



**FY 2016 - 2017  
REGIONAL SOLID WASTE  
GRANTS PROGRAM**

**REQUEST FOR APPLICATIONS**

- A. INSTRUCTIONS**
- B. FORMS**

**Deadline for applications:  
No later than 10:00 a.m. CST,  
Thursday, February 11, 2016  
8700 Tesoro Drive, Suite 700**

**Alamo Area Council of Governments  
8700 Tesoro Drive, Suite 700  
San Antonio, Texas 78217-6228  
(210) 362-5200  
FAX: (210) 225-5937**

## **A. INSTRUCTIONS**

## REQUEST FOR APPLICATIONS

### FISCAL YEAR 2016-2017 AACOG SOLID WASTE MANAGEMENT IMPLEMENTATION GRANTS APPLICATION

This is a Request for Applications for AACOG's FY 16 and FY 17 solid waste management grants. Included in this grant application package are the following:

- AACOG FY 16-17 Grant Announcement including screening and selection criteria
- AACOG FY 16-17 Solid Waste Grant Application Form
- Important Notes for Fiscal Year 2016-2017

AACOG has received solid waste grant funds from the Texas Commission on Environmental Quality (TCEQ) for solid waste implementation programs. For FY 2016-2017 solid waste implementation, \$320,100.00 is available for local implementation projects: \$160,050 for FY 2016 and \$160,050 for FY 2017. The local government implementation funds are intended to provide grant funding for projects, which will provide a direct and measurable effect on reducing the amount of waste going into regional landfills by diverting various materials from the municipal solid waste stream for beneficial use, or by reducing waste generation at the source.

**Eligible Entities.** Only those local and regional political subdivisions located within the State of Texas are eligible to receive funding from AACOG as a pass-through grant.

Entities eligible for funding are:

- Cities
- Counties
- Public school districts (excluding universities and other post-secondary educational institutions)
- General and special law districts created according to State law with the authority and responsibility for water quality protection or municipal solid waste management (e.g., river authorities and municipal utility districts)
- Regional Councils of Governments (COGs)

Eligible grant categories are:

- Source Reduction and Recycling
- Local Enforcement
- Litter and Illegal Dumping Clean-Up and Community Collecting Events
- Citizens' Collection Stations and "Small" Registered Transfer Stations
- Household Hazardous Waste
- Education and Training Projects
- Technical Studies
- Local Solid Waste Management Plans
- Other Types of Projects

Implementation projects funded under this grant program must be consistent with the goal of the AACOG regional solid waste plan. The AACOG Regional Solid Waste Plan is posted on the AACOG website.

To receive an implementation grant, the prospective grant recipient must not be in arrears in the payment of any municipal solid waste or hazardous waste fee owed to the State of Texas. Eligible entities may subcontract with other entities, such as private entities, non-profit organizations, and state and federal governments. Private entities, non-profit organizations, state and federal governments are not directly eligible for grants.

## FY 2016-17 Solid Waste Implementation Grant Schedule

AACOG staff will be available to answer questions concerning the grant application package at the grant application workshop. Please see schedule below:

**Friday, November 13, 2015**  
**Alamo Area Council of Governments**  
**Al J. Notzon III Board Room**  
**2:30 p.m. - 4:30 p.m.**

Applicants requiring further assistance will need to schedule an individual appointment. Applicants **are strongly encouraged to attend the November 13, 2015 workshop** prior to scheduling an individual assistance appointment. For projects to be considered by AACOG for Fiscal Year 2016-2017 funding, the application must be received at AACOG's office **no later than 10:00 a.m. CDT, Thursday, February 11, 2016**. No late applications will be accepted and/or scored. Additionally, no faxed and/or e-mailed applications will be accepted and/or scored.

**Note:** Mail or hand-deliver applications (no faxed or emailed applications) to:

*Mailing Address*

Alamo Area Council of Governments  
Attn: Dr. Georgia Zannaras  
8700 Tesoro Drive, Suite 700  
San Antonio, Texas 78217-6228

*Street Address*

Alamo Area Council of Governments  
Attn: Dr. Georgia Zannaras  
8700 Tesoro Drive, Suite 700  
San Antonio, Texas 78217-6228

The Resource Recovery Committee will meet on March 9, 2016 (9:00 a.m. – 4:30 p.m.) in the AACOG Al J. Notzon III Board Room to score grant applications. **All grant applicants must have a representative at this meeting to answer questions.** Once all grant applications are received at the AACOG offices, grant applicants will be notified of their presentation time. The AACOG Board of Directors will complete final grant selection on **Wednesday, February 24, 2016** at 10:00 a.m. in the AACOG Al J. Notzon III Board Room. Once selected, grant recipient information will be sent to the TCEQ for review and comment. TCEQ reserves the right to deny approval of any grant selection.

**If you have any questions, please call either of the following AACOG staff:**

Dr. Georgia Zannaras  
Resource Recovery Manager  
Telephone: (210) 362-5287  
Fax: (210) 225-5937  
Email: [gzannaras@aacog.com](mailto:gzannaras@aacog.com)

Cora Kimble  
Resource Recovery Admin. Assistant  
Telephone: (210) 362-5243  
Fax: (210) 225-5937  
Email: [ckimble@aacog.com](mailto:ckimble@aacog.com)

**The Alamo Area Council of Governments**  
**In Cooperation with the Texas Commission on Environmental Quality**  
*Announces Availability of Additional Municipal Solid Waste*  
*Grant Funds for Fiscal Years 2016-17*

❖ **Request for Applications** ❖

**PURPOSE**

The purpose of this program is to provide funding for eligible local and regional municipal solid waste management projects in support of the goals and objectives of the adopted Regional Solid Waste Management Plan (RSWMP) for the Alamo Area Council of Governments (AACOG) region. The projects must provide a direct measurable effect on reducing the amount of waste going into Texas landfills, by either diverting various materials from the municipal solid waste stream for beneficial use or by reducing waste generation at the source. Funding for this program is provided through a grant from the Texas Commission on Environmental Quality (TCEQ), under the authority of §361.014, Texas Health and Safety Code.

AACOG's major goals, which are based on the 2002 Update of the Regional Solid Waste Plan, are:

**GOAL #1:** *Provide for recovery of material resources by emphasizing reuse, reduction (waste minimization) and recycling.*

**OBJECTIVE 1A:** Use innovative measures to increase citizen participation in recycling and reuse of residential waste.

- Convenience
- Novelty

**OBJECTIVE 1B:** Promote multi-family housing recycling programs throughout the region.

- Increase drop-off opportunities.
- Partner with haulers that service multi-family units.
- Offer educational materials to multi-family complexes that will facilitate reaching tenants even with high turnover.

**OBJECTIVE 1C:** Increase commercial recycling efforts in business and government.

- Promote paper recycling.
- Promote recycling of e-recycling (electronics).

**OBJECTIVE 1D:** Expand resource recovery efforts in the construction and demolition industry.

- Promote source reduction in materials.
- Promote reusable building materials from deconstruction of sites rather than demolition.
- Promote use of materials with recycled content.

**OBJECTIVE 1E:** Promote programs for the collection, reuse and management of special wastes such as household hazardous waste.

- Promote programs for the collection, reuse and management of special wastes such as household hazardous wastes, e-recycling, and green wastes.
- Promote the use of eco-friendly alternatives for pesticides, cleansers and other products that contribute to the household hazardous waste stream.
- Promote “Don’t Bag It” and composting programs for green waste.
- Promote proper handling of e-recycling.

**OBJECTIVE 1F:** Develop better information systems for tracking reuse, recycling and source reduction efforts.

**GOAL #2:** *Improve the recovery of landscape resources by halting illegal dumping.*

**OBJECTIVE 2A:** Reduce illegal dumping through increased public awareness and education.

**OBJECTIVE 2B:** Facilitate a region-wide effort to reduce illegal dumping.

- Promote/seek a coordinated program between cities and counties.
- Develop a process to speak to dumping along boundaries.

**OBJECTIVE 2C:** Promote cleanup events for illegal dumpsites through public and private partnerships.

**OBJECTIVE 2D:** Provide for better enforcement by actively monitoring known dump sites and prosecuting violators.

**GOAL #3:** *Maintain proper and safe disposal of remaining waste with adequate landfill capacities and promotion of the development of alternative technologies that are economically feasible.*

**OBJECTIVE 3A:** Strive for a 10-year minimum disposal capacity in the AACOG region through a biannual capacity review.

**OBJECTIVE 3B:** Promote integrated waste management practices throughout the regions’ urban and rural areas.

OBJECTIVE 3C: Maintain the Closed Landfill Inventory (CLI).

OBJECTIVE 3D: Conduct or update feasibility studies with regard to landfill alternatives.

**GOAL #4**: *To utilize both public and private financial resources to achieve optimum results in the best practices of integrated solid waste management in the AACOG region.*

OBJECTIVE 4A: Acknowledge the generation of the funds dedicated to solid waste management in reviewing the funding project.

OBJECTIVE 4B: Evaluate each request for funding on its impact on the region's goals for diversion, waste minimization, cessation of illegal dumping, and proper handling of bulk waste.

OBJECTIVE 4C: Promote public-private partnerships in developing facilities and programs to enhance the best practices in the region.

### **ELIGIBLE RECIPIENTS**

Only local and regional political subdivisions located within the State of Texas are eligible to receive funding from the COG as a pass-through grant. Eligible entities are:

- Cities
- Counties
- Public schools and school districts (excluding universities and other post-secondary educational institutions)
- General and special law districts created in accordance with state law, and with the authority and responsibility for water quality protection or municipal solid waste management, to include river authorities
- Councils of Governments

Private and non-profit companies and organizations are not eligible to receive grant funding. However, recipients of a grant may contract with private and non-profit entities to provide specific grant-funded services.

Entities that are subject to payment of state solid waste disposal fees and whose payments are in arrears are not eligible to receive a grant. In addition, entities that are barred from participating in state contracts by the Texas Comptroller of Public Accounts, under the provisions of §2155.077, Government Code, are not eligible to receive a grant.

