste Coupon Redemption Program

RECOMMENDATION:

Obtain Mayor's signature to authorize application for a 2016 Boston Mountain Solid Waste District Recycling Grant for \$10,000 for continuing the E-Waste Coupon Redemption Program.

BACKGROUND:

Each year the Arkansas Department of Environmental Quality collects revenue derived from landfill fees to issue recycling grants through local Solid Waste Districts to help fund recycling programs. The City has benefited from these grants in the past. The Boston Mountain Solid Waste District is now the entity responsible for administering the grant program and compiles the grant applications and submits them to their Grant Committee for review. The deadline to submit applications is end of day on Friday, July 29th.

DISCUSSION:

The program would continue the partnership with the Washington County Office of Environmental Affairs and the Boston Mountain Solid Waste District and print e-waste recycling coupons which can be redeemed at the Washington County HHW site in south Fayetteville where the e-waste is collected for recycling. The current charge for e-waste collected at this site is \$5 per unit. The coupons would be printed showing the \$5 value for recycling of e-waste at the site. Distribution would begin upon grant money being dispersed until the coupons are exhausted. The coupons could be handed out at promotional events, given out in appreciation for volunteer service with the recycling program, the Mayor's booth at the Farmers Market on the square, school recycling events and many other City and County related events.

BUDGET/STAFF IMPACT:

The recycling grant awards are not matching grants, so no City funds are obligated with this request. Upon approval and award of the grant a budget adjustment will be requested to recognize the grant revenue and a capital project will be created.

Attachments: 2016 Boston Mountain Solid Waste District grant application.