Form 1. Application Information and Signature Page

Bastrop County	$39,000
Applicant	Funding Amount Requested
804 Pecan Street	Primary
Address	Project Priority (primary, secondary, etc.)
Bastrop, TX 78602	512-581-7176
City, State Zip	Phone
Carolyn Dill, County Engineer	December 30, 2019
Contact Person	Date Submitted

Project Category

- [x] Household Hazardous Waste (HHW) Management
- [ ] Environmental Local Enforcement
- [ ] Litter and Illegal Dumping Clean-Up and Community Collection Events
- [ ] Source Reduction and Recycling
- [ ] Citizens' Collection Station
- [ ] Educational and Training Programs
- [ ] Other Solid Waste Management Projects, Including Scrap Tire Projects

Signature {Print and sign pages 2 and 3, scan into .pdf document, and submit with your application documents. Signatures are required to submit a complete application.}

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.

Paul Pape	County Judge
Signature	Title
Paul Pape	December 30, 2019
Typed/Printed Name	Date

Form 2. Authorized Representatives

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from the Council of Governments (COG), to manage the work being performed, and to act on behalf of the Applicant for the purposes shown:

Authorized Project Representative

The following person is authorized to receive direction, manage work performed, sign required reports, and otherwise act on behalf of the Applicant.

Signature {Print and sign pages 2 and 3, scan into .pdf document, and submit with your application documents. Signatures are required to submit a complete application.}

Carolyn Dill
Signature

County Engineer
Title

Carolyn Dill
Typed/Printed Name

December 30, 2019
Date

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.

Lisa Smith
Signature

County Auditor
Title

Lisa Smith
Typed/Printed Name

December 30, 2019
Date

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 COG to ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

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.

Application Contains No False Statements

Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The Applicant understands that the COG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

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. Councils of Governments

Solid Waste Fee Payments

Applicant certifies that it is not delinquent in payment of solid waste disposal fees owed the State of Texas.

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.

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.

Consideration of Private Industry

The following certification only applies if the project is under one of 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
- Other

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.

Consistency with Regional Solid Waste Management Plan

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations of the RSWMP of the COG.

Technical Feasibility

Applicant certifies that it has carefully reviewed its Scope of Work and that to the best of their knowledge and ability all activities are technically feasible and can be satisfactorily completed within the grant period as set forth in the Request for Applications.

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.

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 Texas Commission on Law Enforcement (TCOLE) 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 TCOLE must be attached to indicate that the Applicant is in the process of achieving compliance with the rules.

Assurances

If the application is approved for funding, the grant funds will be awarded through a contract between the Applicant and the COG. The grant contract will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the grant funds. In order to ensure an understanding by the Applicant of some of the main conditions that will be included in the contract, the Applicant is asked to review the following assurances. By signing this Application, the person acting on behalf of the Applicant indicates their understanding of these conditions and provides assurances that these and other conditions set forth in the grant contract will be adhered to if funding is awarded.

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.

Participation in TCEQ Recycling Surveys and Reporting

Applicant provides assurances that, if funded, the Applicant will respond to annual recycling program surveys and/or other requests from the COG or the TCEQ for information on municipal solid waste management activities.

Compliance with Progress and Results Reporting Requirements

Applicant provides assurances that, if funded, the Applicant will comply with requirements for: reporting on the progress of the project tasks and deliverables; documenting the results of the project and providing those results to the COG on a schedule established by the COG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide the COG with a follow-up results report approximately one year after the end of the grant term.

Financial Management

Applicant provides assurances that, if funded, the Applicant will comply with contract provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by the COG.

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.

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.

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.

Resolution

Resolution authorizing Bastrop County, Texas to be the Lead Applicant and file a grant application with the Capital Area Council of Governments (CAPCOG) for a FY2020-2021 Solid Waste Grant; authorizing the County Judge to act on behalf of Bastrop County in all matters related to the application; and pledging that if a grant is received Bastrop County will comply with the grant requirements of CAPCOG, the Texas Commission On Environmental Quality (TCEQ), and the State of Texas.

Whereas, CAPCOG administers solid waste grant funds provided by TCEQ for implementation of the COG's adopted regional solid waste management plan;

Whereas, Bastrop County in the State of Texas is qualified to apply for grant funds under the Request for Applications;

Whereas, Household Hazardous Waste (HHW) is a problem in all areas and Bastrop County and other political subdivisions recognized the need for a HHW facility in the region;

Whereas, these other political subdivisions partnered with Bastrop County to establish, operate and maintain the Bastrop County Household Hazardous Waste Facility in Smithville; and

Whereas, the Facility's Oversight Committee has identified unmet needs.

