

Collin County Grant Summary Form

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

Grant Description

Grant Title and Funding Year: 2012-2013 – Solid Waste Implementation Second Call for Projects	Funding Source: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other:	Grant Type: <input 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 type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other:	Approval Requested: <input type="checkbox"/> Application <input type="checkbox"/> Award

Application/Award Deadline: 6 / 22 /2012	Requested Comm. Cr. Date: 6 / 11 /12	Grant Period: 10 / /2012 - 6 / /2013
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Brief Description:
Re-air Illegal Dumping Video Public Service Announcements (PSAs) and produce illegal dumping advertising to educate and solicit public's help in eradicating illegal dumping.

Grant Categories / Funding Source	Federal Funds	State Funds	Local Funds	County Match	In-Kind	Total
Personnel						
Operating						
Capital Equipment						
Indirect Costs						
Total						
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 polices 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>6/12/12</u>
<small>Department Head/Designee Printed Name</small>	<small>Department Head/Designee Signature & Date</small>

**North Central Texas Council of Governments
 FY2012 and FY2013 Second Call for Projects
 Solid Waste Implementation Project Application**

For NCTCOG Use Only -
 PLACE TEMPORARY NCTCOG LABEL

TCEQ LABEL HERE

FORM 1: LOCAL GOVERNMENT AND GRANT PROJECT INFORMATION

1. Project Local Government Information

Local Government: Collin County	Project Contact Name: Tammi Koch
Current Solid Waste Service Provider: Current Recycling Service Provider: IESI	
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:

Collin County HHW Collection Day – Provide Collin County residents, especially those living in rural areas with a scheduled day in which they may dispose of and recycle HHW 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*):

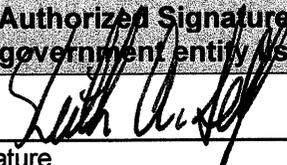
Expand Collection and management of special wastes.

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

Develop on-going and sustainable programs for collection and disposal of HHW beyond on day events.

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


 Print name
 Keith Self

Title
 County Judge

 Date
 6/12/12

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).

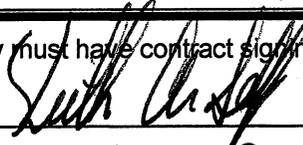
6. **Compliance with the Single Audit Act**

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: <u></u>
Typed/Printed name: <u>Keith Self</u>
Title: <u>County Judge</u>
Local Government: <u>Collin County</u>

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, June 22, 2012, no later than 5 p.m. CENTRAL TIME to NCTCOG Offices at 616 Six Flags Drive, Arlington, Texas 76011, Attn: Liz Zecckine**

THE FOLLOWING IS ONLY AN EXAMPLE

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).

Keith Self

(Signature of Authorized Official)

Keith Self

(Typed or Printed Name)

Notary or City Secretary: *Georgia S. Shepherd*

(Signature)

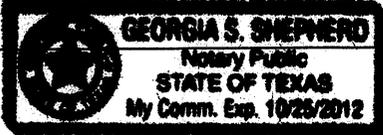
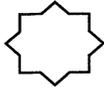
Georgia S. Shepherd

(Type or Printed Name)

Notary Public 10/25/2012

(Title/Commission of Notary Expiration Date)

Affix the Local Government's Seal or Notary Seal here.



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

The goal of our Collin County HHW Collection Day is to expand collection and management of special wastes to the residents 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. The pilot program represents the County's incipient attempt at a comprehensive solution to address HHW and the first of its kind for Collin County residents.

The significant benefit of the Household Waste Collection Day is that it 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 (1H); expanding collection and management of special wastes, 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.

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

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 the event 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.

Collin County has based their request for funding from other cities and counties that have been serviced by Clean Harbors. C.H. charges by the CYME, CYLE, CYSM, FBIN, and DM. The events that C.H. serviced are similar to that of Collin County's request which would include labor, disposal, mobilization, paints, etc. Their transportation number for transporter is MAD039322250 (Norwell, Ma.) and transportation number for receiving facility is TXD055141378 (La Porte, TX.).

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. Advertisement will be solicited through the Collin County website and notification to the Collin County City Mayors or representatives.

