

Collin County Grant Summary Form

Department Name/Number: Public Works		Submit completed form along with one <u>electronic copy</u> of the grant application and all supporting documentation to the Auditor's Office not less than 14 days prior to the scheduled Commissioner Court meeting. If you have any questions contact Janna Caponera at (972) 548-4638.
Contact Person: Tammi Koch		
Title: Office Coordinator	Phone: 3719	

Grant Description		
Grant Title and Funding Year: FY2012 and FY2013 Solid Waste Implementation Project Application	Funding Source: <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other:	Grant Type: <input checked="" type="checkbox"/> New Grant <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment
Grantor (include sub-granting agencies): North Central Texas Council of Governments	Payment Method: <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other:	Approval Requested: <input checked="" type="checkbox"/> Application <input type="checkbox"/> Award

Application/Award Deadline: 4 / 6 / 2012	Requested Comm. Cr. Date: 3 / 26 / 2012	Grant Period: 8 / / 2012 - 7 / / 2013
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Brief Description:
The goal of our Citizen Household Hazardous Waste Collection Days is to offer a solution for recycling and disposal of household hazardous waste (HHW) to the citizens of Collin County. Though some of our largest cities have such programs, residents located in the unincorporated area of Collin County and in our smaller towns and cities have very limited resources for disposal of these items. This collection program will be the first of its kind for Collin County residents.

Grant Categories / Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	Total
Personnel						
Operating		100,000.00				100,000.00
Capital Equipment						
Indirect Costs						
Total		100,000.00				100,000.00
FTEs						

Performance Measures Applicable Outcome Measures	FY 2010 Progress to Date				FY 2011
	Q1	Q2	Q3	Q4	Projected

The Department named above is applying for the Grant Program named above, and if awarded, will accept full responsibility for the management of any funds awarded to the County under this grant, and will adhere to any policies and procedures set forth by the Grantor and its related agencies or agents, as well as those of the County, and its financial and administrative departments. To that end, please find enclosed the following items for initial review:

- Grant Summary Form
- Memo of request to Commissioner Court for application/award acceptance and approval
- An electronic copy of the original, completed Application/Award
- Court Order (for award only)
- All attachments, back-up documentation or amendments to be submitted to the Grantor in support of the application

Completed by: <u>Keith Self</u>	<u>3/26/12</u>
Department Head/Designee Printed Name	Department Head/Designee Signature & Date

North Central Texas Council of Governments FY2012 and FY2013 Solid Waste Implementation Project Application

FORM 1: LOCAL GOVERNMENT AND GRANT PROJECT INFORMATION

1. Project Local Government Information

Local Government: Collin County	Project Contact Name: Tammi Koch
Complete Mailing Address with Zip Code: 700 A Wilmeth Road McKinney, Texas 75069	Telephone Number: 972-548-3719
Fax Number: 972-548-3754	Email Address: tkoch@collincountytx.gov

2. Project Title with a Single Sentence Description of What the Grant Funding Will Cover:

Citizen Household Hazards Waste Collection Day
Provide Collin County residents, especially those living in rural areas, with a scheduled day in which they may dispose of/recycle household hazardous waste materials safely and conveniently.

3. Grant Project Information:

a. Please check only one goal of the three *Regional Solid Waste Management Plan Goals*, and identify the one specific Objective and one Action Recommendation from the *Regional Plan* that best applies to your project. This information can be found in the Request for Applications (RFA). (Note: Some categories ineligible; see Developing Project Proposal on page 3 of the RFA.)

- Time to Recycle Goal
- Stop Illegal Dumping Goal
- Assuring Capacity for Trash Goal

Identify the one Objective to be undertaken (quote verbatim directly from the *Regional Plan*):

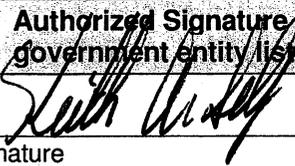
Increase citizen participation in reuse and recycling of residential waste through innovative programs.

Action Recommendation (quote one Action Recommendation verbatim, directly from the *Regional Plan*):

Develop incentives that would provide greater citizen participation possibilities and contractor promotion of recycling and waste diversion

b. Amount of Grant Funding Requested (minimum \$15,000 and maximum \$125,000): \$100,000.00

4. Authorized Signature (signatory must have contract signing authority for the eligible local government entity listed above):



Signature
Keith Self

Print name

County Judge

Title
3/26/12

Date

FORM 2: CERTIFICATIONS AND ASSURANCES

I. Certifications

In order to receive grant funds under this program, the proposed project must conform to the provisions of the Request for Applications. By signing this Application, the person acting on behalf of the local government agrees to the certifications listed below and to abide by the RFA provisions.

