

# Planning for Sustainable Materials Management in North Central Texas

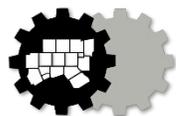
## 2016 and 2017 Materials Management Call for Projects (CFP)

### *Application Guidelines*

Updated 11.4.2015

October 26, 2015  
North Central Texas Council of Governments  
616 Six Flags Drive  
Arlington, Texas 76011  
(817) 695-9210  
[eandd@nctcog.org](mailto:eandd@nctcog.org)

[www.nctcog.org/solidwastegrants](http://www.nctcog.org/solidwastegrants)



**North Central Texas  
Council of Governments**

## Table of Contents

Introduction .....	3
CFP Contact Information.....	4
Call for Projects Tentative Schedule .....	4
Eligible Entities.....	4
Applicable Standards .....	5
Eligible Project Types and Categories:.....	5
Eligible Expenses.....	5
General Funding Standards .....	7
Application Requirements .....	9
Application Process.....	10
Screening and Evaluation Criteria.....	11
Applicant Appeals .....	12
Private Industry Considerations.....	13
Grant Administration, Reimbursement of Expenses, and Reporting Requirements.....	14
Attachment 1: Materials Management 2016 and 2017 Workshops .....	16
Attachment 2. Compliance Tools for Applicable Statutes and Regulations .....	17
Attachment 3: Eligible Project Categories .....	18
Attachment 4: Guidelines for Completing the Budget Tab .....	21
Attachment 5. List of Previous Solid Waste Pass-Through Grant Recipients (1996-2015) .....	23
Attachment 6: Regional Plan Goals and Objectives.....	25

