

**East Texas Council of Governments
REGIONAL SOLID WASTE GRANTS PROGRAM
FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE**

Fiscal Year Funding Is Being Requested	☒ FY 26 ☐ FY 27
Applicant: City of Longview	Funding Amount Proposed: \$ 17,351.76
Address: 300 W. Cotton St. Longview, TX 75601	Phone/Fax/Email : Ph : 903-237-1000 Email: sbrunner@longviewtexas.gov
Contact Person : Scott Brunner	Date Submitted: Sept. 25, 2025

Select Project Category/s.

☐ ☐ ☒ ☐ ☐ ☐ ☐ ☒	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
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Signature

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included on pages 19-22 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. By submitting this application, you agree to adhere to the provisions of the Texas Grants Management Standard (TxGMS) issued by the Texas Comptrollers of Accounts in regard to the use of these funds. Use the following link to access the Texas Grants Management Standards. Texas Grants Management Standards	
Signature: 	Title: City Manager
Typed/Printed Name: Rolin C. McPhee, P.E.	Date Signed: 9.25.25

FOR USE BY ETCOG

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

FORM 2. AUTHORIZED REPRESENTATIVES AND RECORDS LOCATION

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from the ETCOG, 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: Scott Brunner
Title: Program administrator
Date: 9.25.25

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: Mitzi Bowie
Title: Grant Manager
Date: 9-25-25

3. **Records Location.** Please designate the location where grant records will be located for record access and review.

Location Name: City of Longview Annex Building
Street Address: 302 W. Cotton St.
City, State, Zip Code: Longview, TX 75601

FORM 3a: PROJECT SUMMARY/DESCRIPTION

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.

Project Summary/Description (add additional pages as necessary):

The City of Longview, in partnership with local non-profit Keep Longview Beautiful, will host a free electronic waste (e-waste) recycling event as part of Love Longview, the nonprofit's annual community cleanup day. This partnership demonstrates a unified citywide effort to reduce waste and promote environmental stewardship.

The spring event will provide up to 300 residents with vouchers to recycle electronic materials such as computer hardware, TVs, monitors, cell phones, and smoke detectors. Residents will register online for a voucher at no cost. The contractor will set up at a city park to collect and transport materials to a certified recycling facility. Volunteers through Connect Longview will also assist residents unable to transport items.

Education and Awareness Campaign

Alongside the event, the City will create a 60-second evergreen video highlighting the dangers of improper electronic disposal. The video, likely to be produced by the same contractor (Media Quest) we used last year, will explain types of e-waste and risks posed by materials, such as mercury and leaded glass. It will be distributed via the city's website, social media channels (including the city's Facebook page with more than 33,000 followers), and local access channels. Additionally, a rack card flyer about e-waste recycling, likely also to be produced by Media Quest, will be inserted into 32,000 residential water bills, further extending the educational reach. Both the video and flyer will remain relevant beyond the event to support long-term public education.

Demonstrated Need

Recycling electronics diverts hazardous materials from landfills, reduces raw material processing, and prevents contamination of local waterways. City crews routinely find discarded electronics at illegal dumping sites. During the last city-hosted e-waste recycling event, all 300 vouchers were claimed quickly, underscoring strong community demand.

Contractor Practices

The recycling contractor will emphasize reuse and material recovery. Hard drives will be securely wiped; wires and components will be stripped to base materials; and remaining materials will be sold in bulk commodities markets. Their business model minimizes landfill disposal, as anything not recovered represents lost revenue. We have requested quotes from two contractors: Commodity Recycling Solutions (5657 E. Rosedale St., Fort Worth, TX 76112-6929, Municipal Solid Waste Processing Registration No. 100537; and STS Recycling (1653 N. Bolton St., Jacksonville, TX 75766-5103; They said they had registration No. 33737 that expired and is not required because their facility is not enclosed).

Track Record and Replication

The City of Longview's FY 2024 SWAC project successfully produced a 60-second video and rack card campaign on illegal dumping and bulky item pickup. The same proven approach will be applied to this project, ensuring efficiency and community reach.

Project Goals:

- **Waste Reduction:** Reduce the amount of recyclable electronic waste reaching the landfill by at least 20%.
- **Public Awareness:** Encourage residents to properly dispose of e-waste through a sustained education campaign.
- **Community Engagement:** Foster involvement by linking the recycling event to the broader Love Longview community cleanup effort.

