

**Permian Basin Regional Planning Commission
In Cooperation With
The TECQ
FY 2024/2025
Regional Solid Waste Grants Program**

**Implementation Project
Grant Application Instructions and Forms**

Submit completed application by: *April 1, 2024*

Mail *TWO* copies of application to: Miranda Boler

PDF or electronic to: mboler@pbrpc.org

Via Regular Mail:

**Permian Basin Regional Planning Commission
PO Box 60660
Midland, TX 79711-0660
Attention: Miranda Boler
Regional Services Director**

Via Special Delivery:

**Permian Basin Regional Planning Commission
2910 La Force Blvd
Midland, TX 797-0660
Attention: Miranda Boler
Regional Services Director**

Instructions for Application Forms

This application is a response to the Request for Applications issued by the Council of Governments (COG). Submission of this application is an offer to contract with the COG 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.

Form 1. Application Information and Signature Page

This page contains general information about the Applicant, including name, contact person, address of Applicant, telephone and fax numbers, date application was submitted to the COG, amount of grant funding requested and the project category the proposal falls under. Fill out the information completely.

This form also requires the signature of the Applicant. By signing this document, the Applicant is certifying that the certifications, assurances, and deliverables included in

this application have been reviewed, that to the best of the Applicant's knowledge and ability all certifications are true and correct, and that all required deliverables are included in the application. Please be certain you have reviewed and fully completed any applicable certifications and deliverables before signing this document. Note, the bottom of the page is reserved for the COG's use.

Form 2. Authorized Representatives

This form allows the Applicant to designate the project and financial representatives who will be authorized to receive direction from the COG, manage the work being performed, and to act on behalf of the Applicant.

Form 3. Certifications and Assurances

This section contains certifications and assurances the Applicant must review prior to submitting the application materials. Certifications are required to assist the COG in ensuring that the Applicant and the project are eligible for funding. Assurances are summaries of pertinent contract provisions and ensure that the Applicant understands that there are certain obligations associated with accepting the grant funds. If awarded, Applicants will be asked to enter into a contract with the COG which will contain the entire provisions required for the grant-funded project.

Form 4. Resolution

A Resolution must be approved by the governing body of the entity presenting this Application.

Form 5. Explanation of Private Industry Notification

Form 5a and 5b must be completed for funding under the following grant categories:

Source Reduction and Recycling

Citizens' Collection Stations and "Small" Registered Transfer Stations

A demonstration project under the Educational and Training Projects category

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 TCEQ, an Applicant for funding under one of the above listed project categories must adhere to the requirements listed below.

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 was notified of the project prior to submission of the application.

Form 5a. List of Private Service Providers Notified

List the names and telephone numbers of private service providers notified of the proposed project. Include the date of notification.

Form 5b. Summaries of Discussions with Private Industry

Provide summaries of any input and concerns raised by the private service providers; summaries of any meetings or discussions held between the Applicant and the 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. Project Summary

The project summary, consisting of Forms 6a-6d below, should be completed to the best of your ability. Note that the project summary is based on the scoring criteria stated in the Request for Application. Please refer to the specific questions listed in the scoring criteria when completing the project summary. Add additional pages as necessary to adequately describe the project.

Form 6a. Project Description

Provide a detailed description of the proposed project that describes who, what, when, how, where, and why. As concisely as possible, include information as to why the proposed project is needed; clearly state the goal of the proposed project, and reference the goals, objectives, and recommendations from the regional solid waste management plan for which the project is intended to implement; estimate the number of people who would be served or benefited; define the geographic area affected; target the specific waste stream of the project; and, identify all recycling and/or waste diversion efforts projected for the project. Reference the specific goals, objectives, and/or recommendations from the regional solid waste management plan that apply to the project, and how the project will assist in implementing the plan. Identify the levels of customer incentives, public education, or input, as appropriate to the project. Describe the project in sufficient detail to demonstrate its overall feasibility or workability. If the

project includes equipment, explain how the specified equipment is appropriate for the work to be performed, provide the physical address for where the equipment will be maintained, and state the percentage of solid waste program use anticipated. If the proposed grant-funded project will be a part of an overall program, provide a description of the program. Adequately describe the expected benefits of the proposed project. Provide physical address and applicable TCEQ Municipal Solid Waste Notification, Registration, or Permit numbers when funding is for such facilities.

