

Planning for Sustainable Materials Management in North Central Texas

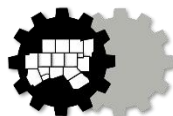
North Central Texas Sustainable Materials Management Solid Waste FY 2018/FY 2019 Call for Projects (CFP)

Application Guidelines

Application Deadline: February 12, 2018, 5:00 PM

North Central Texas Council of Governments
616 Six Flags Drive
Arlington, Texas 76011
(817) 695-9210
EandD@nctcog.org

www.nctcog.org/solidwastegrants



**North Central Texas
Council of Governments**

Updated 11/21/2017

Table of Contents

Introduction	3
CFP Contact Information.....	4
Call for Projects Tentative Schedule	4
Updated Application Requirements	5
Eligible Entities.....	5
Applicable Standards	5
Eligible Project Types	6
Eligible Project Categories	6
Eligible and Ineligible Expenses	6
General Funding Standards	8
Application Requirements	9
Application Process.....	11
Application Checklist.....	12
Private Industry Considerations.....	13
Grant Administration, Reimbursement of Expenses, and Reporting Requirements.....	15
Applicant Appeals	16
Attachment 1: Materials Management 2018 and 2019 Workshops	17
Attachment 2. Compliance Tools for Applicable Statutes and Regulations	18
Attachment 3. Project Eligibility	19
Attachment 4. Guidelines for Completing the Budget Tab	22
Attachment 5. List of Previous Solid Waste Pass-Through Grant Recipients (1996-2017)	24
Attachment 6: Regional Plan Goals and Objectives.....	25

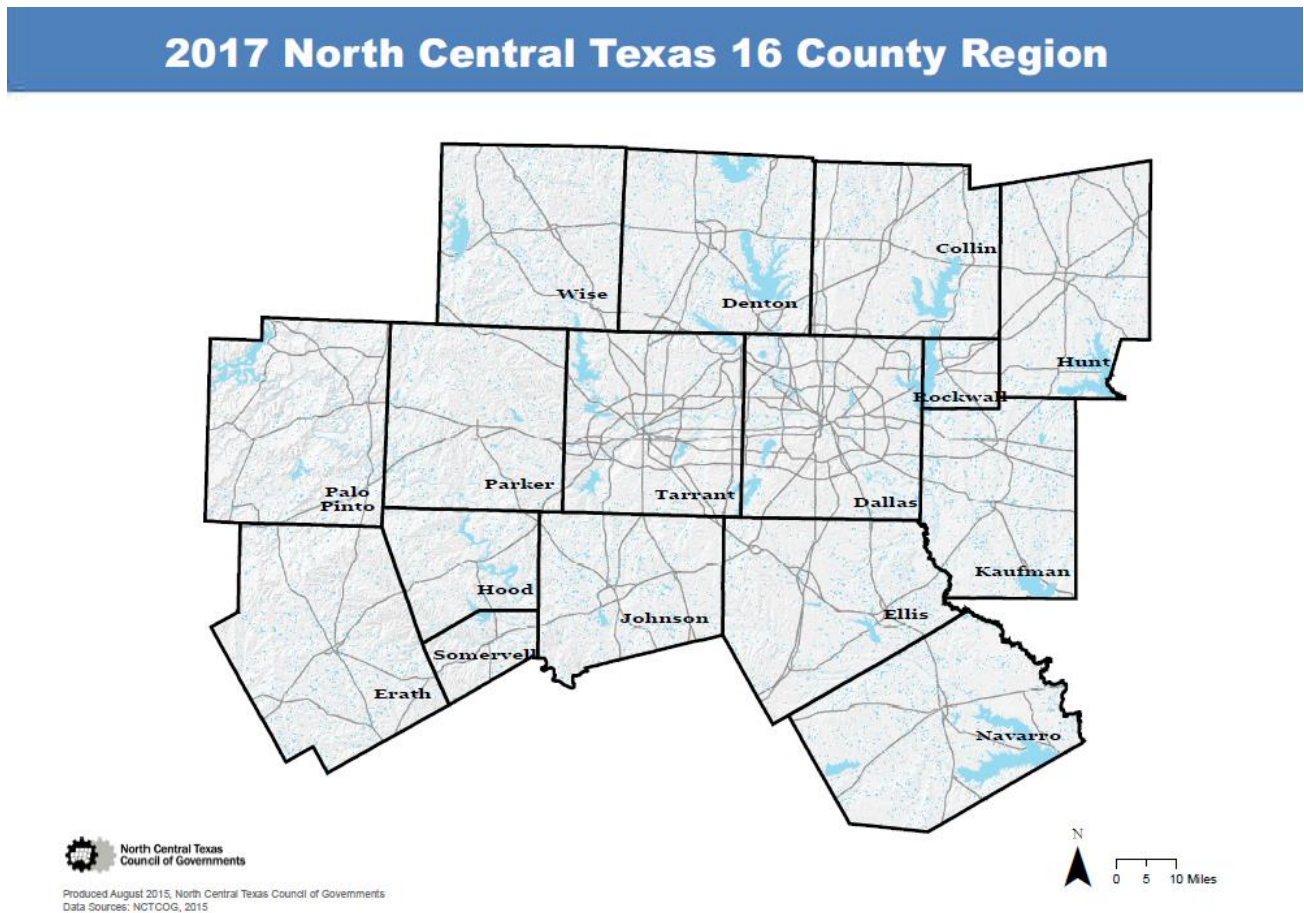
Introduction

The North Central Texas Council of Governments (NCTCOG) has approximately \$660,000 in reimbursable grant funds available for the Sustainable Materials Management Solid Waste FY 2018/FY 2019 Call for Projects (CFP). This CFP will fund a variety of municipal solid waste (MSW) projects for local governments in the NCTCOG 16-county region (shown in Figure 1). These projects help advance North Central Texas's efforts to implement projects that address regional goals and objectives outlined in the [Planning for Sustainable Materials Management in North Central Texas 2015 - 2040](#) (herein referred to as the Regional Plan). This CFP is made possible through funds from the Texas Commission on Environmental Quality (TCEQ) Regional Solid Waste Grants Program from revenue generated by state fees on MSW disposed of at landfills.

Projects funded under this CFP must be consistent with the Regional Plan, must promote cooperation between public and private entities, and may not create a competitive advantage over a private industry that provides recycling or solid waste services that are readily available.

These Application Guidelines serve to expand on the requirements of the online grant application which can be found at: <http://solidwastegrants.nctcog.org>.

