

NCTCOG FY20-21 Solid Waste Grant Application Information Session

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Solid Waste Program Overview

- NCTCOG receives grant funding from the Texas Commission on Environmental Quality (TCEQ) to administer the Solid Waste Program in the 16-county North Central Texas region.
- NCTCOG's Solid Waste Advisory Committee, The Resource Conservation Council, directs the funding and provides guidance and support to the program.
- Solid waste grants for local and regional projects are available every two years, as funding allows.

Solid Waste Grant Resources

- NCTCOG Solid Waste Grant Website: <https://www.nctcog.org/envir/materials-management/grants>
- Grant Application Guidelines: <https://www.nctcog.org/nctcg/media/Environment-and-Development/Documents/Materials%20Management/Solid-Waste-Grant-Application-Guidelines.pdf>
- Call for Projects Timeline: <https://www.nctcog.org/nctcg/media/Environment-and-Development/Documents/Materials%20Management/Call-for-Projects-Timeline.pdf>

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FY20/21 Call for Projects Timeline

Event	Anticipated Timeline
RCC Meeting – Approve Solid Waste Program Budget & Grant Application Guidelines	August 6, 2019
NCTCOG Executive Board - Approve Solid Waste Program Budget & Grant Application Guidelines	September 26, 2019
Call for Projects – Grant Application Information Session Webinar	September 23, 2019
Call for Projects Opens	October 14, 2019
Call for Projects Closes	January 6, 2020
Call for Projects Scoring Process/Private Sector Review	January 2020
RCC Meeting - Approve Project Recommendations	February 2020
NCTCOG Executive Board - Approve Project Recommendations	March 26, 2020
Execute Interlocal Agreements	April 2020
Project Implementation	April 2020–Mar 2021

Funding & Eligibility

- Available Funding: **\$1,141,698.80**
- Eligible Applicants:
 - Cities
 - Counties
 - Public and Independent School Districts (excludes Universities and other post-secondary educational institutions)
 - General and special law districts created in accordance with state law and having the authority and responsibility for water quality protection or MSW management, to include river authorities
 - Councils of Governments

Eligibility

- ▶ Private sector entities and non-profit organizations are not eligible for direct funding. However, recipients of project funding may contract with private and non-profit entities to provide specific project-funded services.
- ▶ Funding recipients must adhere to all local government laws and regulations on bidding and contracting for services.

Project Types

- Local Government Project: Includes applications with one or two eligible applicant(s)
 - Minimum Funding Request: \$15,000
 - Maximum Funding Request: \$200,000
- Regional Collaborative Project: Includes applications with at least three eligible applicants
 - Minimum Funding Request: \$125,000
 - Maximum Funding Request: \$500,000

Project Categories

- ▶ The following project categories are eligible for grant funding:
 - ▶ Local Enforcement
 - ▶ Source Reduction and Recycling
 - ▶ Household Hazardous Waste
 - ▶ Litter and Illegal Dumping Programs
 - ▶ Citizens' Collection Stations and "Small" Transfer Stations
 - ▶ Local Solid Waste Management Plans
 - ▶ Technical Studies with a Regional Scope/Impact
 - ▶ Educational and Training Projects

Eligible Expenses

- ▶ Eligible Expense Categories:
 - ▶ Equipment
 - ▶ Construction
 - ▶ Contractual
 - ▶ Other
- ▶ Each line item must meet or exceed \$500 to be eligible
- ▶ Details can be found in the Grant Application Guidelines

Application Process

- **Applications for the 2020-2021 Call for Projects must be received in the web-based application system by 5:00 p.m. CST on January 6, 2020.**
- No faxed, emailed or hard copy applications will be accepted.
- Applicants will be required to register in the system with a Username and Password.
- It is recommended that applicants register prior to the application deadline to avoid delays caused by technical difficulties.

Grant Application Checklist

- ▶ The following items are required for the application to be considered complete:
 - ▶ Completed Applicant Meeting/Call with NCTCOG
 - ▶ Completed Application Form submitted online
 - ▶ Completed Risk Assessment Questionnaire
 - ▶ Private Sector Notification, if applicable
 - ▶ Support Letters from participating entities, if applicable
 - ▶ Signed Certification and Assurances
 - ▶ Project Summary Slide (PowerPoint or PDF)
 - ▶ **Signed Resolution or Court Order is required within thirty (30) days of the application close date.**
- ▶ Additional supporting documentation such as maps, drawings, plans, photos, quotes, or other materials submissions are strongly encouraged.