Now, therefore, be it resolved by the Bastrop County Commissioners Court Texas;

1. That the County Judge is authorized to request grant funding under the CAPCOG Request for Applications of the Regional Solid Waste Grants Program and act on behalf of Bastrop County 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, Bastrop County will comply with the grant requirements of CAPCOG, the TCEQ, 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 the Bastrop County Commissioners Court, this the 23rd day of December, 2019.

Signed: Paul Pape

Paul Pape

Bastrop County Judge

Attested: Rose Pietsch

Rose Pietsch

Bastrop County Clerk

Form 5. Explanation Regarding Private Industry Notification

Applicable to Applicants 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
- Other

NOT APPLICABLE TO HHW COLLECTION FACILITIES

Form 6. Project Description

[Provide description of the project here]

The Bastrop County Household Hazardous Waste Facility has been extraordinarily successful since it was first established. It has served over 400 residents in Bastrop and Lee Counties through seven Events, collecting about 4.5 tons of HHW plus 750 gal of "Bastrop Brown" paint distributed to the community.

The four partners work with a Voucher system, whereby each partner may provide at least 25 vouchers to community members for a total of up to 100 residents served at each event. Generally at least 75 vouchers have been requested for each event and at about 65 vehicles have brought their waste to the Facility.

An Oversight Committee with representatives from each of the four partners decides how funding will be spent, when the collection events will be scheduled, and what kind of HHW will be collected at each event. The FY 2019-20 schedule includes two HHW Collection Events, one "Paint-Only" Event, and one "Tires and E-Waste" event. Organizers anticipate that future years will be similarly allocated to make best use of available funds and to serve the community with a program that best meets their needs.

As in years past, Bastrop County is seeking CAPCOG support for improvements to the facility itself. All of the partners are grateful for CAPCOG's involvement in the facility and anticipate that at the end of this round of funding, it is likely that the Facility will be "built out" for some time. A schematic is provided on the following page.

Bastrop County is requesting the following:
* $2,000 for a restroom facility, to include a permanent emergency eye-wash and shower station, which will be built at the Smithville High School, thus providing teens with the skills they need for an important trade.
* $12,500 for the costs related to running the water/sewer line for the restroom as well as for a lift station at that area.
* $23,000 for an extended canopy at the back of the facility so that staff/volunteers can separate the HHW and mix the paint under a permanent shelter rather than the temporary pop-up tents that have been in use to date.
*1,000 to send an additional staff member from one of the partnering entities to training with Kevin Berry (includes $500 for registration, $400 for lodging, $50 for mileage, and $50 for per diem.
* $500 to print additional "Talking Trash" guides
TOTAL REQUEST: $39,000

The restroom / emergency eye-wash & shower station is important for the safety and comfort of the volunteers and staff who work with the HHW items. Accidents may be rare given the safety instructions and standards the organizers have set, but any accident in this context may have grave consequences for any individual involved. Having the permanent emergency eye-wash / shower station is important to provide for adequate safety for the people who are working the event.

The extended canopy will help prevent any issues the volunteers/staff and the HHW may experience due to weather, including rain, wind, and sun. Although the Oversight Committee has decided to avoid the truly hot summer months, Collection Events at any time of year can be either very hot or very cold, and the extended canopy will provide the shade and cover necessary for the health and welfare of the individuals working there.

Training for additional staff will be of terrific help to Kevin Berry, the facility manager, so that he is not the only person on site who is able to provide safety instructions and understands how to manage the HHW that comes into the facility.

The "Talking Trash" Guide has been extremely popular and helpful for community members; printing additional copies in English and Spanish for distribution will provide this needed information to the public in general and to the people who attend the events.

Existing and Proposed Additions to the Bastrop County HHW Facility

Scenes from August 3, 2019

Form 6a. Project Timeline and Milestone Summary

Provide a detailed timeline for completion of the project below, including specific milestones for completion of the project. Use generic time-frames based on the start date of the contract and issuance of a notice to proceed, rather than specific fiscal years, since grants may be programmed into either FY 2020 or 2021 if the project is anything other than construction of a new facility.

Describe all activities expected to be completed within each time frame.

Within 1st month after notice to proceed:

The bid procurement process will begin for the extended canopy. Coordination with Smithville Independent School District for the restroom will begin. Coordination with the City of Smithville regarding the water/sewer line will begin.

Within 2nd month after notice to proceed:

Work will proceed on all construction.
Additional "Talking Trash" Guides will be printed and distribution will begin.

Within 3rd month after notice to proceed:

Construction will continue as needed, if not complete by this month.

Within 4th month after notice to proceed:

Construction will continue as needed, if not complete by this month.

Within 5th month after notice to proceed:

Construction will continue as needed, if not complete by this month.

Within 6th month after notice to proceed:

Construction will continue as needed, if not complete by this month.

