

**East Texas Council of Governments
In Cooperation With
The TECQ
Regional Solid Waste Grants Program
Implementation Project**

Grant Application 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. Project Summary/Description

The project summary, consisting of Forms 3a-3d and should be completed to the best of your ability. 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 3b. *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 3c. *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 3d. *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 3a).

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:

- a. Activity and/or Deliverable
- b. Schedule of Activity and/or Deliverable
- c. Estimated completion date
- d. Person responsible for completing

Form 4. 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 4a. 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 4b. 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 4c. 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 4d. 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 4e. 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 4f. 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 4g. 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 4h. 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.

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. 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 7. Resolution

A resolution authorizing the application must be approved by the governing body of the Applicant. Included is an example Resolution Form that may be used to prepare the required resolution. **This or a similar resolution must be specifically signed and notarized in addition to the signature required in Form. If the Resolution cannot be provided with application, it must be turned in no later than the grant scoring/presentation meeting.**

{RESOLUTION Example}

RESOLUTION OF (Name of entity) AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE EAST TEXAS COUNCIL OF GOVERNMENTS (ETCOG) 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 ETCOG, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the ETCOG is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation the East Texas Council of Governments (ETCOG'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 ETCOG 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 ETCOG, Texas Commission on Environmental Quality and the State of Texas.
3. The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
4. That activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

PASSED AND APPROVED by (board or chief official as applicable) in (city), (state), on this the (number/day) day of (month), (year).

_____	Notary: _____
(Signature of Authorized Official)	(Signature)
_____	_____
(Typed or Printed Name)	(Type or Printed Name)
_____	_____
(Title) (Commission Expires)	