

Format for Completing the Regional Funding Plan

The instructions outlined below should be followed when completing the Regional Funding Plan. The COG may adjust this format as needed, so long as the required information is included.

I. General Information

CAPITAL AREA COUNCIL OF GOVERNMENTS - #12

FY 18/19

Date of Funding Plan Approval by the COG Governing Body:

10/11/2017

Total Biennium Budget:

\$ 633,336.00

Program Budget Allocation: *Refer to the COG funding allocation for each fiscal year. This information is intended as an estimate only, for planning and discussion purposes. The grant application will need to include the final proposed budget to be incorporated into the grant contract.*

List Budget Detail for the First State Fiscal Year

FY 18

Regional Coordination Program Budget	\$ 227,785.00	71.9%
Implementation Projects/COG Managed Project Budget	\$ 88,883.00	28.1%
	\$ 316,668.00	100.0%

List Budget Detail for the Second State Fiscal Year

FY 19

Regional Coordination Program Budget	\$ 227,785.00	71.9%
Implementation Projects/COG Managed Project Budget	\$ 88,883.00	28.1%
	\$ 316,668.00	100.0%

II. Project Priorities

Regional Solid Waste Management Plan Priorities

List in priority order if applicable, the goals, objectives, and strategies from Volume I of the RSWMP for which the grant funds will be used to help implement during the current fiscal year and beyond (*you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package*).

Regional Solid Waste Management Plan Goals:

- *Goal #1: Encourage a Household Hazardous Waste (HHW) collection and diversion program.*
- *Goal #2: Promote public education on integrated solid waste management.*
- *Goal #3: Promote community clean up events to provide citizens with an alternative to illegal dumping.*
- *Goal #4: Continue and enhance current illegal dumping enforcement programs.*
- *Goal #5: Encourage effective and efficient management and operation of recycling services.*
- *Goal #6: Explore alternatives to dealing with the disposal of special wastes.*
- *Goal #7: Encourage the proper management and disposal of municipal solid waste.*
- *Goal #8: Promote reduction in the disposal amount of yard waste and encourage recycling.*
- *Goal #9: Determine whether access to and the availability of legal disposal options in the CAPCOG region are adequate.*
- *Goal #10: Promote administrative structures to ensure some measure of local control in the siting, expansion, and operation of MSW facilities.*
- *Goal #11: Promote incentives for recycling activities and increased recycling participation rates across the region.*
- *Goal #12: Reduce the amount of municipal solid waste generated and disposed of within the region.*
- *Goal #13: Increase the CAPCOG region recycling rate.*
- *Goal #14: Provide permanent household hazardous waste collection facilities throughout the region.*
- *Goal #15: Use the Plan Conformance/Facility Application Review process and the provisions of §363.066, Health & Safety Code, to address land use compatibility and other local issues in order to avoid if possible, or minimize if avoidance is not possible, adverse impacts from municipal solid waste (MSW) facilities on human health and the environment.*

Project Priorities

Based on the priorities from the RSWMP, identify the categories (and subcategories, if applicable) of projects for which funds will be allocated. Identify the RSWMP Volume I goals and objectives, and the Volume II strategies that each category is intended to implement (*you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package*).

Refer to the list of eligible projects and the supplemental funding standards and restrictions in the grant contract and Administrative Procedures.

CAPCOG will prioritize projects that support the goals identified in Volume I of CAPCOG's Regional Solid Waste Management Plan, as described in Section II, Project Priorities, above.

The following project categories will be eligible for funding:

- *Household Hazardous Waste Management (HHW) (Goal #1, 6, 14)*
- *Environmental Local Enforcement (Goal #4)*
- *Litter and Illegal Dumping Clean-Up and Community Collection Events (Goal #3, 7, 9)*
- *Source Reduction and Recycling (Goal #5, 6, 8, 10, 11, 13)*
- *Citizens' Collection Station (Goal #7, 9)*
- *Educational and Training Programs (Goal # 2, 3, 6, 8)*
- *Other to include scrap tires (Goal varies depending on scope of project)*

Allocation and Priorities

List any priorities assigned by the COG to the project categories. Describe the planned use of any funding allocations to specific categories, category funding limits, grant award funding caps, or similar special standards. Describe the reasons for any of the proposed special standards.

