



**FY 2011  
REGIONAL SOLID WASTE  
GRANTS PROGRAM**

**Request for Applications**

**Deadline for applications:  
No later than 10:00 a.m. CDT,  
Friday, March 19, 2010  
8700 Tesoro Drive, Suite 700**

**Grant Application Workshop  
Friday, February 12, 2010  
1:30 p.m. – 3:30 p.m.  
Al J. Notzon III Board Room  
8700 Tesoro Drive, Suite 100**

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

# REQUEST FOR APPLICATIONS

## FISCAL YEAR 2011 AACOG SOLID WASTE MANAGEMENT IMPLEMENTATION GRANTS APPLICATION

This is a Request for Applications for AACOG's FY 11 solid waste management grants. Included in this grant application package are the following:

- AACOG FY 11 Grant Announcement including screening and selection criteria
- AACOG FY 11 Solid Waste Grant Application Form
- Important Notes for Fiscal Year 2011

AACOG has received solid waste grant funds from the Texas Commission on Environmental Quality (TCEQ) for solid waste implementation programs. For FY 11 solid waste implementation, \$625,000 is available for local implementation projects. 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 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.

**Eligible Entities.** 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) and Councils of Governments (COGs). 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 which are not directly eligible for grants.

## FY 2011 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, February 12, 2010**  
**AACOG**  
**Al J. Notzon III Board Room**  
**1:30 p.m. – 3:30 p.m.**

Applicants requiring further assistance will need to schedule an individual appointment. Applicants **are strongly encouraged to attend the February 12, 2010 workshop** prior to scheduling an individual assistance appointment. For projects to be considered by AACOG for Fiscal Year 2011 funding, the application must be received at AACOG's office **no later than 10:00 a.m. CDT, Friday, March 19, 2010**. 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 April 7, 2010 (9:00 a.m. – 4:00 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, April 28, 2010 at 1:00 p.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  
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**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 Year 2011*

❖ **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 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-waste.

**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-wastes, 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-wastes.

**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 Building and Procurement Commission (TBPC), under the provisions of §2155.077, Government Code, and 1 TAC §113.02, TBPC Regulations, 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. Section 330.649 of the TCEQ MSW Regulations (30 TAC Chapter 330, Subchapter O);
3. Chapter 14 of the TCEQ Regulations (30 TAC Chapter 14);
4. The Grant Agreement between the Council of Governments and 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.

## **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.....	\$275,000**
Rural Areas .....	\$47,562
Balance of Bexar County.....	\$46,125
Remaining Funds .....	\$256,313
(Open to <u>all</u> eligible entities)	

\*The dollar amounts available are subject to change after the final allocation to the AACOG is made by the TCEQ.

\*\*\$6,063 from this allocation was added to the remaining funds category.

Only grants in the local enforcement category may include a salary for an officer. Each local enforcement program is eligible for a maximum of two years of salary provided there are 24 months in the funding period. Awards for local enforcement are intended to start programs; commitment for continuation is evidenced by inclusion of the officer's salary and benefits on the grantee's budget after an initial period of funding.

Awards for the category of HHW collections and events **will not exceed \$50,000** unless the applicant can persuade the RRC and staff otherwise based on evidence showing potential expenditures.

**NO CATEGORY WILL INCLUDE ADMINISTRATIVE 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**

This category consists of projects that contribute to the prevention of illegal dumping of MSW, including liquid wastes. Under this category, grant recipients would investigate illegal dumping problems; enforce laws and regulations pertaining to the illegal dumping of MSW, including liquid waste; establish a program to monitor the collection and transportation of municipal liquid wastes through administration of a manifesting system; and/or 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. Source Reduction and Recycling

This category may include projects intended to provide a direct and measurable effect on reducing the amount of MSW going into landfills by diverting materials from the MSW disposal stream either through recycling or reuse, or reducing waste generation at the source. This category does not include the collection, processing, and/or recycling of scrap tires.

