FY 2027
Regional Solid Waste
Grants Program

SECTION

II - C

IMPLEMENATION AND COG MANAGED PROJECTS

GRANT APPLICATION

INSTRUCTIONS AND FORMS

West Central Texas Council of
Governments In Cooperation With
The Texas Commission on Environmental Quality
FY 2027
Regional Solid Waste Grants Program

Implementation Project
Grant Application Instructions and Forms

Submit completed application by: **5:00 p.m., Wednesday*, December 23 ,2026,*** *Office Hours:* ***Monday – Friday 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.*** Mail ***2*** **copies** of application to: **Environmental Services Department**

PDF or electronic to: ***psumner@westcentraltexas.org***

Via Regular Mail: **West Central Texas Council of Governments**
3702 Loop 322, Abilene, Texas 79602
Attn: PJ Sumner

OR

Via Special Delivery: **West Central Texas Council of Governments**
3702 Loop 322, Abilene, Texas 79602
Attn: PJ Sumner

Instructions for Application Forms

This application is a response to the Request for Applications issued by the West Central Texas Council of Governments (WCTCOG). Submission of this application is an offer to contract with the WCTCOG 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 WCTCOG, 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 WCTCOG'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 WCTCOG, manage the work being performed, and to act on behalf of the Applicant.

Form 3. Certifications and Assurances

This section contains certifications and assurances the Applicant must review prior to submitting the application materials. Certifications are required to assist the WCTCOG 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 WCTCOG which will contain the entire provisions required for the grant-funded project.

The Applicant must complete a Certification of Compliance with State Laws and Regulations and Certification to Allow Public View of Grant Application forms

Form 4. Resolution

A Resolution must be approved by the governing body of the entity presenting this Application. The form provided must be specifically signed and notarized in addition to the signature required in Form 1. This provision is applicable to all Applicants.

A resolution must be approved by the governing body of the local Keep Texas Beautiful affiliate that states that the applicant is recognized as being a partner in good standing with their KTB affiliate. This provision is applicable to all Applicants.

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 WCTCOG.

2. Inform the private service providers of the basic details of the proposed project and consider any input and concerns from the private service providers about the project when completing the project proposal.

3. Consider, where appropriate, meeting directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns before an application is submitted.

4. Complete applicable information on Forms 5a and 5b to provide documentation that private service provider was notified of the project prior to submission of the application.

Form 5a. List of Private Service Providers Notified

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

Form 5b. Summaries of Discussions with Private Industry

Provide summaries of any input and concerns raised by the private service providers; summaries of any meetings or discussions held between the Applicant and the private service providers; an explanation of any changes made to the proposed project to address private service provider concerns; and an explanation of any remaining concerns that were not addressed and why the Applicant determined that the concerns are not valid under the statutory requirements. Attach to the application any written comments or concerns provided by a private service provider concerning the project.

Form 6. Project Summary

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

Form 6a. Project Description

Provide a detailed description of the proposed project that describes who, what, when, how, where, and why. As concisely as possible, include information as to why the proposed project is needed; clearly state the goal of the proposed project, and reference the goals, objectives, and recommendations from the regional solid waste management plan for which the project is intended to implement; estimate the number of people who would be served or benefited; define the geographic area affected; target the specific waste stream of the project; and, identify all recycling and/or waste diversion efforts projected for the project. Reference the specific goals, objectives, and/or recommendations from the regional solid waste management plan that apply to the project, and how the project will assist in implementing the plan. Identify the levels of customer incentives, public education, or input, as appropriate to the project. Describe the project in sufficient detail to demonstrate its overall feasibility or workability. If the project includes equipment, explain how the specified equipment is appropriate for the work to be performed, provide the physical address for where the equipment will be maintained, and state the percentage of solid waste program use anticipated. If the proposed grant-funded project will be a part of an overall program, provide a description of the program. Adequately describe the expected benefits of the proposed project. Provide physical address and applicable TCEQ

Municipal Solid Waste Notification, Registration, or Permit numbers when funding is for such facilities.

Form 6b. Project Cost Evaluation

Provide an evaluation of the costs associated with the proposed project. Explain how the total related costs of the proposed project were adequately considered; compare project costs to established averages or to normal costs for similar projects. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable. Describe any measurable costs savings, or reasonably justified costs of the project.