The following list indicates the priority projects identified in Volume II of CAPCOG's Regional Solid Waste Management Plan, in order.

1. Permanent HHW facilities and/or reuse centers
2. Programs and/or initiatives that deal with scrap tires
3. Litter and illegal dumping cleanup and community collection events
4. Illegal dumping and local enforcement programs
5. Recycling services, programs, and market development

The following additional criteria will be applied to FY 2018-2019 implementation projects:

- For FY 2018-2019, equipment used specifically for the collection and transportation of HHW materials can be considered as eligible expenses under the "permanent HHW facilities and/or reuse centers" priority project category.
- Matching funds or in-kind services are not required to be eligible for grant funding, but local commitment is strongly considered when determining the entities' commitment to the program.
- Projects that involve establishing a new program or permanently expanding the region's solid waste management capacity shall be prioritized above projects that involve on-going operations.
- Projects that are regionally coordinated and/or multi-jurisdictional will be prioritized over projects that only serve a single jurisdiction.
- Projects that involve public-private partnership will be prioritized over projects that only involve the public sector
- Proposals for which the full cost of the project is already included in an applicant's FY 2018 budget will not be eligible for consideration.
- Proposals for which a portion of the project cost is already included in the applicant's FY 2018 budget will only be eligible for the portion of the project cost that is not covered by the applicant's existing budget.

III. Project Selection Process

Briefly describe the process that will be used by the COG and the SWAC to solicit applications and to select projects for funding. Explain the ranking criteria that will be used for the competitive project review and ranking process *(you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package).*

Use the following spaces to describe the project selection process and insert or expand the rows as needed.

Requests for Applications (RFA's) will be provided to all eligible grant recipients either via email or hard copy mailing, and will be available on the CAPCOG web site. Applicants will have 45 days to complete the application and submit all necessary forms. The Solid Waste Advisory Committee (SWAC) will screen all applications received. Applicants will then have the opportunity to do a brief presentation to the committee on the intentions and benefits of the proposed project. The SWAC will review, score and rank all applications based on the following scoring criteria:

- Is the project one of the top 5 regional priorities? (25 points, to be assigned by CAPCOG staff based objectively on whether the project falls into one of the priorities)
 - o Permanent HHW facilities and/or reuse centers = 25 points
 - o HHW collection events and programs and/or initiatives that deal with scrap tires = 20 points
 - o Litter and illegal dumping cleanup and community collection events = 15 points
 - o Illegal dumping and local enforcement programs = 10 points
 - o Recycling services, programs, and market development = 5 points
 - o Any other project type = 0 points
- Does the project meet any other objective criteria as a priority in the Regional Solid Waste Management Plan? (25 points, to be assigned by CAPCOG staff based objectively on whether the project meets the criteria)
 - o Does the project serve as "seed" money to start new programs or expand an existing program? (Max = 5 points)
 - Serves as seed money for new program = 5 points
 - Expands an existing program = 3 points
 - Neither = 0 points
 - o Is the project regionally coordinated or multi-jurisdictional? (5 points)
 - Yes = 5 points
 - No = 0 points
 - o Does the project involve a public-private partnership? (5 points)
 - Yes = 5 points
 - No = 0 points
 - o Is the project an activity that was funded exclusively by the applicant in FY 2016 or FY 2017 without grant funding? (5 points)
 - No = 5 points
 - Yes = 0 points
 - o Did the applicant receive any solid waste grant funding from CAPCOG in FY 2016 or 2017? (5 points)
 - No = 5 points
 - Yes = 0 points
- To what degree would the project support the goals of the Regional Solid Waste Management Plan if funded? (25 points, to be assigned by the SWAC based on the following questions)
 - o To what extent does the project address a clear regional solid waste management need?
 - o How likely is it that the project will help sustain constructive regional solid waste management activities long-term?
 - o How cost-effective is the project?
- What is the probability of success if funded? (25 points, to be assigned by the SWAC based on the following questions)
 - o How well-planned and organized is the proposal?
 - o How technically feasible is the project?
 - o What is the extent of local commitment to project?
 - o How scalable is the project?