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

This category may include both ongoing and periodic activities to clean up litter and illegal dumping of MSW, excluding cleanup of scrap tire dumping sites. Projects under this category may support Lake and River Cleanup events conducted in conjunction with the TCEQ's and Keep Texas Beautiful's Lake and River Cleanup program. Eligible expenses 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 collected through these efforts, to the extent feasible. Cleanup of hazardous waste will not be eligible for funding. ***If submitting under this category, please contact the AACOG staff before submission of your application.***

Periodic community collection events to provide for collection of residential waste materials for which there is not a readily-available collection alternative may also be funded. This type of project may not include regular solid waste collection efforts, such as weekly waste collection. 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.

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

This category includes projects to construct MSW collection facilities in areas of the state that are underserved by collection services or lack public access to proper disposal facilities. Projects funded under this category include citizens' collection stations, as these facilities are defined under the TCEQ's MSW regulations (30 TAC Chapter 330); and construction of small municipal solid waste and liquid waste transfer stations that qualify for registration under §330.4(d) or §330.4(r) of the regulations. ***If submitting under this category, please contact the AACOG staff before submission of your application.***

## 5. Household Hazardous Waste (HHW)

This category includes projects that provide a means for the collection, recycling, reuse, or proper disposal of household hazardous waste, including home chemicals and other materials. This category may also include events conducted under the TCEQ's Texas

Country Cleanup program. Projects may include permanent collection facilities, periodic collection events, consolidation and transportation of collected materials, recycling or reuse of materials, proper disposal of materials, and education and public awareness programs. **TCEQ now requires the grantee, not the contractor, to complete and submit proper notices with the HHW program of the Waste Permit Division of TCEQ.**

## **6. Educational and Training Projects**

This category is intended for educational projects or training events dealing with a variety of MSW management topics. This category does not include the educational components of projects funded under the other categories.

## **7. Technical Studies**

This category includes projects for collection of pertinent data, analysis of issues and needs, evaluation of alternative solutions, and identification of recommended actions to assist in making solid waste management decisions at the local or regional level. ***If submitting under this category, please contact the AACOG staff before submission of your application.***

## **8. Local Solid Waste Management Plans**

This category includes projects to develop and/or amend local solid waste management plans by local governments, in accordance with Subchapter D, Chapter 363, Texas Health & Safety Code, as implemented by state rule, Subchapter O, 30 TAC Chapter 330. ***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.***

## **9. Other Types of Projects**

Other types of projects not specifically prohibited from funding under the more detailed funding standards and restrictions may be considered by TCEQ on a case-by-case basis

Any project or project category not listed as specifically eligible above must be identified in the amended regional solid waste management plan. The COG will also need to request authorization from TCEQ to fund the proposed project or type of project. If approved by TCEQ, the additional project eligibility information will be incorporated into the grant contract.

## **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. The Solid Waste Advisory Committee limits salary support for local enforcement projects to two years maximum – granted one year at a time. Salary support is not provided in other project categories.

- 1. Personnel.** Appropriate salaries and fringe benefits for employees working directly on the funded project may be authorized under the local enforcement category. All second-year funding requests must compete in the overall grant process as any other grant application would. Grant funds cannot supplant existing salaries. Overtime is treated the same as salary.
- 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.
- 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 \$1,000. 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.
- 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

- 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.**

## **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.

### **1. Local Enforcement**

- Equipment, such as vehicles, communications equipment, and surveillance equipment (**This does not include code enforcement officer firearms or ammunition**)
- Program administration expenses, such as salaries/fringe benefits, office supplies and equipment, travel, training, and vehicle maintenance
- Protective gear and supplies
- Educational 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, and training
- Educational materials
- Printing and advertisement expenses

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

- Waste removal, disposal or recycling
- Fencing or barriers
- Signage
- Trash receptacles
- Equipment, such as trailers and trucks
- Protective gear
- Subcontract expenses
- Printing, advertising expenses
- Educational materials

#### **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
- For community collection events, expenses might also include program administration such as office supplies and training – annual or quarterly events – white goods and brush collection
- Educational 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
- Educational materials
- Printing and advertising expenses
- Appreciation items for volunteers (e.g., T-shirts, caps, etc.)

