

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 Auditor's Office not less than 14 days prior to the scheduled Commissioner Court meeting. If you have any questions contact Janna Benson-Capenera 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 Public Announcements Grant	Funding Source: ☒ State ☐ Federal ☐ Other:	Grant Type: ☒ New Grant ☐ Renewal ☐ Amendment Approval Requested: ☒ Application ☐ Award
Grantor (include sub-granting agencies): North Central Texas Council of Governments		

Application/Award Deadline: 4 / 6 /2012	Requested Comm. Cr. Date: 3 / 26 /12	Grant Period: 9 / 12 / - 6 / /13
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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		35,000.00				35,000.00
Capital Equipment						
Indirect Costs						
Total		35,000.00				35,000.00
FTEs						

Performance Measures	FY 2010 Progress to Date				FY 2011
Applicable Outcome Measures	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> Department Head/Designee Printed Name	 Department Head/Designee Signature & Date
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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, TX 75069	Telephone Number: 972-548-3719
Fax Number: 972-548-3754	Email Address: tkoch@co.collin.tx.us

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

Utilize various media outlets (TV, radio, billboards, pamphlets) for the purpose of educating the public and soliciting their assistance with eradicating illegal dumping.

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*):

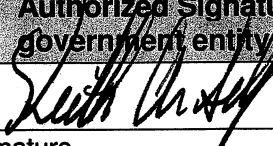
Objective 2A: Facilitate public awareness and education opportunities to reduce illegal dumping.

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

Support Stop Illegal Dumping educational activities and public awareness: through the media publicizing penalties; recent illegal dumping cases and chronic dump sites; regularly sending press releases for SID events/activities; providing media kits to local governments; focusing messages using slogans and emblems such as in SID signs and brochures; by enhancing information on NCTCOG website.

b. Amount of Grant Funding Requested (minimum \$15,000 and maximum \$125,000): \$35,000.00

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
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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: _____

Title: _____

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.

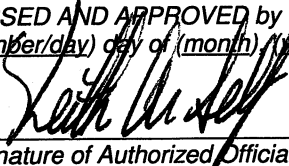
WHEREAS, the North Central Texas Council of Governments (NCTCOG) is directed by the Texas Commission on Environmental Quality (TCEQ) to administer solid waste project funds for the implementation of NCTCOG's adopted Regional Solid Waste Management Plan; and

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

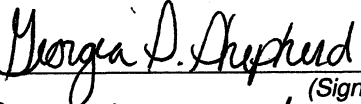
NOW, THEREFORE, BE IT RESOLVED BY (Name of Local Government Entity) IN (Location of Office) TEXAS THAT;

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.

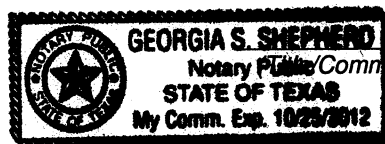
PASSED AND APPROVED by (Board or Chief Official as Applicable) in (City and County), Texas, on this the (number/day) day of (month), (year).


(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
(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)

Objective

Facilitate public awareness and education opportunities to reduce illegal dumping (NCTCOG Objective 2A).

Issue To Be Addressed

Most county residents are unaware of the scope and costs of illegal dumping. Some county residents who participate in illegal dumping are not informed of the gravity, consequences, and illegality of this activity. Although CCPW has eradicated many illegal dump sites around the county, a successful campaign requires a robust public education program to raise awareness and explain the urgency of the problem. In this way, the county will secure the public's cooperation in identifying and reducing the frequency of illegal dumping.

Solution

A series of public service announcements (PSAs) will be re-aired describing the illegal dumping problem and providing contact information to report illegal dumping. These PSAs will be 30-60 second videos to run on county and city web sites and cable television channels, and will be a supplement to the new enhanced enforcement and prosecution of illegal dumpers initiatives begun by the county, as well as support other print educational/promotional materials, billboards, and posters that will be developed, and new pages on the county web site providing a wealth of information about the extent and consequences of illegal dumping and what's being done about it within the county and region.

The individual PSAs cover rural dumping, urban dumping, the costs to taxpayers, and the environmental, aesthetic and public health consequences of illegal dumping. Besides being Collin County specific, these PSAs have been produced in a generic version and made available to COG to utilize regionally, and specifically by simply adding a city or county's own logo and titles to the PSAs. All versions of the PSAs include the tag line "This announcement was made possible by a grant from the North Central Texas Council of Governments," along with the NCTCOG logo.

The video PSA program is a venture, developed in tandem with the enhancements to the county's illegal dumping clean-up and eradication program currently managed by our Public Works department (e.g., the addition of an environmental deputy position within the Sheriff's Office along with additional enforcement through partnership of the county's constable offices; the in-house production of educational and promotional print pieces for public distribution; and the updating of the county web site to include pages on the illegal dumping issue and what's being done about it, and what can be done about it, on a county and regional basis). To take advantage of cost efficiencies, generic versions of these PSAs were produced and provided to NCTCOG for its use across the region.