Applicants must score a minimum of 25 points out of the possible 50 points for questions 1 and 2 and a minimum of 25 points out of the possible 50 points for questions 3 and 4 to be eligible for funding.

A SWAC member should abstain from scoring a grant proposal if they have a conflict of interest as defined in the SWAC bylaws. The highest and lowest score received for each project will be dropped as an additional measure to ensure fairness.

Partial funding may be applied to a proposal if the Committee members find it to be worthwhile and viable but containing expenses that are not critical to the proposal's successful implementation. Partial funding may also be awarded to proposals based on ranking and funding availability.

If there are any unspent funds from completed implementation projects or if CAPCOG is able to achieve any programmatic savings for Regional Coordination Program during the biennium, CAPCOG will develop a plan with the input of the SWAC to spend any remaining funds by the end of the biennium to maximize the environmental benefits of the funding.

IV. Private Industry Considerations

Briefly describe the process by which private industry concerns will be considered during the project selection process. *Note: Public meetings held to discuss the Funding Plan should include discussions on the private industry requirements and the process that will be used to comply with those requirements (you may use a different format for submitting this information, as long as the information is provided as part of the funding plan package).*

Use the following spaces to describe the private industry process and insert or expand the rows as needed.

The following process will be followed during the grant selection and scoring process in order to alleviate private industry concerns with grant-funded projects:

During the RFP Process

- Inform all known private solid waste service providers of the availability of grant funds, the timeframe allowed for eligible applicants submitting applications to CAPCOG, and of the date of the scoring meeting at which those applications are to be reviewed and ranked by the CAPCOG Solid Waste Advisory Committee.
- CAPCOG will require that grant applicants contact any known private service providers in their area who might offer similar services to the proposed project if their project falls under the specified categories. The grant applicant must provide documentation showing that efforts had been made to notify the private industry. A copy of the correspondence must be attached to the application. If contacts are made verbally, applicants are required to identify the person that they have spoken to by name, and to provide contact information for that individual. Applicants are also encouraged to provide written documentation, such as an email from the private service provider, confirming that a conversation has taken place.

Once Applications are Received

- CAPCOG staff will review applications to verify that they meet all requirements, including information regarding the private industry notification.
- A list of all applications will be compiled outlining who the grant applicant is, what the application is for, and a brief summary of the overall project. All known private solid waste service providers will be notified during the RFP process that this list and copies of all grant applications will be provided for viewing at the CAPCOG offices for at least 12 days before the date of the scoring meeting. Known private solid waste service providers will be notified that they may request copies of applications with which they have concerns. CAPCOG will provide a guidance document to the private industries outlining the proper steps to take if there is an opposition to an application.