Form 6b. Project Cost Evaluation

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.

Form 6c. Level of Commitment of the Applicant

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 previously demonstrated commitment to preferred solid waste management practice, such as implementing other solid waste management projects, involvement in a local or sub-regional solid waste management plan or study, membership in the Keep Texas Beautiful Organization.

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; 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 6d. 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 COG, 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. 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 description on Form 6a).

Specific task statements with responsible entity identified

List of deliverables/products/activities under each task
Schedule of deliverables
Suggested format for scope of work:

Task 1:

Activity and/or Deliverable
-Schedule of Activity and/or Deliverable
ETC.

Form 7. Grant Budget Summary

Provide a breakdown of the total amount of grant funding being requested for the proposed project using this form. The expenses must be consistent with the category expense standards provided with the Request for Application. Complete any of the detailed budget forms which are applicable. Ensure each budget item identified is line itemized to provide the number requested and per unit costs.

Form 7a. Detailed Matching Funds/In-Kind Expenses

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.

Form 7b. Detailed Personnel/Salaries Expenses

This budget form should be completed if any expenses are entered for personnel/salaries on Line 1 of your Grant Budget Summary. Appropriate salaries for employees working directly on the funded project may be authorized under most of the grant categories. If the project or program proposes personnel to be funded wholly or in part by this grant, complete this budget form listing each employee. Any changes to the personnel funded under the grant must be approved by the COG. If changes to the personnel assigned to the project are necessary, you may submit a revised Form 7b to the COG with a letter requesting changes. The revised documents and the COG response will be included in your contract file.

Please refer to the following definitions in completing this form:

- *FTE* (portion of a full-time employee equivalent dedicated to the described function; e.g., 100% = 1.0 FTE, 50% = 0.5 FTE)
- *Status* (full-time or part-time, permanent or temporary)
- *Function* (describe only those responsibilities directly related to the solid waste grants program)
- *Salary* (monthly salary)

Form 7c. Detailed Travel Expenses

This budget form should be completed if any expenses are entered for travel on Line 3 of your Grant Budget Summary. Travel expenses directly related to the conduct of the funded program may be authorized. Only the employees of the fund's recipient assigned to the project should receive reimbursement for travel expenses.

In accordance with the Texas Grants Management Standards ([TxGMS](#)), 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. Out-of-state travel for pass-through grant recipients will not normally be authorized.

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.

Non-routine travel, including out-of-state travel or travel to special conferences or events must be approved by the COG in advance of the travel event. If changes to the non-routine travel expenses detailed in this application are necessary, you may submit a revised Form 7c to the COG with a letter requesting changes. The revised documents and the COG response will be included in your contract file.

Form 7d. Detailed Supply Expenses

This budget form should be completed if any expenses are entered for supplies on Line 4 of your 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 or other goods that are consumed by the grant recipient in a relatively short period of time, in the regular performance of the funded project. (Expenses for food and beverages are not allowable. Further, any items not routinely used in conducting normal business over the year should be listed under the "other" budget category).

"General office/desk supplies" typically include such items as notepads, folders and three-ring binders, pens and pencils, paper clips and binder clips, staplers and staples, tape and dispensers, calendars, computer diskettes, and other similar items.

"Other supplies" may include such items as film and film processing, audio and video tapes, copier and printer toner and paper, etc.

On the detailed budget sheet for grant-funded supplies, list the general types of supplies you intend to purchase with grant funding.

Form 7e. Detailed Equipment Expenses

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

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 appropriate percentage of time that the equipment will be directly used for the funded project.

All equipment purchases must be approved in advance of purchase by the COG, following established procedures. If changes to the equipment expenses detailed in this application are necessary, or when specific details to the equipment must be added after the grant is awarded, you may submit a revised Form 7e to the COG with a letter requesting changes. The revised documents and the COG response will be included in your contract file.