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: May 2012
 - b. Completion of application and submittal to county grants committee: May 2012
 - c. Application submission and approval to Commissioners' Court: June 2012
 - d. Application submission to NCTCOG: June 22, 2012
 - e. Execution of Interlocal Agreement with NCTCOG: October 2012

2. Collin County HHW Collection Day
 - a. Public Works request to Purchasing Department for vendor selection: October to November 2012
 - b. Purchasing Department request for quotes and selection of vendor: October to November 2012
 - c. First quarterly status report to NCTCOG: December 2012
 - d. Finalization of contracts and planning meetings with vendor: January/February 2013
 - e. Development of advertising with County PIO: February 2013
 - f. Second quarterly status report to NCTCOG: May 2013
 - g. Advertising and promotion with County PIO: February 2013
 - h. Collection Day (Collin County): April/May 2013
 - i. Third quarterly status report to NCTCOG: August 2013
 - j. Post-events evaluation and data collection: September/October 2013
 - k. Final report to NCTCOG: June 28, 2013
 - l. Final reporting, reimbursement request/Release of Claims: August 2013

ALL PROJECT WORK PROGRAMS AND TIMELINES MUST INCLUDE THE FOLLOWING:

- Execution of the Interlocal Agreement with NCTCOG:
 - FY2012-2013 Second Call for Projects- October 2012

- Quarterly Status Reports on the progress of the grant project: Every three months
 - *Beginning December 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, Arlington, Texas 76011, Attn: Liz Zecckine

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

Following the initial CC HHW Collection Day, a comprehensive review will be conducted to measure the success of the event using quantifiable metrics. If the results meet certain expectations, the objective would be to continue with a once annual Collin County Citizen Household Hazardous Waste Collection Day.

The analysis and documentation of the success of the initial collection day would be submitted to the Commissioners' Court for the approval of additional funding for such an event in the Public Works budget.

Collin County Public Works will collaborate with member cities to pass resolutions pledging monetary support.

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.

REMINDER:

The *Regional Solid Waste Management Plan* goals compared to **TCEQ funding categories** are:

1. ***Regional Solid Waste Management Plan Time to Recycle goal***
 - TCEQ = Source Reduction and Recycling
 - TCEQ = Household Hazardous Waste
2. ***Regional Solid Waste Management Plan Stop Illegal Dumping goal***
 - TCEQ = Local Enforcement
 - TCEQ = Litter & Illegal Dumping Cleanups and Community Cleanup Events
3. ***Regional Solid Waste Management Plan Assuring Capacity for Trash goal***
 - TCEQ = Citizens' Collection Stations and "Small" Registered Transfer Stations
 - TCEQ = Local Solid Waste Management Plans

Note: The following **TCEQ categories** can apply to any of the above *Regional Solid Waste Management Plan* goals:

Technical Studies
Educational and Training Projects

Categories Requiring Private Sector Notification:

*Again, 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.) Explain here...

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

Complete the following PROJECT BUDGET SUMMARY FORM.

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)	\$100,000.00
8. Other (anything not itemized above)	\$
9. Total Direct Charges (sum of 1-8) See first page of application as this dollar amount should match box 3 [Grant Project Information] section b. Amount of Grant Funding Requested \$_____.	\$
10. Indirect Charges*	\$
11. Total (sum of 9-10) If Indirect Charges* are included, see first page of application as this dollar amount should match box 3 [Grant Project Information] section b. Amount of Grant Funding Requested \$_____.	\$
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 Collin County Employees staffing - \$3,000.00
- Equipment Required - \$3,000.00

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 \$100,000.00

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.

<u>Contractual</u>	<u>Costs</u>
HHW Collection Day (includes but not limited to recycling, reclamation, staffing of event, site plans, HHW transportation and disposal, advertising and public education.)	\$100,000.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
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	\$ _____
_____ Advertising, public notices	\$ _____
_____ 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	Costs
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL OTHER \$ _____

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, June 22, 2012, no later than 5 p.m. CENTRAL TIME to NCTCOG Offices at 616 Six Flags Drive, Arlington, Texas 76011, Attn: Liz Zecckine

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.

CHECKLIST FOR APPLICANT

Did you provide the following?

