



INTEROFFICE MEMORANDUM

TO: Laurie Wilson, Assistant City Manager

VIA: Holli Clements, City Attorney hcc
Andrew Wallander, Assistant City Attorney (Public Works) AJW

FROM: Jeffery Reynolds, Executive Director of Public Works

DATE: **AUGUST 8, 2024**

SUBJECT: **MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF KILLEEN (COK) AND CENTRAL TEXAS COUNCIL OF GOVERNMENTS (CTCOG) FOR SUBMITTAL OF APPLICATION OF GRANT FUNDS – CALL FOR PROJECTS**

Each year City of Killeen submits a Call for Applications through the CTCOG for assistance with our annual Household Hazardous Waste (HHW) event. The CTCOG has approved substantial grant funds in various amounts over the last four (4) years. Amounts contributed annually range from \$10,000 in FY 2019 (lowest amount) to \$20,000 in FY 2024. Receiving these grant funds allows our event to be open to all seven (7) counties in the CTCOG region (Bell, Coryell, Hamilton, Lampasas, Mills, San Saba, and Milam).

Beginning in the FY 2025, Call for Applications include a new “Resolution” requirement added to the packet for submission to what is now known as the Call for Projects. This requirement by the Texas Commission of Environmental Quality (TCEQ), is made mandatory for the FY 2025 submission of the Call for Projects. Due to this being a new requirement; CTCOG understands the process takes time and will accept a signed Memorandum of Understanding in place of the Resolution, until the Resolution has been presented to Council on September 17th, 2024.

There is no financial responsibility on the City of Killeen; this is strictly approval to accept the offer of a grant from the CTCOG. Any grant funds offered are taken through the City Council for approval and executed pursuant to an Interlocal Agreement between COK and CTCOG.

The Assistant City Manager’s signature is required on page 2 (page 4, memorandum is page 1) of the attached Memorandum of Understanding per the City’s 2024 Delegation of Signature Authority. Initials are required by the City Attorney’s Office on the memorandum and under COK Signature Line on page 4 of this packet.



Please return to my attention once routing and signatures have been completed.
My contact number is (254) 616-3180, for any questions or concerns.

Sincerely,

Jeffery L.
Reynolds

Digitally signed by Jeffery L. Reynolds
DN: cn=Jeffery L. Reynolds, o=City of
Killeen, ou,
email=jreynolds@killeentexas.gov,
c=US
Date: 2024.08.09 15:27:43 -05'00'

Jeffery Reynolds
Executive Director of Public Works

Attachments:

Attachment A – Call for Projects Application

Attachment B – Solid Waste Grant Application Guidelines

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made by and between the City of Killeen (“COK”) and Central Texas Council of Governments (“CTCOG”), collectively referred to in this MOU as the “Parties.”

RECITALS

Whereas, the Central Texas Council of Governments is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the CTCOG’s adopted regional solid waste management plan; and

Whereas, the City of Killeen in the State of Texas is qualified to apply for grant funds under the Call for Projects.

NOW THEREFORE, the Parties agree as follows:

1. That COK will submit for consideration a Memorandum for Resolution to its City Council, with anticipated approval, on September 17th, 2024, for Tyler O’Dell, Recycling Manager, to receive authorization to request grant funding under the Central Texas Council of Governments Call for Projects of the Regional Solid Waste Grants Program and act on behalf of the City of Killeen in all matters related to the grant application and any subsequent grant contract and grant project that may result in regard to grant funds for an annual Hazardous Household Waste (HHW) Event.
2. That if the project is funded, the City of Killeen will comply with the grant requirements of the Central Texas Council of Governments, 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 which is an annual Hazardous Household Waste (HHW) Event.
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 with the annual Hazardous Household Waste (HHW) Event being open to all counties within the CTCOG region.

This Memorandum of Understanding is made and entered into on the 12th day of August, 2024.

James McGill

Name James McGill

Title Solid Waste Coordinator

Central Texas Council of Governments

Lauren
Wilson

Digitally signed by Lauren
Wilson
Date: 2024.08.12
17:02:46 -05'00'

for **Kent Cagle**

City Manager

City of Killeen

hcc

Exhibit A

Insert copy of the Grant Application

Attachment B

Insert copy of the Grant Application Guidelines



FY 2025 CTCOG Solid Waste Grant Application

June 6, 2024

Please complete this document in its entirety to be considered for solid waste grant funding from the Central Texas Council of Governments. Applications are due by 5:00 PM (CT) on August 12, 2024. Additional details about how to complete the application, grant requirements, and other information are available in the [Grant Application Guidelines](#).