Form 6c. Level of Commitment of the Applicant

Provide information related to the Applicant's level of commitment to preferred solid waste management practices. If the proposed project is an ongoing service, demonstrate the ability to sustain the program beyond the term of the grant. Explain the extent to which the appropriate governing bodies support the proposed project.

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

If the proposed project has received previous grant funding under this program, explain to what extent the proposal involves expansion of current services or operations; present quantifiable documentation of the success of the project to warrant further funding. Demonstrate a good record of past grant contractual performance.

Form 6d. Scope of Work

Provide a work program with a schedule of deliverables for the proposed project or program. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the contract agreement, if funded. Once the details of the work program have been negotiated with the Applicant and approved by the WCTCOG, the work program will be entered into the grant contract.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:

- Detailed purpose and goal of the project (should be consistent with implementing the goals, objectives, and recommendations from the regional solid waste management plan, as stated in the project description on Form 6a).
- Specific task statements with responsible entity identified
- List of deliverables/products/activities under each task
- Schedule of deliverables

- Suggested format for scope of work:

  Task 1:
  a. Activity and/or Deliverable

  -Schedule of Activity and/or Deliverable

  ETC.

Form 7. Grant Budget Summary

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

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

Matching funds or contribution of in-kind services are not required under this grant program and are therefore, not included in the Grant Budget Summary. However, to fully evaluate the proposed project, any match of funds or in-kind services should be disclosed in this application. This budget form should be completed if any matching funds or in-kind services are directly related to the proposed project.

Form 7b. Detailed Personnel/Salaries Expenses

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

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

Form 7c. Detailed Travel Expenses

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

In accordance with the Uniform Grant Management Standards (UGMS), in those instances where grantees do not have an established organization-wide written travel policy approved by the governing board of the local jurisdiction, all employee-related travel expenses must be claimed at no higher than the same rates allowed by the State of Texas for its employees. 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 WCTCOG 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 WCTCOG with a letter requesting changes. The revised documents and the WCTCOG response will be included in your contract file.

Form 7d. Detailed Supply Expenses

This budget form should be completed if any expenses are entered for supplies on Line 4 of your Grant Budget Summary.

Supplies are non-construction related goods and materials having a unit acquisition cost (including freight) of less than $5,000. Such expenditures shall generally relate to the routine purchase of office supplies or other goods that are consumed by the grant recipient in a relatively short period of time, in the regular performance of the funded project. (Expenses for food and beverages are not allowable. Further, any items not routinely used in conducting normal business over the year should be listed under the “other” budget category).

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

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

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

Form 7e. Detailed Equipment Expenses

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

Expenses included under the Equipment expense category should be for non-construction related, tangible, personal property having a unit acquisition cost of $5,000 or more (including freight and set up costs) with an estimated useful life of over one year. Any equipment that will be used for other projects or activities, in addition to the funded project, may only be funded at an amount reflecting the appropriate percentage of time that the equipment will be directly used for the funded project.

All equipment purchases must be approved in advance of purchase by the WCTCOG, 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 WCTCOG with a letter requesting changes. The revised documents and the WCTCOG response will be included in your contract file.

Please note that your contract will include specific language on title to and management of real property and equipment. By entering into the grant contract, the Applicant must agree to continue to use the grant-funded equipment only for the purposes intended under the grant.

Form 7f. Detailed Construction Expenses

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

Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. Appropriate costs that may be included are:

a. *The cost of planning the project;*
b. *The cost of materials and labor connected to the construction project;*
c. *The cost of equipment attached to the permanent structure; and*
d. *Any subcontracts, including contracts for services, performed as part of the construction.*

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

No construction costs shall be incurred by a pass-through grant recipient unless the construction details are approved in advance by the WCTCOG, 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 UGMS. If changes to the construction expenses detailed in this application are necessary, you may submit a revised Form 7f to the WCTCOG with a letter requesting changes. The revised documents and the WCTCOG response will be included in your contract file.

Form 7g. Detailed Contractual Expenses

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

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

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

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

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

No contractual costs may be incurred by a pass-through grant recipient unless the subcontract is approved in advance by the WCTCOG, 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 UGMS. If changes to the contractual expenses detailed in this application are necessary, you may submit a revised Form 7g to the WCTCOG with a letter requesting changes. The revised documents and the WCTCOG response will be included in your contract file.

