

**Rio Grande Council of Governments
FY 2022 REGIONAL SOLID WASTE PROJECT ALLOCATION PROGRAM**

Form 1. Application Information and Signature Page

Applicant: City of El Paso, Environmental Services Department	Funding Amount Proposed: \$ 40,000.00
Address: 7968 San Paulo, El Paso, TX 79907	Phone/Fax/Email: Ph: 915-212-6000 Fx: 915-212-6100 Email: SmythEA@elpasotexas.gov
Contact Person: Ellen A. Smyth, P.E	Date Submitted: 9/23/2021

Project Category

<input type="checkbox"/> Local Enforcement <input checked="" type="checkbox"/> Litter and Illegal Dumping Cleanup and Community Collection Events <input type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Local Solid Waste Management Plans <input type="checkbox"/> Citizens' Collection Stations and "Small" Registered Transfer Stations <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Technical Studies <input type="checkbox"/> Educational and Training Projects <input type="checkbox"/> Other (The COG should add other project categories if authorized)
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NAME OF PROJECT: Scrap Tire Disposal Reimbursement

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: Grants Administrator
Typed/Printed Name: Elda Rodriguez-Hefner, CGFM	Date Signed: 09/23/2021

FOR USE BY RGCOG


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


Project Application
Form 1

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: 	
Typed/Printed Name: Ellen A. Smyth, P.E.	
Title: Managing Director, Sun Metro & Environmental Services Departments	
Email: SmythEA@elpasotexas.gov	
Contact No.: 915-212-6000	Date: 9-21-21

Signature: 	
Typed/Printed Name: Nicholas N. Ybarra	
Title: Interim Deputy Director, Environmental Services Department	
Email: YbarraNN@elpasotexas.gov	
Contact No.: 915-212-6045	Date: 9-22-21

- 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.

Signature: 	
Typed/Printed Name: Forrest Clancy	
Title: Assistant Managing Director, Sun Metro & Environmental Services Departments	
Email: ClancyFJ@elpasotexas.gov	
Contact No.: 915-212-6011	Date: 9/27/21

Project Application
Form 2

Form 3. Certifications and Assurances

In order to receive a project allocation under this RGCOG managed program, the proposed project must conform to the provisions set forth in this application. The following certifications are intended to help the RGCOG 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.

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 will result in disqualifying the application. 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.

3. 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

4. Solid Waste Fee Payments

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

5. Debarment from State Contracts

Applicant certifies that it is not barred from participating in the state contracts by the State of Texas Comptroller of Public Accounts under the provision of §2155.077, Government Code.

6. 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 this application.

7. Consideration of Private Industry

The following certification only applies if the project is under one of the following 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 *{If the COG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories should be listed here.}*

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in this application. Applicant further certifies to the best of their knowledge and ability 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.

8. 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 RSWMP of the RGCOG.

9. 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 this application.

10. 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.

11. Certification by Law Enforcement Programs

If the Applicant is a law enforcement entity regulated by Chapter 1701 of the Texas Occupations Code, the Applicant certifies that it is in compliance with all rules developed by the Texas Commission on Law Enforcement (TCOLE) pursuant to Chapter 1701, Texas Occupations Code; or that it is in the process of achieving compliance with such rules. If compliance is pending, a certification from TCOLE 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 implementation, the project will be initiated through a letter sent by RGCOG Executive Director to the Applicant. In order to ensure an understanding by the Applicant of some of the main conditions, 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 assurances.

1. Participation in TCEQ Recycling Surveys and Reporting

Applicant assures if the project is implemented, the Applicant will respond to annual recycling program surveys and/or other requests from the RGCOG or the TCEQ for information on municipal solid waste management activities.

2. Compliance with Progress and Results Reporting Requirements

Applicant assures if the project is implemented, 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.

3. Compliance with Americans with Disabilities Act

Applicant assures if the project is implemented, the Applicant will comply with all the applicable requirements of the Americans with Disabilities Act of 2013.