### **APPLICABLE STATUTES AND REGULATIONS**

The conduct of projects funded under this program shall be in accordance with all applicable state and local statutes, rules, regulations, and guidelines. The main governing standards, include, but are not be limited to the following:

1. Section 361.014(b), Texas Health and Safety Code;

2. Title 30 Texas Administrative Code Chapter 330, Subchapter O, TCEQ MSW Regulations (30 TAC Chapter 330, Subchapter O);
3. Chapter 14 of the TCEQ Regulations (30 TAC Chapter 14);
4. The Grant Contract between the Council of Governments and the TCEQ; and
5. The Uniform Grant and Contract Management Act, Texas Government Code, §§783.001 et. seq., and the Uniform Grant Management Standards, 1 TAC §§5.141 et. seq. (collectively, “UGMS”).
  - Circular No. A-87: Cost Principles for State and Local Governments;
  - Circular No. A-110: Grants and Agreements with Institutions of Higher Education, Hospitals, and other Private Nonprofit Corporations: Uniform Administrative Requirements. Attachment A (Cash Depositories), Attachment F (Standards for Financial Management Systems) and Attachment O (Procurement Standards);
  - Circular A-128: Audits of State and Local Governments; and
  - Circular A-133: Audits of Institutions of Higher Education and Other Private Nonprofit Corporations.

## **COMPLIANCE TOOLS FOR APPLICABLE STATUTES AND REGULATIONS**

With each funded project, it is the responsibility of the funded entity to identify the TCEQ rules and regulations which may apply to the activity funded. All funded entities must comply with all applicable rules and regulations, even if the local government is exempt from notifying the TCEQ of the funded activity, e.g., local government recycling initiatives. 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>.

To view our Compliance Overview Tools, go to:

<http://www.tceq.texas.gov/assistance/industry/e-recycling/recycling-compliance#tools>. This is where you can find the E-recycling/Recycling Facility Compliance Checklist. Use the E-recycling/Recycling Facility Compliance Checklist to evaluate whether the recycling facility you intend to send recyclables to is an authorized facility. This will be a helpful tool to screen solid waste/recycling service providers that you may contract with, and prior to placing them on your lists of solid waste/recycling service providers, and/or placing links on your website to their website and information.

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 COG or 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>.

The table presented on the next page, *MSW Facility Funding Eligibility Table*, is a useful tool to help identify those rules which may be applicable for certain funded activities. Please note this table does not supersede the contract, nor does it take the place of the TCEQ rules and regulations, and all rule references should be verified personally.

**MUNICIPAL SOLID WASTE FACILITY FUNDING ELIGIBILITY TABLE**  
**July 1, 2011**

This table is provided for guidance only and does not replace nor supersede State Rules and Regulations. It is incumbent on each individual referencing this document to verify all information provided. TCEQ Form 10400, Core Data Form, must be submitted to accompany each identified form. Financial Assurance (30 TAC 37) is required for Recycling Centers, Used Oil Recycling, Scrap Tire Facilities, and facilities storing combustible materials.

Asterisk (\*) indicates funding may be considered on a case by case basis, but the TCEQ must approve the application prior to submittal.

ACTIVITY	NOTIFICATION REQUIRED	REGISTRATION REQUIRED	PERMIT REQUIRED *
<p><b>Municipal Solid Waste (MSW) Transfer Station</b></p> <p><b>Send in:</b>  TCEQ Form No. 20370, Notice of Intent to Operate a Low Volume Transfer Station</p>	<p><b>30 TAC 330.11(g) Transfer Station (TS): MSW Type V Facility:</b></p> <p>A facility used for transferring solid waste from collection vehicles to long haul vehicles (one transportation unit to another transportation unit). It is not storage facility such as one where individual residents can dispose of their wastes in bulk storage containers that are serviced by collection vehicles.</p> <p>TS must notify if it provide service for: *</p> <p>Operator owns/controls facility</p> <p>* Meet all applicable county ordinances</p> <p>*Operator must perform public notice</p> <p>*Transfer waste off-site at least weekly</p> <p>*Located outside an Extra-territorial Jurisdiction area</p> <p>*Stores ≤ cubic yards</p>	<p><b>30 TAC 330.9(b)(1), (2), (3), and/or (f):</b></p> <p>A TS may get a Registration if:</p> <p>*Municipality w/population &lt; 50,000</p> <p>*County w/population &lt; 85,000</p> <p>*TS transfers ≤ 125 tons/day</p> <p>*Located w/ in permitted landfill facility</p> <p>*Recovers ≥ 10% of waste stream for beneficial reuse**</p> <p><b>**curb-side source separated recycling programs within the collection area may be counted towards the 10% recovered</b></p>	<p><b>30 TAC 330.7 (a) Transfer Station:</b></p> <p>TS is permitted when none of the registration exemptions applies, i.e. the service is for:</p> <p>*Municipality w/ population greater than 50,000</p> <p>* County w/ population more that 85,000</p> <p>*TS transfers &gt; 125 tons/day</p> <p>* TS recovers &lt; 10% of waste stream for beneficial reuse</p>

Municipal Solid Waste Facility Funding Eligibility Table

July 1, 2011

This table is provided for guidance only and does not replace nor supersede State Rules and Regulations. It is incumbent on each individual referencing this document to verify all information provided. TCEQ Form 10400, Core Data Form, must be submitted to accompany each identified form. Financial Assurance (30 TAC 37) is required for Recycling Centers, Used Oil Recycling, Scrap Tire Facilities, and facilities storing combustible materials.

- Asterisk (\*) indicates funding may be considered on a case by case basis, but the TCEQ must approve the application prior to submittal.

	<b>Notification Required</b>	<b>Registration Required</b>	<b>Permit Required*</b>
<p><b>Municipal Solid Waste (MSW) Transfer Station</b></p> <p>Send in: <b>TCEQ Form No. 20370, Notice of Intent to Operate a Low Volume Transfer Station</b></p>	<p>30 TAC 330.11(g) <b>Transfer Station (TS):</b> MSW Type V Facility: A facility used for transferring solid waste from collection vehicles to long-haul vehicles (one transportation unit to another transportation unit). It is not a storage facility such as one where individual residents can dispose of their wastes in bulk storage containers that are serviced by collection vehicles. TS must Notify if it provides service for:</p> <ul style="list-style-type: none"> <li>• Operator owns/controls facility</li> <li>• Meet all applicable county ordinances</li> </ul>	<p>30 TAC 330.9(b)(1), (2), (3), and/or (f):</p> <ul style="list-style-type: none"> <li>• A TS may get a Registration if:</li> <li>• Municipality w/ population &lt; 50,000</li> <li>• County w/ population &lt; 85,000</li> <li>• TS transfers ≤ 125 tons/day</li> <li>• Located w/in permitted landfill facility</li> <li>• Recovers ≥ 10% of waste stream for beneficial reuse *</li> </ul>	<p>30 TAC 330.7(a) <b>Transfer Station:</b></p> <ul style="list-style-type: none"> <li>• TS is Permitted when none of the registration exemptions applies, i.e. the service is for:</li> <li>• Municipality w/ population greater than 50,000</li> </ul>

	<b>Notification Required</b>	<b>Registration Required</b>	<b>Permit Required*</b>
	<ul style="list-style-type: none"> <li>• Operator must perform public notice</li> <li>• Transfer waste off-site at least weekly</li> <li>• Located within unincorporated area</li> <li>• Located outside an Extra-territorial Jurisdiction area</li> <li>• Stores ≤ 40 cubic yards</li> </ul>	<p><b>* curb-side source separated recycling programs within the collection area may be counted towards the 10% recovered</b></p>	<ul style="list-style-type: none"> <li>• County w/ population more than 85,000</li> <li>• TS transfers &gt; 125 tons/day</li> <li>• TS recovers &lt; 10% of waste stream for beneficial reuse</li> </ul>
<p><b>Citizens' Collection Station</b></p> <p>Send in: <b>TCEQ Form 10400 Core Data Form w/ letter of notice &amp; Form 20429</b></p>	<p>30 TAC 330.11(e)(1): <b>Citizens' Collection Station (CCS):</b> MSW Type V Facility: A facility established for the convenience and exclusive use of residents (not commercial or industrial users or collection vehicles), except that in small communities where regular collections are not available, small quantities of commercial waste may be deposited by the generator of the waste. The facility may consist of one or more storage containers, bins, or trailers.</p>	<p>Any activity above and beyond those approved for CCSs will need to be reviewed against the appropriate Texas Administrative Code (TAC) and the facility owner/operator may be required to submit appropriate application information for a MSW Registration or MSW Permit based upon the activity.</p>	<p>As applicable...</p>

	<b>Notification Required</b>	<b>Registration Required</b>	<b>Permit Required*</b>
<p><b>Recycling Facility (RF)</b></p> <p>Send in: <b>TCEQ Form No. 20049, Notice of Intent to Operate a Recycling Facility</b></p>	<p>30 TAC 330.11(e)(2): <b>Recycling Facility:</b> A collection and processing point for only <b>nonputrescible</b> (waste which will not decompose and create odors or gases, or attract disease carrying vectors. Includes garbage, wastewater sludge, and grease trap waste) source-separated recyclable material, provided that the facility is in compliance with 328.3 – 328.5.</p> <ul style="list-style-type: none"> <li>• 328.3 – General Requirements</li> <li>• 328.4 – Limitations on Storage</li> <li>• 328.5 – Reporting &amp; Record Keeping Requirements</li> </ul> <p><b>Local governments, agencies of the State or Federal government are exempt from the notification requirement.</b></p>	<ul style="list-style-type: none"> <li>• In accordance with 30 TAC 328.(4)(c) A RF that fails to comply with the requirements of 30 TAC Chapter 328 shall be required, if the executive director so requests in writing, to obtain a Registration as a MSW Facility under the provisions of the MSW Rules (30 TAC Chapter 330) or Composting Rules (30 TAC Chapter 332).</li> <li>• A RF which takes on the activities of a TS must satisfy the notification, registration, or permitting requirements noted previously for Transfer Stations.</li> </ul>	<ul style="list-style-type: none"> <li>• In accordance with 30 TAC 328.(4)(c) A recycling facility that fails to comply with the requirements of 30 TAC Chapter 328 shall be required, if the executive director so requests in writing, to obtain a permit as a MSW Facility under the provisions of the MSW Rules (30 TAC Chapter 330) or Composting Rules (30 TAC Chapter 332).</li> </ul>