Figure 1. NCTCOG 16-County Region



CFP Contact Information

Please submit any questions or comments to: Email: EandD@nctcog.org
 Website: www.nctcog.org/solidwastegrants

NCTCOG Project Staff:

Tamara Cook
 Sr. Manager of Environment and Development
 (817) 695-9221
tcook@nctcog.org

Cassidy Campbell
 Senior Environment and Development Planner
 (817) 608-2368
ccampbell@nctcog.org

Kate Powers
 Environment and Development Planner
 (817) 695-9213
kpowers@nctcog.org

Ryann Hall
 Environment and Development Planner
 (817) 608-2363
rehall@nctcog.org

Call for Projects Tentative Schedule

** Please note that all dates are subject to change.

Event	Anticipated Timeline
Public Meeting on Funding Plan (NCTCOG Offices)	October 9, 2017
RCC Meeting - Approve Funding Plan and Call for Projects Criteria	October 19, 2017
Call for Projects Regional Workshops (See Attachment 1)	November/December 2017
NCTCOG Executive Board- Approve Funding Plan and Call for Projects Criteria	December 21, 2017
Call for Projects Opens	January 8, 2018
Call for Projects Closes, 5 PM	February 12, 2018
Call for Projects Scoring Process/Private Sector Review	February/March 2018
RCC Meeting - Approve Project Recommendations	April 19, 2018
NCTCOG Executive Board - Approve Project Recommendations	April 26, 2018
Execute Agreements	May 2018
Project Implementation	June 2018 - March 31, 2019

Updated Application Requirements

Since last biennium (FY 2016/ FY 2017), there have been changes to the application requirements.

Please be advised that the Materials Management Grant Selection Subcommittee, with approval from the Resource Conservation Council, has updated the application requirements for the Sustainable Materials Management Solid Waste CFP. Below is a brief summary of these updates:

- Office supplies and travel expenses are no longer eligible for grant reimbursement.
- One-day events are no longer eligible for grant reimbursement.
- Each line item must meet or exceed **\$500** to be deemed acceptable. This applies to expenses in all budget categories except *Equipment*. Consistent with last biennium, expenses included under the “Equipment” expense category must have a unit acquisition cost of **\$5,000** or more (including freight and set up costs) with an estimated useful life of over one year.
- Signed resolution or court order documents must be submitted within thirty (30) days of the application close date. These materials should be emailed to Kate Powers, kpowers@nctcog.org, by 5 PM on March 14, 2018. This has changed since last biennium (FY2016/FY 2017); last biennium, resolution and court order documents were required at the time of application submittal. This is no longer the case.
- Evaluation criteria point values have changed. Please refer to the *Evaluation Criteria* section of this document starting on page 12 to view new point values.

Eligible Entities

This CFP is open to the following eligible entities in the 16-county region including Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise counties:

- Cities
- Counties
- Public schools and school districts (excluding Universities or post-secondary education institution)
- General and special law districts created in accordance with state law, and with authority and responsibility for water quality protection or municipal solid waste management, to include river authorities
- Council of Governments – NCTCOG may propose to conduct a regional project and must submit an application under this CFP

Private sector and non-profit organizations are not eligible for grant funding under this CFP. However, public-private collaboration is encouraged in this CFP and these organizations can partner or contract with an eligible entity to provide specific project-funded services and provide support of project activities.

Applicable Standards

The administration of projects funded by this program must meet all applicable state and local statutes, rules and regulations, and guidelines. The main governing standards include, but may not be limited to:

- Section 361.014(b) of the Texas Health and Safety Code.
- Title 30 Texas Administrative Code (30 TAC) Chapter 330, Subchapter O, TCEQ Rules.

- 30 TAC Chapter 14, TCEQ Rules.
- The Grant Agreement between NCTCOG and TCEQ.
- The Uniform Grant and Contract Management Act, Texas Government Code §§783.001 et seq., and the Uniformed Grant Management Standards, 1 TAC §§5.141 et seq. (collectively called “UGMS”).

Attachment 2 provides compliance tools for applicable statutes and regulations.

Eligible Project Types

For this CFP, two project types are eligible:

- **Local Government Project:** Includes an application from an any eligible entity (minimum of one eligible entity applying)
 - Minimum Funding Request: \$15,000
 - Maximum Funding Request: \$200,000
- **Regional Collaborative Project:** Includes applications that have at least 3 eligible entities
 - Minimum Funding Request: \$125,000
 - Maximum Funding Request: \$500,000

For this CFP, a higher priority will be placed on projects that address the following or focus on:

- Increasing Recycling Participation & Reducing Contamination
- Food Waste Diversion
- Pharmaceutical Disposal (e.g. Pharmaceutical Take-Back Programs)
- Targeted Educational Campaigns
- Construction and Demolition (C&D) Diversion

Eligible Project Categories

Eight project categories are eligible for grants under this CFP. Additional description of these project categories, example activities and projects, ineligible costs, and funding limitations can be found in Attachment 3. Applicants are strongly encouraged to **read Attachment 3** prior to submitting an application to review the applicable ineligible costs and funding limitations on each category.

Eligible project categories for grants under this CFP are:

- 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 and Ineligible Expenses

The following categories of expenses may be eligible for funding under this CFP. All expenses must be directly related to implementing the proposed project. Description of how the proposed expenses will support the proposed project will need to be provided in the narrative portion of the Budget section of

the web-based Grant Application (refer to Attachment 4 for detailed instructions on how to fill out the Budget tab in the online application). The TCEQ reserves the right to deny certain expenses.

Please be advised that, as a new addition this biennium, **each line item must meet or exceed \$500 to be deemed acceptable**. This applies to expenses in all budget categories except *Equipment*. Consistent with last biennium, expenses included under the *Equipment* expense category must have a unit acquisition cost of **\$5,000** or more (including freight and set up costs) with an estimated useful life of over one year.