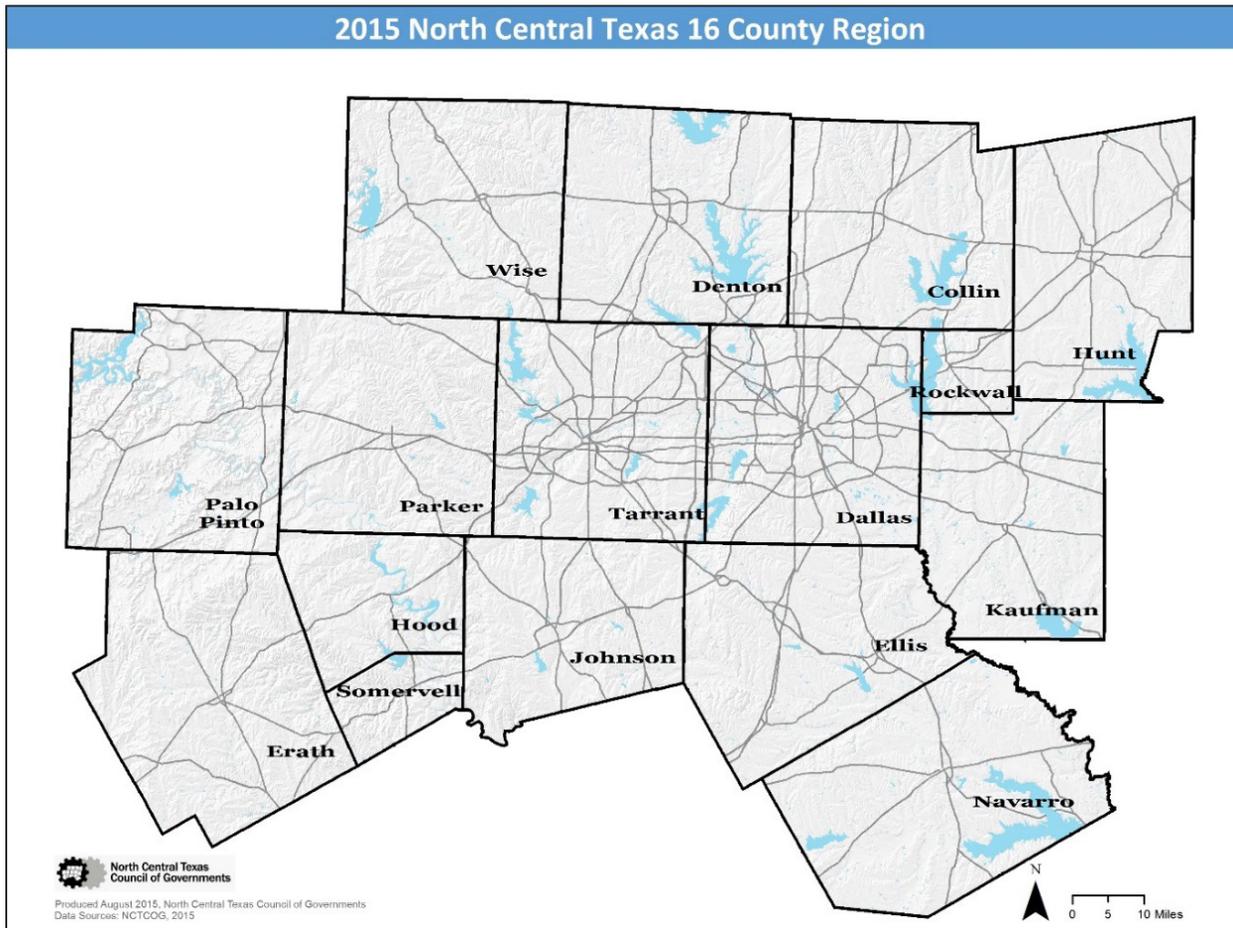
## Introduction

The North Central Texas Council of Governments (NCTCOG) has approximately **\$1.3 million** in reimbursable grant funds available for the Materials Management 2016-2017 Call for Projects (CFP). This CFP will fund a variety of municipal solid waste (MSW) projects for local governments in the NCTCOG 16-county region (shown in Figure 1). These projects help advance North Central Texas's efforts to implement projects that address regional goals and objectives outlined in the [Planning for Sustainable Materials Management in North Central Texas 2015 - 2040](#) (herein referred to as the Regional Plan). This CFP is made possible through funds from the Texas Commission on Environmental Quality (TCEQ) Regional Solid Waste Grants Program from revenue generated by state fees on MSW disposed of at landfills.

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

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

**Figure 1. NCTCOG 16-County Region**



## CFP Contact Information

Please submit any questions or comments to:

Email: [eandd@nctcog.org](mailto:eandd@nctcog.org)

Website: [www.nctcog.org/solidwastegrants](http://www.nctcog.org/solidwastegrants)

NCTCOG Project Staff:

Sandra Barba  
Solid Waste Coordinator  
(817) 608-2368  
[sbarba@nctcog.org](mailto:sbarba@nctcog.org)

Soria Adibi  
Environment and  
Development Planner  
(817) 608-2363  
[sadibi@nctcog.org](mailto:sadibi@nctcog.org)

Tamara Cook  
Manager, Environment and  
Development  
(817) 695-9221  
[tcook@nctcog.org](mailto:tcook@nctcog.org)

## Call for Projects Tentative Schedule

Milestone	Estimated Timeframe
<b>Call for Projects Opens for Applications</b>	October 26, 2015
<b>Call for Projects Briefing Sessions (6 workshops, see Attachment 1 for times/dates)</b>	November 4, 2015 – December 9, 2015
<b>Call for Projects Application Deadline</b>	January 15, 2016 at 5:00 p.m. CST
<b>Call for Projects Evaluation and Selection Meeting</b>	January 26 and 27, 2016
<b>Awarded Projects Announced at Resource Conservation Council</b>	February 4, 2016
<b>NCTCOG Executive Board Approve Project Recommendations</b>	February 25, 2016
<b>Awardees to Receive and Execute Agreements</b>	March 2016
<b>Project Implementation</b>	April 2016 – June 30, 2017
<b>All expenditures and all project activities complete</b>	June 30, 2017

Please note that all dates are subject to change.

## Eligible Entities

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

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

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

## Applicable Standards

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

- Section 361.014(b) of the Texas Health and Safety Code.
- Title 30 Texas Administrative Code (30 TAC) Chapter 330, Subchapter O, TCEQ Rules.
- 30 TAC Chapter 14, TCEQ Rules.
- The Grant Agreement between NCTCOG and TCEQ.
- The Uniform Grant and Contract Management Act, Texas Government Code §§783.001 et seq., and the Uniformed Grant Management Standards, 1 TAC §§5.141 et seq. (collectively called “UGMS”).

Attachment 2 provides compliance tools for applicable statutes and regulations.

## Eligible Project Types and Categories:

For this CFP, two project types are eligible:

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

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

The following project categories are eligible for grants under this CFP:

- Local Enforcement
- Source Reduction and Recycling
- Household Hazardous Waste
- Litter and Illegal Dumping Cleanups and Community Cleanup Events
- Citizens’ Collection Stations and “Small” Transfer Stations
- Local Solid Waste Management Plans
- Technical Studies
- Educational and Training Projects

## Eligible Expenses

The following categories of expenses may be eligible for funding under this CFP. All expenses must be directly related to implementing the proposed project. Description of how the proposed expenses will

support the proposed project will need to be provided in the Narrative portion of the Budget section of the web-based Grant Application (refer to Attachment 4 for detailed instructions on how to fill out the Budget tab in the online application).