	<b>Notification Required</b>	<b>Registration Required</b>	<b>Permit Required*</b>
<p><b>Composting Facility</b> Send in:</p> <p><b>TCEQ Form No. 0651, Notice of Intent to Operate a Compost Facility</b></p>	<p>30 TAC 332: Composting Facility (CF): A facility for processing the stabilized product of decomposition which is used or sold for use as a soil amendment, artificial top soil, growing medium amendment, or other similar uses. Operations Requiring a Notification (30 TAC 332.21 – 332.23):</p> <ul style="list-style-type: none"> <li>• Feed stock that includes any source-separated meat, fish, dead animal carcasses, oils, greases, or dairy materials; and,</li> <li>• Operations which incorporate the above with source-separated yard trimmings, clean wood material, vegetative material, paper, or manure.</li> </ul>	<p>A CF which takes on putrescible waste streams will be required to submit for appropriate Registration if: (30 TAC 332.31 – 330.38)</p> <ul style="list-style-type: none"> <li>• Feed stock includes municipal sewage sludge;</li> <li>• Feed stock includes positively-sorted organic materials from the MSW stream;</li> <li>• Feed stock includes source-separated organic materials not exempted by 30 TAC 332.3(d);</li> <li>• Feed stock includes disposable diapers or paper products soiled by human excreta;</li> <li>• Feed stock includes paper production sludge byproduct at TCEQ ED discretion;</li> <li>• Feed stock includes any of the above with source-separated yard trimmings, clean wood material, vegetative material, paper, manure, meat, fish, dairy, oil, grease materials, or dead animal carcasses.</li> </ul>	<p>A CF which takes on putrescible waste streams will be required to submit for an appropriate MSW Permit if: (30 TAC 332.41 – 332.47)</p> <ul style="list-style-type: none"> <li>• Composting mixed MSW;</li> <li>• Use of mixed MSW as compost feedstock;</li> <li>• Commercially composting grease trap waste; or,</li> <li>• Composting any amount of grease trap waste.</li> </ul>

	<b>Notification Required</b>	<b>Registration Required</b>	<b>Permit Required*</b>
<p><b>Liquid Waste Transfer Facility</b></p> <p>Send in: <b>TCEQ Form No. 10426, Notice of Intent to Operate a Liquid Waste Transfer Station</b></p>	<p>30 TAC 330.11(e)(4): (only 6 grandfathered facilities exist in Texas)</p> <p>MSW Type V Facility: A liquid waste transfer station designed and operated in accordance with 30 TAC 330 MSW Rules, Subchapter E (330.201 – 330.249), which was in existence prior to March 27, 2006.</p> <p><b>Liquid Waste (LW):</b> Any waste material that is determined to contain “free liquids” as defined by US EPA Method 9095 (paint filter test), as described in Test Methods for Evaluating Solid Wastes, Physical/Chemical Methods” (EPA Publication No. SW-846).</p> <ul style="list-style-type: none"> <li>• &lt; 32,000 gallons/day at a fixed site</li> <li>• &lt; 30 days onsite</li> </ul>	<p>30 TAC 330.9(g) and (o):</p> <p><b>Liquid Waste Transfer Station:</b> A new MSW Type V Facility which processes only grease trap waste, grit trap waste, or septage or a combination of these three liquids.</p> <ul style="list-style-type: none"> <li>• Facility must attain a 10% recovery of material for beneficial use from the incoming waste stream.</li> <li>• &lt; 32,000 gallons/day at a fixed site (After March 26, 2006)</li> <li>• &lt; 30 days onsite (After March 26, 2006)</li> </ul>	<p>30 TAC 330.7(a):</p> <p><b>Liquid Waste Transfer Station:</b> MSW Type V Facility which fails to realize 10% recovery of material for beneficial use from the incoming waste stream, and/or which receives &gt; 32,000 gallons per day.</p>

	<b>Notification Required</b>	<b>Registration Required</b>	<b>Permit Required*</b>
<b>Liquid Waste Temporary Storage Facility</b>  Send in: <b>TCEQ Form 10400 Core Data Form w/ letter of notice</b>	30 TAC 330.11(e)(5): <b>MSW Type V Facility:</b> A temporary storage facility regulated under <b>30 TAC 312.147</b> (relating to temporary storage) used for temporarily storing/accumulating liquid waste prior to transport for processing by service vehicles. <ul style="list-style-type: none"> <li>&lt; 8,000 gallons for ≤ 4 days stored in mobile containers.</li> </ul>	N/A	N/A
<b>Used Oil Collection</b>  Call in: <b>TCEQ IHW/MSW Registration &amp; Reporting Section 512-239-6413</b>	30 TAC 324.7(1) or (3) & 40 CFR Part 279: Any of the aforementioned facilities which provide used oil collection services must notify the TCEQ by calling the Registration & Reporting Section at 512-239-6413. Please refer to the State of Texas Used Oil Standards (30 TAC 324) and/or <i>The Used Oil Recycling Handbook: Guidance for Used Oil Handlers</i> , Rev 11/05 (TCEQ Regulatory Guidance 325) for more information.	As applicable. <i>Do-it-yourselfer used oil collection center</i> means any site or facility that accepts/aggregates and stores used oil collected only from household do-it-yourselfers. <i>Used oil collection center</i> means any site or facility that is registered/licensed/permitted/recognized by a state/county/municipal government to manage used oil and accepts/aggregates and stores used oil collected from used oil generators regulated under subpart C of this part who bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of §279.24. Used oil collection centers may also accept used oil from household do-it-yourselfers.	As applicable.

For additional information concerning activity classification of proposed applications and/or

funding eligibility, please contact the Regional Solid Waste Grants Program at: TCEQ, RSWG (MC-126), P.O. Box 13087, Austin, Texas, 78711-3087, or call (512) 239-2335. If a contact is uncertain of the type of facility they actually are, then please direct them to the Municipal Solid Waste Permits Section at: TCEQ, MSW Permits (MC-124), P.O. Box 13087, Austin, Texas, 78711-3087, call (512) 239-2334, or E-mail the MSW Permits Section at [MSWPER@tceq.state.tx.us](mailto:MSWPER@tceq.state.tx.us). For more information on the TCEQ's MSW Permits Program and/or to download electronic copy of the forms referenced in this table, please visit [http://www.tceq.state.tx.us/permitting/waste\\_permits/msw\\_permits/msw.html](http://www.tceq.state.tx.us/permitting/waste_permits/msw_permits/msw.html). Contacts may also visit one of TCEQ's 16 Regional Offices in their area of the State. A list of TCEQ Field Office locations, points of contact, and addresses is located at: [http://www.tceq.state.tx.us/comm\\_exec/forms\\_pubs/pubs/gi/gi-002.html](http://www.tceq.state.tx.us/comm_exec/forms_pubs/pubs/gi/gi-002.html)

## ALLOCATION AND PRIORITIES

The Alamo Area Council of Governments did not assign priorities to the project categories. Goal #4 addresses allocation of funds to achieve optimum results. Objective 4-A is directed to how the funds to be allocated are generated. This objective recognizes who generates the waste and thus the fees that provide the funding. Programs directed to these sources will have the largest impact on diversion, enforcement, etc. Objective 4-B focuses on the impact of each funding request on each of the other three goals stated in Section A. Objective 4-C promotes partnerships which can both stretch the dollars and expand the results.

Discussion at the State level during the past two bienniums resulted in the idea that the distribution of funds should relate to reductions in generation of waste in a region. Following Objective 4-A, which addresses this discussion, part of the funds will be allocated by formula based on population thus tying it to waste generation. However, for all funding allotments, only proposals of merit will be funded. The remainder of the funds will be available to all eligible entities on an open competitive basis.

Formula Allocation\*:

City of San Antonio .....	45%.....	\$72,022.50
Balance of Bexar.....	19%.....	\$30,409.50
Rural Areas .....	26%.....	\$41,613.00
Remaining Funds.....	10%.....	<u>\$16,005.00</u>
(Open to <u>all</u> eligible entities)		\$160,050.00

\***Note:** Figures for the formula allocation (not percentages) are subject to change if the total available changes. Remaining funds came from a downward adjustment of the City of San Antonio's tier.

### **No salaries will be awarded in any category.**

Awards for the category of HHW collections and events **will not exceed \$25,000** unless the applicant can persuade the RRC and staff otherwise based on evidence showing potential expenditures.

### **NO CATEGORY WILL INCLUDE ADMINISTRATIVE COSTS OR INDIRECT COSTS.**

## **AUTHORIZED PROJECT CATEGORIES**

The following project categories are eligible for funding. Under each category heading is a brief description of the purpose of that category, as well as special requirements pertaining to that project category.

### **1. Local Enforcement**

Funds may be used for projects that contribute to the prevention of illegal dumping of municipal solid waste, including liquid wastes. Funding recipients may investigate illegal dumping problems; enforce laws and regulations pertaining to the illegal dumping of municipal solid waste, including liquid waste; establish a program to monitor the collection and transport of municipal liquid wastes through administration of a manifesting system; and educate the public on illegal dumping laws and regulations. **If submitting under this category, please contact the AACOG staff before submission of your application.**

### **2. Litter and Illegal Dumping Cleanup and Community Collection Events**

Funds may be used for ongoing and periodic activities to clean up litter and illegal dumping of municipal solid waste. Projects may include support for Lake and River Cleanup events, conducted in conjunction with the Keep Texas Beautiful's Programs. 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 with chronic littering problems may also be funded. Reuse or recycling options should be considered for managing the materials cleaned up under this program, to the extent feasible. Funds may also be used for periodic community collection events, held not more frequently than four times per year, to provide for collection of residential waste materials for which there is not a readily-available collection alternative, such as large and bulky items that are not picked up under the regular collection system. **If submitting under this category, please contact the AACOG staff before submission of your application.**

### **3. Source Reduction and Recycling**

Funds may be used for projects that provide a direct and measurable effect on reducing the amount of municipal solid waste going into landfills, by diverting various materials from the municipal solid waste 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, to include full-cost accounting systems and cost-based rate structures, establishment of a solid waste services enterprise fund, and mechanisms to track and assess the level of recycling activity in the community on a regular basis; and educational and promotional activities to increase source reduction and recycling.

#### 4. Local Solid Waste Management Plans

Funds may be used for projects to develop local solid waste management plans in accordance with Texas Health & Safety Code, Chapter 363, as implemented by state rule in Title 30 Texas Administrative Code (30 TAC), Chapter 330. It is recommended that at least one year be allowed for the completion and adoption of a local plan. Local Solid Waste Management Plans must meet the goals and objectives of the RSWMP. **If submitting under this category, please contact the AACOG staff before submission of your application. A project in this category must be completed and adopted within a 12-month period.**

#### 5. Citizens' Collection Stations and "Small" Registered Transfer Stations

Funds may be used for projects to construct and equip citizens' collection stations, as these facilities are defined under 30 TAC §330.3, TCEQ Regulations. Projects funded for these types of facilities shall include consideration of an integrated approach to solid waste management, to include providing recycling services at the site, if appropriate to the management system in place. The following MSW facilities may qualify on a case by case basis for funding:

- Notification tier municipal solid waste transfer stations that qualify under 30 TAC 330.11(g).
- Registered municipal solid waste transfer stations that qualify under 30 TAC 330.9(b)(1) through (3), or (f).
- Notification tier citizens' collection stations that qualify under 30 TAC 330.11(e)(1).
- Exempt local government recycling facilities as provided for under 30 TAC 328(a)(1).
- Notification tier recycling facilities that qualify under 30 TAC 330.11(e)(2).
- Notification tier composting facilities which qualify under 30 TAC 332.21 – 332.23.
- Notification tier liquid waste temporary storage facilities which qualify under 30 TAC 330.11(e)(5).
- Liquid waste transfer stations which qualify for registration in 30 TAC 330.9(g) and (o).
- Notification tier used oil collection facilities which qualify under 30 TAC 324.71(1) or (3).