- **Personnel.** Appropriate salaries and fringe benefits for employees working directly on the funded project may be authorized under most of the grant categories. Grantees are required to submit personnel reimbursement monthly. Please note: grant funding cannot be used to supplant existing funds, and therefore cannot be used to provide salary for existing employees who will continue to perform existing duties. In addition, grant money cannot be used to pay for overtime work or reimburse for travel.
- **Equipment.** Equipment necessary and appropriate for the proposed project may be authorized. NCTCOG must carefully evaluate all requests for equipment to determine appropriateness of the equipment for the project. No equipment is to be purchased by a grant recipient unless approved in advance by NCTCOG. Expenses included under the “Equipment” expense category should be for non-construction related, tangible, and personal property having a unit acquisition cost of **\$5,000** or more (including freight and set up costs) with an estimated useful life of over one year. Any equipment that will be used for other projects or activities, in addition to the funded project, may only be funded at an amount reflecting the appropriate percentage of time that the equipment will be directly used for the funded project. The special conditions and requirements set forth in the grant program (relating to Title to and Management of Equipment and Constructed Facilities) also apply to equipment purchased with pass-through grant funding. In their application, grantees must inform NCTCOG of the physical location where equipment will be stored.
- **Construction.** Appropriate construction costs may be authorized. Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. No construction costs may be incurred by a grant recipient unless the construction details are approved in advance by NCTCOG. Appropriate costs that may be included are:
 - a. The cost of planning the project;
 - b. The cost of materials and labor connected to the construction project;
 - c. The cost of equipment attached to the permanent structure; and
 - d. Any subcontracts, including contracts for services, performed as part of the construction.
- **Contractual Expenses.** Professional services or appropriate tasks provided by a firm or individual not employed by the grant recipient for conducting the funded project may be authorized for subcontracting by the funds recipient. No contractual costs should be incurred by a grant recipient unless the subcontract is approved in advance by NCTCOG. ***Applicable laws and regulations concerning bidding and contracting for services must be followed.*** Any amendment to a subcontract which will result in or require substantive changes to any of the tasks required to be performed must be approved in writing by NCTCOG.
- **Other Expenses.** Other expenses, not falling under the main expense categories, may be included, if connected with the tasks and activities of the proposed project. NCTCOG must ensure that expenses budgeted under this "Other" category are itemized by the grant

recipient, and are fully considered and evaluated by NCTCOG. Some expenses that may be appropriate include:

- a. Postage/delivery
- b. Telephone/fax
- c. Utilities
- d. Printing/reproduction
- e. Advertising/public notices
- f. Signs
- g. Training
- h. Office space
- i. Basic office furnishings
- j. Computer Hardware (under \$5,000 and not listed under the "Equipment" category)
- k. Computer Software
- l. Miscellaneous Other (includes anything not listed anywhere else in the budget)

General Funding Standards

In addition to the standards set forth in applicable laws and regulations, as well as the category-specific funding limitations, the standards outlined below apply to all uses of the 2018-2019 CFP.

1. Uniform Grant Management Standards. The provisions of the Uniform Grant Management standards (UGMS) issued by the Office of the Governor apply to the use of these funds, as well as the supplement financial administration provided in the program Administrative Procedures.

2. Procurement of Goods and Services. Pass-through grant recipients, and subcontractors shall comply with all applicable state and local laws and regulations pertaining to the use of state funds, including laws concerning the procurement of goods and services and competitive purchasing requirements.

3. Payment of Fees. Local and regional political subdivisions subject to the payment of state solid waste disposal fees and whose payments are in arrears are not eligible to receive grant funding.

4. Land Acquisition Costs. Funds may not be used to acquire land or an interest in land.

5. Municipal Solid Waste-Related Programs Only. Funds may not be used for programs dealing with wastes that are not considered MSW, including programs dealing with industrial or non-residential hazardous wastes.

6. Activities Related to the Disposal of Municipal Solid Waste. Except as may be specifically authorized under an eligible project category, funds may not be used for activities related to the disposal of MSW. This restriction includes: solid waste collection and transportation to a disposal facility; waste combustion (incineration or waste-to-energy); processing for reducing the volume of solid waste which is to be disposed of; any landfill-related facilities or activities, including the closure and post-closure care of a landfill; or other activities and facilities associated with the ultimate disposal of MSW. This provision does not apply to activities specifically included under an authorized project category.

7. Projects Requiring a TCEQ Permit. Funds may not be used for expenses related to projects or facilities that require a permit from the TCEQ and/or that are located within the boundaries of a permitted facility, including landfills, wastewater treatment plants, and other facilities. This provision, however, may be waived by the TCEQ, at its discretion, for otherwise eligible activities to be located at a closed permitted facility and/or for recycling activities that will take place within the boundaries of an open facility. Recycling activities that may qualify for such a waiver may include recyclables collection, composting, and land application of bio-solids for beneficial use. The applicant and/or NCTCOG will request a preliminary determination from the TCEQ as to the eligibility of the project prior to consideration for funding.

- 8. Projects Requiring TCEQ Registration.** Projects or facilities that require registration from the TCEQ, and which are otherwise eligible for funding, may be funded. However, the registration for the facility must be finally received before that project can be selected for funding.
- 9. Projects that Create a Competitive Advantage over Private Industry.** In accordance with §361.014(b) of the Texas Health and Safety Code, a project or service funded under this program must promote cooperation between public and private entities and may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services. Under this definition, the term “private industry” includes non-profit entities.
- 10. Supplanting Existing Funds.** Funds may not be used to supplant existing funds. In particular, staff positions where the functions assigned to that position will remain the same, were active at the time of the grant application and were funded from a source other than a previous solid waste grant, are not eligible for grant funding.
- 11. Food/Entertainment Expenses.** Funds may not be used for food or entertainment expenses, including refreshments at meetings and other functions.
- 12. Use of Alcoholic Beverages.** Funds may not be used for payment of salaries to any employee who uses alcoholic beverages on active duty. None of these funds may be used for the purchase of alcoholic beverages, including travel expenses reimbursed with these funds.
- 13. State Contracts.** Funds may not be provided through a pass-through grant or subcontract to any public or private entity that is barred from participating in state contracts by the Texas Building and Procurement Commission, under the provisions of §2155.077, Government Code, and 1 TAC §113.02, GSC Regulations.
- 14. Intended Purpose.** All equipment and facilities purchased or constructed with funds provided under this program shall be used for the purposes intended in the funding agreement.
- 15. Consistency with Regional Plan.** A project or service funded under this program must be consistent with NCTCOG’s Regional Plan, and must be intended to implement the goals and objectives established in the Regional Plan.
- 16. Lobbyists.** Funds may not be used for employment or contracts for services of a lobbyist or for dues to an organization that employs or otherwise contracts for the services of a lobbyist.
- 17. Enforcement Actions.** Funds may not be used to assist an entity or individual to comply with an existing or pending federal, state, or local judgment or enforcement action. This restriction includes assistance to an entity to comply with an order to clean up and/or remediate problems at an illegal dumpsite. However, the TCEQ may waive this restriction, at its discretion and on a limited case-by-case basis, to address immediate threats to human life.
- 19. Penalties.** Funds may not be used to pay penalties imposed on an entity for violation of federal, state, or local laws and regulations. This restriction includes expenses for conducting a supplemental environmental project (SEP) under a federal or state order or penalty. Funds may be used in conjunction with SEP funds to support the same project.