Protested Applications

- If a private industry service provider has a concern with an application, they are strongly encouraged to contact the applicant directly at the earliest possible opportunity and attempt to resolve their concerns. If the concern is not resolved, the private industry provider is encouraged to document the attempts made to resolve the concern(s) and submit that documentation to CAPCOG along with any other submitted protest documents, by at least five business days prior to the scoring meeting.
- If the private industry opposes the application because they would like the opportunity to provide the service, they will be asked to submit a letter of intent stating that they would provide the said service within the year and include a service plan detailing the scope of work. The letter must be received prior to the scoring date. A representative of the private industry will be requested to attend the scoring meeting and any subsequent meetings where their concerns will be considered.
- If CAPCOG staff finds the service plan to be feasible and efficient, the applicant will be notified and the application will be put on hold for a maximum of one year. During the year, if CAPCOG staff determines that the said service will not be provided, the project will be eligible to compete in the next grant cycle.
- If the SWAC finds the complaint has merit, then the application will be revoked. The private service provider will then be asked to submit a letter of intent and will need to implement the said service within the year. If service is not being provided by the end of the year, the project is subject for grant funding by reapplying the following grant cycle.
- If the private industry opposes the application for any other reason than that they would like to provide the service, they will have the opportunity to express their concerns either by submitting written comments at least two business days prior to the scoring meeting. If a public industry provider submits comments, they will be notified of the date and time when the projects will be reviewed by our Solid Waste Advisory Committee, and will be given the opportunity to discuss their concerns with the Committee. Private industry representatives are strongly encouraged to provide as much time as possible for the applicant to review and respond to their concerns prior to the scoring meeting. The Solid Waste Advisory Committee will then take any action deemed appropriate.

Texas Commission on Environmental Quality

Regional Solid Waste Grants Program

Regional Funding Plan Certification

CAPITAL AREA COUNCIL OF GOVERNMENTS - #12

FY 18/19

The Regional Funding Plan was presented to the public at public meeting(s) and had the opportunity to comment. All comments received from the public, both written and oral, have been considered and a summary of those comments are attached to this final Funding Plan.

Date of Funding Plan Approval by the COG Governing Body:

10/11/2017

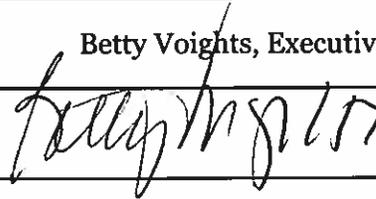
Public Meeting Date (s):

9/15/2017, 9/29/2017

Typed/Printed Name and Title of Authorized Certifying Official:

Betty Voights, Executive Director

Signature of Authorized Certifying Official:



Date Submitted/Signed:

10/12/2017

Attachments (Required):

