



FY2022-2023 NCTCOG Solid Waste Grant Application

Please complete this document in its entirety to be considered for solid waste grant funding from the North Central Texas Council of Governments. Do not remove any section titles or existing text. Applications are due through the online portal at www.solidwastegrants.nctcog.org by 5:00 PM (CST) on May 26, 2021. Additional details on how to complete the application, the grant requirements, and other information are available in the [Grant Application Guidelines](#).

Submitting Entity Name: City of Plano

Department/Division: Environmental Health and Sustainability/Sustainability and Environmental Education

Current Solid Waste Provider: City of Plano

Current Recycling Service Provider: Republic Services

Project Contact Name: Nicole Warhoftig

Project Contact Title: Sustainability and Environmental Education Manager

Project Contact's Direct Telephone/Fax: 972-769-4132

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Street Address (No PO Boxes): 4200 W. Plano Parkway, Plano, TX 75093

Secondary Project Contact Name: Sarah Luxton

Secondary Project Contact Title: Sustainability and Environmental Education Supervisor

Secondary Project Contact's Direct Telephone/Fax: 972-769-4111

Email Address: sluxton@plano.gov

Street Address (No PO Boxes): 4200 W. Plano Parkway, Plano, TX 75093

Primary Financial Contact – Authorized Representative: Vernie Rambo

Financial Contact Title: Senior Buyer

Financial Contact's Direct Telephone/Fax: 972-941-7549

Email Address: vernier@plano.gov

Street Address (No PO Boxes): 1520 Avenue K, Plano, Texas 75074

Type of Eligible Entity: (check one)

- ☒ City
- ☐ County
- ☐ Public school or school district (excluding universities and other post-secondary institutions)
- ☐ General and special law districts in accordance with state law with the authority and responsibility for water quality protection or municipal solid waste management to include river authorities

Grant Project Information:

Project Title: Equitable Recycling Contamination Reduction Education Campaign

Project Abstract: Plano wishes to expand their recycling contamination education with trilingual educational tools to help create equitable learning opportunities. Several neighborhoods in east Plano



will receive new recycling carts, new educational stickers on their existing and/or new carts and receive peeks, checks and tags of their carts to help educate on proper recycling. In addition to the street audit program, new educational truck panels will be installed on Plano's trash/recycling trucks to act as moving billboards and provide additional on-going education, once the street audits are complete.

Which TCEQ funding category does this program fall under? *A detailed description of each funding category is available for review in the [Grant Application Guidelines](#). (check one)*

- | | |
|--|---|
| <input type="checkbox"/> Local Enforcement | <input type="checkbox"/> Local Solid Waste Management Plans |
| <input type="checkbox"/> Source Reduction and Recycling | <input type="checkbox"/> Technical Studies with a regional scope/impact |
| <input type="checkbox"/> Household Hazardous Waste | <input checked="" type="checkbox"/> Educational and Training Project |
| <input type="checkbox"/> Litter and Illegal Dumping Programs | |
| <input type="checkbox"/> Citizens' Collection Stations and "Small" Transfer Stations | |

Which goal area from *Planning for Sustainable Materials Management in North Central Texas* does this program fall under? *A detailed list of regional plan goals and objectives is available for review in the [Grant Application Guidelines](#). (check one)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Support Materials Management Education and Training | <input type="checkbox"/> Support and Encourage Innovative Technology for Other Waste |
| <input type="checkbox"/> Promote Creation and Expansion of Waste Management Programs | <input type="checkbox"/> Promote Public and Private Sector Relationships |
| <input type="checkbox"/> Measure Regional Waste Reduction Efforts | |

Grant Narrative:

Detailed Description of Proposed Project: The City of Plano (Plano) seeks to reduce their recycling contamination rate to help improve revenue and keep costs down for residents. Plano is seeking funding to enhance our Recycling Contamination Reduction education campaign. Although the majority of Plano households have English speakers in the home, there is a high percentage of Spanish and Chinese speakers as well. It is our goal to create equitable education to help reduce recycling contamination by conducting a multilingual recycling contamination reduction education campaign. The project will include 7500 single family homes that have been identified by the US census as having a high Hispanic or Asian population as well as a high homeowner-occupancy rate.