- **Personnel.** Appropriate salaries and fringe benefits for employees working directly on the funded project may be authorized under most of the grant categories.
- **Travel.** Travel expenses directly related to the conduct of the funded program may be authorized. Only the employees of the grant recipient assigned to the project should receive reimbursement for travel expenses. In accordance with the UGMS, in those instances where grantees do not have an established organization-wide written travel policy approved by the governing board of the local jurisdiction, all employee-related travel expenses must be claimed at no higher than the same rates allowed by the State of Texas for its employees. **NOTE: Registration fees are not considered 'Travel' expenses and should be shown in the "Other" expense category.**
- **Supplies.** Expenses for consumable general office supplies necessary for the conduct of the project may be authorized. Expenses included under the Supplies expense category of a project budget should be for non-construction related costs for goods and materials having a unit acquisition cost (including freight) of less than \$5,000. Such expenditures **must** generally relate to the **routine** purchase of office supplies (paper, pencils, staplers (+ staples), folders, binders, tape (+ dispenser), calendars, computer diskettes, copier/printer ink (+ toner), etc. that are consumed in a relatively **short** period of time, in the regular performance of the general activities of the project. **Non-routine expenditures of goods and materials having a unit acquisition cost of less than \$5,000 must be shown under the "Other" expense category.**
- **Equipment.** Equipment necessary and appropriate for the proposed project may be authorized. NCTCOG must carefully evaluate all requests for equipment to determine appropriateness of the equipment for the project. No equipment is to be purchased by a grant recipient unless approved in advance by NCTCOG. Expenses included under the "Equipment" expense category should be for **non-construction related, tangible, and personal property having a unit acquisition cost of \$5,000 or more** (including freight and set up costs) with an estimated useful life of over one year. Any equipment that will be used for other projects or activities, in addition to the funded project, may only be funded at an amount reflecting the appropriate percentage of time that the equipment will be directly used for the funded project. The special conditions and requirements set forth in the grant Program (relating to Title to and Management of Equipment and Constructed Facilities), also apply to equipment purchased with pass-through grant funding.
- **Construction.** Appropriate construction costs may be authorized. Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. No construction costs may be incurred by a grant recipient unless the construction details are approved in advance by NCTCOG. Appropriate costs that may be included are:
  - a. The cost of planning the project;
  - b. The cost of materials and labor connected to the construction project;
  - c. The cost of equipment attached to the permanent structure; and
  - d. Any subcontracts, including contracts for services, performed as part of the construction.
- **Contractual Expenses.** Professional services or appropriate tasks provided by a firm or individual not employed by the grant recipient for conducting the funded project may be authorized for subcontracting by the funds recipient. No contractual costs should be incurred by a

grant recipient unless the subcontract is approved in advance by NCTCOG. **Applicable laws and regulations concerning bidding and contracting for services must be followed.** Any amendment to a subcontract which will result in or require substantive changes to any of the tasks required to be performed must be approved in writing by NCTCOG.

- **Other Expenses.** Other expenses, not falling under the main expense categories, may be included, if connected with the tasks and activities of the proposed project. NCTCOG must ensure that expenses budgeted under this "Other" category are itemized by the grant recipient, and are fully considered and evaluated by NCTCOG. Some expenses that may be appropriate include:
  - a. Postage/delivery
  - b. Telephone/fax
  - c. Utilities
  - d. Printing/reproduction
  - e. Advertising/public notices
  - f. Signs
  - g. Training
  - h. Office space
  - i. Basic office furnishings
  - j. Computer Hardware (under \$5,000 and not listed under the "Equipment" category)
  - k. Computer Software
  - l. Miscellaneous Other (includes anything not listed anywhere else in the budget)
- **Indirect.** Indirect costs may be funded, if applicable to the project. In accordance with the UGMS, indirect charges may be authorized if the applicant has a negotiated indirect cost rate program signed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. Alternatively, the applicant 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 the Applicant has an approved cost allocation plan, enclose documentation of the approved indirect rate with the project application.

## General Funding Standards

In addition to the standards set forth in applicable laws and regulations, as well as the category-specific funding limitations, the standards outlined below apply to all uses of the 2016-2017 CFP.

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

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

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

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

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

**6. Activities Related to the Disposal of Municipal Solid Waste.** Except as may be specifically authorized under an eligible project category, funds may not be used for activities related to the disposal of MSW. This restriction includes: solid waste collection and transportation to a disposal facility; waste

combustion (incineration or waste-to-energy); processing for reducing the volume of solid waste which is to be disposed of; any landfill-related facilities or activities, including the closure and post-closure care of a landfill; or other activities and facilities associated with the ultimate disposal of MSW. This provision does not apply to activities specifically included under an authorized project category.

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

**8. Projects Requiring TCEQ Registration.** Projects or facilities that require registration from the TCEQ, and which are otherwise eligible for funding, may be funded. However, the registration for the facility must be finally received before that project can be selected for funding.

**9. Projects that Create a Competitive Advantage over Private Industry.** In accordance with §361.014(b) of the Texas Health and Safety Code, a project or service funded under this program **must promote cooperation between public and private entities** and may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services. Under this definition, the term “private industry” includes non-profit entities.