Form 7h. Detailed Other Expenses

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

Other expenses, not falling under the main expense categories, may be included, if appropriate for the proposed project. If you will have additional “Other” expenses, not already listed, please itemize those expenses on the second table. The restrictions set

forth in the grant contract apply. If any of the expenses listed are included in the calculation of indirect charges, do **not** itemize them on this sheet.

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

Computer hardware not listed in the equipment budget form (computer equipment with a unit cost of less than $5,000), computer software, and additional other expenses must be authorized in advance of purchase by the WCTCOG, 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 WCTCOG response will be included in your contract file.

Regional Solid Waste Grants Program

Application Forms

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

WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS
FY 2027 Regional Solid Waste Grants Program

Form 1. Application Information and Signature Page

_____ Applicant:

_____ Funding Amount Proposed:

_____

_____ Phone

_____ Address

_____ Fax

_____ Contact Person

_____ Date Submitted:

Project Category

__Local
__Enforcement
__Litter and Illegal Dumping Cleanup and Community Collection
__Events Source Reduction and Recycling
__Local Solid Waste Management Plans
__Citizens' Collection Stations and "Small" Registered Transfer
__Stations Household Hazardous Waste (HHW) Management
__Technical Studies
__Educational and Training Projects

Signature

By the following signature, the Applicant certifies that it has reviewed the certifications, assurances, and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.

_____ Signature

_____ Title

_____

_____ Typed/Printed Name

_____ Date

For Use by WEST CENTRAL TEXAS COUNCIL OF GOVERNMENTS
Date application was received: _____

Does the application meet all of the required screening criteria:_____Yes___No
Is the application administratively complete:____Yes_____No

Project Application
Form 1

Form 2. Authorized Representatives

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from the WCTCOG, 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.

_____ Title

Signature

_____ Date

_____

Typed/Printed Name

2. Authorized Financial Representative.

In addition to the authorized project representative, the following person is authorized to act on behalf of the Applicant in all financial and fiscal matters, including signing financial reports and requests for reimbursement.

_____

Signature

_____

Typed/Printed Name

_____

Title

_____

Date

Project Application
Form 2

Form 3. Certifications and Assurances

Certifications

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help the WCTCOG to ensure that these provisions are met. The Applicant must complete a Certification of Compliance with State Laws and Regulations and Certification to Allow Public View of Grant Application forms (see attached)

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 WCTCOG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

3. **Governmental Status**

   Applicant certifies that it is located in the State of Texas and fits within one of the governmental classifications listed below, as determined under state law:

   a. City
   b. County
   c. Public school or school district (not including Universities or post-secondary educational institutions)
   d. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities
   e. Council of Governments

4. **Solid Waste Fee Payments**
   Applicant certifies 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 WCTCOG. **The Applicant must state in their Project Summary which of the applicable goals, objectives, and recommendations of the West Central Texas RSWMP for which their project is consistent.**

9. **Technical Feasibility**
   Applicant certifies that is 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 WCTCOG. 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 UGMS 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 WCTCOG 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 WCTCOG on a schedule established by the WCTCOG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide the WCTCOG 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 WCTCOG.

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 Uniform Grant Management Standards (UGMS), prepared by the Governor's Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 through 5.167, (collectively UGMS) Governor's Office Regulations. Provisions of the Single Audit Circular in Part IV of the UGMS apply to all recipients of funding under this grant.

7. Compliance with Program and Fiscal Monitoring

Applicant provides assurances that, if funded, the Applicant will comply with program and fiscal monitoring provisions of the contract, including: providing additional reports or information as may be requested to adequately track the progress of the project; and allowing site visits to evaluate the progress of the project and to view any grant-funded equipment or facility.

8. Project Amendments

Once an applicant has been awarded grant funds, if there are remaining grant funds and a grant project amendment is required, the amendment should be made no later than 30 days after the initial 120 day notification concerning remaining grant funds has been provided to the chief official. After the project amendment has been granted, the remaining grant funds must be spent no later than 90 days after the initial 120 day notification to the chief official. If the grant funds remain unspent after the 90 day period has expired, the grant recipient must return the remaining funds to the WCTCOG.