1. **Authority to Sign Application**

The person signing this Application hereby certifies that he/she has authority from the local government to sign the Application and that such authority will bind the local government in subsequent agreements.

2. **Application Contains No False Statements**

The local government certifies that this Application, has no false statements and that the local government understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The local government understands that the North Central Texas Council of Governments (NCTCOG) will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

3. **Governmental Status**

The local government certifies that it is located in the State of Texas and fits within one of the governmental classifications listed below, as determined under state law:

- a. City;
- b. County;
- c. Public school districts or independent school districts (not including universities or post secondary educational institutions);
- d. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities; or,
- e. Council of governments.

4. **Solid Waste Fee Payments**

The local government certifies that it is not delinquent in payment of solid waste disposal fees owed to the State.

5. **Conformance to Standards**

The local government certifies to the best of its knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and proposed expenditures, conforms to eligible category standards and allowable expense and funding standards as set forth in the RFA.

6. **Consideration of Private Industry**

The following certification applies **only** if the project is under one of the following funding categories:

- Source Reduction and Recycling
- Citizens' Collection Stations and "Small" Registered Transfer Stations

The local government certifies that it has notified private service providers in accordance with the requirements set forth in the Request for Applications and the instructions provided with this application form. The local government further certifies to the best of its knowledge and ability that the proposed project:

- **will promote cooperation** between public and private entities,
- provides a service that is **not** otherwise readily available, and
- will **not** create a competitive advantage over a private industry that provides recycling or solid waste services.

7. **Consistency with the *Regional Solid Waste Management Plan***

The local government certifies to the best of their knowledge and ability that the proposed project is consistent with applicable Goals, Objectives, and Action Recommendations of the *Regional Solid Waste Management Plan*.

8. **Technical Feasibility**

The local government certifies that it has carefully reviewed its Scope of Work and that to the best of its knowledge and ability all activities are technically feasible and can be satisfactorily completed within the grant period as set forth in the Request for Applications.

9. **Costs Reasonable and Necessary**

The local government certifies to the best of its knowledge and ability that the proposed project activities in the Scope of Work and the expenses outlined in the Budget are reasonable and necessary to accomplish the project objectives, and the proposed expenses are consistent with the costs of comparable goods and services.

10. **Certification by Law Enforcement Programs**

As provided by the General Appropriations Act (80th Leg. R.S.), funds may not be expended to any law enforcement agency regulated by Chapter 1701, Texas Occupations Code, unless: (a) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or (b) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.

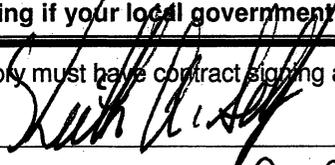
II. Assurances

If the Application is approved for funding, the grant funds will be awarded through an Interlocal Agreement contract between the local government and NCTCOG. This Agreement will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the funding. In order to ensure an understanding by the local government of some of the main conditions that will be included in the Interlocal Agreement, the local government is asked to review the following assurances. By signing this Application, the person acting on behalf of the local government indicates their understanding of these conditions and provides assurances that these and other conditions set forth in the Interlocal Agreement will be adhered to if funding is awarded.

- 1. Compliance with Standard Pertaining to Real Property and Equipment**
Local government provides assurances that, if funded, it will comply with the contract provisions pertaining to title and to management of real property and equipment. The contract will contain obligations and conditions regarding the use of the equipment and/or facilities (the "property") acquired under the agreement. Included in the provisions are obligations to provide adequate maintenance and conduct physical property inventories; restrictions and conditions on the use, replacement, sale, or transfer of the property; as well as obligations to continue in the use or transfer of the property to adhere to the provisions that grant funds are not being used to create a competitive advantage over private industry.
- 2. Participation in NCTCOG/Texas Commission on Environmental Quality Recycling Surveys and Reporting**
Local government provides assurances that, if funded, it will respond to annual recycling program surveys and/or other requests from NCTCOG or the Texas Commission on Environmental Quality (TCEQ) for information on municipal solid waste management activities.
- 3. Compliance with Progress and Results Reporting Requirements**
Local government provides assurances that, if funded, it will comply with requirements for: reporting on the progress of the project tasks and deliverables; documenting the results of the project and providing those results to NCTCOG on a schedule established by NCTCOG, and to continue to document the results of the project activities for the life of the project, and to provide NCTCOG with a follow-up results report approximately one year after the end of the grant term.
- 4. Financial Management**
Local government provides assurances that, if funded, the local government will comply with contract provisions and requirements necessary to ensure that expenses are reasonable and necessary, to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by NCTCOG.
- 5. Compliance with Americans with Disabilities Act**
Local government provides assurances that, if funded, it will comply with all the applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. §§12101-12213 (Pamph.1995).
- 6. Compliance with the Single Audit Act**
Local government provides assurances that, if funded, it will comply with the Single Audit Act as defined by the Uniform Grant Management Standards (UGMS), January 1998.
- 7. Compliance with Program and Fiscal Monitoring**
Local government provides assurances that, if funded, it will comply with program and fiscal monitoring provisions of the contract, including: providing additional reports or information as may be requested to adequately track the progress of the project, allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

Please sign the following if your local government agrees to comply with these Certifications and Assurances.

NOTE: Signatory must have contract signing authority for the eligible local government entity.

Signature: 

Typed/Printed name: Keith Self

Title: County Judge

Local Government: _____

FORM 3: AUTHORIZED REPRESENTATIVES

The local government hereby designates the individual(s) named below as the person/persons authorized to receive direction from NCTCOG, to manage the work being performed, and to act on behalf of the local government for the purposes shown:

1. Authorized Project Representative. (All entries below required.) The following person is authorized to receive direction, manage work performed and sign required periodic status and statistical reports:

Signature:

Printed Name:

Title:

Local Government

2. Authorized Financial Representative. (All entries below required.) The following person is authorized to act on behalf of this local government in all financial and fiscal matters including authorizing and signing reimbursement requests:

Signature:

Printed Name:

Title:

Local Government

FORM 4: RESOLUTIONS OR COURT ORDERS

The governing body of the local government **must** approve a resolution or court order authorizing the Project Application submittal as well as receipt of funding if the project is approved. An original of this resolution or court order **must** be submitted to NCTCOG by **Friday, April 6, 2012, no later than 5 p.m. CENTRAL TIME to NCTCOG Offices at 616 Six Flags Drive, First Floor Receptionist, Arlington, TX 76011.**

EXAMPLE of a RESOLUTION or COUNTY COMMISSIONERS' COURT ORDER

NO. _____

RESOLUTION or COUNTY COMMISSIONERS' COURT ORDER OF (Name of local government entity) AUTHORIZING THE FILING OF A PROJECT APPLICATION WITH THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE PROGRAM LOCAL IMPLEMENTATION PROJECT; AUTHORIZING (Person and Title) TO ACT ON BEHALF OF (Name of Local Government Entity) IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF FUNDING FOR THIS PROJECT IS RECEIVED (Name of Local Government Entity) WILL COMPLY WITH ALL PROJECT REQUIREMENTS OF THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS, TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

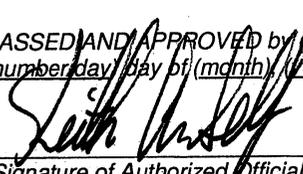
WHEREAS, the North Central Texas Council of Governments (NCTCOG) is directed by the Texas Commission on Environmental Quality (TCEQ) to administer solid waste project funds for the implementation of NCTCOG's adopted Regional Solid Waste Management Plan; and

WHEREAS, (Name of Local Government Entity) in the State of Texas is qualified to apply for project funds under the Request for Project Applications.

NOW, THEREFORE, BE IT RESOLVED BY (Name of Local Government Entity) IN (Location of Office) TEXAS THAT;

1. (Name/Title of Individual) is authorized to request grant project funding under NCTCOG's Request for Project Applications of the Regional Solid Waste Local Project Funding Program and act on behalf of (Name of Local Government Entity) in all matters related to the grant project application and any subsequent project contract that may result.
2. If the grant project is funded, (Name of Local Government Entity) will comply with the requirements of NCTCOG, TCEQ and the State of Texas.
3. The local government will allocate and expend the necessary monies to support this grant project and then seek reimbursement from NCTCOG on a timely basis.
4. The grant project funds and any project-funded equipment or facilities will be used only for the purposes for which they are intended under the project.
5. The grant activities for this project will comply with and support the adopted regional (and local) solid waste management plans adopted for the geographical area in which the activities are performed.

