

**PLANNING AND DEVELOPMENT DEPARTMENT MEMORANDUM
#14-2019**

DATE: February 25, 2019

TO: Honorable Mayor Carol Dodge and City Council Members

THROUGH: Heather Geyer, City Manager *HG*

FROM: Brook Svoboda, Director of Planning and Development *BS*
Becky Smith, Planning Manager *BS*

SUBJECT: CR-18 – CDPHE Recycling Grant Acceptance - Northglenn Recycles Events and Community Outreach

PURPOSE

Staff is seeking approval of the attached Colorado Department of Public Health and Environment (CDPHE) Grant Agreement, accepting grant funds in an amount up to \$19,986.16 to purchase equipment to introduce recycling at City sponsored events and for residential outreach to improve curbside recycling.

BACKGROUND

In 2018 the City worked with Consultant team ICLEI to create a Sustainability Plan which was adopted in September. In the Plan the City identified a target to reach 20% diversion rate by 2023. In October of 2018, CDPHE issued a Request for Proposals (RFP) for the Recycling Resources Economic Opportunity (RREO) Grant Program, which exists to fund projects that lead to new opportunities to divert waste from the landfill and create jobs.

The Northglenn Recycles project is a citywide effort to encourage behavioral change with regards to recycling efforts through education and improving access to recycling at city events. The funds will be used to integrate recycling amenities into our city events, allowing the city to purchase 40 mixed recycling and waste containers, a recycling roll off with gable roof (to prevent waste contamination) and informational materials for distribution at city events. Currently recycling is not offered at city sponsored events; introducing this opportunity serves as a visible reminder for the community that Northglenn is focused on sustainability, and recycling in particular. Recycling will be offered at the major city sponsored events starting with the Food Truck Carnival, May 10-12, 2019.

In addition to events, it is recognized that encouraging better recycling from our residents will have the biggest impact on our diversion rates. As part of the communication and outreach plan, the City plans to do the following:

- Create "oops" tags that can be placed on recycling carts that have informational reminders of which materials belong in recycling and what should continue to go into trash.
- Sending utility bill inserts with information about recycling.
- Creating stickers to place on the lids of recycling containers that do not have the stamped lids, with information about what can be recycled and what should not be.
- Distributing informative magnets at events and by other means.
- Provide communication to residents in the Northglenn Connection and on Northglenn social media sites.

The project directly supports the City's adopted Sustainability Targets outlined in the Northglenn Sustainability Plan to 1) Provide recycling containers, services and other options at all City-sponsored festivals; and 2) Increase the citywide landfill diversion rates to 20% by 2023.

STAFF RECOMMENDATION

Attached to this memorandum is a proposed resolution which, if approved, would enter the City into an agreement with CDPHE to implement the Northglenn Recycles Events and Community Outreach program. Staff recommends approval of this proposed resolution.

BUDGET/TIME IMPLICATIONS

Acceptance of the grant will require a supplemental appropriation in the amount of \$19,986.16. The City will provide a match of \$1,500.00 towards the program, which will be covered by funds within the Sanitary Enterprise Fund.

The equipment and materials will be ordered and largely distributed by June 1, 2019.

STAFF REFERENCE

If Council members have any comments or questions they may contact Brook Svoboda, Director of Planning & Development, 303.450.8937, bsvoboda@northglenn.org.

ATTACHMENT

1. CDPHE Statement of Work - Contract

Resolution CR-18 – CDPHE Recycling Grant Acceptance - Northglenn Recycles Events and Community Outreach



STATEMENT OF WORK

I. Project Description:

This project serves to increase the recycling rate in the City of Northglenn. Funds will be used to make recycling more visible and convenient at community events through the purchase of recycling bins and a roll-off container. An outreach campaign will also be conducted, focused on the Contractor’s residential curbside recycling customers. An estimated 38,000 individuals will benefit and an additional 150 tons of waste will be diverted from Colorado landfills each year.

II. Definitions:

1. CDPHE – Colorado Department of Public Health and Environment

III. Work Plan:

Goal #1: To reduce the amount of waste sent to Colorado landfills.	
Objective #1: No later than the expiration date of this purchase order, the Contractor shall expand access to recycling at public events in the City of Northglenn.	
Primary Activity #1	No later than two weeks after notification of start date, the Contractor shall participate in a post-award meeting with CDPHE program staff.
Primary Activity #2	The Contractor shall provide recycling stations at public events.
Primary Activity #3	The Contractor shall print no fewer than 720 magnetic posters to distribute at public events.
Objective #2: No later than the expiration date of this purchase order, the Contractor shall implement an outreach campaign focused on city residents who participate in the Contractor’s curbside recycling program.	
Primary Activity #1	The Contractor shall distribute no fewer than 11,000 utility bill inserts.
Primary Activity #2	The Contractor shall print no fewer than 1,600 recycling cart hang tags.
Primary Activity #3	The Contractor shall print no fewer than 5,000 recycling cart stickers.
Primary Activity #4	The Contractor shall create a final report.
Standards and Requirements	<ol style="list-style-type: none"> 1. The CDPHE Program Administrator will schedule the post-award meeting based on a mutually agreeable date and time with the Contractor. The CDPHE Program Administrator will provide to the Contractor via email an agenda for the post-award meeting. The post-award meeting will be conducted by phone. 2. The Contractor shall be solely responsible for all repair, replacement and maintenance costs for the recycling stations and roll-off container. 3. The Contractor shall use the connector kits to pair a recycling bin with a trash bin at public events. All recycling bins must be paired with a trash bin. 4. The roll-off container must be used to hold recyclables collected at public events. The Contractor shall not use it for any other purpose. 5. The Contractor shall distribute recycling cart hang tags to program participants who place non-recyclable items in their recycling cart. 6. The Contractor shall affix recycling cart stickers to each cart’s lid. 7. The CDPHE Program Administrator will provide to the Contractor reporting templates 30 calendar days prior to the final report’s submittal deadline.
Expected Results of Activity(s)	Through outreach to public event attendees and to curbside recycling program participants, this project will increase awareness on the importance of reducing landfill waste and recycling correctly.
Measurement of Expected Results	<ol style="list-style-type: none"> 1. Total tons of recyclables collected at each public event. 2. List and description of public events where recycling stations were deployed. 3. Number of recycling cart hang tags distributed. 4. Number of recycling cart stickers affixed to the lid of each recycling cart.