Application and Signature Page

City of Killeen Solid Waste Recycling

Applicant

111 E. Ave F

Address

Killeen, Tx 76541

City, State, Zip

\$25,000

Funding Amount Requested

Tyler O'Dell

Contact Person

254-554-5573

Phone

todell@killeentexas.gov

Email

July 18, 2024

Date Submitted

Project Category

A detailed description of each project category is available for review in the Grant Application Guidelines. (check one)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Household Hazardous Waste (HHW) | <input type="checkbox"/> Source Reduction and Recycling |
| <input type="checkbox"/> Scrap Tire Projects | <input type="checkbox"/> Citizen's Collection Station |
| <input type="checkbox"/> Litter and Illegal Dumping Programs | <input type="checkbox"/> Educational and Training Programs |
| <input type="checkbox"/> Local Enforcement | <input type="checkbox"/> Other Solid Waste Management Projects |

Signature

By the following signature the Applicant certifies that it has reviewed the certifications and assurances listed in the Grant Application Guidelines (**Appendix 5**), 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.

Tyler O'Dell

Signature

Recycling Manager

Title

Tyler O'Dell

Typed/Printed Name

July 18, 2024

Date

Grant Project Information

Project Title: COK/CTCOG Regional HHW Event

Project Description: *Provide a short description of the proposed project here. (3-4 sentences maximum)*

The City of Killeen Recycling Center would like to host a Household Hazardous Waste Event open to the CTCOG Region in May of 2025. We feel this is a necessary event to assist our region with the reduction of litter and illegal dumping of paints and chemicals. This event will also assist with reduction of these materials going to landfills as well as encouraging proper recycling throughout the region.

Goal Area: *Please check which regional plan goal/objective this project addresses.*

- Goal 1 – Scrap Tire Management / Solutions
- Goal 2 – Reduce Litter & Illegal Dumping
- Goal 3 – Reduce Waste Generation & Encourage Recycling
- Goal 4 – Ensure Long Term Disposal Capacity
- Goal 5 – Reduce Organic & Biosolids Waste

Project Narrative: *In this section provide a detailed description of the proposed project, including funding needs, project impacts, and project benefits. (500 words maximum)*

The City of Killeen (COK) along with the adjacent City of Harker Heights, and nearby Copperas Cove and Nolanville make up the largest population concentration in the Central Texas Council of Governments (CTCOG) area, approximately 245,000 residents. The City of Killeen site is only a 15-minute drive from Nolanville and Copperas Cove. Belton, Ding Dong, Kempner, Salado, Temple, Youngsport, and several other smaller towns in Bell and Coryell Counties are within a half hour drive.

The City of Killeen would like to host one event in collaboration with the CTCOG. The funding of this event will provide greater water quality protection opportunities to the residents in the watersheds of Clear Creek, Nolan Creek, Lampasas and Leon Rivers by accepting materials from the entire CTCOG Region.

The City of Killeen is able to help reduce the cost of this event by taking possession of several materials which would otherwise be an expense to the CTCOG, such as automotive oil, antifreeze, lead acid and other batteries including rechargeable batteries and alkaline batteries. We also anticipate being able to provide staff to receive and bulk the above listed items, which will reduce cost.

The City of Killeen will provide additional advertising for the event in the Killeen Daily Herald as well as all of the City of Killeen social media outlets. \$1,400

The City of Killeen is requesting \$25,000 in funding with the intent to match that funding with an additional \$25,000 in budgeted funds.

Regional Collaborative Project

This section is only required for applicants applying for a Regional Collaborative Project with three or more eligible entities as partners.

Partners (Minimum of Three):

List the partner entities for the Regional Collaborative project.

1.
2.
3.
4.
5.

Partnerships and Regional Impacts: *In this section, provide a detailed description of how your entity intends to partner with other entities and what the regional impacts of the proposed project would be. Please reference the scoring sheet located in the Grant Application Guidelines (**Appendix 3**) for additional information on how this section will be scored. You will also be required to attach the Letters of Support from each of the participating entities to be considered for funding. (500 words maximum)*

Private Industry Notification

For the project types listed below, this section must be complete to be considered for funding. Failure to complete this section will result in immediate disqualification for consideration of funds. Please reference the Grant Application Guidelines for additional information on how to complete this section.

This section is applicable only to the following grant categories:

- Source Reduction and Recycling
- Citizens' Collection Stations and "Small" Registered Transfer Stations
- A demonstration project under the Education and Training project category.

According to state law, a project or service funded under this program must promote cooperation between public and private entities (by definition includes non-profit organizations) and may not be otherwise readily available or create a competitive advantage over a private industry (by definition includes non-profit organizations) that provides recycling or solid waste services. If the proposed project provides a service, in the spaces below, list all known private service providers in the affected geographic area known to provide similar or related services and summarize your discussion with the providers. You must comply with the notification requirements. Please attach additional pages if needed.

List of Private Service Providers Notified

Private Service Providers Contacted	Name and Position	Date Notified	Method of Contact

Summary of Discussions with Private Industry: *In this section, summarize the discussions with private industry providers. Please attach any written comments or input provided.*

Budget

In this section, itemize each requested budget category for the proposed project. Supplemental documentation is required, including quotes, estimates, and images of requested items to the application to assist with the scoring of the proposed project. Please reference the Grant Application Guidelines to review what types of supplemental documentation are required and the scoring sheet for additional information on how this section will be scored.