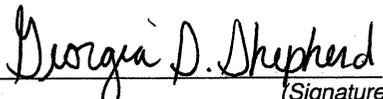
PASSED AND APPROVED by (Board or Chief Official as Applicable) in (City and County), Texas, on this the (number day) day of (month), (year).



(Signature of Authorized Official)

Keith Self

(Typed or Printed Name)

Notary or City Secretary: 

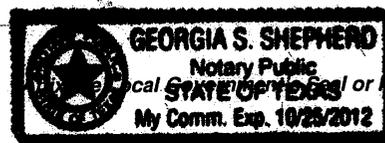
(Signature)

Georgia S. Shepherd

(Type or Printed Name)

Notary Public / 10/25/12

(Title/Commission of Notary Expiration Date)



FORM 5: PROJECT DESCRIPTION (FORM 5 and FORM 5a, up to 55 points combined)

The goal of our Citizen Household Hazardous Waste Collection Days is to offer a solution for recycling and disposal of household hazardous waste (HHW) to the citizens of Collin County. Though some of our largest cities have such programs, residents located in the unincorporated area of Collin County and in our smaller towns and cities have very limited resources for disposal of these items. This collection program will be the first of its kind for Collin County residents.

The significant benefit of these Household Waste Collection Days is that they will decrease the illegal dumping of household waste items, reduce the cross contamination of recyclables, and impact the risk of potential health hazards stemming from non-approved HHW disposal activity.

This new program will directly contribute to the attainment of the *Regional Solid Waste Management Plan* objective (1A) of increasing citizen participation in reuse and recycling of residential waste through innovative programs, as we will be able to offer those residents currently without a convenient and familiar way of disposing of and recycling HHWs an opportunity of safely doing so on a scheduled day. This new program will provide an ongoing and sustainable program for HHW collection and disposal (a Regional Plan Objective 1A action recommendation).

The Collection Day will be held once annually for the residents of Collin County, an area with an approximate population of over 800,000 people.

One Collection Day will be held at location conveniently situated for all county residents:

1. Located at or near 700 A Wilmet Road, McKinney, TX 75069
2. Located at or near Weston Material Storage Area 3821 W.F.M. 455 at F.M. 3356
3. Located at or near Farmersville Storage Area 1069 North State Highway 78 Farmersville, TX 75442

The collection will be conducted by an outside vendor (such as Clean Harbors) who will be able to provide the needed services and meet all state requirements at a lower overall cost than if these events were produced completely in-house. The outside vendor will provide the following services:

- Household waste recycling and reclamation
- Staffing and site plans
- Waste transportation and disposal
- Event advertising and public education

The types of household hazardous waste to be collected will include: adhesives, glues, resins, hobby supplies, artist supplies, latex paint, car batteries, dry cell batteries, engine degreasers, brake fluids, transmission fluids, oil paints, spray paint, stains, thinners and striper, sealers, solvents, creosote, hydrochloric acid, rust preventatives, insecticides, weed killers, poisons, pesticides, propane cylinders, swimming pool chemicals, wood preservatives, fertilizer, cesspool cleaners, herbicides rodent killers, waste fuels (kerosene, gasoline) antifreeze, engine and radiator fluids, radiator cleaner, aerosol cans, cleaners, spot removers, ammonia, computers, electronic equipment, hearing aid (button style) batteries, nicad batteries, photo chemicals chemistry sets, floor cleaners, oven cleaners, bleaches, dry cleaning fluid, metal polish, and drain cleaners.

We will advertise the date, time, location and specific items collected on the day, and the need to properly dispose of these types of waste items, to all residents of Collin County.