· Regional Funding Plan

Yes

· Public Meeting Summary

Yes

· Copy of Direct Mail Notice

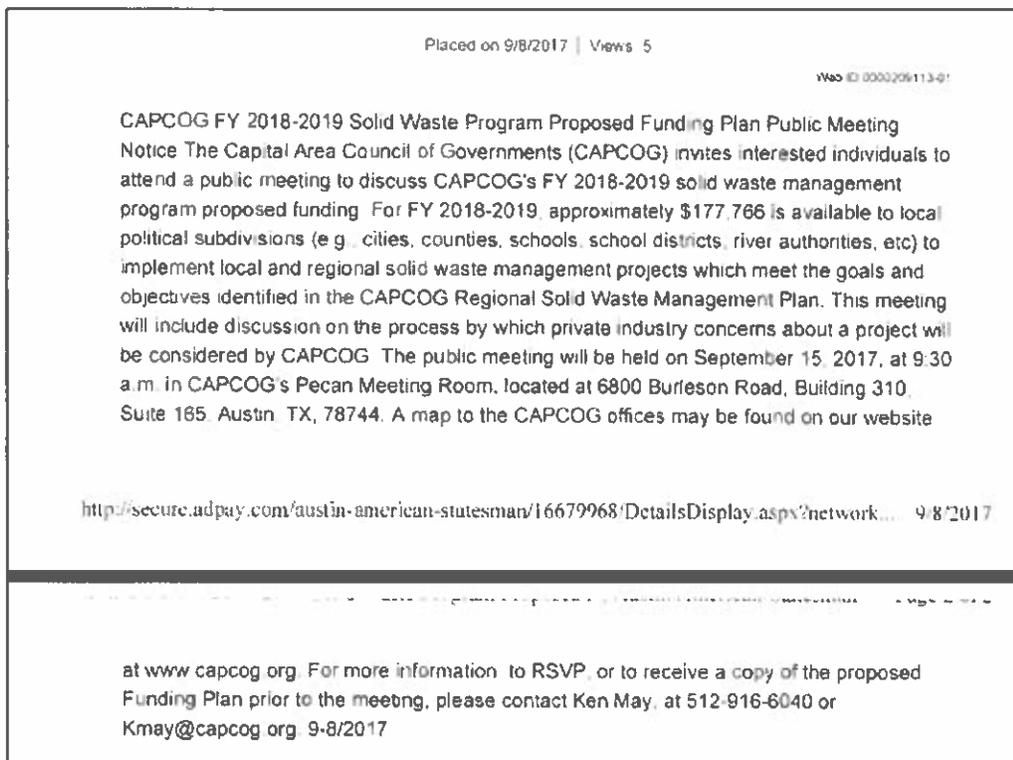
Yes

CAPCOG FY 2018-2019 Funding Plan Public Meetings Summary

Pursuant to the requirements in the Administrative Procedures for the Capital Area Council of Governments' (CAPCOG's) Fiscal Year (FY) 2018-2019 Regional Solid Waste Grant Program, CAPCOG held two public meetings within the region on the proposed funding plan. One public meeting was on Friday, September 15, 2017, at the Solid Waste Advisory Committee (SWAC) meeting. An additional meeting was held on Friday, September 29, 2017, at CAPCOG's offices. These public meetings provided the public with an opportunity to provide CAPCOG with oral and written comments on the proposed grant categories and funding plan for the region.

The first public meeting on Friday, September 15, 2017, was announced through a newspaper notice run on Friday, September 8, 2017, in the Austin-American Statesman, which is considered the sole newspaper "of general circulation within the region." According to the Statesman's website, it has an average daily circulation of more than 130,000, and 592,460 weekly print readers.¹ The paper is listed as #5 among the top 10 Texas Daily newspapers by circulation by Agility PR Solutions.² A copy of the notice that ran in the Statesman is included below.

Figure 1. Austin-American Statesman Notice for First Public Meeting



¹ <http://statesmanmedia.com/print-advertising/newspaper-advertising/austin-american-statesman/>

² (<https://www.agilitypr.com/resources/top-media-outlets/top-10-texas-daily-newspapers-circulation/>)

The opportunity for public comment was scheduled on the Solid Waste Advisory Committee's (SWAC's) agenda immediately prior to the SWAC's consideration of action on the funding plan, as shown on the copy of the agenda below.

Figure 2. September 15, 2017, SWAC Meeting Agenda

 Solid Waste Advisory Committee Agenda September 15, 2017 – 9:30 AM CAPCOG Pecan Room 6800 Surleson Road Building 310, Suite 165 Austin, TX 78744	
<p>Mr. Richard McHale, Chair, City of Austin Mr. Jon White, Vice Chair, Travis County Commissioner Maurice Pitts, Executive Committee Liaison, Lee County Mr. Gerry Acuna, City of Austin Mr. Philip Merino, Bastrop County Commissioner Bill Wark, Burnet County Commissioner Tom Maras, Fayette County Vacant, Hays County Vacant, Travis County Vacant, Private Industry Representative Vacant, Citizen/Environmental Representative Commissioner Paul Gramberg, Blanco County Commissioner Joe Roland, Caldwell County Ms. Leah Gibson, Hays County Mr. Joey Crumley, Educational Representative</p>	<p>Mr. Steve Jacobs, Waste Management, Private Industry Representative Mr. Adam Gregory, Texas Disposal Systems, Private Industry Representative Commissioner Linda Raschle, Llano County Mr. Pete Harries, Williamson County Mr. R. Lynn Loring, Williamson County Mr. Jack Ranney, Stericycle PSC, At-Large Member w/PAW Expertise Mr. Matthew Smith, Hill Country Recycling, Private Industry Representative Ms. Yessenia Jaramila, Texas Commission on Environmental Quality, Non-voting member Ms. Cheryl Untermyer, Texas Commission on Environmental Quality, Non-voting member Ms. Eln Yzaguerre, Texas Commission on Environmental Quality, Non-voting member</p>
<ol style="list-style-type: none"> 1. Introductory Remarks: Mr. Richard McHale, Chair 2. Approval of minutes from August 11, 2017 SWAC Meeting: Mr. Jon White, Vice Chair 3. Overview of FY 2017 CAPCOG Solid Waste Workshops: Dave Yankie, NewGen Strategies & Solutions 4. Public Comment on Proposed FY 2018-2019 Funding Plan: Mr. Jon White, Vice Chair 5. ACTION ITEM: Consideration of Recommendation to CAPCOG Executive Committee on FY 2018-2019 Funding Plan: CAPCOG Staff 6. ACTION ITEM: Consideration of Resolution in Support of Municipal Solid Waste Facility Siting Guidelines and Ordinances: CAPCOG Staff and Gerry Acuna, City of Austin 7. ACTION ITEM: Consider Updates to the Conformance Review Recommendation for Proposed Bastrop Transfer Station, MSW Registration No. 40291: CAPCOG Staff 8. ACTION ITEM: Consider Nominations for SWAC Vacancies: CAPCOG Staff 	<ol style="list-style-type: none"> 9. Discussion and Recommendation on CAPCOG Staff Projects for FY 2018: CAPCOG Staff 10. Discuss Next SWAC Meeting Date 11. Other Business, Adjourn
Solid Waste Advisory Committee Agenda September 15, 2017 Page 2 of 2	