**10. Supplanting Existing Funds.** Funds may not be used to supplant existing funds. In particular, staff positions where the functions assigned to that position will remain the same, were active at the time of the grant application and were funded from a source other than a previous solid waste grant, are not eligible for grant funding.

**11. Food/Entertainment Expenses.** Funds may not be used for food or entertainment expenses, including refreshments at meetings and other functions. This provision does not apply to authorized employee per diem expenses for food costs incurred while on travel status.

**12. Use of Alcoholic Beverages.** Funds may not be used for payment of salaries to any employee who uses alcoholic beverages on active duty. None of these funds may be used for the purchase of alcoholic beverages, including travel expenses reimbursed with these funds.

**13. State Contracts.** Funds may not be provided through a pass-through grant or subcontract to any public or private entity that is barred from participating in state contracts by the Texas Building and Procurement Commission, under the provisions of §2155.077, Government Code, and 1 TAC §113.02, GSC Regulations.

**14. Intended Purpose.** All equipment and facilities purchased or constructed with funds provided under this program shall be used for the purposes intended in the funding agreement.

**15. Consistency with Regional Plan.** A project or service funded under this program must be consistent with NCTCOG’s Regional Plan, and must be intended to implement the goals and objectives established in the Regional Plan.

**16. Lobbyists.** Funds may not be used for employment or contracts for services of a lobbyist or for dues to an organization that employs or otherwise contracts for the services of a lobbyist.

**17. Enforcement Actions.** Funds may not be used to assist an entity or individual to comply with an existing or pending federal, state, or local judgment or enforcement action. This restriction includes assistance to an entity to comply with an order to clean up and/or remediate problems at an illegal dumpsite. However, the TCEQ may waive this restriction, at its discretion and on a limited case-by-case basis, to address immediate threats to human

**19. Penalties.** Funds may not be used to pay penalties imposed on an entity for violation of federal, state, or local laws and regulations. This restriction includes expenses for conducting a supplemental environmental project (SEP) under a federal or state order or penalty. Funds may be used in conjunction with SEP funds to support the same project.

## Application Requirements

**Applicant Meeting with NCTCOG:** All applicants who have previously not been awarded funding through the NCTCOG Solid Waste Grant program, will be required to meet with NCTCOG prior to submitting an application. Contact NCTCOG staff contacts identified on Page 4 of these Guidelines to set up an appointment to discuss your project. Attachment 5 provides a list of previous recipients of TCEQ solid waste pass-through grants. While not mandatory, applicants are strongly encouraged to meet with NCTCOG even if your organization has been funded before.

**Identify Applicable Goals and Objectives:** All applicants will be required to identify a minimum of one or more applicable goals and objectives from the *Planning for Sustainable Materials Management in North Central Texas 2015 - 2040* that the applicant's project intends to address. The goals and objectives are included in Attachment 6 and will be included in a drop down menu in the web-based system.

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

**Project Description:** All applicants will be required to provide a detailed project description to include how the project supports the Regional Plan's goals and objectives, and evaluation criteria.

**Resolution or Court Order:** Submittal of a resolution or court-order from the governing body of the project lead entity, or applicant, authorizing the application submittal as well as receipt of funding if awarded is required at the time the applications is submitted.

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

### *Applicable Categories*

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

### *Applicant Notification Requirements*

1. Contact in person or in writing the known private service providers of similar services which, at the time of the application development, are providing services within the geographic service

area that the project intends to serve, prior to making the application. A list of service providers within the region is available from NCTCOG at [www.timetorecycle.com/locator/recycler\\_list.asp](http://www.timetorecycle.com/locator/recycler_list.asp).

**Letters of Support:** For applicants under the Regional Collaborative Project category, each participating entity is required to submit a letter of support. The letters of support should identify the applicant role, level of participation, and any other support, including financial, that the partner will provide to the lead applicant entity. The lead entity, or the applicant, will only be required to submit a court order or resolution in support of the project.

**Project Summary Slide:** All grant applicants will be required to submit a 1 page project summary slide in the on-line application. A template is provided on the Home Page of the on-line application called Project Summary Slide (.pptx). This summary slide will be used for posting to the NCTCOG webpage and for review by the Resource Conservation Council and should provide sufficient but high-level information about the proposed project.

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

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

The suggested format for the Scope of Work:

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

**Selection Subcommittee Presentation by Grant Application:** All grant applicants will be required to have a representative available to present a brief presentation and to answer questions at the Evaluation and Selection Subcommittee Meeting in January 2016. A template presentation will be provided to all applicants prior to the January 2016 Subcommittee meeting. Applicants will be notified of their presentation time after the close of the Call for Projects.

**OPTIONAL Supporting Documentation:** Additional supporting documentation such as maps, drawings, plans, photos, quotes, or other materials are optional and may be submitted in the on-line application submittal.