FORM 5a: PROJECT WORK PROGRAM AND TIMELINE(FORM 5a and FORM 5, up to **55** points combined)

1. Application for NCTCOG Funding
 - a. Development of strategy and estimation of costs: end of April/beginning of May 2012
 - b. Completion of application and submittal to county grants committee: March 2012
 - c. Application submission to NCTCOG: April 6, 2012
 - d. Submittal for Commissioners Court approval: beginning of June 2012
 - e. Execution of Interlocal Agreement with NCTCOG: August 2012

2. HHW Collection Days
 - a. Public Works request to Purchasing Department for vendor selection: August 2012
 - b. Purchasing Department request for quotes and selection of vendor: September 2012
 - c. First quarterly status report to NCTCOG: September 2012
 - d. Finalization of contracts and planning meetings with vendor: October/November 2012
 - e. Development of advertising with County PIO: November/December 2012
 - f. Second quarterly status report to NCTCOG: December 2012
 - g. Advertising and promotion with County PIO: January/February 2012
 - h. Collection Day (McKinney): September 2012
 - i. Third quarterly status report to NCTCOG: March 2013
 - j. Post-events evaluation and data collection: May 2012
 - k. Final report to NCTCOG: June 2013

Except where noted, all of the above timeline activities will be conducted by Public Works staff.

ALL PROJECT WORK PROGRAMS AND TIMELINES MUST INCLUDE THE FOLLOWING:

- **Execution of the Interlocal Agreement with NCTCOG:**
 - **FY2012 projects anticipated June 2012**
 - **FY2013 projects anticipated September 2012**

- **Quarterly Status Reports on the progress of the grant project: Every three months**
 - ***Beginning September 1, 2012***

- **All expenditures and activities completed: Friday, June 28, 2013**

- **Final reporting, reimbursement request and Release of All Claims due on Friday, August 2, 2013, no later than 5 p.m. CENTRAL TIME to NCTCOG Offices at 616 Six Flags Drive, First Floor Receptionist, Arlington, TX 76011**

FORM 6: LEVEL OF COMMITMENT AFTER GRANT (Up to 25 points)

Upon completion of the initial Collin County Citizen Household Hazardous Waste Collection Days, and after a comprehensive post-event review that provides quantifiable documentation of the success of the events, our expected objective would be to continue with one annual Collin County Citizen Household Hazardous Waste Collection Day.

The analysis and documentation of the success of the initial collection days will be submitted to the Commissioners Court for the approval of additional funding for such events in the Public Works budget.

FORM 7: EXPLANATION REGARDING PRIVATE INDUSTRY NOTIFICATION

According to state law (Section 361.014 (b) TX Health & 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.

Categories Requiring Private Sector Notification:

*If you are applying for a grant for a project that falls under the categories listed below, you **must** notify the private sector and adhere to the requirements listed below. **Failure to notify private industry service providers will result in immediate disqualification from this grant process.***

- **Source Reduction and Recycling**
- **Citizens' Collection Stations and Small Registered Transfer Stations**

In accordance with grant requirements established by TCEQ, a local government seeking funding for a project that is related to one of the above listed categories must adhere to the requirements listed below prior to submitting the application:

- Contact in person or in writing all known private service providers which, at the time of the application development, are providing services similar to this grant proposal within the geographic service area that the project intends to serve. A list of private service providers within the region is available from NCTCOG.
- Inform the private service providers of the basic details of the proposed project and consider any input and concerns from the private service providers about the project when completing the project proposal.
- Consider, where appropriate, meeting directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns.
- Complete applicable information on Forms 7a and 7b to provide documentation that private service providers were notified of the project.

Statement of Private Sector Notification:

I certify, as an authorized representative of the local government with regard to the public/private sector cooperation requirements as outlined in the Request for Applications, that this application:

_____ comes under one of the categories listed above requiring private sector notification; however, I am unaware of any public or private entity which provides similar or related services within the proposed project area. (*The local government **must** attach a description of efforts to research and ascertain other existing services and demonstrate the reason why this option is selected. For example, a description of inquiries that were unsuccessful could be attached.*)

comes under one of the categories listed above requiring private sector notification; however no competitive advantage exists, therefore no private sector notification was necessary. (*The local government **must** explain.*)

We have no private service providers to contact as we are not competing with any such entities, nor are we making any kind of profit on these events.

_____ comes under one of the categories listed above requiring private sector notification; and I have notified the private sector industry. (*The local government **must** complete Forms 7a and 7b on the following page.*)

FORM 7a: LIST OF PRIVATE SERVICE PROVIDERS NOTIFIED

Private Service Providers Contacted	Name & Position	Response When Notified	Phone Number	Date Notified

FORM 7b: SUMMARIES OF DISCUSSIONS WITH PRIVATE INDUSTRY

Provide a brief summary below of any responses to your inquiries that expressed concerns regarding your project. Furnish information on any concerns voiced by the private service providers, including:

- (1) Brief summaries of any meetings or discussions held between the local government and the private service providers;
- (2) An explanation of any changes made to the proposed project to address private service provider concerns; and,
- (3) An explanation of any remaining concerns that were not addressed, and why the local government determined that the concerns are not valid under the statutory requirements.