A copy of the proposed funding plan was posted on the SWAC page of CAPCOG's website on Friday, September 8, 2017. A few members of the SWAC accidentally signed in on the public comment sheet, but no members of the public signed up to speak during this public comment opportunity.

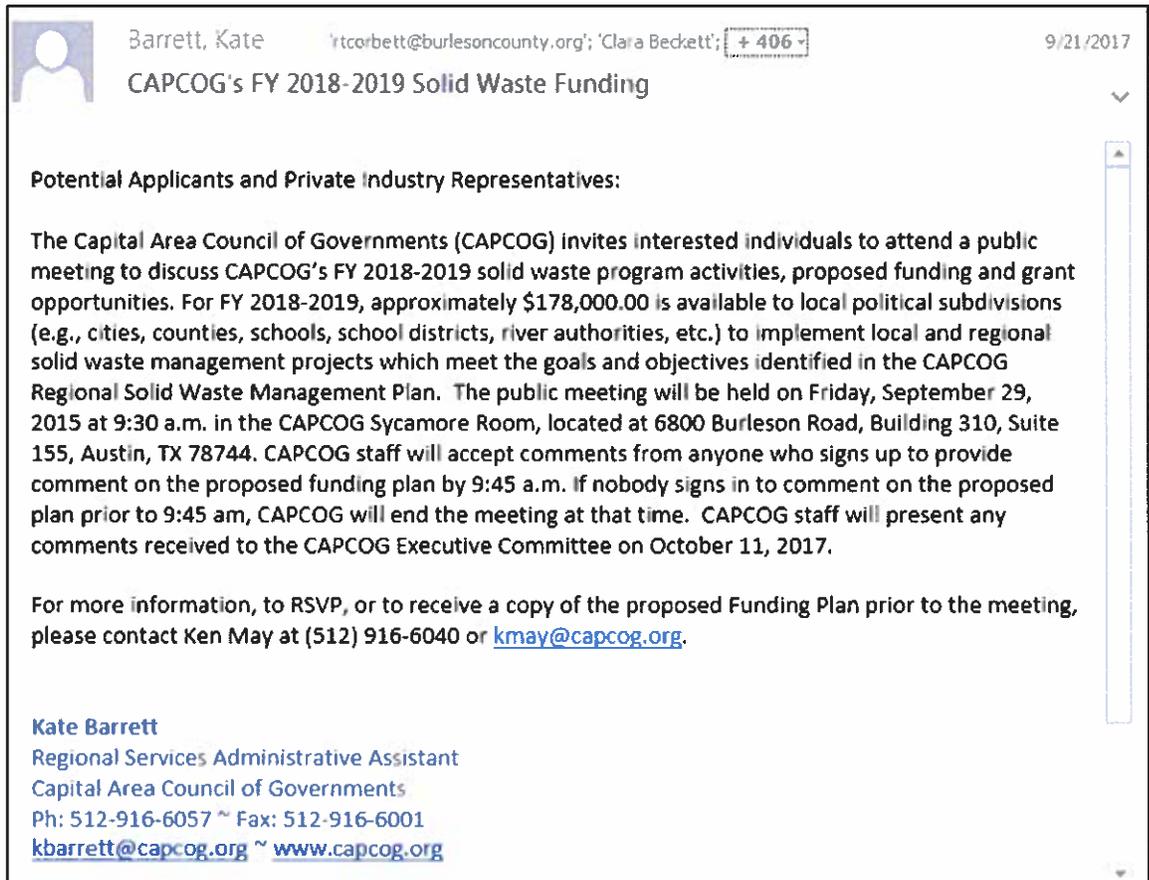
Figure 3. Copy of Public Comment Sign-Up Sheet for September 15, 2017, Public Meeting