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.

Form 7f. Detailed Construction Expenses

This budget form should be completed if any expenses are entered for construction on Line 6 of your Grant Budget Summary.

Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. 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.

On the detailed budget form for grant-funded construction, list the construction expenses you expect to incur with grant funding, and if the work or part of the work will be subcontracted.

No construction costs shall be incurred by a pass-through grant recipient unless the construction details are approved in advance by the COG, following established procedures.

For construction activities to be conducted through a subcontract, the pass-through grant recipient must also submit 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 [TxGMS](#). If changes to the construction expenses detailed in this application are necessary, you may submit a revised Form 7f to the COG with a letter

requesting changes. The revised documents and the COG response will be included in your contract file.

Form 7g. Detailed Contractual Expenses

This budget form should be completed if any expenses are entered for contractual services on Line 7 of your Grant Budget Summary.

Expenses included under this category should be for costs for professional services or tasks provided by a firm or individual who is not employed by the grant recipient. Note that the contractual costs for construction-related services should be included under the Construction category.

Applicable laws and regulations concerning bidding and contracting for services must be followed.

Note that any expenses (including legal fees, staff time, travel, and communications) related in any way to drafting legislation, lobbying for legislation, or other political activities are not allowable under this program.

On the detailed budget form for grant-funded contractual expenses, describe the contractual expenses associated with the proposed project.

No contractual costs may be incurred by a pass-through grant recipient unless the subcontract is approved in advance by the COG, following established procedures. The pass-through grant recipient must also submit 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 [TxGMS](#). If changes to the contractual expenses detailed in this application are necessary, you may submit a revised Form 7g to the COG with a letter requesting changes. The revised documents and the COG response will be included in your contract file.

Form 7h. Detailed Other Expenses

This budget form should be completed if any expenses are entered under "Other" on Line 8 of your Grant Budget Summary.

Other expenses, not falling under the main expense categories, may be included, if appropriate for the proposed project. If you will have additional "Other" expenses, not already listed, please itemize those expenses on the second table. The restrictions set forth in the grant contract apply. If any of the expenses listed are included in the calculation of indirect charges, do not itemize them on this sheet.

On the detailed budget form for grant-funded other expenses, list the other expenses associated with the proposed project.

Computer hardware not listed in the equipment budget form (computer equipment with a unit cost of less than \$5,000), computer software, and additional other expenses must

be authorized in advance of purchase by the COG, following established procedures. If changes to the other expenses detailed in this application are necessary, you may submit a revised Form 7h to the COG with a letter requesting changes. The revised documents and the COG response will be included in your contract file.

Regional Solid Waste Grants Program Application Form

Permian Basin Regional Planning Commission FY 2024/2025 Regional Solid Waste Grants
Program

Please detach the instruction pages prior to submitting the following application forms.
Please remember to make a copy of your application for your records. An electronic copy
of the completed application should also be submitted.

Form 1. Application Information and Signature Page

Applicant:

Funding Amount Proposed:

Phone

Address

Fax

Contact Person

Date Submitted:

Project Category

- Local Enforcement
- Litter and Illegal Dumping Cleanup and Community Collection Events
- Source Reduction and Recycling
- Local Solid Waste Management Plans
- Citizens' Collection Stations and "Small" Registered Transfer Stations
- Household Hazardous Waste (HHW) Management
- Technical Studies
- Educational and Training Projects

Signature

By the following signature, the Applicant certifies that 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

For Use By {COG Name}

Date application was received: _____

Does the application meet all of the required screening criteria: _____ Yes _____ No

Is the 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 the COG, 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

Title

Typed/Printed Name

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

Project Application
Form 2

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 the COG to 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 that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The Applicant understands that the COG will not accept any amendment, revision, addition or alteration to this Application 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
- A. County
- B. Public school or school district (not including Universities or post-secondary educational institutions)
- C. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities
- D. Council of Governments

4. Solid Waste Fee Payments

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

5. Debarment from State Contracts

Applicant certifies that it is not barred from participating in state contracts 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 their knowledge and ability that the proposed project, including all activities in the proposed Scope of Work and the proposed expenditures, conforms to the eligible category standards 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 that it has notified private service providers in accordance with the requirements set forth in the Request for Applications and the instructions provided with this application form. Applicant further certifies to the best of their 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 their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the RSWMP of the COG.