Y or N - One sided Original Application

Y or N - 34 copies Two-sided

Y or N - Electronic copy (CD) or flash drive provided

Form 1

LOCAL GOVERNMENT AND GRANT PROJECT INFORMATION

Box 1: Project Local government information

Y or N – Did you provide Project Local Government Information?

Box 2: Project Title

Y or N – Did you provide the Project Title with a *single sentence description* of what the grant will cover?

Box 3: Grant Project Information

Y or N – Did you identify Only one goal?

Y or N – Did you quote Only one objective directly from the Regional Plan?

Y or N – Did you quote Only one Action Recommendation directly from the Regional Plan?

Y or N – Did you request funds within the designated range (minimum \$15,000 and maximum \$125,000)?

Box 4: Authorized Signatory

Y or N – Has an authorized signatory signed the application?

Form 2

CERTIFICATIONS AND ASSURANCES

Y or N – Has an authorized signatory has signed the agreement to comply with Certifications and Assurances?

Form 3

AUTHORIZED REPRESENTATIVES

Y or N – Has an Authorized Project Representative signed?

Y or N – Has an Authorized Financial Representative signed?

Form 4

RESOLUTIONS OR COURT ORDERS

Y or N – Will a resolution or court order, signed by an authorized signatory, authorizing the project application submittal be submitted to NCTCOG with completed application by deadline of 5:00 p.m. CENTRAL TIME on Friday, June 22, 2012.

Y or N – Has the Resolution or Court Order been notarized? (See FORM 4 of application)
(Local government's SEAL or Notary SEAL must be affixed to Resolution or Court Order)

Form 5

PROJECT DESCRIPTION

Y or N – Has a detailed project description been provided?

Form 5a

PROJECT WORK PROGRAM AND TIMELINE

Y or N – Has a WORK PROGRAM AND TIMELINE been provided?

Y or N – Has a detailed WORK PROGRAM AND TIMELINE that is consistent with implementing the Regional Solid Waste Management Plan goals, objectives and action recommendations been provided?

Does your Project Work Program and Timeline include the following?
(See details on page 7 of application.)

Y or N - Execution of the Interlocal Agreement with NCTCOG:

- FY2012-2013 Second Call for Projects- October 2012

Y or N - Quarterly Status Reports on the progress of the grant project – Every three months

- Beginning December 2012

Y or N - All expenditures and activities completed – Friday, June 28, 2013

Y or N - Final reporting, reimbursement request, and Release of All Claims due to NCTCOG offices on Friday, August 2, 2013.

Form 6

LEVEL OF COMMITMENT AFTER GRANT

Y or N - Did you provide information detailing your level of commitment to continue the project with your own funding after the grant funding period has ended?

Form 7

EXPLANATION REGARDING PRIVATE INDUSTRY NOTIFICATION

If your project falls under one of the following Time to Recycle or Assuring Capacity For Trash funding categories:

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

Y or N - Categories Requiring Private Sector Notification have been reviewed

Y or N - Grant project falls within Categories Requiring Private Sector Notification

Y or N - Statement of Private Sector Notification applies to grant project and has been completed

- Not Applicable

This section is not applicable if project falls under the Stop Illegal Dumping Goal

Form 7a

LIST OF PRIVATE SERVICE PROVIDERS NOTIFIED

If your project falls under one of the following Time to Recycle Goal or Assuring Capacity For Trash funding categories:

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

Y or N – Completed

– Not Applicable

This section is not applicable if your project falls under the Stop Illegal Dumping Goal

Form 7b

SUMMARIES OF DISCUSSIONS WITH PRIVATE INDUSTRY

If your project falls under one of the following Time to Recycle Goal or Assuring Capacity For Trash funding categories:

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

Y or N – Completed

– Not Applicable

This section is not applicable if your project falls under the Stop Illegal Dumping Goal

Forms 8a thru 8g

PROJECT BUDGET SUMMARY

Y or N – Did you provide a completed **PROJECT BUDGET SUMMARY** that is consistent with your proposed project?

Y or N - Are Indirect Charges* included in this project? (See Line10 of PROJECT BUDGET SUMMARY FORM)

Y or N - If indirect Charges* are included, is a plan attached?

Y or N - Did you provide complete corresponding budget form(s) that reflect the **PROJECT BUDGET SUMMARY**?