Form 4. Resolution

A resolution authorizing the submittal of the application must be approved by the governing body of the Applicant. Below is the Prescribed Resolution Form that **MUST** be used and submitted with the application to RGCOG.

COMING SOON

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

Project Application
Form 4

Prescribed Resolution

WHEREAS, The City of El Paso (Governing Body) finds it in the best interest of the citizens of El Paso, (Geographic Area) that the Scrap Tire Disposal Reimbursement (Name of Project) be operated for the 2022__ (Year); and

WHEREAS, The City of El Paso (Governing Body) designates the Comptroller or Grants Administrator (Name and/or Position Title) as the project's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the project on behalf of the applicant.

NOW THEREFORE, BE IT RESOLVED that The City of EL Paso__ (Governing Body) approves submission of the application for the Scrap Tire Disposal Reimbursement (Name of Project) to the Rio Grande Council of Governments.

Signed by:

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Form 6: Project Summary

Please provide a complete project summary. Reference the goals, objectives, and/or recommendations from the regional solid waste management plan that apply to the project. If necessary, attach additional pages for each form.

Can include the following information if applicable.

What are the numbers of times activity(s) will be performed?

Why is this project necessary and a good use of the funds?

Who will directly benefit from the project?

What exactly will the funds be used for?

Form 6a. Project Description

(Add additional pages as necessary)

The City of El Paso Environmental Services Department would like to establish a scrap tire disposal reimbursement program. Below are the highlights of the tire disposal process for tires collected from the solid waste services offered by our department.

Solid Waste customers are allowed to dispose of up to eight (8) tires per year at the Landfill or at any of our Citizen Collection Stations free of charge. Tires are also collected during illegal dumping clean-ups. The Department absorbs all costs related to tire collection and delivery to Tres Pesetas, LLC. The cost averages over \$3,000 per month.

Money from this grant will be used to defray the costs of collecting tires from illegal dumping sites and similar tire clean-up projects. All residents of El Paso will benefit from this project.

Project Application
Form 6a

Form 6b. Project Cost Evaluation

(Add additional pages as necessary)

Provide an evaluation of the costs associated with the proposed project. Explain how the total related costs of the proposed project were adequately considered; compare project costs to established averages or to normal costs for similar projects. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable. Describe any measurable costs savings, or reasonably justified costs of the project.

Total proposed project cost is \$ 40,000

The total proposed project cost will be paid by the City of El Paso. The Rio Grande COG Regional Solid Waste Grant monies will be used as reimbursement only. The amount of grant money will vary depending on the funds remaining at the close of the grant cycle. The City of El Paso would only receive funds that have not been spent by other recipients at the end of the year.

Project Application
Form 6b

Form 6c. Level of Commitment of the Applicant

(Add additional pages as necessary)

Provide information related to the Applicant's level of commitment to preferred solid waste management practices. If the proposed project is an ongoing service, demonstrate the ability to sustain the program beyond the term of the project's performance period. Explain the extent to which the appropriate governing bodies support the proposed project.

Piles of illegal tires have been an eyesore as well as a thorn in the side of the City for some time. These tires are a health and safety issue because of their potential to be breeding grounds for mosquitos that carry viruses such as West Nile, Encephalitis and Zika. They are unsightly and make a poor first impression on visitors that enter the City from the East. City officials realize that many of these tires come from businesses and residents within the City limits of El Paso therefore we have an obligation to help remove them. The City has been collecting illegally dumped tires for over 15 years. This grant will help defray a portion of the disposal expenses.

List any previously demonstrated commitment to preferred solid waste management practice, such as: implementing other solid waste management projects; involvement in a local or sub-regional solid waste management plan or study; membership in an environmental activity.

If the proposed project has received previous project allocation under this program, explain to what extent the proposal involves expansion of current services or operations, and provide quantifiable documentation of the success of the project in order to warrant further allocation. Demonstrate a good record of past performance with RGCOG.

Environmental Services reimbursements received from RGCOG in previous years:

FY14 \$21,001.80; FY15 \$15,834.89; FY16 \$18,857.83; FY17 \$24,673.44;

FY18 \$17,939.59; and FY19 \$18,926.32.