Private Service Providers Contacted	Name and Position	Please Explain Any Concerns

FORMS 8 thru 8g: PROJECT BUDGET SUMMARY (Up to 20 points inclusive)

Provide a detailed explanation of the costs associated with the proposed project. Offer a breakdown of the total amount of funding being requested for the proposed project. The expenses must be consistent with the category expense standards provided in the Request for Applications. Complete any of the detailed budget forms which are applicable to your proposed budget.

Budget Category	Grant Funding Amount Sought <i>Please round costs to the nearest dollar.</i>
1. Personnel/Salaries	\$
2. Fringe Benefits	\$
3. Travel (Does not include registration)	\$
4. Supplies (<u>consumable</u> general office supplies)	\$
5. Equipment (unit cost of \$5,000 or more)	\$
6. Construction	\$
7. Contractual (other than construction costs)	\$90,000.00
8. Other (anything not itemized above)	\$10,000.00
9. Total Direct Charges (sum of 1-8)	\$
10. Indirect Charges*	\$
11. Total (sum of 9-10)	\$100,000.00
12. Fringe Benefit Rate: _____ %	
13. Indirect Cost Rate: _____ %	

Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied:

*In accordance with the UGMS, indirect charges may be authorized if the local government has a negotiated indirect cost rate agreement signed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. Alternatively, the local government may be authorized to recover up to 10 percent of direct salary and wage costs (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation. If your local government has an approved cost allocation plan, please enclose documentation of your approved indirect rate.

In-kind or Matching Funds Contributions: \$9,000.00

Local government contribution(s) through in-kind or matching services is encouraged.

Please explain, in separate line items, the detail of any matching funds or contributions to be provided by the local government. In-kind services should relate only to staff or services directly involved with your proposed project. Describe the relative importance or effort the local contribution will have in relationship to the entire project. **This information will be used in contracting with successful projects and will be tracked for proper payment**

Location/Land for Collection Day	\$3,000.00
4 to 5 person staffing Collection Day	\$3,000.00
Equipment Required	\$1,000.00
Advertising	\$2,000.00

Complete the following detailed budget forms that are applicable to your budget.

Form 8a Detailed Personnel/Fringe/Indirect Charges Budget: Total \$ _____

This budget information should be completed if any expenses are entered for Personnel (Line 1), Fringe Benefits (Line 2) and/or Indirect Charges (Line 10) of your Project Budget Summary. In the space below, list the names and titles of individuals whose salaries will be paid for, in all or in part, from project funds. Also, indicate if funds are for a new or existing employee (attach additional sheets if necessary).

Employee name _____
Title _____
Salary \$ _____

Employee name _____
Title _____
Salary \$ _____

Employee name _____
Title _____
Salary \$ _____

TOTAL PERSONNEL/FRINGE/INDIRECT CHARGES: \$ _____

If your budget lists Fringe Benefits (Line 2) and/or indirect costs (Line 10), please provide the following:

- Fringe Benefit Rate _____%
- Indirect Charge Rate* _____%

*In accordance with the UGMS, indirect charges may be authorized if the local government has a negotiated indirect cost rate agreement signed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. The local government may be authorized to recover up to 10 percent of direct salary and wage costs (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation. If you have an approved cost allocation plan, please enclose documentation of your approved indirect rate.

Form 8b Detailed Travel Budget: Total \$ _____

This budget section should be completed if any expenses are entered for Travel (Line 3) of your Project Budget Summary. In-state travel expenses directly related to the conduct of the funded project may be authorized. Please describe below the types of travel expenses (state rate mileage, meals, airfare, hotel, etc.) expected, conference/workshop names if known, and purpose for travel. For Registration Fees, see "Other" Detailed Budget page.