Project Objectives:

- **Host E-Waste Recycling Event:** Provide 300 vouchers for residents to recycle electronics, resulting in the diversion of an estimated 2,500 pounds of mixed electronics and 4,000 pounds of leaded glass.
- **Produce Evergreen Education Video:** Develop a 60-second video highlighting the risks of improper e-waste disposal and distribute it via the city's website, social media, and local access channels.
- **Distribute Educational Flyers:** Insert an informational flyer into 32,000 residential water bills, reinforcing awareness across the city.
- **Mobilize Volunteers:** Engage Connect Longview volunteers to assist residents who cannot transport items, further expanding community access and participation.

Anticipated Outcomes

- **Illegal Dumping Trends:** The City anticipates providing residents with a no-cost recycling option will reduce the presence of e-waste items in illegal dumping sites. While this will not be formally measured during the project term, sanitation crews will continue to monitor dumping activity as part of regular operations.
- **Public Awareness:** Through video views, flyer distribution, and social media reach, we expect residents will gain greater awareness of the importance of e-waste recycling. These outreach channels serve as practical indicators of improved awareness.

Describe how the project assists in implementing the ETCOG Regional Solid Waste Management Plan:

The project supports two objectives in the current ETCOG Regional Solid Waste Management Plan:

- **Objective 1A:** Adopt public education programs to encourage less waste generation and increased recycling
- **Objective 1F:** Provide support through grants when funds are available for technical studies and other programs designed to reduce waste and increase recycling.

Check the box that best describes this project.

- ☒ New Project
☐ Enhancement/expansion of an existing project
☐ Continuation of an existing project

FORM 3b. PROJECT COST EVALUATION *(add additional pages as necessary)*

Provide an evaluation of the costs associated with the proposed project. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable.

We break down the estimated costs for the project by the deliverables proposed: E-Waste Event, Video, Water Bill Inserts, and T-shirts for the event.

Item description	Unit	Quantity	Unit cost	Total cost
E-WASTE EVENT				
Recycling – Mixed electronics	LBS	3,110	\$0.19	\$590.90
Recycling – Lead acid glass	LBS	5,200	\$0.27	\$1,404.00
Sorting	LBS	8,300	\$0.15	\$1,245.00
Hauling – 53-foot tractor, 26-foot box truck	LS	1	\$1,600.00	\$1,600.00
Supplies	LS	1	\$75.00	\$75.00
Labor – 7 people for day of event	LS	1	\$500.00	\$500.00
VIDEO				
Writing	LS	1	\$1,000.00	\$1,000.00
Pre-production	LS	1	\$2,000.00	\$2,000.00
Shoot	LS	1	\$3,000.00	\$3,000.00
Editing	LS	1	\$2,000.00	\$2,000.00
WATER BILL INSERTS				
Design	HR	5	\$160.00	\$800.00
Printing	LS	1	\$2,300.86	\$2,300.86
Insertion	Insert	32,000	\$0.01	\$320.00
T-SHIRTS FOR EVENT				
Design	HR	2	\$150.00	\$300.00
Shirts and printing	Shirt	18	\$12.00	\$216.00
			TOTAL:	\$17,351.76

For the basis of the costs of the e-waste recycling event, we used an invoice from the same type of event the City hosted this past spring. The costs were taken directly from that invoice, and our point of contact/project manager with that company said the costs are not expected to change. The costs are based on the weight of the items recycled during that event with the same number of vouchers this project proposes, if it is funded.

Expected costs for the video production came from the city's experience this past year creating a video through its SWAC grant to spread awareness of the dangers of illegal dumping and using the sanitation department's bulky item pickup service as a solution. The overall video production costs were \$8,000 broken down through these line items. We expect a similar production schedule.

Costs for the water bill inserts were, similarly, based on the actual costs of our SWAC project this year, for which we created a rack card-size insert for the water bills. The design for that card was \$800 with the posted printing and insertion costs above.

We include in the request t-shirts for City of Longview staff and volunteers at the e-waste recycling event so they would be identifiable as being people who can help residents as they arrive. The costs are based on recent t-shirt design and printing costs incurred through other projects.