Application Requirements

Applicant Meeting with NCTCOG: All applicants who have previously not been awarded funding through the NCTCOG Solid Waste Grant program, will be required to meet with NCTCOG prior to submitting an application. Please contact Kate Powers, kpowers@nctcog.org or (817) 695-9213, to set up an appointment to discuss your project. Attachment 5 provides a list of previous recipients of TCEQ solid waste pass-through grants. While not mandatory, applicants are strongly encouraged to meet with NCTCOG even if your organization has been funded before.

Identify Applicable Goals and Objectives: All applicants will be required to identify a minimum of one or more 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. The goals and objectives are included in Attachment 6 and will be included in a drop down menu in the web-based system.

Identify Project Category and Type: Each project will need to identify the project type (Local Government or Regional Collaborative Project) and the project category (one of eight eligible project categories). Additional description of these project types, example activities and projects, ineligible costs, and funding limitations can be found in Attachment 3. Applicants are strongly encouraged to read Attachment 3 or contact NCTCOG staff prior to submitting an application to review the applicable ineligible costs and funding limitations on each category.

Resolution or Court Order: Submittal of a resolution or court-order from the governing body of the project lead entity, or applicant, authorizing the application submittal as well as receipt of funding if awarded is required within thirty (30) days of the application close date. These materials should be emailed to Kate Powers, kpowers@nctcog.org, by 5 PM on March 14, 2018.

Private Sector Notification: According to state law (Section 341.014 (b) TX Health and Safety Code), a project or service funded under this program must promote cooperation between public and private entities, and the grant-funded project or service may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services. In accordance with grant requirements established by the TCEQ, an applicant for funding under one of the listed project categories below must adhere to the notification requirements. For a Regional Collaborative Project, all eligible entities included in the application must adhere to the notification requirements. Failure to notify private sector service providers will result in immediate disqualification from the grant process.

Applicable Categories

1. Source Reduction and Recycling
2. Citizens' Collection Stations and "Small" Registered Transfer Stations
3. A demonstration project under the Educational and Training Projects category

Applicant Notification Requirements

- Contact in person or in writing the known private service providers of similar services which, at the time of the application development, are providing services within the geographic service area that the project intends to serve, prior to making the application. A list of service providers within the region is available from NCTCOG at www.timetorecycle.com/locator/recycler_list.asp.

Letters of Support: For applicants under the Regional Collaborative Project category, each participating entity is required to submit a letter of support. The letters of support should identify the applicant role, level of participation, and any other support, including financial, that the partner will provide to the lead applicant entity. Only the lead entity will be required to submit a court order or resolution in support of the project. Supporting partners will not be required to submit these materials.

Project Summary Slide: All grant applicants will be required to submit a 1 page project summary slide in the online application. A template is provided on the Home Page of the online application called [Project Summary Slide \(.pptx\)](#). This summary slide will be posted to the NCTCOG webpage and used for review by the Resource Conservation Council. It should provide generalized, but sufficient, information about the proposed project.

Project Timeline: For each task, describe as concisely as possible the major steps or activities involved, identify the responsible entities and establish a specific timeline to accomplish each task. The Scope of Work must include:

- detailed purpose and goal of the project (must be consistent with implementing the Regional Plan’s goals and objectives);
- specific task statements with responsible entity identified;
- list of deliverables/products/activities under each task; and,
- schedule of deliverables which will begin with the execution of Interlocal Agreement with NCTCOG

The suggested format for the Scope of Work:

1. Task:
 - a. Activity and/or deliverable (schedule for this activity and/or deliverable)
 - b. Activity and/or deliverable (schedule for this activity and/or deliverable)
 - c. Etc.
2. Task:
 - a. Activity and/or deliverable (schedule for this activity and/or deliverable)
 - b. Activity and/or deliverable (schedule for this activity and/or deliverable)
 - c. Etc.

Selection Subcommittee Presentation by Grant Application: All grant applicants will be required to have a representative available to present a brief presentation and to answer questions at the Evaluation and Selection Subcommittee Meeting in February/March 2018. A template presentation will be provided to all applicants prior to the February/March 2018 Subcommittee meeting. Applicants will be notified of their presentation time after the close of the Call for Projects.

OPTIONAL Supporting Documentation: Additional supporting documentation such as maps, drawings, plans, photos, quotes, or other materials are optional and may be submitted in the online application submittal. Applicants are highly encouraged to supply adequate supporting documentation to assist the Selection Subcommittee in evaluating the application.

Application Process

Applications will be sought through a web-based application portal available at www.nctcog.org/solidwastegrants or <http://solidwastegrants.nctcog.org>. 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 ensure they can access the system and avoid delays caused by technical difficulties.

Applications for the 2018-2019 Materials Management Call for Projects must be received in the web-based application system by 5:00 PM CST on Monday, February 12, 2018. Additionally, no faxed, emailed or hard copy applications will be accepted or scored.

Applicants are strongly encouraged to submit their applications in advance of the submission deadline to allow staff time to review for completeness. A checklist of required materials is included in the web-based Application. Applicants should carefully review this checklist to ensure that all required materials are included with the application at the time of submittal.

Application Checklist

All of the items below are required to have occurred or be uploaded into the web-based system and submitted by the submission deadline for an application to be deemed complete and reach the evaluation stage.

- Applicant Meeting with NCTCOG (if required, but recommended for all grantees)
- Completed Application Form submitted by February 12, 2018 via <http://solidwastegrants.nctcog.org> (including private sector notification, if applicable)
- Support Letters from participating entities for Regional Collaborative Projects
- Signed Certification and Assurances
- Project Summary Slide (PowerPoint or PDF)

In addition, Signed Resolution or Court Order is required within thirty (30) days of the application close date. Please email these materials to Kate Powers, kpowers@nctcog.org, by 5 PM on March 14, 2018.

Supplemental information which is material to the application will not be accepted after the application deadline. Non-material omissions will not constitute an incomplete application. Additional supporting documentation such as maps, drawings, plans, photos, quotes, or other materials submissions are highly encouraged and failure to provide sufficient material may affect your grant evaluation.

Evaluation Criteria: All applications will be evaluated based on several criteria for a total of 100 points for each project. These criteria apply to both project types (Local Government and Regional Collaborative Project). Point values are as follows:

Budget (10 Points for Local Government Projects; 10 Points for Regional Collaborative Projects)

The selection committee looks for budgets to be appropriate, relevant, and consistent. When possible, applicants are encouraged to balance their budgets between the two fiscal years, but this is not required and may not be appropriate in certain instances. Applicant should refer to Attachment 4 for information on filling out the project budget.

Project Timeline (10 Points for Local Government Projects; 10 Points for Regional Collaborative Projects)

For each task, describe as concisely as possible the major steps or activities involved, identify the responsible entities, and establish a specific timeline to accomplish each task. Schedule must be realistic and organized. Please refer to the format presented on page 11 or the following reference video:

<http://www.nctcog.org/envir/SEELT/funding/ApplicationVideo.asp>

Project Description/Demonstrated Funding Need (30 Points for Local Government Projects; 20 Points for Regional Collaborative Projects)

All applicants will be required to provide a detailed project description to include how the project supports the Regional Plan's goals and objectives and how your project will assist in the implementation of the Regional Plan. Indicate if your project is a start-up or pilot program where no such program currently exists. Explain if this is an enhancement of an existing program, and if so, describe the existing program and illustrate how the project would significantly improve the program. Please address the following:

- Readiness for Implementation
- Success of previously funded projects (Completed on time without significant changes to work scope)
- Clearly identified funding needs
- Equipment appropriate for project
- Local match commitment

Project Impact and Benefits (30 Points for Local Government Projects; 30 Points for Regional Collaborative Projects)

Applicants must describe the benefits of the proposed project to your citizens and the service area that will benefit from the project. Explain how your project minimizes/reduces/diverts waste and, if applicable, how you will measure waste diversion. Additionally, please include:

- Demonstration of needs and/or critical issues addressed
- Partnerships, collaboration, and stakeholder diversity
- Geographic scope and impacted area
- Project demographics
- Defined measurements of progress showing benefits of project
- Identify specific waste stream addressed

Regional Advancement of Materials Management and Project Sustainability (20 Points for Local Government Projects; 10 Points for Regional Collaborative Projects)

Please explain how the project/program will be continued after the funding period and how this project will be sustained (i.e., your entities willingness and intent to continue to financially support the project) beyond the term of the grant period in future years. Explain how you intend to support and fund the project after the end of the project cycle. Additionally, please address:

- Potential for project to demonstrate feasibility of new technologies or materials management infrastructure not yet used by the applicant
- Demonstration or pilot project that establishes or advances materials management programs
- Demonstration of additional environmental or quality of life benefits (e.g. air quality, water quality, social responsibility)

Partnerships and Regional Impacts (Applies only to Regional Collaborative Projects) (N/A for Local Government Projects; 20 Points for Regional Collaborative Projects)

- Degree of public/private sector collaboration
- Demonstration of regional impacts

Private Industry Considerations

Cooperation continues to be promoted between public and private entities. NCTCOG maintains a contact list of private service providers in North Central Texas. These private entities are invited to submit comments and attend public meetings to discuss their concerns and issues. The list of providers is made available to all project applicants.

The following process will be followed in order to alleviate private industry concerns with TCEQ funded projects:

1. During the “Call for Projects” Process:

- NCTCOG will inform all known private service providers of the following:
 1. availability of project funds;
 2. the timeframe allowed for eligible organizations that submit applications to NCTCOG; and,
 3. the date of the scoring meeting at which those applications are to be reviewed and ranked by NCTCOG’s solid waste advisory committee, the Resource Conservation Council (RCC).
- Again, NCTCOG requires project applicants to contact in person or in writing the known private service providers of similar services which, at the time of the application development, are providing services within the geographic service area that the project intends to serve, prior to making the application. A list of service providers within the region is available from NCTCOG at www.timetorecycle.com/locator/recycler_list.asp. On the grant application, provide complete documentation that service providers were notified of the project prior to submission of the application and submit written comments provided by any private service provider.

2. Once the Project Applications are Received:

- NCTCOG staff will review applications to verify that they meet all required procedures, including the information regarding the notification of the private service providers.
- A list of all applications will be issued by NCTCOG to the private service providers outlining the project applicant and the title of the project. This list will be provided to the known private service providers in the region, and they will be invited to view these applications at the NCTCOG Public Information office for a ten-day period before the date of announcement of the ranking list at the RCC meeting.
- NCTCOG will inform these private service providers that they may obtain a full copy of an application with which they have concerns; NCTCOG photocopying will be billed at 10¢ per page.

3. Protested Applications:

- All private service providers’ comments will be forwarded to the RCC’s Materials Management Grant Selection Subcommittee along with the applications to which they refer.
- The Materials Management Grant Selection Subcommittee will meet to discuss and make recommendations concerning these projects to the RCC. Private service providers are encouraged to make oral comments at this meeting.
- The RCC makes a determination about the projects and will then forward a recommendation to the NCTCOG Executive Board. The Executive Board may either accept or override the RCC’s recommendation. Private service providers are allowed to make oral comments at the Executive Board meeting in which these projects are considered.
- The Executive Board shall then notify the private sector provider, in writing, of the determination and inform them that they have ten (10) days to appeal this determination on any of the following grounds:
 1. The project does not promote cooperation between public and private entities;
 2. The service is readily available in the proposed project service area; and/or,
 3. The project creates a competitive advantage over that private service provider in the provision of recycling or solid waste services.
- The TCEQ makes the final determination of the appeal, as well as the eligibility of projects and expenses.

Grant Administration, Reimbursement of Expenses, and Reporting Requirements

Grant Administration

Successful applicants will be notified of their selection and grant fund amounts awarded. Entities selected to receive grant funding will be required to execute an Interlocal Agreement with NCTCOG in order to receive grant funding. Services or work carried out under an agreement awarded as a result of this CFP must be completed within the scope of work, timeframe, and funding limitations specified by the agreement. A Notice to Proceed will be provided to awarded applicants; at that time, project implementation can commence, and costs may begin to be incurred. **Under no circumstances will reimbursement be made for costs incurred prior to the date of the Notice to Proceed. NCTCOG expects to notify grant recipients of awards in April/May 2018, with a Notice to Proceed provided soon thereafter.** Upon signature and execution of the agreement by NCTCOG, a copy of the executed agreement will be returned to the applicant.

Reimbursement of Expenses

Grant funding will be made on a reimbursement basis for eligible expenses incurred and paid by the grant recipient. A cost may not be considered incurred until the grant-funded item has been paid for by the grant recipient. Requests for reimbursement shall include documentation to show all grant funded expenses and eligible expenses have been received and expenses paid by the grant recipient. Grant recipients must submit a Request for Reimbursement at least quarterly, but not more frequently than once a month, for reimbursement of actual allowable costs. If grant funds were allocated to personnel costs, grant recipients must submit requests for reimbursement monthly. If no funds were spent within a quarterly period, grant recipients are required to submit an explanation for why no funds have been spent and when they are expected to be spent. **Grant recipients must agree to have all project activities and expenditures completed by March 31, 2019. A Final Report, Final Reimbursement Request, and Release of All Claims will be due to NCTCOG by 5:00 PM CST on April 30, 2019.**

Reporting Requirements

Grant recipients are obligated to fulfill agreement requirements including, but not limited to, achievement of quarterly grant summary and results reports.

- 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.
- TCEQ Results Report: Grant recipients will submit cumulative results from the start of the project to August 31, 2019. A template will be provided by NCTCOG.
- TCEQ Results Report (aka: Year Later 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.

Grant recipients also agree to provide data related to the results of the project to NCTCOG and/or TCEQ. The grant recipient will also commit to monitoring the results of the project beyond the project funding term, and periodically provide NCTCOG and/or TCEQ with additional reports on the status of the project. Grant recipients also agree to allow NCTCOG and/or TCEQ staff to perform on-site visits to monitor progress of projects and document purchases as needed.

Applicant Appeals

NCTCOG may base funding decisions on factors associated with best achieving the purpose of the CFP, and is not obligated to select a project for funding. Additionally, NCTCOG may select parts of an application for funding or offer to fund less than the amount requested in an application.

Applicants may appeal the funding recommendations to the NCTCOG Solid Waste Advisory Committee, the Resource Conservation Council (RCC), after the results of the scoring process have been announced. All appeals must be based on a **specific, identified error** of the Solid Waste Grants Scoring Subcommittee and not on factors that allow discretion by the Solid Waste Grants Scoring Subcommittee members.

The appeal deadline is **5:00 PM, Monday, April 16, 2018**. Applicants must notify NCTCOG staff of any appeals. Notification must be in writing and may be via email or letter. The written notification must include a justification of the grounds for the appeal.

The RCC will meet to hear appeals if needed. If any appeals are upheld, NCTCOG staff will send out a notice with the revised project rankings, funding amount recommendations, and comments. However, please note that these recommendations will not be final until considered by the NCTCOG Executive Board.

Attachment 1: Materials Management 2018 and 2019 Workshops

<p><u>Session #1</u></p> <p>Tuesday, November 21, 2017</p> <p>2:00 PM - 4:00 PM</p> <p>Metroplex Conference Room NCTCOG Offices 616 Six Flags Drive Arlington, TX</p> <p>Register</p>	<p><u>Session #2</u></p> <p>Tuesday, November 28, 2017</p> <p>2:00 PM - 4:00 PM</p> <p>City Hall Council Chambers 385 S. Goliad Rockwall, TX</p> <p>Register</p>	<p><u>Session #3</u></p> <p>Wednesday, December 6, 2017</p> <p>10:00 AM - 12:00 PM</p> <p>Ellis County Grand Jury Conference Room 109 South Jackson Street Waxahachie, TX</p> <p>Register</p>
<p><u>Session #4</u></p> <p>Friday, December 8, 2017</p> <p>1:30 PM – 3:00 PM</p> <p>Webinar</p> <p>Register</p>	<p><u>Session #5</u></p> <p>Wednesday, December 13, 2017</p> <p>9:30 AM – 11:00 AM</p> <p>Webinar</p> <p>Register</p>	<p><u>Session #6</u></p> <p>Tuesday, January 9, 2018</p> <p>2:00 PM – 3:30 PM</p> <p>Webinar</p> <p>Register</p>

Attachment 2. Compliance Tools for Applicable Statutes and Regulations

With each funded project, it is the responsibility of the funded entity to comply with any TCEQ rules and regulations that may apply to the proposed project. Even if the local government is exempt from notifying the TCEQ of the funded activity (e.g. local government recycling initiatives), all grant awardees must adhere with all applicable rules and regulations. The below links will be of assistance in ensuring compliance with the TCEQ rules and regulations.

For information on Regulations, Resources, and Guidance on Recycling Electronic Equipment, go to:

<http://www.tceq.texas.gov/assistance/industry/e-recycling/e-recycling-regs.html>.

For information on E-Recycling/Recycling Compliance Resources, go to:

<http://www.tceq.texas.gov/assistance/industry/e-recycling/recycling-compliance>.

For information on storage limits, and recordkeeping and reporting requirements for Texas operations that recycle materials diverted from the municipal solid waste streams, go to:

https://www.tceq.texas.gov/permitting/waste_permits/msw_permits/MSW_amlregulatedrecycling.html.

To see what authorizations a facility may have please check central registry at:

http://www.tceq.texas.gov/permitting/central_registry.

If a local government is unsure what regulations apply or have questions about authorizations listed in TCEQ's Central Registry, please call the TCEQ's Small Business and Local Government Assistance Section toll free at 1-800-447-2827. More information on this program is available at:

<http://www.tceq.texas.gov/assistance>.

Attachment 3. Project Eligibility

The following eligible project categories are listed with example funded activities, example expenses, and funding limitations. This is not an exhaustive list of all possible items.

1. **Local Enforcement:** Projects that contribute to the prevention of illegal dumping of municipal solid waste, including liquid wastes.
 - Funded activities may include: Investigating illegal dumping problems; Enforcing laws and regulations; Establishing a program to monitor collection and transport of municipal liquid wastes; Public Education on illegal dumping laws and regulations.
 - Example Expenses: Equipment (vehicles, communications, surveillance); Program administration expenses (salaries/fringe benefits, equipment, training, and equipment maintenance); Protective gear and supplies; Educational materials.
 - Funding Limitations:
 - Funds may not be expended to any law enforcement agency regulated by Chapter 1701, Texas Occupations Code, unless: 1) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or 2) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.
 - Funds may not be used for investigation and enforcement activities related to the illegal dumping of industrial and/or hazardous waste. Instances where industrial or hazardous waste is discovered at a site do not preclude the investigation of that site, so long as the intent and focus of the investigation and enforcement activities are on the illegal dumping of MSW.
 - Funds may not be used for purchase of weapons, ammunitions, and/or hazardous materials gear.