**If submitting under this category, please contact the AACOG staff before submission of your application.**

## 6. Household Hazardous Waste Management

Funds may be used for projects that provide a means for the collection, recycling or reuse, and/or proper disposal of household hazardous waste, including household chemicals, electronic wastes, and other materials. 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. **TCEQ now requires the grantee, not the contractor, to complete and submit proper notices within the HHW program of the Waste Permit Division of TCEQ.**

## 7. Technical Studies

Funds may be used for projects which include the collection of pertinent data, analysis of issues and needs, evaluation of alternative solutions, public input, and recommended actions, to assist in making solid waste management decisions at the local level. Projects may also include research and investigations to determine the location, boundaries, and contents of closed municipal solid waste landfills and sites, and to assess possible risks to human health or the environment associated with those landfills and sites. **If submitting under this category, please contact the AACOG staff before submission of your application.**

## 8. Educational and Training Projects

Educational components are encouraged under the other categories in order to better ensure public participation in projects; those educational components should be funded as part of those projects and not separately under this category. Funds may also be used for “stand-alone” educational projects dealing with a variety of solid waste management topics. Projects may include funding for information-exchange activities, subject to the other limitations on travel expenses.

## 9. Other

*(Per the grant contract, the COG may include in the regional funding plan or regional solid waste management plan other types of projects that are not specifically prohibited in the detailed funding standards. If accepted by TCEQ, the COG must then request an amendment to the grant contract to include authorization for the additional project or category of projects. If the request is approved by the TCEQ and authorization provided, the COG may then include the additional project category in the list of eligible projects.)*

## **ELIGIBLE EXPENSES**

The following categories of expenses may be eligible for funding under this program. All expenses must directly relate to conduct of the proposed project.

1. **Personnel.** No salaries will be awarded in any category.
2. **Travel.** Travel expenses directly related to conduct of the funded program may be authorized. Only employees of the pass-through 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. No out-of-state travel will be authorized. For authorized reimbursement through the Regional Solid Waste Grants Contract, all travel authorized for pass-through recipients must comply with Chapter 660 of the Governmental Code, and Article IX of the General Appropriations Act, 83<sup>rd</sup> Legislative Session.
3. **Supplies.** Expenses for supplies necessary for the conduct of the funded 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, and staplers) or other goods which are consumed in a relatively short period of time in regular performance of the general activities of the proposed project.
4. **Equipment.** Equipment necessary and appropriate for the proposed project may be authorized. AACOG must carefully evaluate all requests for equipment to determine appropriateness of the equipment for the project. No equipment is to be purchased by a pass-through grant recipient unless approved in advance by AACOG. Expenses included under the equipment expense 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 pro-rata percentage of time the equipment will be directly used for the funded project. The special conditions and requirements set forth in the grant agreement (relating to Title to and Management of Equipment and Constructed Facilities) also apply to equipment purchased with pass-through grant funding. Replacement equipment is not eligible for funding.

5. **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 pass-through grant recipient unless the construction details are approved in advance by AACOG. 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.
- \*Labor charged cannot be for employees on your payroll.*
6. **Contractual Expenses.** Professional services or appropriate tasks provided by a firm or individual who is not employed by the pass-through grant recipient for conducting the funded project may be authorized for subcontracting by the funds recipient. **No contractual costs should be incurred by a pass-through grant recipient unless the subcontract is approved in advance by AACOG. 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 originally contracted tasks must be approved in writing by AACOG.
7. **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. The restrictions set forth in the UGMS and the main grant agreement apply. AACOG must ensure that expenses budgeted under this "Other" category are itemized by the grant recipient and are fully considered and evaluated by AACOG. 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/Registration Fees
  - h. Office Space
  - i. Basic Office Furnishings
  - j. Computer Hardware (under \$5,000 and not listed under the Equipment category)
  - k. Computer Software
  - l. Education and outreach items – list specifics

8. **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 agreement 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% 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. AACOG does not pay indirect costs.

## **TYPES OF EXPENSES THAT MAY BE APPROPRIATE UNDER EACH PROJECT CATEGORY**

Following are *examples of some of the types* of expenses that may be appropriate under each of the project categories. **No salaries will be awarded in any category.**

### **1. Local Enforcement**

- Equipment, such as vehicles, communications equipment, and surveillance equipment (**NOTE: This does not include local code enforcement officer firearms or ammunition**)
- Program administration expenses, such as office supplies and equipment, travel, training, and vehicle maintenance
- Protective gear and supplies (**NOTE: This does not include self contained breathing apparatus equipment**)
- Education and outreach materials

### **2. Source Reduction and Recycling**

- Facility design and construction
- Equipment, such as chippers, balers, crushers, recycling and composting containers, trailers, forklifts, and trucks
- Program administration expenses, such as office supplies and equipment, travel, training, and equipment maintenance
- Education and outreach materials
- Printing and advertisement expenses

### **3. Litter and Illegal Dumping Cleanup Events and Community Collection Events**

- Equipment, such as trailer and trucks
- Program administration expenses, such as office supplies and equipment, travel, training, and vehicle maintenance
- Subcontract expenses
- Protective gear and supplies
- Fencing, barriers, and Signage
- Education and outreach materials
- Promotional items for volunteers (e.g., t-shirts, caps, etc.)
- Printing, advertising expenses

- 4. Citizens' Collection Stations and "Small" Registered Transfer Stations**
  - Facility design and construction
  - Equipment, such as dumpsters or roll-off containers, trailers, compactors, crushers, scales, and recycling containers
  - Protective gear
  - Education and outreach materials
  - Printing and advertisement expenses
  
- 5. Household Hazardous Waste Management**
  - Design and construction of permanent collection facilities
  - Equipment for permanent collection facilities, such as recycling containers, trailers, forklifts, and crushers
  - Protective gear
  - Contractual services for special collection events
  - Education and outreach materials
  - Printing and advertising expenses
  - Promotional items for volunteers (e.g., T-shirts, caps, etc.)
  - School chemical clean-out campaign (SC3) events and programs
  
- 6. Educational and Training Projects**
  - Educational materials
  - Printing and advertising expenses
  - Contractual services
  - Program administrative expenses, such as office supplies
  
- 7. Technical Studies**
  - Consultant services
  - Printing and advertising expenses
  - Program administration expenses, such as office supplies, and travel
  
- 9. Local Solid Waste Management Plans**
  - Consultant services
  - Printing and advertising expenses
  - Program administrative expenses, such as office supplies
  
- 10. Other**
  - Construction and demolition debris management
  - Biosolids management
  - Remediation of abandoned landfills
  - Liquid wastes
  - Oil, filters, antifreeze and batteries

## **FUNDING STANDARDS**

In addition to the standards set forth in applicable law and regulations as well as the category-specific funding limitations, the standards outlined below apply to all uses of the FY 2016-17 solid waste grant funds.

### **General Standards**

1. 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. Recipients of funds under this Agreement, including AACOG, 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. 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 Facilities Commission.
4. Public and private entities subject to payment of state solid waste disposal fees and whose payments are in arrears may not receive funds under this agreement through either a pass-through grant or subcontract.
5. In accordance with §361.014(b), Texas Health and Safety Code, and 30 TAC §330.649(d), TCEQ Regulations, a project or service funded under this Agreement 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 and not-for-profit non-governmental entities.
6. All equipment and facilities purchased or constructed with funds provided under this program shall be used for the purposes intended in the funding agreement.
7. A project or service funded under this program must be consistent with AACOG's approved regional solid waste management plan, and must be intended to implement the goals, objectives, and priorities established in the regional plan.
8. Funds may not be used to acquire land or an interest in land.
9. Funds may not be used to supplant existing funds. In particular, staff positions in local enforcement whose assigned functions will remain the same were active at the time of the funding application or proposal, and were funded from a source other than a previous solid waste grant, may not be funded.
10. 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.
11. Funds may not be used for payment of salaries to any employee who uses alcoholic beverages on active duty. Funds may not be used for the purchase of alcoholic

beverages, including travel expenses reimbursed with these funds.

12. Funds may not be used for employment or otherwise contracts for services of a lobbyist or for dues to an organization which employs or otherwise contracts for the services of a lobbyist.
13. Funds may only be used for projects or programs for managing municipal solid waste.
14. Except as may be specifically authorized in these provisions or elsewhere in this program, funds may not be used for 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, or other facilities. This restriction may be waived by the TCEQ, at its discretion, for recycling and other eligible activities that will take place within the boundaries of a permitted facility. The applicant and/or AACOG must request a preliminary determination from the TCEQ as to the eligibility of the project prior to the project being considered for funding by AACOG.
15. Projects or facilities requiring a registration from the TCEQ, and which are otherwise eligible for funding, must have received the registration before the project funding is awarded.
16. Except as may be specifically authorized in these provisions or elsewhere in this program, funds may not be used for activities related to the collection or disposal of municipal solid waste.  
  
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; landfills and landfill-related facilities, equipment, or activities, including closure and post-closure care of a permitted landfill unit; or other activities and facilities associated with disposal of municipal solid waste.
17. 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 dump site. However, the TCEQ may waive this restriction, at its discretion and on a limited case-by-case basis, to address immediate threats to human health or the environment, and where it is demonstrated that the responsible party does not have the resources to comply with the order.
18. 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.