FORM 3c. LEVEL OF COMMITMENT OF 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.

Integrated Citywide Effort

This is another initiative that was generated through the City of Longview's multi-department Prevention, Education, Enforcement, Removal (PEER) Team, which is focused on holistically addressing solid waste management, illegal dumping, recycling, and beautification throughout the city. The effort to address these issues brings together Public Works (Sanitation, Streets), Development Services (Code Compliance), and the Legal Department, along with the City's Keep Longview Beautiful initiative, which focuses on educating and engaging the community to take responsibility for litter prevention, beautification, and waste reduction.

Regional and Local Planning

The City of Longview was involved in the creation of the East Texas Regional Municipal Solid Waste Management Plan and has recently created an internal Master Litter and Beautification Plan that includes the efforts of Code Compliance, Environmental Health, Keep Longview Beautiful, Public Safety, Sanitation, Streets, and other city divisions.

Budgetary and Organizational Commitment

Each of the departments/divisions involved in the plan have a significant place in the City of Longview budget. Long-term goals associated with this year's approved budget for Sanitation include continuing to assist ETCOG with management of the regional Solid Waste Management Plan and continuing to work toward innovative and efficient waste reduction methods for East Texas.

Track Record of Implementation

Various City departments have extensive experience managing federal, state, and private foundation awards, including several through the Office of the Governor Public Safety Office facilitated annually through ETCOG. To date, all City of Longview federal- and state-funded grants have been compliant with the annual Single Audit.

Sustainability

The City has hosted e-waste recycling events in the past and will continue to do so in the future, beyond the period of performance of this funding opportunity. Future campaigns to spread awareness of the importance of proper disposal and recycling of electronic waste may not look exactly like this proposal, but the City is committed to continuing the effort in subsequent years. In addition, a separate application for 2027 has been submitted in this grant cycle, demonstrating the City's intent to sustain and expand this work. Beyond this cycle, the City anticipates support may come from a combination of city resources, continued partnerships with recycling vendors, and potential sponsorships. This layered approach ensures the effort can remain viable beyond the grant period and builds a foundation for future replication.

FORM 3d. SCOPE OF WORK

(See application instructions for format. 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.

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.***

1. Task: Create and distribute video about importance of proper disposal/recycling of electronic waste
 - a. Major task: Contract with local firm for video production
 - i. Estimated completion date: February 14, 2026
 - ii. Responsible party: Scott Shellhorse and the City Communications Team and Solid Waste Manager Kim Wallace
 - b. Major task: Video shooting and editing
 - i. Estimated completion date: March 15, 2026
 - ii. Responsible party: Scott Shellhorse and the City Communications Team, local video production firm
 - c. Major task: Video distribution (local access, city website, city social media)
 - i. Estimated completion date: April 1, 2026
 - ii. Responsible party: Scott Shellhorse and the City Communications Team
2. Task: Create flyer about importance of proper disposal/recycling of electronic waste and mail with water bill to the city's 32,000 residential water customers
 - a. Major task: Design flyer
 - i. Estimated completion date: Feb. 14, 2026
 - ii. Responsible party: Scott Shellhorse and the Communications Team, Public Works Sanitation Manager Kim Wallace, and local firm
 - b. Major task: Print flyer (rack card)
 - i. Estimated completion date: March 1, 2026
 - ii. Responsible party: City Communications Team, Solid Waste Manager Kim Wallace
 - c. Major task: Insert flyer into water bills
 - i. Estimated completion date:
 - ii. Responsible party: City Communications Team, Solid Waste Manager Kim Wallace

3. Task: Host e-waste recycling event in Spring 2026 with up to 300 vouchers available for city residents
 - a. Major task: Prepare online form to claim voucher
 - i. Estimated completion date: Feb. 14, 2026
 - ii. Responsible party: City Solid Waste Manager Kim Wallace
 - b. Major task: Advertise event, vouchers
 - i. Estimated completion date: May 1, 2026
 - ii. Responsible party: City Communications Team, Solid Waste Manager Kim Wallace
 - c. Major task: Host event
 - i. Estimated completion date: May 15, 2026
 - ii. Responsible party: City Solid Waste Manager Kim Wallace

FORM 4. 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	\$ 216.00
5.	Equipment	\$ -
6.	Construction	\$ -
7.	Contractual	\$ 17,135.76
8.	Other	\$ -
9.	Total Direct Charges (sum of 1-8)	\$ 17,351.76
10.	Indirect Charges*	\$ 0
11.	Total (sum of 9 - 10)	\$ 17,351.76
12.	Fringe Benefit Rate:	%
		%
13.	Indirect Cost Rate:	%
		%
Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied: In accordance with the TxGMS, Grant Management (texas.gov) 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.		