2. **Source Reduction and Recycling:** Projects that provide a direct and measurable effect on reducing the amount of MSW going into landfills by diverting various materials from the MSW stream for reuse or recycling, or by reducing waste generation at the source.
 - Funded activities may include: Diversion from the waste stream and/or collection, processing for transport, and transportation of materials for reuse and/or recycling; Implementation of efficiency improvements in order to increase source reduction and recycling; Education and promotional activities to increase source reduction and recycling.
 - Example Expenses: Facility design and construction; Equipment (chippers, balers, crushers, recycling and composting containers, trailers, forklifts, and trucks); Program administration expenses (salaries/fringe benefits, equipment, training, and equipment maintenance); Educational materials; Printing and advertising expenses.
 - Funding Limitations:
 - Any program or project funded under this category with the intent of demonstrating the use of products made from recycled/or reused materials shall have as its primary purpose the education and training of residents, governmental officials, private entities, and others to encourage a market for using these materials.

3. **Household Hazardous Waste (HHW):** Projects that provide a means for the collection, recycling or reuse, and/or proper disposal of HHW, including household chemicals, electronic wastes, and other materials. All HHW collection, recycling, and/or disposal activities must be coordinated with TCEQ, and all applicable laws, regulations, guidelines, and reporting requirements must be followed.
 - Funded activities may include: Collection events; Consolidation and transportation costs associated with collection activities; Recycling or reuse of materials; Proper disposal of materials; Permanent collection facilities; and Education and public awareness programs
 - Example Expenses: Equipment (recycling containers, trailers, forklifts, and crushers); Design and construction of permanent collection facilities; Protective gear; Contractual services for special collection events; Education materials; Printing and advertising expenses; Appreciation items for volunteers (t-shirts, caps, etc.).
 - Funding Limitations:
 - All HHW collection, recycling, and/or disposal activities must be coordinated with the TCEQ's HHW program staff, and all applicable laws, regulations, guidelines, and reporting requirements must be followed.

4. **Litter and Illegal Dumping Cleanups:** Projects that support the ongoing or periodic cleanup of litter and illegal dumping of MSW.
 - Funded activities may include: Waste removal, disposal or recycling of removed materials, lake and waterway cleanup, fencing and barriers, and signage; placement of trash collection receptacles in public areas; periodic community collection events; provision of facilities for collection of residential waste materials for which there is no readily-available collection alternative.
 - Example Expenses: Equipment (e.g. vehicles and trailers); Program administration expenses (Salaries/fringe benefits, equipment, training, and equipment maintenance); Subcontract expenses; Protective gear and supplies; Fencing, barriers, signage; Educational materials; Appreciation items for volunteers (t-shirts, caps, etc.).
 - Funding Limitations:
 - One-day clean-up events
 - Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or the NCTCOG. Funds may not be provided directly to a private landowner or other private responsible party for cleanup expenses.
 - The local government sponsor or the NCTCOG must either contract for and oversee the cleanup work, or conduct the work with its own employees and equipment.

5. **Citizen Collection Stations and "Small" Transfer Stations:** Projects to construct and equip citizen collection stations, as defined by 30 TAC 330.3.
 - Example Expenses: Facility design and construction; Equipment (dumpsters/roll-off containers; trailers, compactors; crushers; scales, and recycling containers); Protective gear; Educational materials; Printing and advertising expenses
 - Funding Limitations:

- The costs associated with operating a transfer station once construction is completed may not be funded.
6. **Local Solid Waste Management Plans:** Projects to develop or amend local and sub-regional solid waste management plans, in accordance with Subchapter D, Chapter 363, Texas Health and Safety Code, and 30 TAC Chapter 330, Subchapter O, TCEQ Regulations.
- **Example Expenses:** Consultant services; Printing and advertisement expenses; Program administration expenses (salaries/fringe benefits).
 - **Funding Limitations:**
 - All funded local solid waste management plans must be consistent with the Regional Plan, and prepared in accordance with 30 TAC Subchapter O, Chapter 330, TCEQ Regulations, and the Content and Format Guidelines provided by TCEQ.
7. **Technical Studies:** Projects that result in a technical study report which assist in making MSW management decisions.
- **Funded activities may include:** Collection of data, analysis of issues and needs, cost-benefit analyses, feasibility analysis, technology awareness, evaluation of alternative solutions, public input (as appropriate), recommended actions, plans, or other report documentation.
 - **Example Expenses:** Consultant services; Printing and advertising expenses; Program administration expenses (salaries/fringe benefits).
 - **Funding Limitations:**
 - All technical studies funded must be consistent with the Regional Plan, and prepared in accordance with the Administrative Procedures provided by TCEQ.
8. **Educational and Training Projects:** Projects to fund information-exchange, training, workshops, education campaigns, or other educational activities related to MSW management topics.
- **Example Expenses:** Educational materials; Printing and advertising expenses; Contractual services; Program administration expenses (salaries/fringe benefits)
 - **Funding Limitations:**
 - Funding may not be used for certification training such as the LEED Green Building Rating System.
 - Funds applied to a broader education program may only be used for those portions pertaining to municipal solid waste.

Attachment 4. Guidelines for Completing the Budget Tab

Please be advised, each line item must meet or exceed **\$500** to be deemed acceptable. This applies to expenses in all budget categories except *Equipment*. Expenses included under the “Equipment” expense category must have a unit acquisition cost of **\$5,000** or more (including freight and set up costs) with an estimated useful life of over one year.

General Instructions for Grant Budget Summary:

- All expenses must be itemized with an approximate unit cost. Failure to provide the number of units requested and unit cost may delay the project start date.
- In any category where funding is requested, the narrative must be completed. In the narrative sections, please explain how the requested funding in each category will be used to support your project and the purpose of any materials being purchased.
- You may add additional lines as necessary. Contact NCTCOG staff for assistance.
- Input any In-kind or Matching Funds amounts at the bottom of the Budget Tab page. Once you input the amounts it will auto populate the designated amounts in the Funding Request Column at the top of the page.

Line 1. Instructions for Personnel/Salary:

Complete the table, including each employee to be funded wholly or in part by this grant. Include a description of the duties that personnel will perform. In the narrative, describe how the personnel will support your proposed project. Please take into account how long it will take to hire someone when selecting the number of months.

Definitions:

Position: *Job Title*

Function: *Only those responsibilities directly related to the grant project*

Salary: *Regular monthly salary*

Time: *Percentage of monthly time dedicated to the solid waste function*

Line 2. Instructions for Fringe Benefits:

Identify Fringe benefits rate and what is included in the benefit rate, for instance, medical leave, sick time, and/or vacation time. The grant application will automatically calculate the fringe benefit amount based on the salary request on Line 1 of your budget summary.