## **Local Enforcement**

19. Funds may not be provided to any law enforcement agency regulated by Texas Occupation Code, Title 10, Chapter 1701, unless: (a) the law enforcement agency is in compliance with all rules developed by the Commission on Law Enforcement Standards and Education pursuant to Chapter 415, Texas Government Code; 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.
20. Local enforcement vehicles and related enforcement equipment purchased entirely with funds provided under this program may only be used for activities to enforce laws and regulations pertaining to littering and illegal dumping, and may not be used for other code enforcement or law enforcement activities. Vehicles and equipment that are only partially funded must be dedicated for use in local enforcement activities for a percentage of time at least equal to the proportion of the purchase expense funded.
21. Entities receiving funds for a enforcement vehicles, and/or related equipment for use by an enforcement officer, must investigate major illegal dumping problems, on both public and private property, in addition to investigating general litter problems on public property.
22. Entities receiving funds to conduct a local enforcement program must cooperate with the TCEQ's regional investigative staff in identifying and investigating illegal dumping problems. Lack of cooperation with the TCEQ staff may constitute a reason to withhold future funding to that entity for local enforcement activities.
23. 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 municipal solid waste.
24. Funds may not be used for purchase of weapons, ammunitions, and/or HazMat gear.

## **Litter and Illegal Dumping Cleanup and Community Collection Events**

25. Lake and River Cleanup events must be coordinated with the TCEQ's cleanup program staff and/or the Keep Texas Beautiful organization, which is contracted by the TCEQ to administer the Lake and River Cleanup program.
26. Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or the COG. Funds may not be provided directly to a private landowner or other private responsible party for cleanup expenses. The local government sponsor or the COG must either contract for and oversee the cleanup work, or conduct the work with its own employees and equipment.

27. The costs for cleanup of hazardous waste that may be found at a municipal solid waste site must be funded from other sources, unless a waiver from this restriction is granted by the TCEQ to deal with immediate threats to human health or the environment.
28. The costs for cleanup of Class 1 non-hazardous industrial waste that may be found at a municipal solid waste site must be funded from other sources, unless a waiver from this restriction is granted by the TCEQ to deal with immediate threats to human health or the environment. The cleanup of Class 2 and 3 non-hazardous industrial waste that may be found at a municipal solid waste site may be funded in conjunction with the cleanup of the municipal solid waste found at a site.
29. All notification, assessment, and cleanup requirements pertaining to the release of wastes or other chemicals of concern, as required under federal, state, and local laws and regulations, including 30 TAC Chapter 330, TCEQ's MSW Regulations, and 30 TAC Chapter 350, TCEQ's Risk Reduction Regulations, must be complied with as part of any activities funded under this program.
30. All materials cleaned up using funds provided under this program must be properly disposed of or otherwise properly managed in accordance with all applicable laws and regulations. To the extent feasible, it is recommended that materials removed from a site be reused or recycled. For projects to clean up large amounts of materials, AACOG will hold reimbursement until documentation is provided that the clean-up work has been completed and the materials properly managed.
31. Periodic community collection events, to provide for collection and proper disposal of non-recyclable residential waste materials for which there is not a readily-available collection alternative, may be funded. This type of project may not include regular solid waste collection activities, such as weekly waste collection. Funded collection events may be held no more frequently than four times per year and must only be intended to provide residents an opportunity to dispose of hard-to-collect materials such as large and bulky items that are not picked up under the regular collection system, and might otherwise be illegally dumped by residents. To the extent practical, community collection events should make every effort to divert wastes collected from area landfills, e.g., contain a recycling component.

### **Source Reduction and Recycling**

32. Any program or project funded under this program with the intent of demonstrating the use of products made from recycled and/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.

### **Citizens' Collection Stations and "Small" Registered Transfer Stations**

33. The design and construction of citizens' collection stations, as those facilities are defined under 30 TAC Chapter 330, TCEQ Regulations, may be funded. The costs associated with operating a citizens' collection station once it is completed may not be funded.

34. The design and construction of small municipal solid waste and liquid waste transfer stations that qualify for registration under 30 TAC 330, MSW Rules, may be funded. Other permitted or registered transfer stations may not be funded. A municipal solid waste transfer facility may be eligible for a registration if it serves a municipality with a population of less than 50,000, or a county with a population of less than 85,000, or is used in the transfer of 125 tons or less of municipal solid waste per day. A liquid waste transfer station may qualify for a registration if it will receive less than 32,000 gallons or less per day. The costs associated with operating a transfer station once it is completed may not be funded. The following MSW facilities may be funded:
- Notification tier municipal solid waste transfer stations that qualify under 30 TAC 330.11(g).
  - Registered municipal solid waste transfer stations that qualify under 30 TAC 330.9(b)(1) through (3), or (f).
  - Notification tier citizens' collection stations that qualify under 30 TAC 330.11(e)(1).
  - Exempt local government recycling facilities as provided for under 30 TAC 328(a)(1).
  - Notification tier recycling facilities that qualify under 30 TAC 330.11(e)(2).
  - Notification tier composting facilities which qualify under 30 TAC 332.21 – 332.23.
  - Notification tier liquid waste temporary storage facilities which qualify under 30 TAC 330.11(e)(5).
  - Liquid waste transfer stations which qualify for registration in 30 TAC 330.9(g) and (o).
  - Notification tier used oil collection facilities which qualify under 30 TAC 324.71(1) or (3).

### **Household Hazardous Waste Management**

35. All household hazardous waste 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.
36. All Texas Country Cleanup events must be coordinated with the TCEQ's Texas Country Cleanup program staff, and all applicable laws, regulations, guidelines, and reporting requirements must be followed.

### **Technical Studies**

37. All technical studies funded under this program must be consistent with the AACOG's regional solid waste management plan and prepared in accordance with guidelines provided by the TCEQ.

### **Educational and Training Projects**

38. Educational and training programs and projects funded under this program must be primarily related to the management of municipal solid waste, and funds applied to

a broader education program may only be used for those portions of the program pertaining to municipal solid waste.

### **Local Solid Waste Management Plans**

39. All local solid waste management plans funded under this Agreement must be consistent with the Performing Party's regional solid waste management plan and prepared in accordance with 30 TAC Subchapter O, Chapter 330, TCEQ Rules, and Content and Format Guidelines provided by the TCEQ.
40. In selecting a local solid waste management plan as an implementation project for funding, the Performing Party shall ensure at least one year is available for the completion and adoption of the local plan. The plan and all expenses must be completed two months before the end of the grant year, June 30, 2013.

### **Other Types of Projects**

41. If the TCEQ authorizes AACOG to fund additional types of projects, the authorization incorporated into the grant agreement may include additional standards and restrictions that will apply to use of funds for that project or type of project.

### **NOTIFICATION OF PRIVATE INDUSTRY REQUIRED**

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. In accordance with grant requirements established by the Texas Commission on Environmental Quality, an applicant for funding under one of the listed project categories below **must adhere** to the notification requirements listed below.

#### **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
4. Other (*If the COG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry. When applicable, those additional project categories should be listed here.*)

#### **Applicant Notification Requirements**

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

geographic service area the project intends to serve, prior to making the application. A list of private service providers within the region is available from AACOG.

2. 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.
3. Consider, where appropriate, meeting directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns before an application is submitted.
4. Complete applicable information on the grant application forms to provide documentation that private service providers were notified of the project prior to submission of the application and submit written comments provided by any private service provider.

### **FISCAL YEAR 2016-17 GRANT PROJECT DURATION**

The FY 2016 Solid Waste Implementation Grant Contracts Cycle will begin in June or July 2016 on the date of the fully executed contract. Projects awarded funds from the FY 2017 application will begin September 1, 2016 and must be completed by June 30, 2017.

### **HOW PROPOSALS WILL BE CONSIDERED**

Proposals will be reviewed by the Resource Recovery Committee of AACOG, using screening and selection criteria developed in cooperation with the TCEQ. The committee consists of representatives of various interests involved in solid waste management in the region, according to TCEQ guidelines.

Initial Screening Criteria: In order for any proposed project to be considered, the following screening criteria must be met. If these screening criteria are not met, the proposed project will receive no further consideration for grant funding.

- A. The application must be complete and all application requirements and procedures followed, including requirements to notify private sector providers of the proposed project, when applicable.
- B. The proposed project must conform to eligible category standards, eligible recipient standards, and allowable expense standards, as established by the TCEQ and AACOG as well as all applicable laws and regulations.
- C. The applicant must agree to document the results of the project as required by AACOG.
- D. If the applicant is subject to solid waste disposal fees, payments to the State of Texas must not be in arrears.

- E. If the proposed project provides a service, the applicant **must** include a list of all known entities providing similar or related service in the area covered by the proposed project. The application materials **must** show that known service providers were contacted by the applicant by letter. The purpose of the contact is for the applicant to provide project details and afford the provider an opportunity to comment on the project. AACOG must make a determination that the service to be provided is not otherwise readily available or does not create a competitive advantage over a private industry which provides a similar service.
- F. The proposed project must be consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan and must directly support implementation of the regional plan.
- G. The proposed project must be technically feasible and there must be reasonable expectation that the project can be satisfactorily completed within the required time frames.
- H. Past performance on solid waste pass-through grants may have either a positive or negative impact on current submissions. For those applicants who previously received a solid waste grant(s), AACOG staff will also provide the AACOG Resource Recovery Committee (RRC) with information advising the RRC on past performance (timely and complete spending; timely and complete financial and results reports; and percent of goal achieved – waste diverted, people contacted, or illegal sites removed as applicable to the previously funded project).
- I. A list of established averages of costs for similar projects and established performance averages for the proposed projects (i.e., # of expected tons of brush removed for communities of given size, etc.) will be compiled. Established averages for costs will be compiled from AACOG data. Established averages for performance will be compiled from AACOG and state reports for similar projects in similar sized communities. This information, when available, will be provided to the RRC for reference purposes.

**Ranking and Scoring:** Scoring for the projects are under the suggested guidelines from the TCEQ. Each applicant will provide a single slide, stating what they are requesting, why they are requesting the item, and how will the effort be sustained after the grant. They may also state their population, based on the **US 2010 Census** and provide a picture of the item they are requesting. The applicant will also be required to answer any questions the committee members may have. Each member of the RRC is prohibited from voting on an application that comes from their own entity or in which they may have a vested interest or possible financial gain. RRC members may not make the presentation for their proposal. The RRC shall determine if the proposed activities qualify for full, partial or no funding according to the priorities previously adopted and published by the RRC and available funds. The RRC will list their recommendations for project funding in priority order, and shall prepare a narrative giving the rationale for each funding recommendation. Members with applications from their organizations will not participate in either prioritizing or providing rationale for funding recommendations. The projects are submitted for funding until all funds are expended. The highest and lowest score on each application will be omitted; the remaining scores will be averaged to get a ranking for each proposal. The ranking will be

used as a starting point in the discussion for allocating funds. The RRC may further recommend funding for any remaining unfunded applications should monies become available.