FORM 4a: DETAILED MATCHING FUNDS, IN-KIND SERVICES, AND TOTAL PROJECT COST

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: \$ 2,485.08

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:

The city will commit \$2,485.08 in matching funds through salary and fringe benefits paid to Sanitation Division employees. The match includes salary (overtime) and fringe for three employees for four hours each on the day of the e-waste recycling event. It includes 24 total hours (12 hours each for two employees) in time preparing for the event, which will include coordinating the online form for vouchers and with the e-waste recycling event vendor. The match also includes 18 hours from the city's Communications Team to work with the video- and flyer-production vendor, with the water-bill insertion process, and to post the video to the city's website and social media platforms.

In-Kind Services: \$ 1,669.92 (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:

We are including as in-kind services the time associated with eight people to volunteer for four hours each with the Connect Longview program during the event. Connect Longview matches local volunteers with homeowners who need assistance. In this case, they will provide pickup and transportation of e-waste recycling items for residents who are unable to do so themselves. We are basing the rate at \$35.70 per volunteer hour.

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?

\$ 21,506.76

********Please complete any of the following detailed budget forms that are applicable to your project.***

FORM 4b: 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
N/A				\$ -
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL (Must equal Line 1 of the Overall Budget Summary)		\$ -		

FORM 4c: 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
N/A		\$ -
		\$
		\$
		\$
		\$ -

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
	N/A		\$ -
			\$
			\$

TOTAL TRAVEL EXPENSES <i>(Must equal Line 3 of the Overall Budget Summary)</i>	\$ -
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FORM 4d: 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. Include number of each item, cost per item and total cost.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$ -
Other supplies (<i>explain below</i>): T-shirts (18 shirts @ \$12 each)	\$ 216.00
TOTAL (<i>Must equal Line 4 of the Overall Budget Summary</i>)	\$ 216.00

FORM 4e: 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) (Show description, type, model, etc.)	Unit Cost	No. of Units	Total Cost
N/A	\$		\$ -
	\$		\$
	\$		\$
	\$		\$
TOTAL (Must equal Line 5 of the Overall Budget Summary)			\$ -

FORM 4f: 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
N/A		\$ -
		\$
		\$
		\$
		\$
TOTAL (Must equal Line 6 of the Overall Budget Summary)		\$ -

FORM 4g: Detailed Contractual Expenses

All contractual expenses must be pre-approved by ETCOG. 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 ETCOG 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 ETCOG before work begins.

Purpose	Contractor(s)	Contract Amount
Video production • Writing: \$1,000 • Pre-production (shot schedule, coordination: \$2,000 • Shoot: \$3,000 • Editing (time, graphics, audio): \$2,000	Media Quest, Inc.	\$ 8,000.00
Rack card for water bill (design for 5 hours @ \$160/hr.)	Media Quest, Inc.	\$ 800.00
Rack card for water bill (printing for 32,000 @ 7.67 cents per item)	Complete Printing & Publishing	\$ 2,300.86
Rack card for water bill (insertion of 30,000 at 1 cent per unit)	InfoSend	\$ 320.00
E-waste recycling event • Recycling (mixed electronics): \$590.90 • Recycling (leaded glass): \$1,404 • Sorting: \$1,245 • Hauling: \$1,600 • Supplies: \$75 • Labor: \$500	STS Electronics Recycling or Commodity Recycling Solutions	\$ 5,414.90
T-shirts (design for two hours @ \$150/hr.)	Under the Pecan Tree	\$ 300.00
TOTAL <i>(Must equal Line 7 of the Overall Budget Summary)</i>		\$ 17,135.76