Form 4. Resolution

A resolution authorizing the application must be approved by the governing body of the Applicant. Following this page is an example Resolution Form that may be used to prepare the required resolution. This or a similar resolution must be specifically signed and notarized in addition to the signature required in Form 1.

To complete your application, please remove this page and replace it with a signed resolution of your entity's governing body and a resolution from your local Keep Texas Beautiful Affiliate.

Project Application
Form 4

Resolution

{Example}

Resolution of (name of entity) authorizing the filing of a grant application with the (COG name) for a regional solid waste grants program grant; authorizing (person and/or title) to act on behalf of (name of entity) in all matters related to the application; and pledging that if a grant is received (name of entity) will comply with the grant requirements of the (COG name), the Texas Commission On Environmental Quality and the State of Texas.

Whereas, the (**COG name**) is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the COG's adopted regional solid waste management plan; and

Whereas, (**Name of entity**) in the State of Texas is qualified to apply for grant funds under the Request for Applications.

Now, therefore, be it resolved by (**Name of entity**) IN (**Location of office**) **Texas**;

1. That (Name/title of individual) is authorized to request grant funding under the (COG name) Request for Applications of the Regional Solid Waste Grants Program and act on behalf of (Name of entity) in all matters related to the grant application and any subsequent grant contract and grant project that may result.
2. That if the project is funded, (Name of entity) will comply with the grant requirements of the (COG name), Texas Commission on Environmental Quality and the State of Texas.
3. The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
4. Activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

Passed and approved by (board or chief official as applicable) in (city), (state), on this the (number/day) day of (month), (year).

_____

(Signature of Authorized Official)

_____

(Typed or Printed Name)

_____

(Title)

_____

(Notary Signature)

_____

(Type or Printed Name)

_____

(Commission Expires)

Form 5: Explanation Regarding Private Industry Notification

Applicable to Applicants under 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

Form 5a. List of Private Service Providers Notified

Private Service Providers Contacted	Name and Position	Telephone Number	Date Notified

Project Application
Form 5a

Form 5b. Summaries of Discussions with Private Industry

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

Project Application
Form 5b

Form 6: Project Summary

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

Form 6a. Project Description

(add additional pages as necessary)

Project Application
Form 6a

Form 6b. Project Cost Evaluation

(add additional pages as necessary)

Provide an evaluation of the costs associated with the proposed project. Explain how the total related costs of the proposed project were adequately considered; compare project costs to established averages or to normal costs for similar projects. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable. Describe any measurable costs savings, or reasonably justified costs of the project.

Project Application
Form 6b

Form 6c. Level of Commitment of the Applicant

(add additional pages as necessary)

Provide information related to the Applicant's level of commitment to preferred solid waste management practices. If the proposed project is an ongoing service, demonstrate the ability to sustain the program beyond the term of the grant. Explain the extent to which the appropriate governing bodies support the proposed project.

List any previously demonstrated commitment to preferred solid waste management practice, such as: implementing other solid waste management projects; involvement in a local or sub-regional solid waste management plan or study; membership in an environmental activity.

If the proposed project has received previous grant funding under this program, explain to what extent the proposal involves expansion of current services or operations, and present quantifiable documentation of the success of the project in order to warrant further funding. Demonstrate a good record of past grant contractual performance.

Project Application
Form 6c

Form 6d. Scope of Work

(See application instructions. Add additional pages as necessary)

Provide a work program with a schedule of deliverables for the proposed project or program. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the contract agreement, if funded. Once the details of the work program have been negotiated with the Applicant and approved by the WCTCOG, the work program will be entered into the grant contract.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:

- Detailed purpose and goal of the project (should be consistent with implementing the goals, objectives, and recommendations from the regional solid waste management plan, as stated in the project description on Form 6a).
- Specific task statements with responsible entity identified.
- List of deliverables/products/activities under each task.
- Schedule of deliverables.

Project Application
Form 6d

Form 7. Grant Budget Summary

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

Budget Category			Funding Amount
1.	Personnel/Salaries		$
2.	Fringe Benefits		$
3.	Travel		$
4.	Supplies		$
5.	Equipment		$
6.	Construction		$
7.	Contractual		$
8.	Other		$
9.	**Total Direct Charges** *(sum of 1-8)*		$
10.	Indirect Charges*		$
11.	**Total** *(sum of 9 - 10)*		$
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 UGMS, indirect charges may be authorized if the Applicant has a negotiated indirect cost rate agreement signed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. Alternatively, the Applicant may be authorized to recover up to 10% of direct salary and wage costs (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation. If you have an approved cost allocation plan, please enclose documentation of your approved indirect rate.