Selection Criteria: Each project can receive a maximum of 100 points if a proposed project meets all the applicable screening criteria.. Following the initial screening by AACOG staff, the RRC will review, score and rank applications based upon the following criteria:

AACOG staff will complete A through D for each application submitted.

- A. Project Impact ..... 10 points  
 Points will be assigned based on the waste generation population of the entity (entities) involved as follows:
 

0 – 100,000	4 points
100,000 – 500,000	6 points
500,000 – 1 million	8 points
Over 1 million	10 points
  
- B. Regional Coordinated Effort ..... 5 points  
 AACOG continues to encourage regional projects and coordination. A joint project involving 2 or more local governmental eligible entities will be awarded 5 points.
  
- C. Local Effort and Match Directly Related to the Project ..... 15 points
  - Cash (Optional): Must be spent first
 

10% Cash Match	3 points
25% Cash Match	5 points
50% Cash Match	10 points
  
  - In-kind Match Directly Related to Project 5 points  
 (Example: operator of equipment, not total public works staff; presenter of recycling education, not ancillary staff; etc.)
  
- D. First Effort/Past Performance ..... 5 points
  - First time applicant 5 points
  - Past performance
 

✓ Turned all required program reports on time	2 points
✓ Completed project and released any excess funding at least one month before the end of the Biennium	3 points

The Resource Recovery Committee will complete E through H

- E. Project Description ..... 15 points
- Is the need for the project clearly stated?
  - Is the goal or objective of the proposed project clearly stated?
  - Can the objective be measured?
  - Is the geographic area affected by the proposed project clearly described?
  - Is the specific waste stream targeted by the project identified?
- F. Work Program ..... 15 points
- Are all of the major steps or tasks involved in the proposed project clearly presented and adequately described?
  - Are responsible entities for accomplishing each step or task identified?
  - Is the specific timeframe for completing each step or task provided?
  - If the proposed project includes equipment, has the applicant shown that the specified equipment is appropriate for the work to be performed?
- G. Project Cost Evaluation ..... 10 points
- To what extent is the applicant requesting funding for salaries (if appropriate) or operational expenses?
  - If an ongoing service is proposed, to what extent has the applicant demonstrated ability to sustain the program.
- H. Contribution to AACOG's Regional Goals ..... 25 points
- Does the project clearly address one of the AACOG goals?
  - Can the project demonstrate measurable outcome toward the goal?
  - Will this project continue to contribute to achievement of the goal after the funding ends?

## **GRANT AGREEMENTS**

Grant recipients will be required to enter into standard legal agreements with AACOG, to ensure that the approved work program of the project is followed. Among other provisions, the legal agreements will include the following:

- Grant funding will be provided on a reimbursement basis only, and all requests for reimbursement must be handled through AACOG. All requests for reimbursement must include a progress report to justify expenditures.
- Grant recipients must agree to provide data related to the results of the project to AACOG and/or TCEQ. As appropriate to the project, the grant recipient will also be asked to commit to monitoring the results of the project beyond the grant term and periodically provide AACOG and/or TCEQ additional reports on the status of the project.
- Grant recipients must agree to allow staff of AACOG and/or TCEQ to perform on-site visits to monitor the progress of projects.

## **HOW TO APPLY**

A grant application form is available from AACOG at the address below. A separate application form must be submitted for each individual project proposed. In completing your application, read the instructions carefully; be concise, and provide a sufficient level of detail to facilitate consideration of your proposed project.

The resource recovery manager at AACOG is available to assist interested parties during the application process and may be contacted at the following telephone number:

Dr. Georgia Zannaras, Resource Recovery Manager  
Email: [gzannaras@aacog.com](mailto:gzannaras@aacog.com); Phone: (210) 362-5287  
8:00 a.m. – 5:00 p.m., M-F.

***Return your completed application forms to  
the following address:***

**Alamo Area Council of Governments  
ATTN: Dr. Georgia Zannaras  
8700 Tesoro Drive, Suite 700  
San Antonio, Texas 78217-6228**

***APPLICATION DEADLINE:***

To be considered for funding, submit application by:

**February 11, 2016 by 10:00 a.m.**

**NO LATE APPLICATIONS WILL BE ACCEPTED**

*Please remember to:*

- Contact private providers, if applicable to your project, and include copies of your contact letters and responses.
- Complete all parts of the application as requested, including all application certifications, assurances, and deliverables. Detailed budget sheets need to be completed only as applicable.
- Make sure the application is properly signed and dated.
- Detach the application instructions.
- Keep a copy of your application for your records.
- **Please submit ONE ORIGINAL and ONE copy (required), and ONE (1) copy either on a CD (in word, not a pdf.), or emailed in word.**

- Notify private services providers, if applicable.
- Prepare for a question and answer session on March 9, 2016. Instructions for this session will be forwarded with presentation times after receipt of applications on February 11, 2016.
- Include your resolution. A signed copy of the must be delivered to AACOG by 10:00 a.m. on February 11, 2016.

Other General Points to Remember:

- Remember, the program does not fund replacements for: equipment, mascots, computers, vehicles, etc., previously funded.
- Justify all equipment requested—computers, vehicles, etc. Include why it is needed, how many hours it will be used, where it will be housed, and how it will be maintained. If you have already been awarded similar equipment, explain why the existing equipment can't be used for proposed work.
- If a service is available in your area, do not request a duplicate service from grant funds.
- No food items may be requested in this grant.
- Clothing items such as T-shirts, hats, etc. are limited to HHW grant categories and then only for volunteers, if being used. Work-related items such as gloves, safety vests, goggles, are permissible.
- **The program does not fund administrative costs for filing reports, notices, organizing volunteers, etc.**

This application is a response to the Request for Applications issued by the Alamo Area Council of Governments (AACOG). Submission of this application is an offer to contract with AACOG based on the terms, conditions, and specifications contained in the Request for Applications and corresponding contract documents. Please review this application carefully, sign it where signatures are required, fill in the requested information, and attach all required documents.

## **B. FORMS**

**ALAMO AREA COUNCIL OF GOVERNMENTS  
IN COOPERATION WITH THE  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
ISSUES THE FY 2016-2017 REGIONAL SOLID WASTE GRANTS  
APPLICATION FORM**

**FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE**

**Please Type or Legibly Print the Application. Typing is Preferred**

Applicant:	Phone/Fax:
Address:	Email:
Contact Person:	Date Submitted:

**Project Category**

<input type="checkbox"/> Local Enforcement <input type="checkbox"/> Litter and Illegal Dumping Cleanup and Community Collection Events <input type="checkbox"/> Citizens' Collection Stations and "Small" Registered Transfer Stations <input type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Household Hazardous Waste (HHW) Management <input type="checkbox"/> Technical Studies <input type="checkbox"/> Educational and Training Projects <input type="checkbox"/> Local Solid Waste Management Plans <input type="checkbox"/> Other	Grant Request: \$ Cash Match: \$ In-Kind (Optional): \$ Total Project Amount (add 3 lines above): \$ Estimated Project Timeframe: Year:        Months to Complete: Regional Plan Goal #(s): <b>Check ONE</b> <input type="checkbox"/> New Project <input type="checkbox"/> Enhancement/expansion <input type="checkbox"/> Continuation of existing project
---	--

**Signature**

By the following signature, the Applicant certifies it has reviewed the certifications, assurances, and deliverables included in this application; that all certifications are true and correct; that assurances have been reviewed and understood; and that all required deliverables are included with this application.	
Signature	Title:
Typed/Printed Name:	Date Signed:

**For Use by AACOG**

Date application was received: _____
Does the application meet all of the required criteria:    ____ Yes    ____ No
Is this application administratively complete:    ____ Yes    ____ No

## FORM 2. Authorized Representatives

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

- 1. Authorized Project Representative.** The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature:
Typed/Printed Name:
Title:
Entity:
Address ( <i>No P.O. Boxes</i> ):
City, State, Zip Code
Telephone Number:
FAX Number:
Email Address:
Date:

- 2. Authorized Financial Representative.** In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

Signature:
Typed/Printed Name:
Title:
Telephone Number:
Email Address:
Date:

## FORM 3. Certifications and Assurances

### **Certifications**

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help AACOG ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

**1. Authority to Sign Application**

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

**2. Application Contains No False Statements**

Applicant certifies this Application has no false statements and the Applicant understands that signing this Application with a false statement is a material breach of contract that shall void the submitted Application and any resulting contracts. The Applicant understands AACOG will not accept any amendment, revision, addition or alteration to this Applicant after the final date and time for submission.

**3. Governmental Status**

Applicant 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 or school district (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
- e. Council of Governments

**4. Solid Waste Fee Payments**

Applicant certifies it is not delinquent in payment of solid waste disposal fees owed the State of Texas.

**5. Debarment from State Contracts**

Applicant certifies it is not barred from participation in state contracts by the Texas Building and Procurement Commission (TBPC), under the provisions of §2155.077, Government Code, and 1 TAC §113.02, TBPC Regulations, or by the State of Texas Comptroller of Public Accounts under the provisions of §2155.077, Government Code.

**6. Conformance to Standards**

The Applicant certifies, to the best of its knowledge and ability, that the proposed project, including all activities in the proposed Scope of Work and the proposed expenditures, conforms to the eligible standards for the category of project for which submitted, and allowable expense and funding standards as set forth in the Request for Applications.

**7. Consideration of Private Industry**

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

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Educational and Training Projects category
- d. Other

Applicant certifies 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. Applicant further certifies, to the best of its knowledge and ability (after completing Form 5), that the proposed project will promote cooperation between public and private entities, is not otherwise readily available, and will not create a competitive advantage over a private industry that provides recycling or solid waste services.

**8. Consistency with Regional Solid Waste Management Plan**

Applicant certifies, to the best of its knowledge and ability, that the proposed project is consistent with applicable goals, objectives, and recommendations of the adopted regional solid waste management plan of AACOG.

**9. Technical Feasibility**

Applicant certifies it has carefully reviewed its Scope of Work and, 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.

**10. Costs Reasonable and Necessary**

Applicant certifies, to the best of its knowledge and ability, that the proposed project activities in the Scope of Work and the expenses outline in the budget are reasonable and necessary to accomplish the project objectives, and that the proposed expenses are consistent with the costs of comparable goods and services.

**11. Certification by Law Enforcement Programs**

If the Applicant is a law enforcement entity regulated by Chapter 1701 of the Texas Occupations Code, the Applicant certifies that it is in compliance with all rules developed by the Commission on Law Enforcement Officer Standards and

Education (TCLEOSE) pursuant to Chapter 1701, Texas Occupations Code; or that it is in the process of achieving compliance with such rules. If compliance is pending, a certification from TCLEOSE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

### **Assurances**

If the application is approved for funding, the grant funds will be awarded through a contract between the Applicant and AACOG. The grant contract will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving grant funds. To ensure an understanding by the Applicant of some of the main conditions to be included in the contract; the Applicant shall review the following assurances. By signing this Application, the person acting on behalf of the Applicant indicates an understanding of these conditions and provides assurances that these and other conditions set forth in the grant contract will be adhered to if funding is awarded.

**1. Compliance with Standard Pertaining to Real Property and Equipment**

Applicant provides assurances that, if funded, the Applicant will comply with the contract provisions pertaining to title to and management of real property and equipment as required by the Uniform Grant Management Standards. The contract will contain obligations and conditions regarding use of 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; and obligations to continue to adhere to the provisions that grant funds not be used to create a competitive advantage over private industry in the use or transfer of the property.

**2. Participation in TCEQ Recycling Surveys and Reporting**

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from AACOG or the Texas Commission on Environmental Quality for information on municipal solid waste management activities.

**3. Compliance with Progress and Results Reporting Requirements**

Applicant provides assurances that, if funded, the Applicant will comply with requirements for reporting on the progress of the project tasks and deliverables; documenting results of the project and providing those results to AACOG on a schedule established by AACOG; continue to document the results of the project activities for the life of the project; and provide AACOG with a follow-up results report approximately one year after the end of the grant term.

**4. Financial Management**

Applicant provides assurances that, if funded, the Applicant will comply with contract provisions and requirements necessary to ensure expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by AACOG.

**5. Compliance with Americans with Disabilities Act**

Applicant provides assurances that, if funded, the Applicant will comply with all the applicable requirements of the Americans with Disabilities Act of 1990, Title 42, Chapter 26 §§1201-12213 (P.L. 110-325), as well as state and federal standards relating to non-discrimination which include, but are not limited to, those listed in the Uniform Grant Management Standards.

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

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et seq., Texas Government Code, and 1 TAC §§5.141 et seq., through 5.167 (collectively UGMS) Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

**7. Compliance with Program and Fiscal Monitoring**

Applicant provides assurances that, if funded, the Applicant 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 and allowing site visits to evaluate progress of the project and view any grant-funded equipment or facility.

#### **FORM 4. Resolution**

A resolution authorizing the application must be approved by the governing body of the Applicant. For joint projects, each applicant must submit a separate resolution. Following this page is a sample Resolution Form that may be used to prepare the required resolution. This or a similar resolution must be specifically signed and notarized in addition to the signature required in Form 1.

**To complete your application, please remove this page and replace it with a signed resolution of your entity's governing body. The Resolution should be submitted with your application and the latest the resolution can be submitted to AACOG is 10:00 a.m. on February 2, 2016 (please call for further instructions).**

**RESOLUTION**  
**{Example}**

Resolution of(  Name of entity  ) authorizing the filing of a grant application with the Alamo Area Council of Governments (AACOG) for a Regional Solid Waste Grants Program Grant; authorizing (  Person and/or title  ) to act on behalf of (  Name of entity  ) in all matters related to the application; and pledging that if a grant is received (  Name of entity  ) will comply with the grant requirements of the Alamo Area Council of Governments, the Texas Commission On Environmental Quality (TCEQ) and the State of Texas.

WHEREAS, the Alamo Area Council of Governments (AACOG) is directed by the Texas Commission on Environmental Quality (TCEQ) to administer solid waste grant funds for implementation the COG’s adopted regional solid waste management plan; and

WHEREAS, (  name of entity  ) in the State of Texas is qualified to apply for grant funds under the Request for Applications.

NOW, THEREFORE, BE IT RESOLVED BY (  name of entity  ) IN (  location of office  ) TEXAS;

1. That (  name/title of individual  ) is authorized to request grant funding under AACOGs’ Request for Applications of the Regional Solid Waste Grants Program and act on behalf of (  name of entity  ) in all matters related to the grant application and any subsequent grant contract and grant project that may result.
2. That if the project is funded, (  name of entity  ) will comply with the grant requirements of AACOG, Texas Commission on Environmental Quality and the State of Texas.
3. The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
4. That activities 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  ), (  state  ), on this the, (  number/day  ) day of (  month  ), (  year  )

\_\_\_\_\_  
(Signature of Authorized Official)

Notary: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Commission Expires)

## **FORM 5: Explanation Regarding Private Industry Notification**

According to state law (Section 361.014(b) Texas 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. In accordance with grant requirements established by the TCEQ, an Applicant for funding under one of the above listed project categories must adhere to the requirements listed below.

- a. Source Reduction and Recycling
  - b. Citizens' Collection Stations and "Small" Registered Transfer Stations
  - c. A demonstration project under the Educational and Training Projects category
  - d. Other
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 private service providers within the region is available from the COG.
  2. 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.
  3. Consider, where appropriate, meeting directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns before an application is submitted.
  4. Complete applicable information on Forms 5a and 5b to provide documentation that private service provider were notified of the project prior to submission of the application.

**Please Attach Copies of Letters Sent to Providers and their Responses**

**FORM 5a. List of Private Service Providers Notified**

<b>Private Service Providers Contacted</b>	<b>Name and Position</b>	<b>Telephone Number</b>	<b>Date Notified</b>	<b>Method of Notification</b>	<b>Response</b>

## **FORM 5b. Summaries of Discussion with Private Industry**

In this section you must provide summaries of any input and concerns raised by private service providers, summaries of any meetings or discussions held between the applicant and private service providers, an explanation of any changes made to the proposed project to address private service provider concerns, and an explanation of any remaining concerns that were not addressed and why the applicant determined that the concerns are not valid under the statutory requirements. Attach to the application any written comments or concerns provided by a private service provider concerning the project. Please include the contact name and number from the private provider.

**FORM 6: Project Summary**  
*(add additional pages as necessary)*

Please provide a complete project summary. Be concise. Include the following information if applicable.

What are you requesting (HHW event, a chipper) and why.

How does the project support the COG's Regional Solid Waste Management Plan – reference the goals and/or objectives from the Regional Solid Waste Management Plan that may apply to the project and how the project will assist in implementing the plan.

Why is this project necessary and a good use of the funds?

Who will directly benefit from the project?

What exactly will the funds be used for?

When and where will the event be held?

Where will equipment be stored and how often will it be used?

What will happen with the funds, if any, generated from this project?

Refer to the application instructions when completing these forms. If necessary, attach additional pages for each form.

**FORM 6a: Project Cost Evaluation**  
(add additional pages as necessary)

Provide an evaluation of the costs associated with the proposed project. Explain how the total related costs of the proposed project were adequately considered; compare project costs to established averages or to normal costs for similar projects. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable. Describe any measurable costs savings, or reasonably justified costs of the project.

1. If the project is ongoing, how will it be funded after the grant period ends?
2. Target population to be served by Project \_\_\_\_\_.  
List community or communities that will benefit from the project.
3. Cost per impacted capita \_\_\_\_\_.  
Please explain calculations.  
Example:  $\$178,145 \div 13,924$  population (grant total) = \$12.80
4. Amount to be processed, if applicable: \_\_\_\_\_.  
Please explain your calculations.  
Example:  $100$  lbs. X  $1,375$  households (30% participation) =  $137,500$  lbs. = 68.75 tons
5. Cost per ton processed, if applicable: \_\_\_\_\_.  
Please explain your calculations.  
Example:  $\$30,382$  (disposal cost)  $\div$  by tons = 441.9 tons.  
  
OR
6. Landfill costs saved, if applicable: \_\_\_\_\_.  
Example:  $70$  tons recycled X  $\$15/\text{ton}$  tip fee = \$1,050  
  
OR
7. Cleanup costs saved. (Use this one for Local Enforcement. The cost would be the cost saved by the community for cleanup if the "dumper" is pursued for cleanup.)  
Please explain calculations.  
Example:  $10$  tons x  $\$15/\text{ton}$  tip fee = \$150 saved by community.

**FORM 6b. Level of Commitment of the Applicant**  
*(add additional pages as necessary)*

Provide information related to the Applicant's level of commitment to preferred solid waste management practices. If the proposed project is an ongoing service, demonstrate the ability to sustain the program beyond the term of the grant. Explain the extent to which the appropriate governing bodies support the proposed project.

List any previously demonstrated commitment to preferred solid waste management practice, such as: implementing other solid waste management projects; involvement in a local or subregional solid waste management plan or study; membership in Keep Texas Beautiful; or, participation with the TCEQ's Lake and Waterway Cleanup Program, or other TCEQ predecessor program, e.g., TCEQ's Clean Texas Program.

If the proposed project has received previous grant funding under this program, explain to what extent the proposal involves expansion of current services or operations, and present quantifiable documentation of the success of the project in order to warrant further funding. Demonstrate a good record of past grant contractual performance.

### **FORM 6c. Scope of Work**

Provide a work program with a schedule of deliverables for the proposed project or program. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the contract agreement, if funded. Once the details of the work program have been negotiated with the Applicant and approved by the AACOG, the work program will be entered into the grant contract.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. Please follow the format on the next page. The scope of work for the project or program **must** include:

- Detailed purpose and goal of the project (should be consistent with implementing the goals, objectives, and recommendations from the regional solid waste management plan, as stated in the Project Summary on Form 6).
- Specific task statements with responsible entity identified.
- List of deliverables/products/activities under each task.
- Schedule of deliverables.