## Application Process

Applications will be sought through a web-based application portal available at [www.nctcog.org/solidwastegrants](http://www.nctcog.org/solidwastegrants) or <http://solidwastegrants.nctcog.org>. Applicants will be required to register in the system with a Username and Password. It is recommended that applicants register

prior to the application deadline to ensure they can access the system and avoid delays caused by technical difficulties.

**Applications for the 2016-2017 Materials Management Call for Projects must be received in the web-based application system by 5:00 p.m. CST on January 15, 2016.** Applicants who wish to submit their application via email or mail need to contact NCTCOG staff prior to the application deadline to receive appropriate guidance. Faxed applications will not be accepted.

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

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

- Applicant Meeting with NCTCOG (if required)
- Completed Application Form submitted by January 15, 2016 via <http://solidwastegrants.nctcog.org> (including private sector notification, if applicable )
- Signed Resolution or Court Order
- Support Letters from participating entities for Regional Collaborative Projects
- Signed Certification and Assurances
- Project Summary Slide (PowerPoint or PDF)

Supplemental information which is material to the application will not be accepted after the application deadline. Non-material omissions will not constitute an incomplete application.

## Screening and Evaluation Criteria

*Screening Criteria:* The following screening criteria must be met in order for an application to advance to the Evaluation stage.

- Applicant meeting with NCTCOG staff prior to application submittal if they have not previously been awarded a solid waste grant. Attachment 6 provides a list of previous grant recipients.
- Complete Application submitted via the web-based grant application system
- Submittal of a resolution or court-order from the governing body of the project lead entity authorizing the application submittal as well as receipt of funding if awarded
- Complete private sector notification, when applicable
- Project support letters from the applicant, to include all eligible entities submitting a Regional Collaborative Project.
- Signed Certification and Assurances
- Project Summary Slide (PowerPoint or PDF)

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

### **Feasibility and Implementation (40 Points for Local Government Projects; 30 Points for Regional Collaborative Projects)**

- Readiness for Implementation

- Project timeline and schedule that identifies entities responsible for each task
- Project sustainability
- Success of previously funded projects (Completed on time without significant changes to work scope)
- Clearly identified funded needs
- Equipment appropriate for project
- Local match commitment
- Budget appropriate for project described

**Addressing Needs and Demonstrating Results (45 Points for Local Government Projects; 35 Points for Regional Collaborative Projects)**

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

**Regional Advancement of Materials Management (15 Points for Local Government Projects; 10 Points for Regional Collaborative Projects)**

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

**Partnerships and Project Impacts (Applies only to Regional Collaborative Projects) (N/A for Local Government Projects; 25 Points for Regional Collaborative Projects)**

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

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

## Applicant Appeals

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

The appeal deadline is **5:00 p.m., Thursday, February 18, 2016**. Applicants must notify NCTCOG staff of any appeals. Notification must be in writing and may be via email or letter. The written notification must include a justification of the grounds for the appeal.

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

## Private Industry Considerations

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

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

### **1. During the “Call for Projects” Process:**

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

### **2. Once the Project Applications are Received:**

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

### **3. Protested Applications:**

- All private service providers’ comments will be forwarded to the RCC’s Local Project Funding Subcommittee along with the applications to which they refer.

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

## Grant Administration, Reimbursement of Expenses, and Reporting Requirements

### Grant Administration

Successful applicants will be notified of their selection and grant fund amounts awarded. Entities selected to receive grant funding will be required to execute an Interlocal Agreement with NCTCOG in order to receive grant funding. Services or work carried out under an agreement awarded as a result of this CFP must be completed within the scope of work, timeframe, and funding limitations specified by the agreement. A Notice to Proceed will be provided to awarded applicants; at that time, project implementation can commence, and costs may begin to be incurred. **Under no circumstances will reimbursement be made for costs incurred prior to the date of the Notice to Proceed. NCTCOG expects to notify grant recipients of awards in February 2016, with a Notice to Proceed provided soon thereafter.** Upon signature and execution of the agreement by NCTCOG, a copy of the executed agreement will be returned to the applicant.

### Reimbursement of Expenses

Grant funding will be made on a **reimbursement basis** for eligible expenses incurred and paid by the grant recipient. A cost may not be considered incurred until the grant –funded item has been paid for by the grant recipient. Requests for reimbursement shall include documentation to show all grant funded expenses and eligible expenses have been received and expenses paid by the grant recipient. Grant recipients must submit a Request for Reimbursement at least quarterly (even if no funds were spent), but not more frequently than once a month, for reimbursement of actual allowable costs. **Grant recipients must agree to have all project activities and expenditures will be completed by June 30, 2017. A Final Report, Final Reimbursement Request, and Release of All Claims will be due to NCTCOG by 5:00 p.m. CST on July 31, 2017.**

### Reporting Requirements

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

- **Quarterly Progress Reports:** All recipients must submit reports detailing progress toward project completion on a quarterly basis until final reimbursement is issued. A template will be provided by NCTCOG.
- **TCEQ Results Report:** Grant recipients will submit cumulative results from the start of the project to August 31, 2017. A template will be provided by NCTCOG.
- **TCEQ Results Report (aka: Year Later Report):** Grant recipients will be required to submit a report documenting results **one year after the project completion date.** A template will be provided by NCTCOG.