Work Plan Table for SOW
January 2015

		Completion Date
Deliverables	1. The Contractor shall submit via email to CDPHE Program Administrator photos of the recycling stations in use at a public event.	No later than three (3) business days after the first public event of the season has concluded
	2. The Contractor shall submit via email to CDPHE Program Administrator a copy of the final design of each magnetic poster.	No later than three (3) business days after the posters are printed
	3. The Contractor shall submit via email to CDPHE Program Administrator the final version of the utility bill insert.	No later than three (3) business days after the insert is printed
	4. The Contractor shall submit via email to CDPHE Program Administrator a copy of the final design of the recycling cart hang tag.	No later than three (3) business days after the tag is printed
	5. The Contractor shall submit via email to CDPHE Program Administrator a copy of the final design of the sticker.	No later than three (3) business days after the sticker is printed
	6. The Contractor shall submit via email to CDPHE Program Administrator a final report.	No later than June 14, 2019

IV. Budget:

	Requested Amount	Matching/ In Kind Amount	Total Amount
Supplies/Equipment			
Recycling bins	\$10,000.16	\$0.00	\$10,000.16
Recycling station connector kits	\$186.00	\$0.00	\$186.00
Roll-off container	\$6,000.00	\$0.00	\$6,000.00
Promotional items	\$0.00	\$1,500.00	\$1,500.00
Sub-Total	\$16,186.16	\$1,500.00	\$17,686.16
Other Direct Costs			
Utility bill inserts	\$1,300.00	\$0.00	\$1,300.00
Printing	\$2,500.00	\$0.00	\$2,500.00
Sub-Total	\$3,800.00	\$0.00	\$3,800.00
Total Project Cost	\$19,986.16	\$1,500.00	\$21,486.16

V. Budget Narrative:

Supplies:

1. 40 Busch Systems International Waste Watcher Double XL-Mixed/Full Grey/Blue/Black bins with labels; item 8111031-14
2. 40 Busch Systems International Waste Watcher Connector Kits
3. One (1) May Fab 10 cubic yard roll-off container with gable top and hook lift under carriage, 12-feet long

Other Direct Costs:

1. 11,000 double-sided, one-page, utility bill inserts
2. Printing supply costs for magnetic posters, recycling cart hang tags, and recycling cart stickers

VI. Additional Provisions:

To receive compensation under the Purchase Order, the Contractor shall submit a signed CDPHE Reimbursement Invoice Form. This form is accessible from the CDPHE internet website <http://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links> and is incorporated and made part of this

SOW by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE Reimbursement Invoice Form and Expenditure Details page must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with the Statement of Work and Budget. The Contractor shall submit the invoice using one of the three methods listed below.

The Contractor shall submit the following documentation with the completed CDPHE Reimbursement Invoice Form and Expenditure Details page; copies of invoices and proof of payment such as copies of cleared checks or credit card receipts.

Scan the completed and signed CDPHE Reimbursement Invoice Form and supporting documentation into an electronic document. Email the scanned invoice and Expenditure Details page and supporting documentation to: Kendra Appelman-Eastvedt, Recycling Grant Contract Monitor, kendra.appelman-eastvedt@state.co.us

Final billings under the Purchase Order must be received by the State within a reasonable time after the expiration or termination of the Purchase Order; but in any event no later than **forty-five (45)** calendar days from the effective expiration or termination date of the Purchase Order.

Unless otherwise provided for in the Purchase Order, "Local Match", if any, shall be included on all invoices as required by funding source.

The Contractor shall not use federal funds to satisfy federal cost sharing and matching requirements unless approved in writing by the appropriate federal agency.

VII. Monitoring:

CDPHE's monitoring of the purchase order for compliance with performance requirements will be conducted throughout the purchase order period by the Grant Administrator. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and site visits and other fiscal and programmatic documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the contractor.

VIII. Resolution of Non-Compliance:

The Contractor will be notified in writing within (7) calendar days of discovery of a compliance issue. Within (30) calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the Grant Administrator and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Terms and Conditions of this Purchase Order.

IX. Attestation:

The Vendor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include Statement of Work and Budget.

Contractor Name (Print) and Title

Contractor Signature

Date

Work Plan Table for SOW
January 2015

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-18
Series of 2019

Series of 2019

A RESOLUTION ACCEPTING A GRANT AWARD FROM THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council of the City of Northglenn hereby accepts a grant award from the Colorado Department of Public Health and Environment the amount of \$19,986.16 for the Northglenn Recycles Events and Community Outreach Project to purchase equipment to introduce recycling at City sponsored events and for residential outreach to improve curbside recycling.

DATED at Northglenn, Colorado, this ____ day of _____, 2019.

CAROL A. DODGE
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney