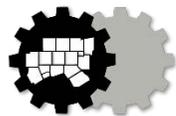# Planning for Sustainable Materials Management in North Central Texas

FY 2020 to 2021 Materials Management

Implementation Grant Application Guidelines

August 27, 2019

North Central Texas Council of Governments
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www.nctcog.org/solidwastegrants

**North Central Texas
Council of Governments**

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Introduction

The North Central Texas Council of Governments (NCTCOG) has $1,141,698.80 in reimbursable grant funds available for the Materials Management 2020-2021 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 provide 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
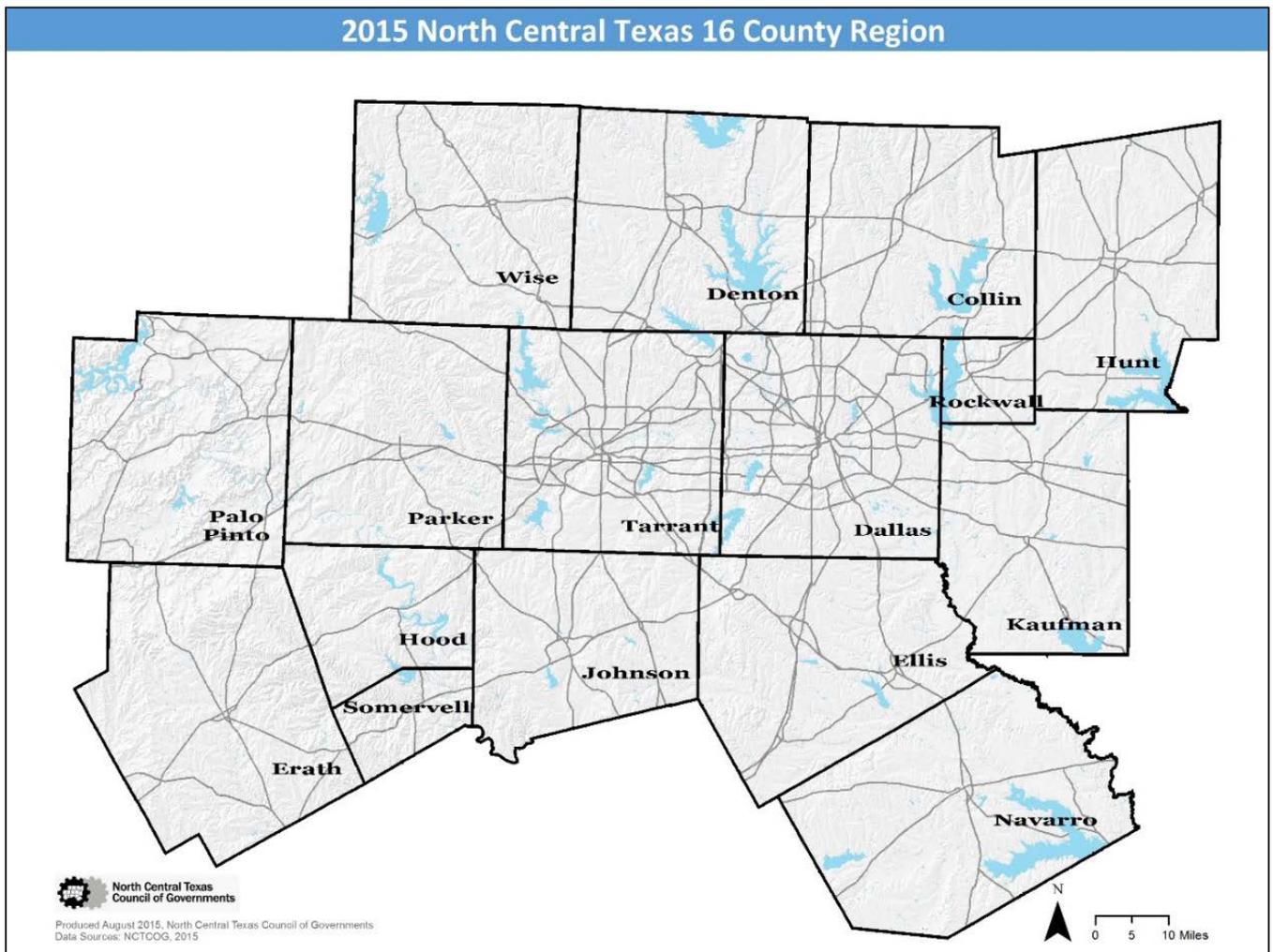
Contact Information

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

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Call for Projects Tentative Schedule

FY20/21 Call for Projects Timeline

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

North Central Texas
Council of Governments
Environment & Development

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

- Councils 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 1 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 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, and;
- Construction and Demolition (C&D) Diversion.

Eligible Project Categories

Eight project categories are eligible for grants under this CFP:

- 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

The following eligible project categories are listed with example 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); Protective gear and supplies; Educational materials.
   - Funded activities may **not** include:
     - 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); Educational materials; Printing and advertising expenses.
   - Funding activities may **not** include:
     - Any program or project funded under this category with the intent of demonstrating the use of products made from recycled/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.
     - Big Belly Solar Trash Cans/Recycle Bins

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; Education and public awareness programs; and, Support Texas County Cleanup events.
   - 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.).

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); Subcontract expenses; Protective gear and supplies; Fencing, barriers, signage; Educational materials; Appreciation items for volunteers (t-shirts, caps, etc.).
   - Funding activities may **not** include:
     o One-day clean-up events
     o 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.
     o 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.
     o Big Belly Solar Trash Cans/Recycle Bins

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:
     o 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.
   - Funding limitations:
     o 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.
   - Funding Limitations:
     o 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.
   - Funding Limitations:
     o Funding may not be used for certification training such as the LEED Green Building Rating System.
     o Funds applied to a broader education program may only be used for those portions pertaining to municipal solid waste.

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.

- **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 <u>may</u> be appropriate include:
    - Postage/delivery
    - Printing/reproduction
    - Advertising/public notices
    - Signs
    - Training
    - Computer Hardware (under $5,000 and not listed under the "Equipment" category)
    - Computer Software
    - Miscellaneous Other (includes anything not listed anywhere else in the budget)

*** Each line item must meet or exceed $500 to be deemed acceptable.

Guidelines for Completing the Budget Tab

Project Type	Minimum Funding Request	Maximum Funding Request
Local Government Project	$15,000	$200,000
Regional Collaborative Projects	$125,000	$500,000

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 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.

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. 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.

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.

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.

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.

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 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

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

Risk Assessment Requirements: NCTCOG policy requires that all grant applicants undergo an applicable risk assessment in order to receive grant funds. Certain documentation will need to be submitted by each applicant for NCTCOG review. Information regarding the documentation that will be required and the evaluation criteria of the assessment is included below:

> **DUNS & SAM Number:**
>> Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number, and a current registration with the System for Award Management (SAM). Applicants can receive a DUNS number at no cost by calling the toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B Website at www.dnb.com/us/. Applicants can receive free SAM registration at www.SAM.gov. If a DUNS number or SAM has not yet been assigned, please include the date the applicant requested a number.

> **Application Process:**
> As part of applying, applicants must also complete a Risk Assessment, which will be sent out after the application deadline, as applicable.

> **Evaluation Criteria:**
> - **Qualitative Analysis: Subrecipient Risk & Oversight**
>   - In accordance with provisions under the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)[4], NCTCOG will conduct a risk assessment of all anticipated subrecipients prior to final selection. This assessment includes the following elements:
>   - Financial/organizational capacity

- History of performance for federal funds
- Experience in carrying out a federally compliant procurements, and the proposed procurement approach for this project
- Results of previous audits
- Past performance on NCTCOG-related grants

o NCTCOG is not obligated to fund a proposal from an applicant that has demonstrated marginal or unsatisfactory performance on previous grants or contracts with NCTCOG and/or other state or federal agencies.

o NCTCOG is not obligated to fund a proposal from an applicant based on a determination of the risks, including the financial condition of the applicant and other risk factors as may be determined by NCTCOG.