All 7500 homes will receive a trilingual door hanger describing the project as well as providing proper recycling education and new education stickers on new and/or existing carts, delivered by a hired consultant. 1000 homes will receive new recycling carts with bright green lids to help clearly distinguish between the trash and recycling cart. This consultant will also be responsible for 3 audits on all 7500 carts which will include tagging and photographing carts containing contaminants and/or reward those with proper recycling efforts. The consultant will compile the data into a report and provide it to Plano to use for continued education efforts.



With all behavior change, it takes constant reminders to residents to continue proper recycling. We are also requesting funding for new truck panels on the sides of 30 of Plano's trash/recycling trucks. The trucks act as moving education tools that are visible to these homes on a weekly basis, giving constant reminders of proper recycling. All artwork will be designed in-house by Plano staff.

Funding Needs: Plano is requesting \$198,395.00 for new recycling carts, educational stickers and installation, door hangers and delivery, cart tags, truck panels and services from a hired consultant to conduct recycling cart audits.

Project Impact and Benefits: Plano conducted a similar study last year in a different zip code. All three education methods were used in separate pilot studies – new cart lids, educational stickers and peek and check notices. The previous study resulted in an overall contamination decrease of 9.39%. This new study will combine all three pilot efforts. The goal is to reach similar or higher reduction rates, thereby decreasing overall recycling contamination. The benefit to contamination decrease will be an increase in recycling revenue, resulting in the lack of need to increase utility rates for Plano residents. Providing messaging in multiple languages will increase the audience reached and hopefully have a bigger impact.

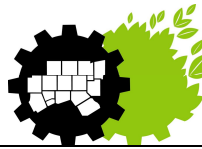
Advancing Materials Management: Although the audits will take place over a finite period, the trash and recycling trucks will continue to travel Plano streets and alleys. With the new educational truck panels, the homes in the study area will continue to have recycling reminders that were on their door hangers and cart tags. The outreach won't stop there, however. Trucks will continue their routes in Plano creating an even larger outreach effort that will hopefully result in contamination decrease in other areas of Plano.

Budget:

Budget Categories	Total Funding Request Per Category
1. Equipment (unit cost of \$5,000 or more)	\$121,220.00
2. Construction	\$0
3. Contractual (other than for Construction)	\$ 77,175.00
4. Other Expenses	\$0
TOTAL GRANT FUNDS REQUESTED	\$198,395.00

1. Equipment (Unit Price of \$5,000 or more)

Item/Description	Purpose	Quantity	Unit Cost	Total Amount Requested
New recycling carts	Identify recycling carts vs. trash carts	1000	\$52	\$52,000.00
Door hangers	Production and delivery of door hangers to all residents in project area.	16,000	Lump sum print	\$8320.00
Recycle cart tags	Tag all 7500 carts over 3 audits.	22,500	Lump sum print	\$9900.00



Cart education stickers	Production and installation of cart stickers on all recycling carts.	7500	Lump sum print	\$43,500.00
Truck education panels	Continued education (moving billboards)	60	\$125	\$7500.00
Total Equipment Budget				\$121,220.00

2. Construction

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total Construction Budget				\$0

3. Contractual (other than for construction)

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
Consultant services	Consultant will audit 7500 carts 3 times and prepare reporting.	Lump sum	\$	\$77,175.00
			\$	\$
Total Contractual Budget				\$77,175.00

4. Other Expenses

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total "Other" Budget				\$0

Applicant's Match

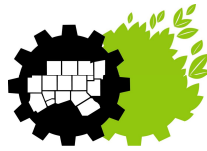
Amount: \$3200.00

In addition to regular staff time to execute the project, Plano will contribute an extra \$3200 to cover 160 man hours for the delivery and swap out of 1000 new recycling carts.

If more money becomes available, could the proposed project be expanded? ☒ Yes ☐ No

If the proposed project is unable to be fully funded, would you be able to accept partial funding?