#### **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

#### **8. Local Solid Waste Management Plans**

- Consultant services
- Printing and advertising expenses
- Program administrative expenses, such as office supplies

#### **9. 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 2011 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 guidance established by the TCEQ to be applied under all contracts, *TCEQ Allowable Expense Guidelines*.
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 Building and Procurement Commission, under the provisions of §2155.077, Government Code, and 1 TAC §113.02, TBPC Regulations.
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 Chapter 1701, Texas Occupational Code, 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. When funding is to be used for salaries of local enforcement officers, the funds recipient must certify that at least one of the officers has attended or will attend within the term of the funding the TCEQ's Criminal Environmental Law Enforcement Training or equivalent training.
21. 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.
22. Entities receiving funds for a local enforcement officer, 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.
23. 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.

24. 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.

### **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 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.

### **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 §330.9(b) or §330.11(e), TCEQ Regulations, 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.

### **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, 2011.

### **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

## **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 2011 GRANT PROJECT DURATION**

The FY 2011 Solid Waste Implementation Grant Contracts Cycle will begin September 1, 2010. Projects awarded funds from the FY 2011 application will begin September 1, 2010 and must be completed by June 30, 2011.

## **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 appear to be completely doable 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 be given the opportunity 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, and they 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. 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 applicant can receive a maximum of 100 points. Following the initial screening by AACOG staff, the RRC will review, score and rank applications based upon the following criteria:

- |   |           |
|---|-----------|
| 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   | 10 points |
| • Cash Match: Not required this year.<br>If offered must be spent first   | 5 points  |
| • In-kind Match Directly Related to Project<br>(Example: operator of equipment, not total public works staff;<br>presenter of recycling education, not ancillary staff; etc.)   | 5 points  |
| D. First Effort/Past Performance  | 5 points  |
| E. Project Description  | 15 points |
| <ul style="list-style-type: none"> <li>• Is the need for the project clearly stated?</li> <li>• Is the goal or objective of the proposed project clearly stated?</li> <li>• Can the objective be measured?</li> <li>• Is the geographic area affected by the proposed project clearly described?</li> <li>• Is the specific waste stream targeted by the project identified?</li> </ul> |           |

- 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 15 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  
210-362-5287  
8:00 a.m. – 5:00 p.m., M-F

***Return your completed application form(s) 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:

**March 19, 2010 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 TWO (2) paper copies (required), and ONE (1) copy on a disc.**

- Notify private services providers, if applicable.
- Prepare for a question and answer session on April 7, 2010. Instructions for this session will be forwarded with presentation times after receipt of applications on March 19, 2010.
- Include your resolution. A signed copy of the must be delivered to AACOG by 10:00 a.m. on April 16, 2010.

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.
- Salaries can only be paid to local enforcement officers who have attended or will attend within the term of the funding the TCEQ's Criminal Environmental Law Enforcement Training or equivalent training.
- 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.

**ALAMO AREA COUNCIL OF GOVERNMENTS  
IN COOPERATION WITH THE  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
ISSUES THE FY 2011 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	Grant Request: \$
<input type="checkbox"/> Litter and Illegal Dumping Cleanup and Community Collection Events	Applicant Match: \$
<input type="checkbox"/> Source Reduction and Recycling	In-Kind (Optional): \$
<input type="checkbox"/> Citizens' Collection Stations and "Small" Registered Transfer Stations	Total Project Amount (add 3 lines above): \$
<input type="checkbox"/> Household Hazardous Waste (HHW) Management	Estimated Project Timeframe:
<input type="checkbox"/> Technical Studies	
<input type="checkbox"/> Educational and Training Projects	
<input type="checkbox"/> Local Solid Waste Management Plans	
<input type="checkbox"/> Other	

**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:
Date:

## FORM 3. Certifications and Assurances

### **Certifications**

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 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 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.

**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

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, Texas Occupation Code, the Applicant certifies it is in compliance with all rules on Law Enforcement Standards and Education, or the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.