Solid Waste Advisory Committee Public Comments September 15, 2017				CAPCOG
NAME	AGENCY	PHONE NUMBER	EMAIL	
Phillip Medina	Beckham County	512-581-1104	phillip.medina@beckhamtx.us	
Paul Munday	Illness Co			
Pete Connor	Williamson County	928-5762 52 511-1170		
Maurice Pitts, Jr	Lee County	979-542-6065	Commissioner pct1 @co.lee.tx.us	
Michael Meier	Central Waste	512-261-9240		

Since nobody signed up to speak or indicated at the time this agenda item was announced that they had comments, the SWAC closed the public meeting on the funding plan and proceeded to take action on the proposed funding plan.

CAPCOG held a second public meeting on Friday, September 29, 2017, between 9:30 am and 11:00 am in the Sycamore Room at CAPCOG’s offices, 6800 Burleson Road, Building 310, Suite 155, Austin, TX 78744. On September 21, 2017, CAPCOG sent a direct mail notice via e-mail to 395 public sector, private sector, and non-profit sector recipients regarding the meeting and providing an opportunity for comment on the funding plan recommended by the SWAC. CAPCOG used its most recent list of contacts for political subdivisions and private sector contacts within the region for this mail-out, and augmented its private-sector contacts using a review of firms listed in the Comptrollers’ Centralized Master Bidder List (CMBL) and Historically Underutilized Business (HUB) vendor list that were offering solid waste services within the CAPCOG region. A screenshot of the e-mail notice is shown below.

Figure 4. Copy of Direct Mail Notice



Four individuals representing organizations that had previously received CAPCOG solid waste grants attended the September 29, 2017, meeting: Darien Clary from Austin Independent School District (AISD), Julie Oakley from the City of Lakeway, Jill Strube from the City of Smithville, and Aspen Navarro from the City of San Marcos. After reviewing the funding plan recommended by the SWAC with the meeting participants and identifying aspects of the plan that were different from the FY 2016-2017 funding plan, CAPCOG staff answered questions from the participants and solicited feedback on the plan. A copy of the sign-in sheet for this meeting is shown below.

Figure 5. Sign-In Sheet for September 29, 2017, Public Meeting on the Funding Plan

FY 2018-2019 Solid Waste Program Funding Plan Public Meeting CAPCOG Sycamore Room 6800 Burleson Road, Building 310, Suite 155 Austin, TX 78744 9:30 a.m. September 29, 2017			
NAME	AGENCY	PHONE NUMBER	EMAIL
Darren Clary	Austin ISD	512 414 3642	darren.clary@aristotleisd.org
Julie Oakley	City of Lakeway	512 314 7527	julie.oakley@lakeway-tx.gov
Jill Strube	City of Smithville	512-237-3282 x2109	jstrube@ci.smithville.tx.us
Aspen Navarro	City of San Marcos	(512) 557-7497	Anavarro@sanmarcostrx.gov