FORM 4h: 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 N/A	\$ -
Postage, telephone, FAX, utilities N/A	\$ -
Printing/reproduction N/A	\$ -
Advertising/public notices N/A	\$ -
Registration fees for training (if approved) N/A	\$ -
Repair and maintenance N/A	\$ -
Basic office furnishings N/A	\$ -
Space and equipment rentals N/A	\$ -
Signage N/A	\$ -

Form 4h: 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 <i>(itemize each expense below including description, type, model, etc.):</i> N/A	\$		\$ -
Computer software <i>(itemize each expense below including description, type, model, etc.):</i> N/A	\$		\$ -
Additional Other expenses <i>(itemize each expense below including description, type, model, etc.):</i> N/A	\$		\$ -

TOTAL OTHER EXPENSES <i>(Must equal Line 8 of the Overall Budget Summary)</i>	\$ -
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FORM 5: Explanation Regarding Private Industry Notification

Applicants under the following grant categories must complete this form and form 5a:

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

Form 5a: List of Private Service Providers Notified

Private Service Providers Contacted	Name and Position	Telephone Number	Date Notified
STS Electronics Recycling	Brian Townsend, Outside Sales Manager	903-200-6573	9/12/2025
Commodity Recycling Solutions, LLC	Joan Meeks, Founder	817-300-6958	9/11/2025
Gem Lifecycle Electronic Recycling	Priscilla Crenshaw, HR Representative	214-333-5055	9/15/2025
GreenTek Solutions	Carlos Venturello, IT Asset Disposal and E-Waste specialist	713-590-9720	9/15/2025

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 any why the Applicant determined that the concerns are not valid under the statutory requirements. (Refer to Instructions)

Attach to the application any written comments, concerns, or input provided by a private service provider concerning the project. Attach additional pages as needed.

Commodity Recycling Solutions, LLC

- **Contacted date:** Sept. 11, 2025; follow-up email on Sept. 15, 2025
- **Contact:** Joan Weeks
- **Summary of conversation:** The business has contracted with the City of Longview previously to provide e-waste recycling events. Ms. Weeks said the business, based in Fort Worth, is prepared to do so again if the city is funded and selects the businesses as its provider. Costs, she said, would be similar to the most recent event, in 2025. Budget costs for that piece of the project were based on the invoice received from Commodity Recycling Solutions related to that event. In a follow-up email, we requested a quote for the event.

STS Electronics Recycling

- **Contacted date:** Sept. 12, 2025, again on Sept. 15 and 17, 2025
- **Contact:** Outside Sales Manager Brian Townsend
- **Summary of conversation:** Mr. Townsend said STS regularly hosts the type of e-waste recycling events proposed in this request. He said STS is interested in providing this service for the City of Longview, if the request is funded. He said they would send a 53-foot semi and probably two trucks and 4-5 people; usually charge around \$2,000 for the service plus an extra charge for the TVs/items with glass that is 10-20 cents per pound. In a follow-up phone call (and then email) Sept. 17, we requested address and registration number along with a quote.

Gem Lifecycle Electronic Recycling

- **Contacted date:** Sept. 15, 2025
- **Contact:** HR Representative Priscilla Crenshaw
- **Summary of conversation:** Ms. Crenshaw said although Gem Lifecycle, with its headquarters in Dallas, provided electronic recycling, the business does not provide services for residential customers. Therefore, there is no conflict between Gem Lifecycle and this project, and Gem Lifecycle has no issues with the project.

GreenTek Solutions

- **Contacted date:** Sept. 15, 2025
- **Contact:** Carlos Venturello, Certified IT Assets Disposal and E-waste Specialist
- **Summary of conversation:** Carlos replied on Sept. 16 to say, "Thanks for reaching out to us with this business opportunity. Unfortunately, we would not be able to assist you with this project. We would have to pass. Please keep us posted for future opportunities."

Form 6: 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:

☒ City

☐ County

☐ Public school or school district (not including Universities or post-secondary educational institutions)

☐ Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities.

☐ 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.