If funding is to be used for salaries of local enforcement officers, the applicant certifies at least one of the officers has attended or will attend, within the term of

funding, the TCEQ's Criminal Environmental Law Enforcement Training or equivalent training.

### **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 the COG on a schedule established by the COG; continue to document the results of the project activities for the life of the project; and provide the COG 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, 42 U.S.C. §12131 et seq., 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., 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 must be submitted to ACOG by 10:00 a.m. by April 16, 2010 (please call for further instructions).**





## **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.

**FORM 6. GRANT BUDGET SUMMARY**

Please provide the following breakdown of the total amount of grant funding being requested. 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:	%	

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:

**FORM 6a: Detailed Matching Funds/In-Kind Services**

This budget form should be completed if the Applicant is providing any level of matching funds or in-kind services 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:

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 6b: Detailed Personnel/Salaries Expenses

[Applies only if funding a local enforcement officer.](#)

For each employee to be funded wholly or in part by this grant, complete one of the lines in the table below. Please refer to the definitions provided in the instructions in completing this sheet. If funds are awarded, changes to grant-funded positions must be approved in advance by AACOG.

- *Function* (only those responsible directly related to solid waste management)
- *Status* (full-time or part-time, permanent or temporary)
- *Salary* (regular monthly salary)
- *FTE* (full-time equivalency dedicated to the function)

Position Title	Function	FTE	Status	Salary
<b>TOTAL</b> (Must equal Line 1 of the Overall Budget Summary)		\$		

### FORM 6c: Detailed Travel Expenses

This budget form provides a more detailed breakdown of the total expenses for travel indicated on Line 3 of the Overall Budget Summary.

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. 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.

#### Non-Routine Travel Expenses

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

## FORM 6d: Detailed Supply Expenses

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

Supplies are non-construction-related goods and materials having a unit acquisition cost (including freight) of less than \$1,000. 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 6e: Detailed Equipment Expenses

All equipment purchases must be ~~listed here~~~~pre-approved by the AACOG.~~ ~~If~~ ~~If~~ the specific details of an equipment purchase are known, show all detail for 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 ~~the~~ AACOG before the costs are incurred.

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

Equipment (Show description, type, model, etc.)	Unit Cost	No. of Units	Total Cost
<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 6f: 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 6g: 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 6h: 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	\$
Promotional Items	
Advertising/public notices	\$
Registration fees for training (if approved)	\$
Repair and Maintenance	\$
Basic office furnishings	\$
Space and equipment rentals	\$
Signage	\$

### 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.

Additional Other Expenses	Unit Cost	No. of Units	Total Cost
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, promotional items, etc.</i> ):			
<b>TOTAL OTHER EXPENSES</b> ( <i>Must equal Line 8 of the Overall Budget Summary</i> )		\$	

## FORM 7: Project Summary

The project summary consisting of Forms 7a-g below should be completed to the best of your ability. Note that the project summary is based in the Request for Application. Please refer to the specific questions listed in the scoring criteria when completing the project summary. Be brief.

### FORM 7a: Project Impact

Underline the population category that applies to your project.

- 0 – 100,000
- 100,000 – 500,000
- 500,000 – 1 million
- Over 1 million

### FORM 7b: 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 September 25, 2009 by 10:00 a.m.).

Other Participating Entities

**7c: Local Effort and Match Directly Related to Project**

Total Grant Funds Requested  
\$ \_\_\_\_\_

**7(c) (1): Cash Match – Not Required. If offered, must be spent FIRST**

Total Cash Match \$ \_\_\_\_\_

**7(c) (2): In-kind Match Directly Related to Project**

Please list your in-kind contributions to the project. List only the individuals and services directly related to your project. Example: the operator of the equipment you are requesting, not total public works staff; presenters of recycling education program, not ancillary staff, etc.

Total In-kind Match \$ \_\_\_\_\_

**7d: Project Description**

Please limit your project description to two (2) pages. Use no smaller than a 10-point font.

**Project Title:** *What is the title of your project?*

1. State Project Need.
2. State Project Objective/Goal.
3. How will the objective be measured?
4. Describe the geographic area affected by the project.
5. Identify the specific waste stream targeted by the project.