Line 3. Instructions for Equipment

Expenses included under the Equipment category should be for non-construction related, tangible, personal property having a **unit acquisition cost of \$5,000 or more (including freight and set up costs)** with an estimated useful life of over one year. Any equipment that will be used for other projects or activities, in addition to the funded project, may only be funded at an amount reflecting the appropriate percentage of time that the equipment will be directly used for the funded project. **All equipment purchases must be approved in advance by NCTCOG.** Equipment purchased solely with solid waste grant funds must be used exclusively for solid waste purposes. Please list each piece of equipment you intend to purchase with grant funding, providing as many specifications as possible at this time. In the narrative, please describe the intended use of the equipment, any special requirements that the equipment will meet, and how it will support your proposed project.

Line 4. Instructions for Construction

Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. A pass-through grant recipient shall **incur no construction costs unless the construction details are approved in advance by NCTCOG.** All applicable laws and regulations for

bidding and contracting for services must be followed. Describe the construction expenses associated with the proposed project, providing as many specifications as possible at this time and identifying any services to be subcontracted. In the narrative, please describe all intended uses of the constructed facility and justify any special features to be included in the construction project. Describe how the construction will support your proposed project.

Line 5. Instructions for Contractual

Expenses included under this category should be for costs for professional services or tasks provided by a firm or individual who is not employed by the grant recipient. **A pass-through grant recipient may incur no contractual costs unless the subcontract is approved in advance by NCTCOG.** In the narrative, please describe the applicant's need for contractual services, indicate what agreements or procurement steps have been made with the indicated contractor in accordance with applicant's procurement policies, and the role that the contractor will play in support of your proposed project.

Line 6. Instructions for Other

Other expenses are for items or services that do not readily fit into any of the other budget categories in this application. Complete the breakdown of total Other expenses. In the narrative, indicate how the expenses will support your proposed projects. Also describe how the items will be used, such as what information will be disseminated in advertisements or printing, what newspapers will be running ads, how many personnel will be using PPE, how computer or audio/visual equipment will support your proposed project, etc.

Attachment 5. List of Previous Solid Waste Pass-Through Grant Recipients (1996-2017)

<u>CITIES</u>				
	City of Fort Worth	City of Midlothian	Town of Little Elm	Mesquite ISD
City of Allen				Pilot Point ISD
City of Anna	City of Frisco	City of Mineral Wells	<u>COUNTIES</u>	Plano ISD
City of Arlington	City of Garland	City of Murphy	Collin County	Pleasant Grove Elementary
City of Azle	City of Glen Rose	City of North Richland Hills	Dallas County	Prosper ISD
City of Benbrook	City of Grand Prairie	City of Plano	Denton County	RL Thornton Elementary
City of Bridgeport	City of Grapevine	City of Princeton	Ellis County	S. Jackson Elementary
City of Burleson	City of Greenville	City of Red Oak	Hood County	Scurry Rosser ISD
City of Carrollton	City of Haltom City	City of Richardson	Hunt County	Seagoville Elementary
City of Cedar Hill	City of Hawk Cove	City of Rockwall	Johnson County	Terrell ISD
City of Celina	City of Highland Village	City of Rowlett	Kaufman County	Trinity Env. Academy
City of Cleburne	City of Hurst	City of Sanger	Palo Pinto County	Weatherford ISD
City of Commerce	City of Irving	City of Seagoville	Navarro County	
City of Coppell	City of Joshua	City of Southlake	Parker County	
City of Corsicana	City of Kaufman	City of Springtown	Tarrant County	
City of Dallas	City of Keller	City of Stephenville	Wise County	<u>SPECIAL LAW DISTRICTS/ REGIONAL COGs</u>
City of Denton	City of Krum	City of Terrell	<u>ISDs/SCHOOLS</u>	Brazos River Authority
City of DeSoto	City of Lancaster	City of Waxahachie	Arlington ISD	Dallas/Fort Worth Airport
City of Dublin	City of Lewisville	City of Weatherford	Burleson ISD	Dallas/Fort Worth Airport
City of Euless	City of Mansfield	City of Wylie	Birdville ISD	North Texas Municipal Water District
City of Flower Mound	City of McKinney	The Colony	C.S. Winn Elementary	Trinity River Authority
City of Forest Hill	City of Mesquite	Town of Addison	Dallas ISD	Upper Trinity Regional Water District
City of Forney		Town of Flower Mound	Fort Worth ISD	
			Garland ISD	
			James Bonham Elementary	
			Lewisville ISD	
			Lovejoy ISD	NCTCOG

Attachment 6: Regional Plan Goals and Objectives

Applicants will be required to identify at least one regional plan goal and objective that a project intends to address.

Regional Plan Goals:

- 1) Support Materials Management Education and Training
- 2) Promote Creation and Expansion of Waste Management Programs
- 3) Measure Regional Waste Reduction Efforts
- 4) Support and Encourage Innovative Technologies for Other Waste
- 5) Promote Public and Private Sector Partnerships

Regional Goal: Support Materials Management Education and Training

- Objective: Support outreach and education programs to facilitate long-term increases in source reduction, reuse, and recycling
- Objective: Educate the public about proper waste management opportunities and alternatives to reduce illegal dumping
- Objective: Educate the public about proper management and alternative options for Household Hazardous Waste (HHW)

Regional Goal: Promote Creation and Expansion of Materials Management Programs

- Objective: Encourage establishment, maintenance, and expansion of government, single and multi-family residential, and commercial waste source reduction, reuse, and recycling programs
- Objective: Expand reuse and recycling of construction and demolition materials
- Objective: Expand existing collection and management alternatives for other wastes and establish and expand new product markets
- Objective: Facilitate the development and implementation of integrated solid waste management plans
- Objective: Promote integrated waste management practices and provide ample, convenient collection, and disposal options in rural and underserved areas

Regional Goal: Measure Regional Waste Reduction Efforts

- Objective Encourage survey and evaluation techniques to establish baseline and effectively track waste reduction
- Objective: Encourage the maintenance of disposal and processing capacity to meet the needs of the region

Regional Goal: Support and Encourage Innovative Technologies for Other Waste

- Objective: Encourage innovative technologies to reduce, manage, and process emerging waste streams

Regional Goal: Promote Public and Private Sector Partnerships

- Objective: Increase coordination between cities' and counties' organizational entities to reduce illegal dumping
- Objective: Assure that applicants for state permits demonstrate compliance with the adopted regional solid waste plan
- Objective: Maintain and update the Closed and Abandoned Landfill inventory