Please note: each line item must equal or exceed \$500.00 to be an eligible expense.

Budget Categories	Total Funding Request Per Category
1. Equipment (unit cost of \$5,000 or more)	\$
2. Construction	\$
3. Contractual (other than for Construction)	\$25,000
4. Other Expenses	\$
TOTAL GRANT FUNDS REQUESTED	\$25,000

Additional Project Cost Information

Applicant Match Amount	\$25,000
Minimum amount of grant funding willing to accept offered for same scope	\$ 15,000
Minimum amount of grant funding willing to accept for reduced scope	\$ 15,000

Narrative: *Please provide an explanation of the project cost, including any details about matching funds and the ability to accept a reduced amount of funding. Note: matching funds are not required.*

Based upon our collaborative HHW Events over the past 5 years, the City of Killeen hosted events have allowed for the collection of hazardous materials ranging between 18 and 40 tons per event with costs ranging between 35,000 and 75,000 dollars. Due to this historical data, the City of Killeen has continued to budget for one such event each year while asking for grant funding to assist with the overall cost of the contractor to ensure the event can be open to the entire CTCOG Region. The City of Killeen has the ability to accept the reduced amount of no less than \$15,000 to ensure the same type of event this year.

1. Equipment (Unit Price of \$5,000 or more)

Item/Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total Equipment Budget				\$

2. Construction

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total Construction Budget				\$

3. Contractual (other than for construction)

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
Clean Earth	HHW Disposal		\$	\$25,000
			\$	\$
Total Contractual Budget				\$25,000

4. Other Expenses

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total "Other" Budget				\$

Timeline

In this section, provide a detailed description of the proposed project's timeline, including specific activities and the responsible party for each. Please reference the grant application portal for an example project timeline. For information on how this section will be scored please review the Grant Application Guidelines.

Activity	Responsible Party	Estimated Start Date	Estimated End Date	Additional Information
HHW Event	COK/Clean Earth	May 2025	May 2025	Date TBD this fall

Grant Application Checklist

- Completed Grant Narrative
- Completed Budget section
- Provided supplemental documentation for the budget and proposed project
- Completed Timeline Section
- Completed Private Sector Notification, *if the proposed project type is Source Reduction and Recycling, Citizens' Collection Stations and "Small" Registered Transfer Stations, or a demonstration project under the Education and Training project category.*
- Attached Resolution/Court Order (*see the Grant Application Guidelines **Appendix 4** for sample*)
- Attached Letters of Support (*required for Regional Collaborative Projects*)



FY 2024-2025 Solid Waste Grant Application Guidelines

A program funded through a grant from the Texas Commission on Environmental Quality (TCEQ)

August 2023

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Introduction

The Central Texas Council of Governments (CTCOG) is issuing a Call for Projects (CFP) for the FY2024-2025 Solid Waste Implementation Grant Program. This CFP will fund a variety of municipal solid waste (MSW) projects for local governments in the CTCOG region.

Eligible Entities

To be eligible for funding, entities must be located with CTCOG's 7-county region which includes the following counties: Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba.

The following entities are eligible to receive funding:

- Cities;
- Counties;
- Public schools and school districts (except Universities or post-school education institution);
- General and special law districts created in accordance with state law, and with authority and responsibility for water quality protection or municipal solid waste management, to include river authorities; and
- Councils of Governments – CTCOG may propose to conduct a regional project.

Private sector and non-profit organizations are ineligible for grant funding; however, they can partner or contract with an eligible entity to provide specific project-funded services and support project activities.

Eligible Project Categories

Project categories eligible for funding include:

- Household Hazardous Waste (HHW)
- Scrap Tire Projects
- Litter and Illegal Dumping Programs
- Local Enforcement
- Source Reduction and Recycling
- Citizen's Collection Stations
- Education and Training Programs
- Other Solid Waste Management Projects

Eligible project categories are listed with example activities, example expenses, and funding limitations in **Appendix 1**. Additionally, applicants will be required to identify at least one regional plan goal and objective that a project intends to address. The Regional Plan goals and objectives can be found in **Appendix 2**.

Eligible Expense Categories

NOTE: Each line item must meet or exceed \$500 to be deemed eligible for funding. All expenses must be itemized with a per unit cost and a total line-item cost. Failure to provide the number of units requested and unit cost may result in your project being deemed ineligible. Applicants are encouraged to submit information on matching and/or in-kind expenses in the application. However, in the event that grant funds are left over at the end of the biennium, in-kind expenses are not eligible for reimbursement (only matching expenses are eligible).

The following categories of expenses may be eligible for funding under this CFP. All expenses must be directly related to implementing the proposed project. A description of how the proposed expenses will support the proposed project will need to be provided in the application.