## 7e: Work Program

1. List and describe all the major tasks involved in the proposed project.
2. Identify the responsible parties for accomplishing each step or task.
3. Provide a timeframe for each task. **Remember, start date will be when contracts are fully executed.**
4. If the proposed project includes equipment, please describe how the equipment identified is appropriate for the work proposed.

### Please Use the Following Format

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

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1. Task:

Example

- a. Activity and/or deliverable: Executed Contract
  - Timeframe: Within 1 month of receipt
  - Responsible Entity: Grantee, AACOG
- b. Activity and/or deliverable: Write bid specifications – if appropriate
  - Timeframe: October
  - Responsible Entity: Grantee

2. Task:

- c. Activity and/or deliverable
  - Timeframe:
  - Responsible Entity:
- d. Activity and/or deliverable
  - Timeframe:
  - Responsible Entity:

## 7f: Project Cost Evaluation

1. Requesting Salaries?                      Yes              No              Not Applicable
2. Requesting Operational Expenses?      Yes              No              Not Applicable
3. If the project is ongoing, how will it be funded after the grant period ends?
4. Target population to be served by Project \_\_\_\_\_.  
List community or communities that will benefit from the project.
5. Cost per impacted capita \_\_\_\_\_.  
Please explain calculations.  
Example: 13,924 population ÷ \$178,145 (grant total) = \$12.80
6. 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
7. Cost per ton processed, if applicable: \_\_\_\_\_.  
Please explain your calculations.  
Example: \$30,382 (disposal cost) ÷ by tons = \$441.92 tons.  
  
OR
8. Landfill costs saved, if applicable: \_\_\_\_\_.  
Example: 70 tons recycled X \$15/ton tip fee = \$1,050  
  
OR
9. 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/ton tip fee = \$150 saved by community.

### **7g: Contribution toward AACOG's Solid Waste Management Plan Goals**

1. Identify the AACOG goals addressed by the project and briefly describe how the project addresses the goals.
2. Describe how the outcomes of the goal will be quantitatively measured with respect to the goal.
3. Briefly indicate how the project will continue to contribute toward achievement of the goal after funding ends.

**CALENDAR OF EVENTS FOR  
FY 2011 SOLID WASTE PASS THROUGH GRANTS  
(Round 2 – FY 2011)**

1. July 21, 2009 (10:00 a.m.).....Public Meeting
2. February 1, 2010: .....Issue Request for Applications (RFAs)
3. February 12, 2010: .....Workshop for Grant Applications  
**(Hours: 1:30 p.m. – 3:30 p.m. Attendance is HIGHLY Recommended)**
4. February 1, 2010 – March 5, 2010: .....Technical Assistance Appointments
5. March 19, 2010 (10:00 a.m.): .....Grant Applications Due at AACOG
6. March 22, 2010 – April 2, 2010:.....Private Sector Review.  
**(Hours: 8:30 a.m. to 4:30 p.m.)**
7. April 7, 2010 (9 a.m. to 4 p.m.): .....Resource Recovery Committee Review  
**Grantees will be assigned arrival times**
8. April 16, 2010 (10:00 a.m.): .....Resolutions Due from Applicants
9. April 21, 2010 (10:00 a.m.): .....AACOG Management Committee
10. April 28, 2010 (1:00 p.m.): .....AACOG Board of Directors
11. April 29, 2010: .....Emailed applications to TCEQ  
*(At least 10-day turnaround on final approval)*
12. June 4, 2010 (1:30 p.m.): .....Workshop for Grantee Financial Contacts  
and Program Manager (**Attendance is Required**). **Contracts will be distributed at  
the workshop**
13. August 2, 2010: .....All signed contracts due back at AACOG
14. September 1, 2010: .....Start date for FY 2011 Contracts

CERTIFICATIONS OR RESOLUTIONS FROM LOCAL GOVERNMENTS  
WILL BE REQUIRED BY APRIL 16, 2010

**\* Note: Start date for grant expenditures:  
Date of Fully Executed Contract on or after September 1, 2010**