Project Application
Form 6c

Form 6d. Scope of Work

(Add additional pages as necessary)

Provide a work program with a schedule of deliverables for the proposed project or activities. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the project.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:

- ❖ Detailed purpose and goal of the project (should be consistent with implementing the goals, objectives, and recommendations from the regional solid waste management plan, as stated in the Project Summary on Form (6) or the Project Description on Form (6a).
- ❖ Specific task statements with responsible entity identified.
- ❖ List of deliverables/products/activities under each task.
- ❖ Schedule of deliverables.

Invoices for all tires that are disposed of will be on file. At such time as funds are available, invoices for the amount of funds will be provided to the RGCOG. Even if no funds are received, the City of El Paso is committed to providing this service with our own funds. Tires are collected every day at the Citizen Collections Stations and the Landfill.

Project Application
Form 6d

Scope of Work

Please Use the Following Format

Project Purpose and Goal Statement: Please state your purpose and goal. Then outline your tasks using the example below.

Project Purpose:

To combat illegally dumped tires _____

Goal Statement:

1. Task:

a. Activity and/or deliverable: **Execute Contract**

- Timeframe: **Within 1 month of receipt**
- Responsible Entity: **City of El Paso and RGCOG**

2. Task:

a. Activity and/or deliverable: **Provide documentation of expenses to be reimbursed**

- Timeframe: **Invoices will be provided to RGCOG within 30 days of notice of funding**
- Responsible Entity: **Ellen Smyth, P.E.**
-

3. Task: Activity and/or deliverable

a. Activity and/or deliverable: **Provide disposal for illegally dumped tires**

- Timeframe: **Ongoing**
- Responsible Entity: **Ellen Smyth, P.E.**
-

Number of times activity(s) to be performed: Various

Form 7. Project Allocation Budget Summary

Please provide the following breakdown of the total amount of request being made:

Budget Category		Funding Amount
1.	Supplies	\$
2.	Equipment	\$
3.	Construction	\$
4.	Contractual-Tres Pesetas, LLC	\$ 40,000 MAX
5.	Other	\$
6.	Total Direct Charges (sum of 1-5)	\$ 40,000
7.	Indirect Charges*	\$
8.	Total (sum of 7 - 8)	\$ 40,000
9.	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:		
Please complete any of the following detailed budget forms that are applicable.		

Project Application
Form 7

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 to include any matching funds or any in-kind services being provided by the Applicant:
\$ 40,000 maximum total cost of the disposal contract
In-Kind: The City will pick up and deliver all illegal dump tires to Tres Pesetas, LLC.

Project Application
Form 7a

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 to be purchased.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$
Other supplies (<i>explain below</i>):	\$
TOTAL (<i>Must equal Line 1 of the Overall Budget Summary</i>)	\$ N/A

Project Application
Form 7d

Form 7e: Detailed Equipment Expenses

Provide specific details of equipment purchase(s). List the equipment items below. If the specific details of the equipment costs are not known at this time, list the general details on this form.

Equipment (\$5,000 or more per unit) (Show description, type, model, etc.)	Unit Cost	No. of Units	Total Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total	\$ N/A		

Form 7g: Detailed Contractual Expenses

Provide specific details of contractual requests. List the purpose and proposed contractor(s) below. If the specific details of the contractual costs are not known at this time, list the general details on this form.

Purpose	Contractor(s)	Contract Amount
Tire Disposal	Tres Pesetas, LLC	\$ 40,000
		\$
		\$
		\$
Total <i>(Must equal Line 4 of the Overall Budget Summary)</i>		\$ 40,000

Project Application
Form 7g

Form 7h: Detailed Other Expenses

This budget form provides a more detailed breakdown of the total other expenses.

Basic Other Expenses

Please identify the basic "Other" category expenses.

Basic Other Expenses	Estimated Cost
Books and reference materials	\$
Educational Items	\$
Printing/reproduction	\$
Advertising/public notices	\$
Signage	\$
Total:	\$ N/A

Project Application
Form 7h