The only direct feedback on the plan from the meeting participants was positive feedback on the proposed changes to the scoring criteria. The meeting participants indicated they liked the idea of half of the score being based on objective criteria and simplifying and guiding the SWAC on the areas that they should focus on to conduct their subjective assessments of the applications. They also liked the fact that applicants would have a clearer picture on how competitive their application would be ahead of time and could therefore better gauge what they could do to improve an application, such as doing a multi-jurisdiction project as opposed to a project that just served one community.

The participants also provided valuable input in two other areas that were not directly comments on the funding plan, but which were useful nevertheless: one on the SWAC members' perspective on an applicant's willingness to accept less than the full amount requested, and one on the local needs of smaller communities.

Two participants expressed concerns about the SWAC members' questions regarding whether the applicant would accept less than their full funding request. These participants explained that this perspective among SWAC members can lead to applicants either including "extra" stuff in their application that they would point to as something to take out later to appear more flexible, or for an applicant to not include all of the elements that might be needed to bring a project up to its full potential. For example, an application for a new HHW facility may identify as "extra" (or not include at all) some of the equipment that might be needed to handle the volume of collection days the applicant actually wants. As a result, a project sponsor may wind up breaking up the project into separate projects

over the course of multiple biennia rather than having a fully completed project at the end of the initial grant period, taking longer to realize the full benefits of that project as originally envisioned.

The second comment was that smaller communities with tight budgets and local needs could use some additional funding assistance for local projects that might not score well under the Regional Solid Waste Grant scoring criteria laid out in the funding plan. The example provided was an older chipper being used by a small city that does not work very well, but which the city cannot afford to pay for a full replacement of at the moment. When asked by CAPCOG staff if she would like to propose some kind of set-aside for such projects, the meeting participant declined, not wanting to divert the limited resources available for these grants for local needs. However, she requested that CAPCOG staff consider dedicating some staff time to helping such communities identify other potential funding sources or solutions for their solid waste management needs. CAPCOG staff will follow up with this meeting participant on this idea and try to identify ways to help such communities in this way over the next biennium.

Barrett, Kate

From: Barrett, Kate
Sent: Thursday, September 21, 2017 2:33 PM
Subject: CAPCOG's FY 2018-2019 Solid Waste Funding

Potential Applicants and Private Industry Representatives:

The Capital Area Council of Governments (CAPCOG) invites interested individuals to attend a public meeting to discuss CAPCOG's FY 2018-2019 solid waste program activities, proposed funding and grant opportunities. For FY 2018-2019, approximately \$178,000.00 is available to local political subdivisions (e.g., cities, counties, schools, school districts, river authorities, etc.) to implement local and regional solid waste management projects which meet the goals and objectives identified in the CAPCOG Regional Solid Waste Management Plan. The public meeting will be held on Friday, September 29, 2017 at 9:30 a.m. in the CAPCOG Sycamore Room, located at 6800 Bureson Road, Building 310, Suite 155, Austin, TX 78744. CAPCOG staff will accept comments from anyone who signs up to provide comment on the proposed funding plan by 9:45 a.m. If nobody signs in to comment on the proposed plan prior to 9:45 am, CAPCOG will end the meeting at that time. CAPCOG staff will present any comments received to the CAPCOG Executive Committee on October 11, 2017.

For more information, to RSVP, or to receive a copy of the proposed Funding Plan prior to the meeting, please contact Ken May at (512) 916-6040 or kmay@capcog.org.

Kate Barrett
Regional Services Administrative Assistant
Capital Area Council of Governments
Ph: 512-916-6057 ~ Fax: 512-916-6001
kbarrett@capcog.org ~ www.capcog.org

CAPCOG is a regional planning commission serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson Counties

No electronic communication by a CAPCOG employee may legally obligate the agency.