Form 7. RESOLUTION

RESOLUTION NO. 6593

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS, AUTHORIZING THE CITY OF LONGVIEW TO APPLY FOR, ACCEPT AND EXPEND GRANT FUNDS IN AN AMOUNT NOT TO EXCEED \$40,000.00 FROM THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) AND THE EAST TEXAS COUNCIL OF GOVERNMENTS (ETCOG) REGIONAL SOLID WASTE GRANTS PROGRAM, FY 2026-2027 TO SUPPORT THE CITY OF LONGVIEW'S SOLID WASTE INITIATIVES; AUTHORIZING THE TIMELY SUBMITTAL OF SAID APPLICATION; AUTHORIZING THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS INCIDENT TO APPLYING FOR AND SECURING AND EXPENDING SAID GRANT; PROVIDING FOR COMPLIANCE WITH ALL APPLICABLE PROGRAM RULES; PROVIDING FOR THE RETURN OF SAID GRANT FUNDS TO THE EAST TEXAS COUNCIL OF GOVERNMENTS IN THE EVENT OF LOSS OR MISUSE OF SAID FUNDS; PROVIDING FOR FUNDING; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS APPROVED COMPLIED WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Texas Commission on Environmental Quality (TCEQ) through the East Texas Council of Governments (ETCOG) Regional Solid Waste Grants Program provides funds for community projects and initiatives, and funded activities may include collection events; consolidation and transportation costs associated with collection activities, recycling or reuse of materials; proper

disposal of materials; permanent collection facilities, education, and public awareness programs; and,

WHEREAS, if awarded, funds will be used specifically for household hazardous waste management which may include disposal of household waste, signage, education and outreach materials, printing and advertising expenses, program administrative expenses as well as education and training initiatives; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONGVIEW, TEXAS:

Section 1. That the findings set out in the preamble to this resolution are hereby in all things approved and adopted.

Section 2. That the City of Longview is hereby authorized to apply for, accept and expend grant funding in an amount not to exceed \$40,000 from the Texas Commission on Environmental Quality (TCEQ) and East Texas Council of Governments (ETCOG) Regional Solid Waste Grants Program administered by the East Texas Council of Governments to support the City of Longview Public Works Department.

Section 3. That the City of Longview is hereby authorized to submit said application to the East Texas Council of Governments in a timely manner.

Section 4. That the City Manager, the City Manager's designee or any other official of the City of Longview as may be necessary or convenient are hereby authorized and directed to execute any and all agreements and other

documents, as approved by the City Attorney's Office, necessary or convenient to carry out the activities authorized herein.

Section 5. That, if funded, the City of Longview will comply with all applicable grant requirements and program rules of the Texas Commission on Environment Quality (TCEQ) and East Texas Council of Governments (ETCOG) Regional Solid Waste Grants Program.

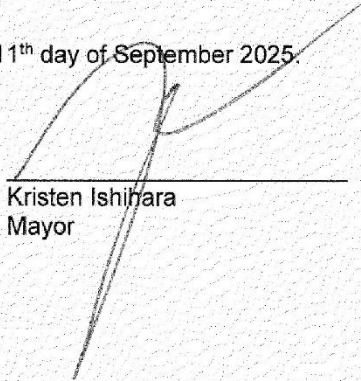
Section 6. That, in the event of loss or misuse of grant funds, the governing body will return all funds to the East Texas Council of Governments.

Section 7. That no matching funds are required for this grant.

Section 8. That the meeting at which this resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

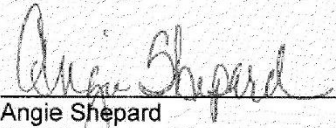
Section 9. That this resolution shall be effective immediately from and after its date of passage.

PASSED AND APPROVED this 11th day of September 2025.



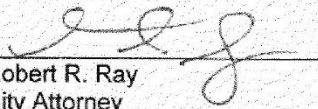
Kristen Ishihara
Mayor

ATTEST:

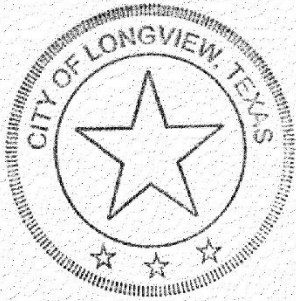


Angie Shepard
City Secretary

APPROVED AS TO FORM:


Robert R. Ray
City Attorney

R G&HS ETCOG SOLID WASTE 09-11-25



Real East Texas
CITY OF LONGVIEW

FREE
BULKY
ITEM
PICKUP

GET RID OF YOUR JUNK!