Please complete any of the following detailed budget forms that are applicable.

Project Application
Form 7

Form 7a: Detailed Matching Funds/In-Kind Services

This budget form should be completed if the Applicant is providing any level of matching funds or in-kind services directly related to the proposed project.

Matching Funds: $

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

In-Kind Services: $_____(monetary equivalent)

In the space below, please explain in detail the application of any in-kind services to be provided by the Applicant, as directly related to the proposed project:

What is the TOTAL COST of the proposed project, considering the total grant funding requested, any matching funds being provided by the Applicant, and the monetary equivalent of any in-kind services being provided by the Applicant:

$

Project Application
Form 7a

Form 7b: Detailed Personnel/Salaries Expenses

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

Position Title	Function	FTE	Status	Monthly Salary
				$
				$
				$
				$
				$
				$
				$
				$
				$
Total *(Must equal Line 1 of the Overall Budget Summary)*		$		

Project Application
Form 7b

Form 7c: Detailed Travel Expenses

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

Please describe the types of routine in-region travel expenses expected and purpose for the travel.

Routine In-Region Travel	Purpose of Travel	Estimated Cost
		$
		$
		$
		$
		$

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

Non-Routine Travel Expenses

Date(s)	Purpose & Destination	Person(s)	Estimated Cost
			$
			$
			$
Total Travel Expenses *(Must equal Line 3 of the Overall Budget Summary)*		$	

Project Application
Form 7c

Form 7d: Detailed Supply Expenses

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

Please list the general types of supplies you expect to purchase with grant funding.

General Types of Supplies	Estimated Cost
General office/desk supplies	$
Other supplies *(explain below)*:	$
TOTAL *(Must equal Line 4 of the Overall Budget Summary)*	$

Project Application
Form 7d

Form 7e: Detailed Equipment Expenses

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

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

Project Application
Form 7e

Form 7f: Detailed Construction Expenses

All construction projects must be pre-approved by the WCTCOG. 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 WCTCOG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions).

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

Project Application
Form 7f

Form 7g: Detailed Contractual Expenses

All contractual expenses must be pre-approved by the WCTCOG. If the specific details of the contractual costs are not known at this time, list the general details on this form. The more specific details of the contractual costs will then need to be provided to and approved by the WCTCOG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). In addition, the subcontract scope of work must be approved by the WCTCOG before work begins.

Purpose	**Contractor(s)**	**Contract Amount**
		$
		$
		$
		$
Total *(Must equal Line 7 of the Overall Budget Summary)*		$

Project Application
Form 7g

Form 7h: Detailed Other Expenses

This budget form provides a more detailed breakdown of the total other expenses indicated on Line 8 of the Overall Budget Summary. *Please note that the final totals are at the bottom of the next page.*

Basic Other Expenses

Please identify the basic "Other" category expenses you expect to incur appropriate to the project.

Basic Other Expenses	Estimated Cost
Books and reference materials	$
Postage, telephone, FAX, utilities	$
Printing/reproduction	$
Advertising/public notices	$
Registration fees for training (if approved)	$
Repair and maintenance	$
Basic office furnishings	$
Space and equipment rentals	$
Signage	$

Project Application
Form 7h

Additional Other Expenses

The specific details of additional "Other" category expenses, not included on the list of basic Other expenses, must be pre-approved by the WCTCOG. 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 WCTCOG before the costs are incurred.

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

Project Application

Required Attachments to the Application

1. If indirect costs are included in the project budget, attach the Applicant's latest **indirect cost allocation plan**, including documentation of approval of the plan and the indirect cost rate by the Applicant's Federal Cognizant Agency or State Coordinating Agency.

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

3. If the Applicant is a law enforcement entity, and if compliance with TCLEOSE rules is still pending, attach a certification from TCLEOSE to indicate that the Applicant is in the process of achieving compliance with the rules *(see Form 3, Certification No.11)*.