- **Equipment.** Equipment necessary and appropriate for the proposed project may be authorized. Expenses included under the “Equipment” expense category should be for non-construction related, tangible, and 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. The special conditions and requirements set forth in the grant program (relating to Title to and Management of Equipment and Constructed Facilities) also apply to equipment purchased with pass-through grant funding.
- **Construction.** Appropriate construction costs may be authorized. Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. No construction costs may be incurred by a grant recipient unless the construction details are approved in advance by CTCOG. 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.
- **Contractual Expenses.** Professional services or appropriate tasks provided by a firm or individual not employed by the grant recipient for conducting the funded project may be authorized for subcontracting by the recipient. No contractual costs should be incurred by a grant recipient unless the subcontract is approved in advance by CTCOG. ***Applicable laws and regulations concerning bidding and contracting for services must be followed.*** Any amendment to a subcontract which will result in or require substantive changes to any of the tasks required to be performed must be approved in writing by CTCOG.
- **Other Expenses.** Other expenses, not falling under the main expense categories, may be included, if connected with the tasks and activities of the proposed project. Some expenses that may be appropriate include:
 - Postage/delivery
 - Printing/reproduction
 - Advertising/public notices
 - Signs
 - Training
 - Computer Hardware (under \$5,000 and not listed under the “Equipment” category)
 - Computer Software

- Miscellaneous Other (includes anything not listed anywhere else in the budget)

Application Standards

The administration of projects funded by this program must meet all applicable state and local statutes, rules and regulations, and guidelines. The main governing standards include, but may not be limited to:

- Section 361.014(b) of the Texas Health and Safety Code.
- Title 30 Texas Administrative Code (30 TAC) Chapter 330, Subchapter O, TCEQ Rules.
- 30 TAC Chapter 14, TCEQ Rules.
- The Grant Agreement between CTCOG and TCEQ.
- The Uniform Grant and Contract Management Act, Texas Government Code §§783.001 et seq., and the Uniformed Grant Management Standards, 1 TAC §§5.141 et seq. (collectively called “UGMS”).

Application Requirements

Identify Goals and Objectives: All applicants will be required to identify a minimum of one or more applicable goals and objectives from the 2022-2042 Regional Solid Waste Management Plan (Regional Plan) that the applicant’s project intends to address. The goals and objectives are included in **Appendix 2**.

Identify Project Category and Type: Each project will need to identify the project type (Local Government or Regional Collaborative Project) and the project category (one of eight eligible project categories).

Resolution or Court Order: Submittal of a resolution or court-order from the governing body of the project lead entity, or applicant, authorizing the application submittal is required with the grant application. A sample resolution that may be used is included in **Appendix 4**.

Private Sector Notification: According to state law (Section 341.014 (b) TX Health and 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 listed project categories below must adhere to the notification requirements. For a Regional Collaborative Project, all eligible entities included in the application must adhere to the notification requirements. Failure to notify private sector service providers will result in immediate disqualification from the grant process.

Applicable Categories

1. Source Reduction and Recycling
2. Citizens’ Collection Stations and “Small” Registered Transfer Stations

3. A demonstration project under the Educational and Training Projects category

Applicant Notification Requirements

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.

Letters of Support: For applicants under the Regional Collaborative Project category, each participating entity is required to submit a letter of support. The letters of support should identify the applicant role, level of participation, and any other support, including financial, that the partner will provide to the lead applicant entity. The lead entity, or the applicant, will only be required to submit a court order or resolution in support of the project.

Project Timeline: For each task, describe as concisely as possible the major steps or activities involved, identify the responsible entities and establish a specific timeline to accomplish each task. The Scope of Work must include:

- detailed purpose and goal of the project (must be consistent with implementing the Regional Plan's goals and objectives);
- specific task statements with responsible entity identified;
- list of deliverables/products/activities under each task; and
- schedule of deliverables which will begin with the execution of Interlocal Agreement with CTCOG.

SWAC Meeting Presentation by Grant Applicant: All grant applicants will be required to have a representative available to give a brief presentation and answer questions at the next CTCOG Solid Waste Advisory Committee (SWAC) Meeting following the Application period. Applicants will be notified of their presentation time after the close of the Call for Projects.

Required and Strongly Encouraged Supporting Documentation: Applicants must submit quotes or other proof of estimated costs for the items they intend to purchase. Additional supporting documentation such as maps, drawings, plans, photos, or other materials are strongly encouraged and also should be included with the grant application submittal. Applicants are strongly encouraged to supply adequate supporting documentation to assist the Solid Waste Advisory Committee in evaluating the application.

All applicants will need to consider and include information in the grant application concerning the ability of the applicant to cover ongoing maintenance costs of grant funded equipment, if additional equipment will be needed in order to utilize grant funded items (i.e. if applying for a trailer, is a tractor needed to pull the trailer), and will staff need to be trained and licensed in order to use equipment (i.e. forklifts, vehicles that require special driver's licenses).