9. Technical Feasibility

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their 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 their 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 the COG. The grant contract will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the grant funds. In order to ensure an understanding by the Applicant of some of the main conditions that will be included in the contract, the Applicant is asked to review the following assurances. By signing this Application, the person acting on behalf of the Applicant indicates their 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 [TxGMS](#) and the contract provisions pertaining to title to and management of real property and equipment. The contract will contain obligations and conditions regarding the use of the equipment and/or facilities (the “property”) acquired under the agreement. Included in the provisions are obligations to provide adequate maintenance and conduct physical property inventories; restrictions and conditions on the use, replacement, sale, or transfer of the property; 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 the COG or the TCEQ 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 the results of the project and providing those results to the COG on a schedule established by the COG, and additionally, to continue to document the results of the project activities for the life of the project; and to 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 that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by the COG.

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 2013.

6. Compliance with the Single Audit Act

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Texas Grants Management Standards ([TxGMS](#)) prepared by the Texas Comptrollers of Public Accounts.

Provisions of the Single Audit Circular under the Standard Financial Management Conditions Section; Audit starting on page 40 of the [TxGMS](#) that applies 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 the progress of the project and to view any grant-funded equipment or facility.

Project Application

Form 3

Form 4. Resolution

A resolution authorizing the application must be approved by the governing body of the Applicant. Following this page is an example Resolution Form that may be used to prepare the required resolution.

To complete your application, please remove this page and replace it with a signed resolution of your entity's governing body.

Project Application

Form 4

Resolution
{Example}

Resolution of (name of entity) authorizing the filing of a grant application with the (COG name) 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 (COG name), the Texas Commission On Environmental Quality and the State of Texas.

Whereas, the (COG name) is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of 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 the (COG name) 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 the (COG name), 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. 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)

(Typed or Printed Name)

(Notary Signature)

(Type or Printed Name)

Form 5b. Summaries of Discussions with Private Industry

(Refer to instructions concerning information to include on this form. Attach any written comments or input provided)

Project Application
Form 5b

Form 6: Project Summary

Please provide a complete project summary. Reference the goals, objectives, and/or recommendations from the regional solid waste management plan that apply to the project, and how the project will assist in implementing the plan. Refer to the application instructions when completing these forms. If necessary, attach additional pages for each form.

Form 6a. Project Description

(add additional pages as necessary)

Project Application

Form 6a

Form 6b. 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.

Project Application

Form 6b

Form 6c. 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 sub-regional solid waste management plan or study; membership in an environmental activity.

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.

Project Application
Form 6c

Form 6d. Scope of Work

(See application instructions. Add additional pages as necessary)

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 COG, 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. 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 description on Form 6a).
- ❖ Specific task statements with responsible entity identified.
- ❖ List of deliverables/products/activities under each task.
- ❖ Schedule of deliverables.

Project Application
Form 6d

Form 7. Grant Budget Summary

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

Budget Category		Funding Amount
1.	Personnel/Salaries	\$
2.	Fringe Benefits	\$
3.	Travel	\$
4.	Supplies	\$
5.	Equipment	\$
6.	Construction	\$
7.	Contractual	\$
8.	Other	\$
9.	Total Direct Charges (<i>sum of 1-8</i>)	\$
10.	Indirect Charges*	\$
11.	Total (<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 TxGMS, indirect charges may be authorized if the Applicant has an indirect cost rate properly filed 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>		
<p>Please complete any of the following detailed budget forms that are applicable.</p>		

Project Application
Form 7

Form 7a: 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: \$

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:

\$

Project Application
Form 7a

Form 7b: Detailed Personnel/Salaries Expenses

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 the COG.