Applicant Meeting with NCTCOG

- Each applicant will be required to discuss the anticipated grant application with NCTCOG **prior** to submittal.
- The applicant will need to submit the grant application documentation to ccampbell@nctcog.org and schedule either an in-person meeting or a conference call.
- The deadline for scheduling a meeting or call with NCTCOG is **November 15, 2019**.
- **Grant applications will not be eligible for funding if the meeting/call with NCTCOG has not occurred.**

Risk Assessment Requirements

- Each applicant will be required to complete the NCTCOG risk assessment process.
- The risk assessment will include a subrecipient pre-award risk assessment questionnaire.
- A draft of the questionnaire can be found here:
https://www.nctcog.org/nctcog/media/Environment-and-Development/Documents/Materials%20Management/FY20_Subrecipient-Pre-Award-Risk-Assessment-Questionnaire.pdf
- Entities that have completed the risk assessment process within a certain timeframe will not need to complete it again.
- A list of exempt (and potentially exempt) entities will be posted here: <https://www.nctcog.org/envir/materials-management/grants>

Private Sector Notification

The grant-funded project may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services.

- **Failure to notify private sector service providers will result in immediate disqualification of the application.**
- Categories that require notification:
 - Source Reduction and Recycling
 - Citizens' Collection Stations and "Small" Registered Transfer Stations
 - A demonstration project under the Educational and Training Projects category

Private Sector Notification

- Contact the private sector entities which are providing similar services within the same geographical area for which grant funds are being requested.
- A list of service providers within the region is available at: www.timetorecycle.com/locator/recycler_list.asp.
- Private Sector Notification must be documented in the grant application.

Evaluation Process

- All applications will be reviewed by the RCC's Grant Selection Subcommittee in January or February 2020.
- Applicants will be required to provide a presentation to the Subcommittee.
- Applicants will be notified of their presentation date & time after the call for projects closes on January 6, 2020.

Evaluation Criteria

- All applications will be evaluated based on the following criteria for a total of 100 points:
 - Budget
 - Timeline
 - Description/Demonstration of Funding Need
 - Project Impacts and Benefits
 - Regional Advancement of Materials Management & Project Sustainability
 - Partnerships and Regional Impacts (Regional Collaborative projects only)

Evaluation Criteria

- Each applicant must identify a minimum of one of the applicable goals and objectives from the [Planning for Sustainable Materials Management in North Central Texas 2015 - 2040](#) that the applicant's project intends to address.
- Applicants must provide NCTCOG a list of the last four (4) solid waste projects they have been awarded by NCTCOG and the total budget for each of these projects.

Evaluation Criteria

- NOTE: All applicants will need to include information in the grant application indicating the following items have been evaluated:
 - Ongoing maintenance costs of grant-funded equipment,
 - If additional equipment will be needed in order to utilize grant-funded items (i.e. if applying for a trailer, is a tractor needed to pull the trailer), and;
 - If staff needs to be trained/licensed in order to use equipment (i.e. forklifts, vehicles that require special driver's licenses).

Applicant Appeals

- Applicants may appeal the funding recommendations to the RCC.
- All appeals must be based on a **specific, identified error** of the Grant Scoring Subcommittee and not on factors that allow discretion by the Grant Scoring Subcommittee members.
- The appeal deadline is **5:00 p.m., March 30, 2020.**
- Applicants must submit the appeal to NCTCOG in writing (via email or letter).

Solid Waste Grant Requirements

- Successful applicants will be required to enter into a standard Interlocal Agreement (ILA) with NCTCOG.
- Project funding will be provided on a **reimbursement** basis only, and all requests for reimbursement must be handled through NCTCOG.
- Subrecipients must allow NCTCOG and/or TCEQ to perform on-site visits to monitor the progress of projects.
- Subrecipients must agree to provide reports related to the results of the project to NCTCOG.

Reimbursement of Expenses

- Reimbursement Requests must include:
 - A signed reimbursement request form (template provided by NCTCOG)
 - Purchase Order
 - Invoice
 - Proof of Payment

Reporting Requirements

- Quarterly Progress Reports: All recipients must submit reports detailing progress toward project completion on a quarterly basis until final reimbursement is issued. A template will be provided by NCTCOG.
- Results Report: Grant recipients will submit cumulative results from the start of the project to August 31, 2021. A template will be provided by NCTCOG.
- Year-Later Results Report: Grant recipients will be required to submit a report documenting results one year after the project completion date. A template will be provided by NCTCOG.

Questions?

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