Application Checklist

All of the items below are required to be submitted by the submission deadline for an application to be deemed complete and reach the evaluation stage:

- Completed Application Form submitted via email to james.mcgill@ctcog.org.
- Signed resolution/court order (see **Appendix 4**).
- Private sector notification, if applicable
- Support Letters from participating entities for *Regional Collaborative Projects*
- Acknowledged Certification and Assurances (see **Appendix 5**)

Supplemental information which is material to the application will not be accepted after the application deadline. Non-material omissions will not constitute an incomplete application. Quotes or other proof of cost documentation is required and failure to provide sufficient material may result in disqualification.

CTCOG will be performing a preliminary review of all applications and disqualify those not meeting minimum requirements.

Evaluation Criteria

All applications will be evaluated based on several criteria for a total of 100 points for each project. These criteria apply to both project types (Local Government and Regional Collaborative Project). The scoring criteria are listed in **Appendix 3**.

Application Selection

Following the close of the Application Period all applications meeting the minimum requirements will be sent to the SWAC members for review and evaluation (utilizing the criteria mentioned above). These scores will be tabulated by staff and presented to the SWAC during the next regularly scheduled meeting where all applications will be considered for funding. **The final scores for each application will not be the sole factor that determines which applications are selected for funding by the SWAC.**

Private Industry Considerations

CTCOG maintains a contact list of private service providers in Central Texas. These private entities are invited to submit comments and attend public meetings to discuss their concerns and issues. The list of providers is made available to all project applicants.

The following process will be followed in order to alleviate private industry concerns with TCEQ funded projects:

1. During the Call for Projects:

- CTCOG will inform all known private service providers of the following:
 - 1) Availability of project funds;
 - 2) Timeframe allowed for eligible organizations that submit applications to CTCOG
 - 3) Date of the scoring meeting at which those applications are to be reviewed and approved by CTCOG’s Solid Waste Advisory Committee (SWAC).
- Project applicants must 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 submitting the application. The grant applicant must provide complete documentation that service providers were notified of the project prior to submission of the application and submit written comments provided by any private service provider.

2. Once the Project Applications are Received:

- CTCOG staff will review applications to verify that they meet all required procedures, including the information regarding the notification of the private service providers.
- A list of all applications will be posted on the CTCOG websites’ **Solid Waste page** outlining the project applicant and the title of the project.
- CTCOG will inform these private service providers that they may obtain a full copy of an application with which they have concerns.

3. Protested Applications:

- All private service providers’ comments will be submitted to the SWAC for consideration during project selection.
- The SWAC and subsequently, the CTCOG Executive Board will approve or reject the recommended projects. Private service providers are allowed to make oral comments regarding concerns related to a project(s) at the CTCOG Executive Board meeting.
- The Executive Board shall then notify the private sector provider, in writing, of the determination and inform them that they have ten (10) days to appeal the determination on any of the following grounds:
 - 1) The project does not promote cooperation between public and private entities;
 - 2) The service is readily available in the proposed project service area; and/or,
 - 3) The project creates a competitive advantage over that private service provider in the provision of recycling or solid waste services.
- The TCEQ makes the final determination of the appeal and the eligibility of projects

Grant Administration, Reimbursement of Expenses, and Reporting Requirements

Grant Administration

Entities selected to receive grant funding will be required to execute an interlocal agreement with CTCOG in order to receive grant funding. Projects must be completed within the scope of work, timeframe, and funding limitations specified by the interlocal agreement. A Notice to Proceed will be provided to awarded

applicants. **Under no circumstances will reimbursement be made for costs incurred prior to the date of the Notice to Proceed**

Reimbursement of Expenses

Grant funding will be made on a reimbursement basis for eligible expenses incurred and paid by the grant recipient. A cost may not be considered incurred until the grant-funded item has been paid for by the grant recipient. Requests for reimbursement shall include documentation to show all grant funded expenses and eligible expenses have been received and expenses paid by the grant recipient. Grant recipients must submit a Request for Reimbursement at least quarterly, but not more frequently than once a month, for reimbursement of actual allowable costs. If no funds were spent within a quarterly period, grant recipients are required to submit an explanation for why no funds have been spent and when they are expected to be spent. **A Final Report, Final Reimbursement Request, and Release of All Claims will be due to CTCOG at the end of the grant.**

Reporting Requirements

Grant recipients are obligated to fulfill agreement requirements including, but not limited to, completing the quarterly grant summary and results reports.

- Quarterly Progress Reports: All recipients must submit reports detailing progress toward project completion on a quarterly basis until final reimbursement is issued. A template will be provided by CTCOG.
- TCEQ Results Report: Grant recipients will submit cumulative results from the start of the project to August 31, 2025. A template will be provided by CTCOG.
- TCEQ Results Report (aka: Year Later Report): Grant recipients will be required to submit a report documenting results from September 1, 2025 to August 31, 2026. A template will be provided by CTCOG.