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

Project Application
Form 7b

Form 7c: 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 out-of-state travel expenses and other non-routine travel, such as out-of-region travel to special training or events must be pre-approved by the COG. Complete the following information for all requested non-routine travel, including any out-of-state travel. If those details are not presently known, the COG will need to approve those travel costs before the travel occurs.

Non-Routine Travel Expenses

Date(s)	Purpose & Destination	Person(s)	Estimated Cost
			\$
			\$
			\$
Total Travel Expenses <i>(Must equal Line 3 of the Overall Budget Summary)</i>		\$	

Project Application
Form 7c

Form 7d: 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.

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>):	\$
TOTAL (<i>Must equal Line 4 of the Overall Budget Summary</i>)	\$

Project Application
Form 7d

Form 7e: Detailed Equipment Expenses

All equipment purchases must be pre-approved by the COG. 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 the COG before the costs are incurred.

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

Project Application

Form 7e

Form 7f: Detailed Construction Expenses

All construction projects must be pre-approved by the COG. 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 the COG 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 (see instructions).

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

Project Application
Form 7f

Form 7g: Detailed Contractual Expenses

All contractual expenses must be pre-approved by the COG. If the specific details of the 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 the COG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). In addition, the subcontract scope of work must be approved by the COG before work begins.

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

Project Application
Form 7g

Form 7h: 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 appropriate to the project.

Basic Other Expenses	Estimated Cost
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	\$

Project Application
Form 7h

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 the COG. If the specific details of the additional Other expenses are not known at this time, list the general details on this form. The more specific details will then need to be provided to and approved by the COG before the costs are incurred.

Additional Other Expenses	Unit Cost	No. of Units	Total Cost
Computer hardware not listed under the Equipment category (itemize each expense below including description, type, model, etc.):	\$		\$
Computer software (itemize each expense below including description, type, model, etc.):	\$		\$
Additional Other expenses (itemize each expense below including description, type, model, etc.):	\$		\$
Total Other Expenses (Must equal Line 8 of the Overall Budget Summary)		\$	

Project Application

Additional Other Expenses

Required Attachments to the Application

1. 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.
2. If applicable, attach any written comments submitted by private industry (*see instructions for Form 5*).
3. 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*).

Private Industry Notification

Notice to Private Industry

In accordance with the Private Industry Notification and Appeal Process requirements in the grant contract, the COG is to notify private entities providing recycling and solid waste services within the region, of the funding program and the process for working with applicants and/or the COG to discuss and resolve any private industry issues. The private industries must also be advised of the availability of project applications for review and comment.

The COG has a number of options for fulfilling these requirements, such as mailing the Requests for Applications (RFAs) to private industry or otherwise notifying them of the funding process, and including some form of notice or information to explain the process for resolving private industry issues. The accompanying *Example Notice to Private Industry* is intended to assist the COG in developing one or more notice forms that can be sent to private industries in the region to fulfill the notification requirements.

If there is an unresolved private industry concern about the project, it must be noted on the implementation project summary form, and copies of the private industry comments and the minutes or summaries of the SWAC and Board meetings where the project was discussed must be provided. Those minutes must include an explanation of why the SWAC and Board determined that the private industry concerns were not valid. Copies must also be provided of all notices sent to private industries that were opposed to the project, notifying them of the opportunity to appeal the decision to the TCEQ.

Pass-Through Grant Summary Results Report

Request Attachment 6 from Miranda Boler for the Results Report form (Excel).

Instructions

The Council of Governments (COG) is responsible for monitoring each pass-through grant to ensure completion of the grant-funded activities and is required by contract to enter into legal agreements with each pass-through grant recipient. Those agreements are to include a defined work program, to include specific tasks and deliverables, with a concise schedule for completing the tasks and providing the deliverables.