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

## Attachment 1: Materials Management 2016 and 2017 Workshops

<p style="text-align: center;"><b>Session #1</b></p> <p style="text-align: center;"><b>November 4, 2015</b></p> <p style="text-align: center;">10:00 AM- 12:00 PM Tejas Conference Room NCTCOG Offices CenterPoint III, 3rd floor 600 Six Flags Drive Arlington, TX</p> <p style="text-align: center;"><a href="#">Register</a></p>	<p style="text-align: center;"><b>Session #3</b></p> <p style="text-align: center;"><b>November 17, 2015</b></p> <p style="text-align: center;">10:00 AM- 12:00 PM Grand Jury Conference Room (1st Floor) 109 South Jackson Street Waxahachie, TX</p> <p style="text-align: center;"><a href="#">Register</a></p>	<p style="text-align: center;"><b>Session #5</b></p> <p style="text-align: center;"><b>December 1, 2015</b></p> <p style="text-align: center;">10:00 AM- 12:00 PM MCL Grand Theater 100 N. Charles Street Lewisville, TX</p> <p style="text-align: center;"><a href="#">Register</a></p>
<p style="text-align: center;"><b>Session #2</b></p> <p style="text-align: center;"><b>November 12, 2015</b></p> <p style="text-align: center;">10:00 AM- 12:00 PM Justice of the Peace Court Room 1200 W. Pearl Street Granbury, TX</p> <p style="text-align: center;"><a href="#">Register</a></p>	<p style="text-align: center;"><b>Session #4</b></p> <p style="text-align: center;"><b>November 23, 2015</b></p> <p style="text-align: center;">10:00 AM- 12:00 PM Decatur City Hall Council Chambers 201 E. Walnut Street Decatur, TX</p> <p style="text-align: center;"><a href="#">Register</a></p>	<p style="text-align: center;"><b>Session #6</b></p> <p style="text-align: center;"><b>December 9, 2015</b></p> <p style="text-align: center;">10:00 AM- 12:00 PM City Hall Council Chambers 385 S. Goliad Rockwall, TX</p> <p style="text-align: center;"><a href="#">Register</a></p>

## Attachment 2. Compliance Tools for Applicable Statutes and Regulations

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

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

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

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

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

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

[https://www.tceq.texas.gov/permitting/waste\\_permits/msw\\_permits/MSW\\_amlregulatedrecycling.html](https://www.tceq.texas.gov/permitting/waste_permits/msw_permits/MSW_amlregulatedrecycling.html).

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

[http://www.tceq.texas.gov/permitting/central\\_registry](http://www.tceq.texas.gov/permitting/central_registry).

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

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

## Attachment 3: Eligible Project Categories

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

1. **Local Enforcement:** Projects that contribute to the prevention of illegal dumping of municipal solid waste, including liquid wastes.
  - Funded activities may include: Investigating illegal dumping problems; Enforcing laws and regulations; Establishing a program to monitor collection and transport of municipal liquid wastes; Public Education on illegal dumping laws and regulations.
  - Example Expenses: Equipment (vehicles, communications, surveillance); Program administration expenses (salaries/fringe benefits, office supplies, equipment, travel, training, and equipment maintenance); Protective gear and supplies; Educational materials.
  - Funding Limitations:
    - Funds may not be expended to any law enforcement agency regulated by Chapter 1701, Texas Occupations Code, unless: 1) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or 2) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.
    - Funds may not be used for investigation and enforcement activities related to the illegal dumping of industrial and/or hazardous waste. Instances where industrial or hazardous waste is discovered at a site do not preclude the investigation of that site, so long as the intent and focus of the investigation and enforcement activities are on the illegal dumping of MSW.
    - Funds may not be used for purchase of weapons, ammunitions, and/or HazMat gear.
2. **Source Reduction and Recycling:** Projects that provide a direct and measurable effect on reducing the amount of MSW going into landfills by diverting various materials from the MSW stream for reuse or recycling, or by, reducing waste generation at the source.
  - Funded activities may include: Diversion from the waste stream and/or collection, processing for transport, and transportation of materials for reuse and/or recycling; Implementation of efficiency improvements in order to increase source reduction and recycling; Education and promotional activities to increase source reduction and recycling.
  - Example Expenses: Facility design and construction; Equipment (chippers, balers, crushers, recycling and composting containers, trailers, forklifts, and trucks); Program administration expenses (salaries/fringe benefits, office supplies, equipment, travel, training, and equipment maintenance); Educational materials; Printing and advertising expenses.
  - Funding Limitations:
    - Any program or project funded under this category with the intent of demonstrating the use of products made from recycled/or reused materials shall have as its primary purpose the education and training of residents, governmental officials, private entities, and others to encourage a market for using these materials.
3. **Household Hazardous Waste (HHW):** Projects that provide a means for the collection, recycling or reuse, and/or proper disposal of HHW, including household chemicals, electronic wastes, and other materials. All HHW collection, recycling, and/or disposal activities and Texas County Cleanup events