Grant recipients agree to provide data related to the results of the project to CTCOG and/or TCEQ. The grant recipient will also commit to monitoring the results of the project beyond the project funding term, and periodically provide CTCOG and/or TCEQ with additional reports on the status of the project. Grant recipients also agree to allow CTCOG and/or TCEQ staff to perform on-site visits to monitor progress of projects and document purchases as needed.

Applicant Appeals

CTCOG may base funding decisions on factors associated with best achieving the purpose of the CFP and is not obligated to select a project for funding. Additionally, CTCOG may select parts of an application for funding or offer to fund less than the amount requested in an application.

Applicants may appeal the funding recommendations to the SWAC, after the results of the scoring process have been announced. All appeals must be based on a **specific, identified error** of the SWAC and not on factors that allow discretion by the SWAC members.

Applicants must submit the appeal to CTCOG no later than **30 days following the SWAC meeting where projects are accepted**. Notification must be in writing via email. The written notification must include a justification of the grounds for the appeal.

The SWAC will meet to hear appeals if needed. If any appeals are upheld, CTCOG will send out a notice with the revised project rankings, funding amount recommendations, and comments.

Appendix 1: Eligible Projects and Expenses with Examples

Eligible project categories are listed with example activities, example expenses, and funding limitations below. This is not an exhaustive list of all possible items.

1. **Household Hazardous Waste (HHW):** Projects that provide a means for the collection, recycling or reuse, and/or proper disposal of HHW, including household chemicals, electronic wastes, batteries, and other materials. All HHW collection, recycling, and/or disposal activities must be coordinated with TCEQ, and all applicable laws, regulations, guidelines, and reporting requirements must be followed.
 - 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, Support county cleanup events.
 - Example Expenses: Equipment (recycling containers, trailers, forklifts, and crushers); Design and construction of permanent collection facilities; Protective gear; Contractual services for special collection events; Education materials; Printing and advertising expenses; Appreciation items for volunteers (t-shirts, caps, etc.).
2. **Scrap Tire Projects:** Projects that provide a means for the collection, recycling or reuse, and/or proper disposal of scrap tires.
 - Funded activities may include: Collection events; Consolidation and transportation costs associated with collection activities; Recycling or reuse of materials; Proper disposal of materials; Education and public awareness programs; and, Support county cleanup events.
 - Example Expenses: Equipment (recycling containers, trailers, forklifts, and crushers); Design and construction of permanent collection facilities; Protective gear; Contractual services for special collection events; Education materials; Printing and advertising expenses; Appreciation items for volunteers (t-shirts, caps, etc.).
3. **Litter and Illegal Dumping Programs:** Projects that support the ongoing or periodic cleanup of litter and illegal dumping of MSW.
 - Funded activities may include: Waste removal, disposal or recycling of removed materials, lake and waterway cleanup, fencing and barriers, and signage; placement of trash collection receptacles in public areas; periodic community collection events; provision of facilities for collection of residential waste materials for which there is no readily available collection alternative.
 - Example Expenses: Equipment (e.g. vehicles and trailers); Subcontract expenses; Protective gear and supplies; Fencing, barriers, signage; Educational materials; Appreciation items for volunteers (t-shirts, caps, etc.).
 - Funding activities may not include:
 - One-day clean-up events
 - Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or CTCOG. Funds may not be provided directly to a private landowner or other private responsible party for cleanup expenses.

- The local government sponsor or CTCOG must either contract for and oversee the cleanup work or conduct the work with its own employees and equipment.
 - Recycle Bins
4. **Local Enforcement:** Projects that contribute to the prevention of illegal dumping of municipal solid waste, including liquid wastes.
- Funded activities may include: Investigating illegal dumping problems; Enforcing laws and regulations; Establishing a program to monitor collection and transport of municipal liquid wastes; Public Education on illegal dumping laws and regulations.
 - Example Expenses: Equipment (vehicles, communications, surveillance); Protective gear and supplies; Educational materials.
 - Funded activities may not include:
 - Funds may not be expended to any law enforcement agency regulated by Chapter 1701, Texas Occupations Code, unless: 1) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or 2) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.
 - Funds may not be used for investigation and enforcement activities related to the illegal dumping of industrial and/or hazardous waste. Instances where industrial or hazardous waste is discovered at a site do not preclude the investigation of that site, so long as the intent and focus of the investigation and enforcement activities are on the illegal dumping of MSW.
 - Funds may not be used for purchase of weapons, ammunitions, and/or hazardous materials gear.
 - Funds may not be used to purchase cameras that function as license plate readers.
5. **Source Reduction and Recycling:** Projects that provide a direct and measurable effect on reducing the amount of MSW going into landfills by diverting various materials from the MSW stream for reuse or recycling, or by reducing waste generation at the source.
- Funded activities may include: Diversion from the waste stream and/or collection, processing for transport, and transportation of materials for reuse and/or recycling; Implementation of efficiency improvements in order to increase source reduction and recycling; Education and promotional activities to increase source reduction and recycling.
 - Any program or project funded under this category with the intent of demonstrating the use of products made from recycled/or reused materials shall have as its primary purpose the education and training of residents, governmental officials, private entities, and others to encourage a market for using these materials.
 - Example Expenses: Facility design and construction; Equipment (chippers, balers, crushers, recycling and composting containers, trailers, forklifts, and trucks); Educational materials; Printing and advertising expenses.
 - Funded activities may not include:
 - Recycle Bins