☒ Yes ☐ No



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Please briefly describe the top funding priorities if you can accept partial funding. Project items in order of priority:

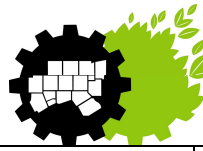
- 1 – Consultant services including door hangers and cart tags
- 2 – New recycling carts
- 3 – Cart stickers
- 4 – Truck panels

Do you have a preference on which fiscal year you receive the funding?

☒ This FY ☐ Next FY ☐ No preference

Timeline:

Activity	Responsible Party	Estimated Start Date	Estimated Completion Date	Additional Information
1. Execute Interlocal agreement between City of Plano (Plano) and North Central Texas Council of Governments (NCTCOG)	NCTCOG and Plano (SEED Manager and Director, Senior Buyer, Legal Team)	October 2021	October 2022	Submit agreement to legal and Procurement for review prior to signing.
2. Prepare RFP, review and select a consultant to conduct the cart audits	Plano (SEED and Procurement divisions)	October 2021	December 2021	
3. Submit procurement documents to NCTCOG for review and approval prior to hiring consultant	Plano (Procurement division) and NCTCOG	October 2021	November 2021	Wait for approval from the NCTCOG prior to hiring the consultant.
4. Submit procurement documents to NCTCOG for review and approval of recycling cart vendor	Plano (Procurement division) and NCTCOG	October 2021	November 2021	Wait for approval from NCTCOG prior to purchasing the recycling carts.
5. Design and approve marketing materials including door hangers, cart tags, cart lid stickers and truck panels.	Plano (SEED, EWS and CCO divisions)	November 2021	December 2021	All artwork will be designed in house and sent to consultant to printing and distribution.
6. Submit quarterly and final report to NCTCOG	Plano (SEED division)	December 2021	October 2022	Submit reports on progress, each quarter.
7. Prepare RFP, review and select a vendor to print truck panels.	Plano (SEED, EWS and Procurement divisions)	November 2021	January 2022	
8. Submit procurement documents to NCTCOG for review and approval prior to hiring truck panel vendor.	Plano (Procurement division) and NCTCOG	December 2021	January 2022	Wait for approval from the NCTCOG prior to hiring the vendor.
9. Order new truck panels	Plano (SEED and	January 2022	February 2022	



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Environment & Development

	Procurement divisions)			
10. Hire consultant and begin meetings to discuss and finalize routes and project schedule.	Plano (SEED, and EWS divisions)	December 2021	January 2022	Submit and approve contract with legal and procurement prior to signing.
11. Purchase new recycling carts for distribution	Plano (EWS and Procurement)	January 2022	February 2022	Carts will be stored on Plano campus until time of swap out in the field.
12. Hired consultant begins audit study, completing 3 audits of each 7500 carts.	Hired consultant	February 2022	April 2022	Hired consultant will conduct door hanger delivery and first audit prior to delivery of new recycling carts. After carts are delivered, consultant will continue with an 8 week audit study. They will complete the project by preparing a report on the findings.
13. Delivery of new recycle carts.	Plano (EWS)	February 2022	February 2022	EWS will deliver the carts after the consultant conducts the first audit.
14. Receive and begin installation of new truck panels	Plano (SEED and EWS)	February 2022	April 2022	
15. Hold a wrap up meeting with the hired consultant to discuss project results	Plano (EWS, SEED and CCO) and Hired consultant	May 2022	May 2022	All reports and photo maps will be turned over to Plano.
16. Hold a brief presentation with NCTCOG to discuss project findings	Plano (EWS, SEED and CCO), Hired consultant and NCTCOG	May 2022	May 2022	Presentation will be sent to NCTCOG for files.



Grant Application Checklist:

- ☒ Completed Grant Narrative
- ☒ Completed Budget section
- ☒ Provided supplemental documentation for the budget and proposed project
- ☒ Completed Timeline Section
- ☐ Completed Private Sector Notification, *if the proposed project type is Source Reduction and Recycling, Citizens' Collection Stations and "Small" Registered Transfer Stations, or a demonstration project under the Education and Training project category.*
- ☐ Attached Resolution/Court Order
- ☐ Attached Letters of Support *(required for Regional Collaborative Projects)*
- ☒ Attached completed Certification, Assurances, and Notification Signature Form