must be coordinated with TCEQ, and all applicable laws, regulations, guidelines, and reporting requirements must be followed.

- Funded activities may include: Collection events; Consolidation and transportation costs associated with collection activities; Recycling or reuse of materials; Proper disposal of materials; Permanent collection facilities; Education and public awareness programs; and, Support Texas County Cleanup events.
  - Example Expenses: Equipment (recycling containers, trailers, forklifts, and crushers); Design and construction of permanent collection facilities; Protective gear; Contractual services for special collection events; Education materials; Printing and advertising expenses; Appreciation items for volunteers (t-shirts, caps, etc.).
  - Funding Limitations:
    - All HHW collection, recycling, and/or disposal activities must be coordinated with the TCEQ's HHW program staff, and all applicable laws, regulations, guidelines, and reporting requirements must be followed.
4. **Litter and Illegal Dumping Cleanups and Community Cleanup Events**: Projects that support the ongoing or periodic cleanup of litter and illegal dumping of MSW. Lake and Waterway Cleanup
- Funded activities may include: Waste removal, disposal or recycling of removed materials, fencing and barriers, and signage; placement of trash collection receptacles in public areas; periodic community collection events; provision of facilities for collection of residential waste materials for which there is no readily-available collection alternative.
  - Example Expenses: Equipment (e.g. vehicles and trailers); Program administration expenses (Salaries/fringe benefits, office supplies, equipment, travel, training, and equipment maintenance); Subcontract expenses; Protective gear and supplies; Fencing, barriers, signage; Educational materials; Appreciation items for volunteers (t-shirts, caps, etc.).
  - Funding limitations:
    - Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or the NCTCOG. Funds may not be provided directly to a private landowner or other private responsible party for cleanup expenses.
    - The local government sponsor or the NCTCOG must either contract for and oversee the cleanup work, or conduct the work with its own employees and equipment.
5. **Citizen Collection Stations and "Small" Transfer Stations**: Projects to construct and equip citizen collection stations, as defined by 30 TAC 330.3.
- Example Expenses: Facility design and construction; Equipment (dumpsters/roll-off containers; trailers, compactors; crushers; scales, and recycling containers); Protective gear; Educational materials; Printing and advertising expenses
  - Funding Limitations:
    - The costs associated with operating a transfer station once it is completed may not be funded.
6. **Local Solid Waste Management Plans**: Projects to develop or amend local and sub-regional solid waste management plans, in accordance with Subchapter D, Chapter 363, Texas Health and Safety Code, and 30 TAC Chapter 330, Subchapter O, TCEQ Regulations.

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

## Attachment 4: Guidelines for Completing the Budget Tab

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

### General Instructions for Grant Budget Summary:

- Use even numbers only, with no decimal points.
- In any category where funding is requested, the Narrative must be completed. In the Narrative sections, please explain how the requested funding in each category will be used to support your project and the purpose of any materials being purchased.
- You may add additional lines as necessary. Contact NCTCOG staff for assistance.
- Input any In-kind or Matching Funds amounts at the bottom of the Budget Tab page. Once you input the amounts it will auto populate the designated amounts in the Funding Request Column at the top of the page.

### Line 1. Instructions for Personnel/Salary:

Complete the table, including each employee to be funded wholly or in part by this grant. Include a description of the duties that personnel will perform. In the narrative, describe how the personnel will support your proposed project. Please note: grant funding cannot be used to supplant existing funds, and therefore cannot be used to provide salary for existing employees who will continue to perform existing duties. Please take into account how long it will take to hire someone when selecting the number of months.

Definitions: Position: Job Title

Function: Only those responsibilities directly related to solid waste management

Salary: Regular monthly salary

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

### Line 2. Instructions for Fringe Benefits:

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

### Line 3. Instructions for Travel

Travel expenses directly related to the grant-funded program may be authorized. Please describe the types of travel expenses requested. Identify the parties who will be traveling and the purpose of the travel. In the narrative, describe how the travel will support your proposed project.