6. **Citizen Collection Stations:** Projects to construct and equip citizen collection stations, as defined by 30 TAC 330.3.
 - Example Expenses: Facility design and construction; Equipment (dumpsters/roll-off containers; trailers, compactors; crushers; scales, and recycling containers); Protective gear; Educational materials; Printing and advertising expenses.
 - Funding Limitations:
 - The costs associated with operating a transfer station once construction is completed may not be funded.

7. **Educational and Training Projects:** Projects to fund information-exchange, training, workshops, education campaigns, or other educational activities related to MSW management topics.
 - Example Expenses: Educational materials; Printing and advertising expenses; Contractual services.
 - Funding Limitations:
 - Funding may not be used for certification training such as the LEED Green Building Rating System.

8. **Other Solid Waste Management Projects:** Projects to develop or amend local and sub-regional solid waste management plans, in accordance with Subchapter D, Chapter 363, Texas Health and Safety Code, and 30 TAC Chapter 330, Subchapter O, TCEQ Regulations; projects that result in a technical study report which assist in making MSW management decisions.
 - Funded activities may include: Collection of data, analysis of issues and needs, cost-benefit analyses, feasibility analysis, technology awareness, evaluation of alternative solutions, public input (as appropriate), recommended actions, plans, or other report documentation.
 - Example Expenses: Consultant services; Printing and advertisement expenses.
 - Funding limitations:
 - All funded local solid waste management plans must be consistent with the Regional Plan, and prepared in accordance with 30 TAC Subchapter O, Chapter 330, TCEQ Regulations, and the Content and Format Guidelines provided by TCEQ.
 - All technical studies funded must be consistent with the Regional Plan and prepared in accordance with the Administrative Procedures provided by TCEQ.

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

Appendix 2: Regional Plan Goals and Objectives:

Applicants will be required to identify at least one regional plan goal and objective that a project intends to address.

Regional Plan Goals:

1. Scrap Tire Management / Solutions
2. Reduce Litter & Illegal Dumping
3. Reduce Waste Generation & Encourage Recycling
4. Ensure Long Term Disposal Capacity
5. Reduce Organic & Biosolids Waste

Regional Goal: Scrap Tire Management / Solutions

- Objective: Establish region-wide collection of scrap or used tires through collection centers and periodic collection throughout the region.
- Objective: Establish a central processing facility for scrap or used tires in the region.
- Objective: Align State of Texas and TCEQ mitigation efforts with regional activities.

Regional Goal: Reduce Litter & Illegal Dumping

- Objective: Make enforcement of illegal dumping ordinances within cities and counties a high priority for code enforcement and take actionable steps to consistently prosecute violators.
- Objective: Evaluate the feasibility of developing a network of manned citizen convenience stations throughout the region to provide more accessible options for properly disposing municipal solid waste and certain types of problematic household hazardous wastes.
- Objective: Fund periodic clean-up days for the collection and proper disposal of bulky items
- Objective: Develop specific strategies for local governments to resolve issues related to the collection and proper disposal of mattresses.
- Objective: Address the special needs of household hazardous wastes and provide funding to assist communities properly collect, process and dispose of this waste stream.

Regional Goal: Reduce Waste Generation & Encourage Recycling

- Objective: Develop specific strategies for encouraging the location of businesses that can process and market recyclable materials.
- Objective: Conduct research and technical studies periodically on waste stream analysis and fund waste management innovation projects.
- Objective: Reduce the amounts of waste generated by educating the public through a school's program targeting school children and various media to focus on residents and business opportunities.
- Objective: Assist local governments with establishing recycling collection options to residents through technical assistance and funding.
- Objective: Educate the public on what materials are acceptable for recycling versus non-recyclable materials that result in contamination of recyclables.
- Objective: Work with Keep Texas Recycling to develop rural recycling programs.

Regional Goal: Ensure Long Term Disposal Capacity

- **Objective:** Evaluate the feasibility or need for additional transfer station capacity in the region. Local governments need to work collaboratively to provide efficient transportation of waste and disposal options.

Regional Goal: Reduce Organic & Biosolids Waste

- **Objective:** Conduct a periodic assessment of brush and compost capacity by feedstocks in the region.
- **Objective:** Evaluate the potential of public / private partnerships for delivering biosolids to compost facilities.
- **Objective:** Utilize compost in public transportation and parks projects to help build a market for locally produced renewable resource.
- **Objective:** Evaluate and construct a regional facility focusing on biosolids and commercial organic waste streams.