The COG is also required to collect the results of each biennium implementation project funded in the region. For each project, data must be collected from the time the project is initiated through approximately one year after the end of the biennium, with the exception of projects which are not ongoing or one-time events; grantees must be made aware of this requirement in COG pass-through grant contracts. This will enable the COG to supply the TCEQ the regional results report during the biennium, and a follow-up regional results report approximately one year after the end of the biennium.

The attached reporting form allows the COG to obtain necessary information from pass-through grant recipients on the activities conducted for each project. In order to better establish routine reporting responsibilities for grantees, it is recommended that the COG require quarterly results reporting for each project. However, the actual frequency for reporting project results may vary at the COG's discretion. This document provides example reporting forms that may be used by the COG to obtain the necessary information.

The Summary Results Report Form consists of three sections, as outlined below:

Cover Sheet:

This cover sheet should be completed with each report submitted. The report is to be signed by an authorized official.

These forms are provided for use by the COG in gathering project results during the biennium. The information requested on the forms will need to be included by the COG in its report to the TCEQ.

Quantitative information must be provided in the units of measurement specified on each results sheet. To facilitate this, a copy of the standard volume-to-weight conversion factors for various materials is included in the report forms. It is recommended that this or a similar reference sheet be distributed to all grantees along with their reporting forms.

It is important to note that all information provided should be *cumulative*, beginning with the initiation of project activity through the reporting date. Additional instructions to the grantee are indicated on certain other attachments.

Status of Completion of Work Tasks:

The report should provide information on the status of completing each major work task or deliverable set forth in the project authorization form. The grant recipient should also provide the COG with copies of all materials and documents produced with grant funds to date (e.g., reports, plans, brochures, educational materials, public notices, advertisements, videos, etc.).

Volume-to-Weight Conversion Factors

For Reporting Purposes

(for programs that cannot weigh materials or determine their own factors)

In order to standardize reporting and maximize accuracy, recycling programs are encouraged to weigh their materials or develop their own volume-to-weight conversion factors (densities). The following table is provided to help programs without access to scales convert volumes to weights for reporting purposes. These factors are not intended for use in determining payments for handling or sales of materials. These factors were compiled from several sources (primarily by Resource Recycling Magazine) and do not necessarily represent your conditions, particularly for yard trimmings. Where references listed a range of values, a mid-range density is tabulated below.

Wherever possible, you should indicate the conversion factors that you used in reporting the quantities of materials recovered. Volumetric equivalents are provided at the end of the table to help determine volumes in cubic yards knowing other volumetric measures or numbers of certain containers. To report in tons, divide weights in pounds by 2000 pounds per ton.

See chart below.

MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
GLASS CONTAINERS		
Whole		500
Semi-Crushed (manually broken)		1000
Crushed to less than 1-1/2" (mechanically broken)		1800
Furnace ready, less than 1/4"		2700
METAL		
Aluminum Cans	Whole	60
	Flattened	200
	Baled	350
	Densified	1080
	Shreds	400
Steel (Tin) Cans	Whole	150
	1/3 Flattened	235
	Flattened	400
	Baled	850
	Densified	1600
Appliances	Uncompacted	200

MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
ORGANICS		
Grass Clippings	Loose, green	350
	Compacted, green	650
Leaves	Loose, dry	150
	Shredded, dry	300
	Vacuumed	400
	Compacted	550
Brush & Branches	Loose	250
	Compacted	600
Yard Trimmings	Loose	600
	Compacted	1040
Clean Wood Material	Chipped	500
Vegetative Food Material	From the kitchen	800
	Solid & liquid fats	1500
MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
PAPER		
Newspaper	Loose	430
	Loose, stacked	600
	Baled	650
	Baled, horizontal, single ram	700
	Baled, horizontal, double ram	800
Corrugated Containers	Loose	100
	Compacted, packer truck	250
	Baled, down-stroke	500
	Baled, horizontal, single ram	650
	Baled, horizontal, double ram	750
Office/Computer Paper	Loose	350
	Baled	750
Mixed Paper	Loose	150
E- Recycling	CPU's	20-40 lbs. ea.
	Hard Drives	1 lb. ea.
	Keyboards	2 lbs. ea.
	Laptops	5 -12 lbs. ea.
	Monitors	15 - 35 lbs. ea.
	Printers	35 - 100 lbs. ea.
	Speakers	3 lbs. ea.

MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
PLASTIC		
PET Soft Drink Bottles	Whole	34
	Flattened	75
	Baled	400
	Baled and perforated	650
	Granulated	550
HDPE Milk or Water Bottles	Whole	30
	Flattened	65
HDPE Colored Bottles	Whole	45
	Flattened	90
HDPE Bottles	Baled	400
	Granulated	550
PET & HDPE Milk or water bottles	Whole, loose	32
PET & HDPE Colored Bottles	Whole, loose	38
Plastic Film	Baled	850
MATERIAL	LEVEL OF PROCESSING	POUNDS PER CUBIC YARD
TEXTILES		
	Loose	240
	Baled	480

Other Conversion Factors:

1 Pallet = 30 to 100 pounds each, averaging 40 pounds each

1 Passenger Tire = 20 pounds each (19.8 pounds by statute)

1 Truck Tire = 60 to 90 pounds each

Volumetric Equivalents To get volume in cubic yards:

27 cubic feet = 1 cubic yard Divide the number of cubic feet by 27

46656 cubic inches = 1 cubic yard Divide the number of cubic inches by 46656

One Gaylord box (40x48x36) = 1.48 cubic yards Multiply number of Gaylord boxes by 1.48

One 55-gallon barrel = 0.27 cubic yard Multiply number of 55g barrels by 0.27

FY 2024/2025 Regional Solid Waste Grants Program
Summary/Results Report of Grant-Funded Project

1. Grant Recipient

5. Reporting Period:

2. Contract Number

6. Grant Term:

3. Report Number

%
7. Percent Completed to Date:

4. Final (Insert New Fiscal Year) Report

8. Estimated Completion Date:

Required Attachments

9. Status of Completion of Work Tasks

10. Project Results Report

*Complete the applicable form for the project being conducted with grant funds,
 if attached)*

- Form A: Local Enforcement
- Form B: Litter/Illegal Dumping Cleanup & Community Cleanup Event
- Form C: Source Reduction/Recycling
- Form D: Local Solid Waste Management Plans
- Form E: Citizens' Collection Stations & "Small" Registered Transfer Stations
- Form F: Household Hazardous Waste

- Form G: Technical Studies
- Form H: Education and Training Projects

11. Certification:

I certify to the best of my knowledge and belief that this report is correct and complete.

Signature of Authorized Certifying Official

Typed or Printed Name and Title

Date Submitted

Status of Completion of Work Tasks

For each major work task or deliverable set forth in your grant contract, provide the following information (attach additional pages as needed):

Estimate the percent (%) complete of the task/deliverable.

Briefly explain the activities conducted to date towards completing the task or deliverable. Be sure to provide information on the status of equipment purchases and/or facility construction, if applicable.

List the major activities remaining to be conducted towards completing the task or deliverable.

Provide an estimated date for the completion of the task or deliverable.

Explain any problems or delays in completing the task or providing the deliverable.

***Provide copies of all materials and documents produced with grant funds to date (e.g., reports, plans, brochures, educational materials, videos, etc.).**

1. Task/Deliverable:
 - a. Percent (%) Completed:
 - b. Activities conducted to date:
 - c. Major activities remaining to complete task:
 - d. Estimated completion date:
 - e. Comments:
2. Task/Deliverable:
 - a. Percent (%) Completed:
 - b. Activities conducted to date:
 - c. Major activities remaining to complete task:
 - d. Estimated completion date:
 - e. Comments:
3. Task/Deliverable:
 - a. Percent (%) Completed:
 - b. Activities conducted to date:
 - c. Major activities remaining to complete task:
 - d. Estimated completion date:
 - e. Comments:
4. Task/Deliverable:
 - a. Percent (%) Completed:
 - b. Activities conducted to date:
 - c. Major activities remaining to complete task:
 - d. Estimated completion date:
 - e. Comment