### Line 4. Instructions for Supplies

Supplies are consumable 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. Items with a useful life of more than one year should be listed under the "Other" budget category.) Please list the general types of supplies you intend to purchase with grant funding. In the narrative, describe how the supplies will support your proposed project.

### Line 5. Instructions for Equipment

Expenses included under the Equipment category should be for non-construction related, tangible, personal property having a **unit acquisition cost of \$5,000 or more (including freight and set up costs)**

with an estimated useful life of over one year. Any equipment that will be used for other projects or activities, in addition to the funded project, may only be funded at an amount reflecting the appropriate percentage of time that the equipment will be directly used for the funded project. **All equipment purchases must be approved in advance by NCTCOG.** Equipment purchased solely with solid waste grant funds must be used exclusively for solid waste purposes. Please list each piece of equipment you intend to purchase with grant funding, providing as many specifications as possible at this time. In the narrative, please describe the intended use of the equipment, any special requirements that the equipment will meet, and how it will support your proposed project.

**Line 6. Instructions for Construction**

Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. A pass-through grant recipient shall **incur no construction costs unless the construction details are approved in advance by NCTCOG.** All applicable laws and regulations for bidding and contracting for services must be followed. Describe the construction expenses associated with the proposed project, providing as many specifications as possible at this time and identify any services to be subcontracted. In the narrative, please describe all intended uses of the constructed facility and justify any special features to be included in the construction project. Describe how the construction will support your proposed project.

**Line 7. Instructions for Contractual**

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

**Line 8. Instructions for Other**

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

**Line 9. Instructions for Indirect Cost Rate**

Identify your indirect 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. If any expenses are included in the calculation for indirect charges, do not itemize them in any other category of the grant budget summary.

## Attachment 5. List of Previous Solid Waste Pass-Through Grant Recipients (1996-2015)

### Cities

City of Allen	City of Flower Mound	City of Krum	City of Southlake
City of Anna	City of Forest Hill	City of Lancaster	City of Springtown
City of Arlington	City of Forney	City of Lewisville	City of Stephenville
City of Azle	City of Fort Worth	City of Mansfield	City of Terrell
City of Benbrook	City of Frisco	City of McKinney	City of Waxahachie
City of Bridgeport	City of Garland	City of Mesquite	City of Weatherford
City of Burleson	City of Glen Rose	City of Midlothian	City of Wylie
City of Carrollton	City of Grand Prairie	City of Mineral Wells	The Colony
City of Cedar Hill	City of Grapevine	City of Murphy	Town of Addison
City of Celina	City of Greenville	City of North Richland Hills	Town of Flower Mound
City of Cleburne	City of Haltom City	City of Plano	Town of Little Elm
City of Commerce	City of Highland Village	City of Princeton	
City of Coppell	City of Hurst	City of Red Oak	
City of Corsicana	City of Irving	City of Rockwall	
City of Dallas	City of Joshua	City of Rowlett	
City of Denton	City of Kaufman	City of Sanger	
City of DeSoto	City of Keller	City of Seagoville	
City of Dublin			
City of Euless			

### Counties

<b>Collin County</b>	Hunt County	Parker County
Dallas County	Johnson County	Tarrant County
Denton County	Kaufman County	Wise County
Ellis County	Palo Pinto County	
Hood County	Navarro County	

**ISDs/Schools**

Arlington ISD	Lewisville ISD	RL Thornton Elementary School
Burleson ISD	Lovejoy ISD	S. Jackson Elementary School
C.S. Winn Elementary School	Mesquite ISD	Scurry Rosser ISD
Dallas ISD	Pilot Point ISD	Seagoville Elementary School
Fort Worth ISD	Plano ISD	Terrell ISD
Garland ISD	Pleasant Grove Elementary School	Weatherford ISD
James Bonham Elementary School	Prosper ISD	

**Special Law Districts/Regional Council of Governments**

Brazos River Authority	Trinity River Authority
Dallas/Fort Worth Airport	Upper Trinity Regional Water District
North Texas Municipal Water District	NCTCOG

## Attachment 6: Regional Plan Goals and Objectives

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

### **Regional Plan Goals:**

- 1) Reduce waste, ensure materials are reused and recycled whenever possible, reduce illegal dumping, and safely handle remaining waste at permitted facilities.
- 2) Support Materials Management Education and Training
- 3) Promote Creation and Expansion of Waste Management Programs
- 4) Measure Regional Waste Reduction Efforts
- 5) Support and Encourage Innovative Technologies for Other Waste
- 6) Promote Public and Private Sector Partnerships

### **Regional Goal: Support Solid Waste Education and Training**

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

### **Regional Goal: Promote Creation and Expansion of Waste Management Programs**

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

### **Regional Goal: Measure Regional Waste Reduction Efforts**

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

### **Regional Goal: Support and Encourage Innovative Technologies for Other Waste**

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

### **Regional Goal: Promote Public and Private Sector Partnerships**

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