Appendix 3: Grant Evaluation Criteria

Proposals will be reviewed by the Solid Waste Advisory Committee (SWAC) of CTCOG, using the following screening and selection criteria. The committee consists of representatives of various interests involved with solid waste management in the region.

Screening Criteria

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

1. The application must be complete, and all application requirements and procedures followed, including requirements to notify private service providers of the proposed project, when applicable.
2. The proposed project must conform to eligible standards, eligible recipient standards, and allowable expense and funding standards, as established by the TCEQ and the COG and under all applicable laws and regulations.
3. The applicant must agree to document the results of the project as required by the COG.
4. The proposed project must be technically feasible, and there must be a reasonable expectation that the project can be satisfactorily completed within the required time frames.
5. The proposed project activities and expenses must be reasonable and necessary to accomplish the goals and objectives of the project. One factor in determining reasonableness of expenses shall be whether comparable costs are proposed for comparable goods and services.
6. The proposed project must be consistent with the approved regional solid waste management plan and must directly support implementation of the regional plan.

Selection Criteria

If a proposed project meets all of the applicable screening criteria, it will be evaluated by the SWAC, using the following selection criteria. There are four sets of selection criteria, each worth up to 25 points, for a possible score of 100 points.

Project Description (25 Points)

- Is there an adequate explanation as to why the proposed project is needed?
- Is the overall goal or objective of the proposed project clearly stated?
- Is there an estimate of the number of people who would be served or benefited by the proposed project?
- Is the geographic area affected by the proposed project clearly described?
- Is the specific waste stream targeted by the project identified?
- Does the project include adequate levels of customer incentives, public education, or public input, as appropriate to the particular project?

- Are all aspects of the proposed project described in sufficient detail to ensure its overall feasibility? If the proposed project includes equipment, has the applicant shown that the specified equipment is appropriate for the work to be performed?
- Are the expected benefits of the proposed project adequately described?

Work Program (25 Points)

- Are all of the major steps or tasks involved in the proposed project clearly presented and adequately described?
- Are responsible entities for accomplishing each step or task identified?
- Is each step or task described in terms of its effect on the total project budget?
- Is a specific timeframe for completing each step or task provided?

Project Cost Evaluation (25 Points)

- Are the total related costs of the proposed project (not just grant expenditures) adequately considered?
- Are the costs of the proposed project presented in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable?
- Are the costs of the proposed project compared to any established averages, or to normal costs for similar projects?
- Will the proposed project result in a measurable cost savings, or are the costs of the proposed project otherwise reasonably justified?

Level Of Commitment Of The Applicant (25 Points)

- Is the applicant providing any level of matching funds or in-kind services?
- To what extent is the applicant requesting funding for salaries or operational expenses?
- If an ongoing service is proposed, to what extent has the applicant demonstrated the ability to sustain the program beyond the term of the grant?
- To what extent do the appropriate governing bodies support the proposed project? Are formal resolutions of support attached?
- Has the applicant previously demonstrated a commitment to preferred solid waste management practices, such as implementing other solid waste management projects, being involved in a local or sub-regional solid waste management plan or study, or becoming a Keep Texas Beautiful member?
- If the proposed project has received previous grant funding under this program, to what extent does the proposal involve expansion of current services or operations? Has the applicant presented quantifiable documentation of the success of the project in order to warrant further funding? Does the applicant have a good record of past grant contractual performance? Poor performance on past grants may also be considered in reducing the number of points awarded.

Appendix 4: Sample Resolution

Resolution

{Example}

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

Whereas, the Central Texas Council of Governments 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 Call for Projects.

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 Central Texas Council of Governments Call for Projects 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 Central Texas Council of Governments, 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)

(Notary Signature)

(Typed/Printed Name)

(Typed/Printed Name)

Appendix 5: Required 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 Grant Application Guidelines (**Appendix 5**). The following certifications are intended to help the COG to ensure that these provisions are met.

1. Authority to Sign Application

The person signing the Grant Application hereby certifies that he/she is the official contact regarding the 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 the Grant Application has no false statements, and that the Applicant understands that signing the 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 CTCOG 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:

1. City
2. County
3. Public school or school district (not including Universities or post-secondary educational institutions)
4. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities
5. 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 Grant Application Guidelines.

7. Consideration of Private Industry

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

1. Source Reduction and Recycling
2. Citizens' Collection Stations and "Small" Registered Transfer Stations
3. A demonstration project under the Educational and Training Projects category
4. Other

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in the Grant Application Guidelines and the instructions provided with the Grant Application Form. Applicant further certifies to the best of their knowledge and ability 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 [CTCOG's RSWMP](#).

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.

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 or Interlocal Agreement (ILA) between the Applicant and CTCOG. The grant contract or ILA 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 the Grant 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 Texas Grants Management Standards (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 CTCOG 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 CTCOG on a schedule established by CTCOG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide CTCOG 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 CTCOG.

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.

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.