The PSAs were developed by county staff, who have past experience in developing over 400 industrial and government and non-profit PSA video projects, and who have received regional awards for past projects, along with an outside video production company with extensive experience producing governmental video projects.

Cost

Re-Air PSA's on prime air time	
on cable television	\$20,000.00
Installation & Production of Billboards	\$11,500.00
Production of Pamphlets	\$ 2,000.00
Radio Announcements	\$ 1,500.00
GRAND TOTAL	\$35,000.00

These costs were developed through soliciting project quotes from outside vendors, and compared to standards from prior projects.

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

The goal of this project is to re-air four video PSAs about illegal dumping to be used on the Collin County website, cable television channels, and local cities' and towns' web sites, as well as generic versions provided to NCTCOG for regional use. Radio air time to inform of same, installation and production of illegal dumping billboards located in Collin County.

Task 1: Re-air Four Illegal Dumping PSAs and Radio Air Time

1. Execution of NCTCOG Interlocal Agreement
 - a. Due April 6, 2012
2. Re-air PSAs
 - a. Anticipated July – August 2012
3. Quarterly Status Report
 - a. 1st Due September 1, 2012
 - b. 2nd Due December 1, 2012
 - c. 3rd Due February 1, 2013
 - d. 4th Due May 1, 2013
4. All Expenditures and Activities Completed
 - a. Due June 28, 2013
5. Final Reporting, Reimbursement Release of All Claims
 - a. Due August 2, 2013

Task 2: Production/Installation of Billboards and Radio Airtime and Pamphlets

6. Execution of NCTCOG Interlocal Agreement
 - a. Due April 6, 2012
7. Production/Installation
 - a. Anticipated July – August 2012
8. Quarterly Status Report
 - a. 1st Due September 1, 2012
 - b. 2nd Due December 1, 2012
 - c. 3rd Due February 1, 2013
 - d. 4th Due May 1, 2013
9. All Expenditures and Activities Completed
 - b. Due June 28, 2013
10. Final Reporting, Reimbursement Release of All Claims
 - e. Due August 2, 2013

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)

Television PSA broadcasts, billboards, radio announcements and pamphlets will enhance county efforts to eradicate and prosecute illegal dumping. One goal is to establish county programs with business and residents which provide information regarding the reporting and monitoring of illegal dumping. Likewise, by providing the PSAs to NCTCOG their initiatives will also be supplemented by the results of this PSA program.

Collin County's illegal dumping initiatives are ongoing, and will continue to receive the resource and financial backing of our Commissioners Court, as well as the support of the county departments involved in this issue (Public Works, Sheriff's Office, and the Public Information Office). The PSA program is helping to launch such initiatives.

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.)*

_____ 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 (consumable general office supplies)	\$
5. Equipment (unit cost of \$5,000 or more)	\$
6. Construction	\$
7. Contractual (other than construction costs)	\$35,000.00
8. Other (anything not itemized above)	\$
9. Total Direct Charges (sum of 1-8)	\$35,000.00
10. Indirect Charges*	\$
11. Total (sum of 9-10)	\$35,000.00
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: \$

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.**

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.

General Office Supplies**Costs**

\$ _____
\$ _____
\$ _____
\$ _____

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.

Equipment (description, type, model, etc.)**# of Units****Costs**

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

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.

Construction (and related expenses)**Costs**

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL CONSTRUCTION: \$ _____

Form 8f Detailed Contractual Budget:**Total** _____

(All contractual expenses must be pre-approved by NCTCOG.)

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>
<u>Re air PSAs on Prime Air Time on Cable</u>	<u>\$20,000.00</u>
<u>Installation and Production of Billboards</u>	<u>\$11,500.00</u>
<u>Production Pamphlets</u>	<u>\$ 2,000.00</u>
<u>Radio Announcements</u>	<u>\$ 1,500.00</u>
_____	<u>\$ _____</u>
TOTAL CONTRACTUAL: \$35,000.00	

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	<u>\$ _____</u>
_____ Telephone/Fax	<u>\$ _____</u>
_____ Utilities	<u>\$ _____</u>
_____ Printing/reproduction	<u>\$ _____</u>
_____ Advertising, public notices	<u>\$ _____</u>
_____ Signage	<u>\$ _____</u>
_____ Training (registration fees, etc.)	<u>\$ _____</u>
_____ Office space, equipment rentals	<u>\$ _____</u>
_____ Basic office furnishings	<u>\$ _____</u>
_____ Books and reference materials	<u>\$ _____</u>
_____ Repair and maintenance	<u>\$ _____</u>
_____ Computer Hardware	<u>\$ _____</u>
_____ Computer Software	<u>\$ _____</u>

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

_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>

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, 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.