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.

Applicant Meeting with NCTCOG: All applicants will be required to meet with NCTCOG either in person or via conference call prior to submitting an application. Contact NCTCOG staff identified on Page 4 of these Guidelines to set up an appointment to discuss your project. **Your grant application will not be eligible for funding if you have not met with NCTCOG prior to submittal. The deadline for scheduling a call or meeting with NCTCOG is November 15, 2019.**

NOTE: All applicants will need to consider and include information in the grant application concerning the ability of the applicant to cover 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 will staff need to be trained and licensed in order to use equipment (i.e. forklifts, vehicles that require special driver's licenses).

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 2 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).

Disclosure of Past Projects: All applicants will be required to disclose how much solid waste grant funding they have previously received. Applicants will be asked to provide the committee with 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.

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 submission.

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. The lead entity, or the applicant, will only be required to submit a court order or resolution in support of the project.

Project Summary Slide: All grant applicants will be required to submit a one page project summary slide in the online application. A template is provided on the Home Page of the online application called Project Summary Slide. This summary slide will be used for posting to the NCTCOG webpage and for review by the Resource Conservation Council and should provide sufficient high-level 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

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 Grant Selection Subcommittee Meeting. A template presentation will be provided to all applicants prior to the 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 strongly encouraged to supply adequate supporting documentation to assist the Grant 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 2020-2021 Call for Projects must be received in the web-based application system by 5:00 p.m. CST on January 6, 2020. Additionally, no faxed, emailed or hard copy applications will be accepted or scored**.**

Applicants are 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 (required in order to have your application considered)
- Completed Application Form submitted 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)

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 encouraged and failure to provide sufficient material may affect your grant evaluation.

*** Signed Resolution or Court Order is required within thirty (30) days of the application close date.

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)**

Applicant should refer to Attachment 3 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.

Project Description/Demonstrated Funding Need (30 Points for Local Government Projects; 30 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. Additionally, provide information about whether this project will continue after grant funds are expended. 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
- Clearly identified funding needs
- Equipment appropriate for project
- Local match commitment
- Budget appropriate for project described

Project Impact and Benefits (30 Points for Local Government Projects; 20 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 division. 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 will require 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 Grant Scoring Subcommittee along with the applications to which they refer.

- The Grant Scoring Subcommittee will meet to discuss and make recommendations to the RCC concerning these projects. Private service providers are encouraged to make oral comments at this meeting.
- The RCC will make 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 and the eligibility of projects.

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.** 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 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. **A Final Report, Final Reimbursement Request, and Release of All Claims will be due to NCTCOG at the end of the grant.**

Reporting Requirements

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

- <u>Quarterly Progress Reports</u>: 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, 2021. 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 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 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. 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_amIregulatedrecycling.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 2: 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

Attachment 3: Example Budget

Item Requested	Quantity	Cost Per Unit	Funding Requested
Dodge Ram ProMaster Van	1	$26,000.00	$26,000.00
Recycling Mascot	1	$5,000.00	$5,000.00
Van Wrap	1	$3,000.00	$3,000.00
TV for Van (recycling education)	2	$500.00	$1,000.00
TOTAL COST			**$35,000.00**

Attachment 4: Example Grant Implementation Timeline

Activity	Start Date	Completion Date	Additional Information
Procurement process for purchase of grant items	April 1, 2020	July 1, 2020	Procurement process will include RFP, selection of vendor, issuing purchase order and initiating purchase of grant items.
Place order for grant items	July 1, 2020	July 10, 2020	
Delivery of grant items	--	November 1, 2020	All items are expected to be delivered no later than November 1, 2020.
Submit final reimbursement to NCTCOG		January 15, 2021	All items will be paid for, delivered, and all documentation will be collected and submitted to NCTOG for final reimbursement no later than January 15, 2021.