**Please Use the Following Format**

**Project Purpose and Goal Statement:** Please state your purpose and goal. Then outline your tasks using the example below. **Failure to do so will render your application INCOMPLETE.**

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1. Task:
  - a. Activity and/or deliverable: Execute Contract
    - Timeframe: Within 1 month of receipt
    - Responsible Entity: Grantee Name and AACOG
  
2. Task:
  - b. Activity and/or deliverable
    - Timeframe:
    - Responsible Entity:
  
  - c. Activity and/or deliverable
    - Timeframe:
    - Responsible Entity:
  
3. Task: Record Keeping and Reports
  - d. Activity and/or deliverable: Turn in all applicable reports as listed below
    - Due Dates
      1. Quarterly Reports
      2. Final Report
      3. Follow-up Results Report
    - Responsible Entity:

**FORM 7. GRANT BUDGET SUMMARY**

Please provide a breakdown of the total amount of grant funding being requested. The expenses must be consistent with the category expense standards provided with the RFA. Please list cost for each item requested:

<u>Budget Category</u>		<u>Funding Amount</u>
1. Personnel/Salaries		
2. Fringe Benefits		
3. Travel		
4. Supplies		
5. Equipment		
6. Construction		
7. Contractual		
8. Other		
9. <b>Total Direct Charges</b> ( <i>sum of 1 – 8</i> )		
10. Indirect Charges		
11. <b>Total</b> ( <i>sum of 9 – 10</i> )		
12. Fringe Benefit Rate:	%	
13. Indirect Cost Rate:	%	
<p>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:</p> <p>*In accordance with the UGMS, indirect charges may be authorized if the Applicant 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 Applicant may be authorized to recover up to 10% 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.</p>		

**PLEASE COMPLETE ANY OF THE FOLLOWING DETAILED  
BUDGET FORMS THAT ARE APPLICABLE.  
DO NOT ATTACH PAGES THAT ARE NOT APPLICABLE.**

## FORM 7a: Detailed Matching Funds/In-Kind Services

Matching funds or contribution of in-kind services are not required under this grant program and are therefore, not included in the Grant Budget Summary. However, to fully evaluate the proposed project, any match of funds or in-kind services should be disclosed in this application. This budget form should be completed if any matching funds or in-kind services are directly related to the proposed project.

Matching Funds: **Optional, Not Required. If offered, must be spent first.**

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

Matching Funds: \$ \_\_\_\_\_

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

In-Kind Services: \$ \_\_\_\_\_ (monetary equivalent)

In the space below, please explain in detail the application of any in-kind services to be provided by the Applicant, as directly related to the proposed project:

What is the TOTAL COST of the proposed project, considering the total grant funding requested, any matching funds being provided by the Applicant, and the monetary equivalent of any in-kind services being provided by the Applicant:

\$ \_\_\_\_\_

### FORM 7b: Detailed Travel Expenses

This budget form provides a more detailed breakdown of the total expenses indicated on Line 3 of the Grant Budget Summary. Travel expenses directly related to the conduct of the funded program may be authorized. Only the employees of the funds recipient assigned to the project should receive reimbursement for travel expenses.

In accordance with the Uniform Grant Management Standards (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.

On the detailed budget form for grant-funded travel, describe the types of travel expenses expected, whether the travel is routine in-region travel expense or the travel is not routine, and the purpose for the travel.

Please describe the types of routine in-region travel expenses expected and purpose for the travel.

Routine In-Region Travel	Purpose of Travel	Estimated Cost
		\$
		\$
		\$
		\$
		\$

All travel expenses and other non-routine travel, such as out-of-region travel to special training or events must be pre-approved by AACOG in advance of the travel event. Complete the following information for all requested non-routine travel. If those details are not presently known, AACOG will need to approve those travel costs before the travel occurs. Out-of-state travel is generally not approved. No out-of-state travel will be funded.

If changes to the non-routine travel expenses detailed in this application are necessary, you may submit a revised Form 7c to AACOG with a letter requesting changes. The revised documents and the AACOG response will be included in your contract file.

**Non-Routine Travel Expenses**

<b>Date(s)</b>	<b>Purpose &amp; Destination</b>	<b>Person(s)</b>	<b>Estimated Cost</b>
<b>TOTAL TRAVEL EXPENSES</b> <i>(Must equal Line 3 of the Overall Budget Summary)</i>			

### FORM 7c: Detailed Supply Expenses

This budget form provides a more detailed breakdown of the total expenses for supplies indicated on Line 4 of the Grant Budget Summary.

Supplies are non-construction-related goods and materials having a unit acquisition cost (including freight) of less than \$5,000. Such expenditures shall generally relate to the routine purchase of office supplies (paper, pencils, staplers, etc.) or other goods which are consumed by the grant recipient in a relatively short period of time.

Please list the general types of supplies you expect to purchase with grant funding.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$
Other supplies ( <i>explain below</i> ):	\$
<b>TOTAL</b> <i>(Must equal Line 4 of the Overall Budget Summary)</i>	\$

### FORM 7d: Detailed Equipment Expenses

This budget form should be completed if any expenses are entered for equipment on Line 5 of your Grant Budget Summary.

All equipment purchases must be pre-approved by AACOG. If the specific details of an equipment purchase are known, show that equipment on the list below. If the specific details of the equipment costs are not known at this time, list the general details on this form. The specific details of the equipment will then need to be provided to and approved by AACOG before the costs are incurred.

Expenses included under the Equipment expense category should be for non construction related, tangible, personal property having a unit acquisition cost for \$5,000 or more (including freight and set up costs) with an estimated useful life of over one year.

Please note that your contract will include specific language on title to and management of real property and equipment. By entering into the grant contract, the Applicant must agree to continue to use the grant-funded equipment only for the purposes intended under the grant.

<b>Equipment (\$5,000 or more per unit) (Show description, type, model, etc.)</b>	<b>Unit Cost</b>	<b>No. of Units</b>	<b>Total Cost</b>
<b>TOTAL</b> <i>(Must equal Line 5 of the Overall Budget Summary)</i>		\$	

Please justify all equipment requested. Include why you need it, where it will be kept, how it will be used, and who and how it will be maintained. Remember, no replacements will be funded. If previously granted a vehicle, explain why another is being requested. Provide an estimated usage figure (ex. 90% of the week). **If awarded, a detailed log of usage will be requested/required.**

### FORM 7e: Detailed Construction Expenses

All construction projects must be pre-approved by AACOG. If the specific details of the construction costs are not known at this time, list the general details on this form. The specific details of the construction will then need to be provided to and approved by AACOG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary. As applicable under state law and regulations for the activity or service being contracted for, this evidence may take the form of bid tab sheets or other form of evaluation of competitive price offers or competitive proposals, and/or a cost analysis of price analysis under the UGMS.

Types of Construction	Subcontracted Yes/No	Estimated Cost
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b> <i>(Must equal Line 6 of the Overall Budget Summary)</i>		\$

**FORM 7f: Detailed Contractual Expenses**

All contractual expenses must be pre-approved by AACOG. If the specific details of contractual costs are not known at this time, list the general details on this form. The more specific details of the contractual costs will then need to be provided to and approved by AACOG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary. As applicable under state law and regulations for the activity or service being contracted for, this evidence may take the form of bid tab sheets or other form of evaluation of competitive price offers or competitive proposals, and/or a cost analysis of price analysis under the UGMS. **In addition, the subcontract scope of work must be approved by AACOG before work begins.**

Purpose	Contractor(s)	Contract Amount
<b>TOTAL</b> <i>(Must equal Line 7 of the Overall Budget Summary)</i>		\$

## FORM 7g: Detailed Other Expenses

This budget form provides a more detailed breakdown of the total other expenses indicated on Line 8 of the Overall Budget Summary. *Please note that the final totals are at the bottom of the next page.*

### Basic Other Expenses

Please identify the basic "Other" category expenses you expect to incur for the project.

<b>Basic Other Expenses</b>	<b>Estimated Cost</b>
Books and reference materials	\$
Postage, telephone, FAX, utilities	\$
Printing/reproduction	\$
Advertising/public notices	\$
Registration fees for training (if approved)	\$
Repair and Maintenance	\$
Basic office furnishings	\$
Space and equipment rentals	\$
Signage	\$

## FORM 7h: Regional Coordinated Effort

Does your project involve 2 or more entities?

Yes       No

List other participating entities (other entity may be a local government, non-profit organization, school district, and/or private company. Two departments in the same jurisdiction will not qualify as a joint project. If this project is selected, a resolution or appropriate statement of commitment from each partner will be expected by February 2, 2016 by 10:00 a.m.).

Other Participating Entities

**FORM 7 i: Additional Other Expenses**

The specific details of additional “Other” category expenses, not included on the list of basic “Other” expenses, must be pre-approved by AACOG. If the specific details of the additional “Other” expenses are not available at this time, list the general details on this form. The more specific details will then need to be provided to and approved by AACOG before the costs are incurred.

<b>Additional Other Expenses</b>	<b>Unit Cost</b>	<b>No. of Units</b>	<b>Total Cost</b>
Computer hardware not listed under the Equipment category ( <i>itemize each expense below including description, type, model, etc.</i> ):			
Computer software ( <i>itemize each expense below including description, type, model, etc.</i> ):			
Additional Other expenses ( <i>itemized each expense below including description, type, model, educational outreach items, etc.</i> ):			
<b>TOTAL OTHER EXPENSES</b> ( <i>Must equal Line 8 of the Overall Budget Summary</i> )		\$	

## REQUIRED ATTACHMENTS TO THE APPLICATION

5. If indirect costs are included in the project budget, attach the Applicant's latest **indirect cost allocation plan**, including documentation of approval of the plan and the indirect cost rate by the Applicant's Federal Cognizant Agency or State Coordinating Agency.
6. If applicable, attach any written comments submitted by private industry (*see instructions for Form 5*).
7. If the Applicant is a law enforcement entity, and if compliance with TCLEOSE rules is still pending, attach a certification from TCLEOSE to indicate that the Applicant is in the process of achieving compliance with the rules (*see Form 3, Certification No. 11*).

**CALENDAR OF EVENTS FOR  
FY 2016-2017 SOLID WASTE PASS THROUGH GRANTS**

1. October 19, 2015 (2:00 p.m.) .....Public Meeting
2. October 28, 2015:.....Board of Directors
3. November 5, 2015.....Issue Request for Applications (RFAs)
4. November 13, 2015.....Workshop for Grant Applications  
*(Hours: 2:30 p.m. to 4:30 p.m. Attendance is HIGHLY Recommended)*
5. November 6 – December 18, 2015 .....Technical Assistance Appointments
6. February 11, 2016 (10:00 a.m.):.....Grant Applications Due at AACOG
7. February 17, 2016: .....Private Sector Review.  
*(Hours: 9:00 a.m. to 4:30 p.m.)*
8. March 9, 2016 (9 a.m. to 4 p.m.): .....Resource Recovery Committee Review  
*Grantees will be assigned arrival times*
9. March 23, 2016 (10:00 a.m.):.....AACOG Board of Directors
10. March 25, 2016: .....Applications emailed to TCEQ  
*(10-30 day turnaround on final approval)*
11. April 4, 2016\*:.....Contracts will be mailed to Grantees  
*(Contracts will be mailed as soon as TCEQ gives final approval))*

CERTIFICATIONS OR RESOLUTIONS FROM LOCAL GOVERNMENTS  
WILL BE REQUIRED BY FEBRUARY 11, 2016

**\* Note: Start date for grant expenditures:  
FY 2016 Grants: Date of Fully Executed Contract  
FY 2017 Grants: September 1, 2016**