Purpose of travel: _____

Cost: \$ _____

Purpose of travel: _____

Cost: \$ _____

TOTAL TRAVEL COSTS: \$ _____

Form 8c Detailed Consumable General Office Supply Budget: Total \$ _____

This budget section should be completed if any expenses are entered for general **office** supplies (Line 4) of your Project Budget Summary. Supplies are consumable **office** items that generally have a useful life of less than one year and have a unit cost of less than \$1,000. Expenses for food and beverages are not allowable. Please describe below the **general office supplies** expenses you intend to purchase with project funding; attach additional sheets if necessary.

<u>General Office Supplies</u>	<u>Costs</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL SUPPLIES:	\$ _____

Form 8d Detailed Equipment Budget: Total \$ _____

This budget section should be completed if any expenses are entered for Equipment (Line 5) of your Project Budget Summary. Equipment expenses include 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 over one year. Please describe below the equipment expenses you intend to purchase with project funding, providing as many details as possible at this time.

<u>Equipment (description, type, model, etc.)</u>	<u># of Units</u>	<u>Costs</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL EQUIPMENT:		\$ _____

Form 8e Detailed Construction Budget: Total \$ _____
(All construction expenses must be pre-approved by NCTCOG.)

Budget Summary. Construction expenses include the cost of planning the project, materials and labor, cost of equipment attached to the permanent structure and any sub-contracts performed as part of the construction. All local government municipal laws and regulations including UGMS for bidding and contracting for services must be followed. Please itemize below the construction expenses associated with the proposed project, providing as many details as possible at this time.

<u>Construction (and related expenses)</u>	<u>Costs</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL CONSTRUCTION:	\$ _____

Form 8f Detailed Contractual Budget:
 (All contractual expenses must be pre-approved by NCTCOG.)

Total _____

This budget section should be completed if any expenses are entered for Contractual (Line 7) of your Project Budget Summary. Expenses include the cost of professional services or tasks provided by firm or individual who is not employed by the project funds recipient, other than those related to construction. All local government municipal laws and regulations including UGMS for bidding and contracting for services must be followed. Please itemize below the contractual expenses associated with the proposed project, providing as many details as possible at this time.

Contractual

Costs

HHW Collection Program (includes recycling, reclamation, staffing of event, site plans, HHW transportation and disposal, advertising and public education).

\$100,000.00 _____

Costs include 1 separate events held at 1 location in the county

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL CONTRACTUAL: \$100,000.00

Form 8g Detailed Other Expenses Budget:

Total \$ _____

This budget sheet should be completed if any expenses are entered under the Other (Line 8) of your Project Budget. "Other" expenses are those for items or services that do not readily fit into any of the previous budget categories in this application. If any of the expenses listed below are included in the calculation of your rate for indirect charges, do not list them on this sheet.

<u>Other Expenses</u>	<u>Costs</u>
_____ Postage/delivery	\$ _____
_____ Telephone/Fax	\$ _____
_____ Utilities	\$ _____
_____ Printing/reproduction	\$ _____
<input checked="" type="checkbox"/> Advertising, public notices	\$10,000.00
_____ Signage	\$ _____
_____ Training (registration fees, etc.)	\$ _____
_____ Office space, equipment rentals	\$ _____
_____ Basic office furnishings	\$ _____
_____ Books and reference materials	\$ _____
_____ Repair and maintenance	\$ _____
_____ Computer Hardware	\$ _____
_____ Computer Software	\$ _____

Miscellaneous ALL Other Expenses

(Separately itemize these expenses, For example: 96-gallon recycling roll carts @ \$50.73 ea, 700 units = \$35,511.00)

	# of Units	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL OTHER \$10,000.00

REQUIRED

ATTACHMENTS TO THE GRANT APPLICATION

1. The governing body of the local government **must** approve a resolution or court order authorizing the Grant Project Application as well as the acceptance of grant funds if the Application ranks high enough to be considered for funding.

This resolution or court order **must** be formally signed by the appropriate official and be notarized and signed (or stamped with the local government's seal) in addition to those signatures required in the Grant Project Application.

This resolution or court order along with complete application will be due to NCTCOG on Friday, April 6, 2012, no later than 5 p.m. CENTRAL TIME to NCTCOG Offices at 616 Six Flags Drive, First Floor Receptionist, Arlington, TX 76011

2. If indirect costs are included in the project budget, attach the local government's latest **indirect cost allocation plan**, including documentation of approval of the plan and the indirect cost rate by the local government's Federal Cognizant Agency or State Coordinating Agency.