Schedule your pickup
and keep track below!
903-237-1250

☐ Pickup #1 - Date: _____

☐ Pickup #2 - Date: _____

☐ Pickup #3 - Date: _____

☐ Pickup #4 - Date: _____

(See Back for Details!)

Help Longview *curb* illegal dumping!
Take advantage of Longview's Bulky Item Service
and **get rid of your big items the easy way!**

Schedule Your Next Pickup!
903-237-1250
Or Even Better, Use the CitySend App!

Pick This Stuff Up!
Lawn Equipment
Furniture
Brush (Limbs etc.)
Carpet*
Mattresses*

Not This Stuff!
Glass
Pallets
Hazardous Materials
Ceramic Tile
Loose Garbage
Dirt, rock, or sand

*\$20 fee for mattresses and appliances due to increased costs. Visit the Website for the full lists.

LEARN MORE!



LongviewTexas.gov/Bulky

Report Illegal Dumping by
using the CitySend App.

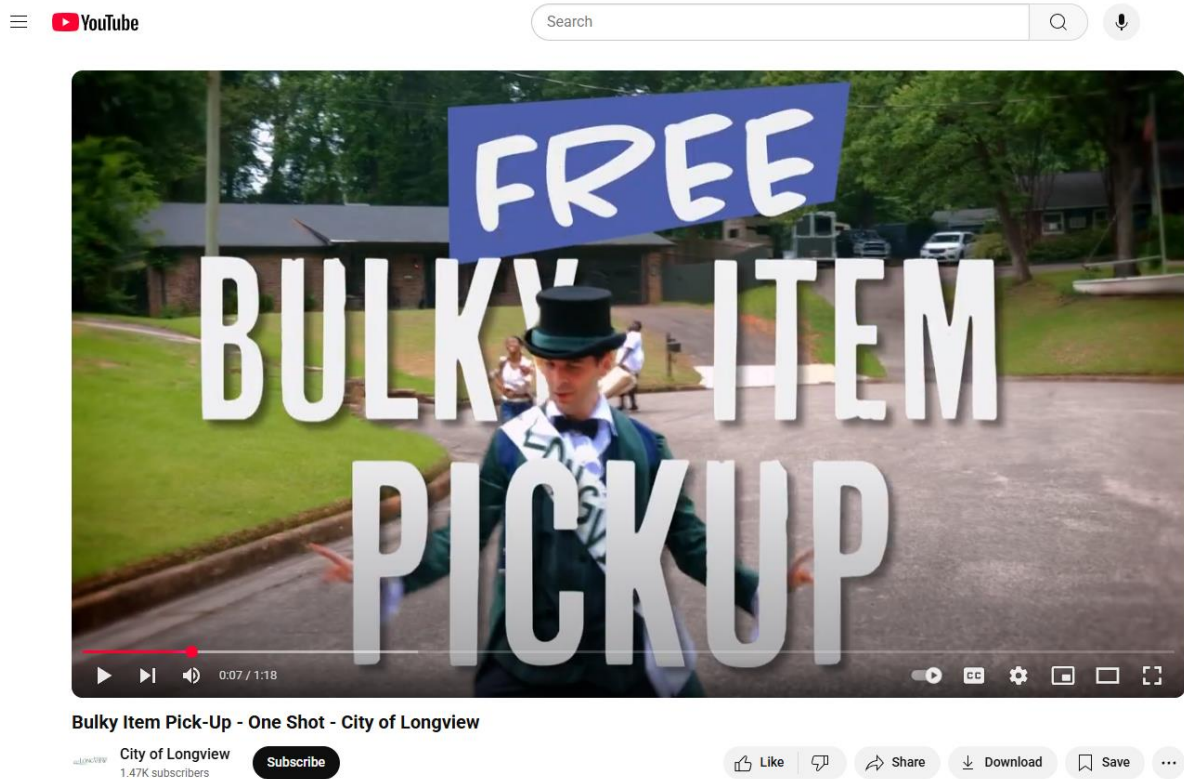


The front of the rack card is on the left with the other side on the right.

Attachment – Screenshot with link to video produced through last year’s grant project

The video is available on the City of Longview YouTube at: https://youtu.be/o_qTeKo3CKs

Screenshot:



The video was a “Featured” post on the City of Longview Facebook after its second post on July 10. The post is at <https://www.facebook.com/watch/?v=727574913229541>