Within 7th month after notice to proceed:

Construction will continue as needed, if not complete by this month.
Training is expected to occur in October, which should be within the 7th Month.

Within 8th month after notice to proceed:

Construction will continue as needed, if not complete by this month.

Within 9th month after notice to proceed:

All construction will be completed by the 9th month at the latest.

Form 6b. Project Cost

Total project cost, including in-kind and match:	$ 65,100
Total in-kind contribution to total project cost:	$ 7,350
Total proposed financial match (not in-kind) for total project cost:	$ 18,750
Total in-kind plus financial match:	$ 26,100
Total % proposed to be covered by in-kind plus match:	40 %
Minimum amount of grant funding willing to accept offered for same scope:	$ 38,750
Minimum amount of grant funding willing to accept offered for reduced scope:	$ 23,000

[Provide explanation of project cost, including details for any matching funds and in-kind services.]

Project costs include the cost to construct the additions to the facility ($37,500), training for an additional person ($1,000), printing for additional "Talking Trash" Guides ($500), and the operation of three Collection Events (nine months of operations, or 75% of total operational costs).

In-Kind Explanation: Nine months of operations, or 75% of the $25,000* provided by the four partners, is equal to $18,750, as well as in-kind of $7,350 ($2,450 of estimated in-kind work *3 events).** Note that the operational budget for the full 12-month fiscal year is $25,000.

The "Same Scope" amount includes the construction, the training, and printing about half as many "Talking Trash" Guides as the original request (original request less $250).

The "Reduced Scope" amount only funds the extended canopy, and provides no funding for other categories.

* Approved operations costs includes disposal fees, PPE and supplies, marketing materials, training, overtime for staff, and maintenance/repair/equipment costs. The full approved budget for FY 2019-20 is included on the following page.

** Since the BCHHWF has become operational, the estimated in-kind amount at $20/hour for all of the seven 5-hour events for 22 volunteers and staff is equivalent to approximately $15,400 ($2,200 per event). Additional staff time before each event to prepare for and promote it and time after the event to open the Re-Use Center is estimated to be $1,750 ($250 per event).

BCHHWF Budget 2019-20 APPROVED							
Revenue							
Bastrop County	$10,000						
Lee County	$5,000						
City of Bastrop	$5,000						
City of Smithville	$5,000						
Total	**$25,000**						
			Proposed				
Expenses	**Per event**	**# Events/Yr**	**Schedule**	**FY Cost**	**Grant Request**	**NOTES:**	
HHW Disposal (estimate) Full event	$6,000	1	November 2019	$6,000		9/26/19: If Stericycle comes in lower, cost savings may be applied to signage	
Tire/Electronics (estimate per trailer for tires)	$2,600	1	February 2020	$2,600		The February event is one event	
Tire/Electronics (estimate on electronics)	$750	1	February 2020	$750		9/26/19: Goodwill Industries will take all electronics (including TVs) for $750	
HHW Disposal (estimate) Full event	$6,000	1	April 2020	$6,000			
Paint Only Disposal (estimate)	$750	1	June 2020	$750			
PPE (gloves, aprons, etc.)	$120	4		$480			
Misc. Supplies (buckets, labels, gloves etc.)	$400	4		$1,600			
Marketing Consultant: Implementation Plan	$600			$600			
Marketing Consultant: Designer for signs and marketing materials	$500			$500			
Marketing/Promo/Signage for signs around the county	$150			$150			
Overtime pay for staff (10 staff * $25/hr * 4hrs)	$1,000	4		$4,000			
Lunch for Prison Laborers (tire/electronics event)	$70	1		$70			
*Training (registration, mileage, hotel): https://www.recyclingstar.org/s	$1,000	1		$1,000			
Maintenance/Repair/Equipment	$500			$500			
Extended Canopy	$23,000				$23,000		
Restroom ($1500 for SISD, $500 for toilet, sink, etc.)	$2,000				$2,000		
Extending Sewer/Water Lines to Restroom, including lift station (COS)	$12,500				$12,500		
Training for an additional staff member	$1,000				$1,000		
Printing about 1,000 additional Talking Trash Guides	$500				$500		
Total				**$25,000**	**$39,000**		
* Training Details							
HHW Training for Kevin, TBD per Oversight Committee	Training: Registration		$ 500.00				
Depends on Location	Training: Lodging		$ 400.00				
Depends on Location	Training: Meals		$ 50.00				
Depends on Location	Training: Mileage		$ 50.00				
Total Training Budget Line			**$ 1,000.00**				

Form 6c: Priority Project Types in the CAPCOG RSWMP

Which of the following project types best describes this project?

- [x] A permanent Household Hazardous Waste (HHW) facility or reuse center
- [ ] Equipment specifically used for the collection and transportation of HHW materials
- [ ] HHW collection event(s)
- [ ] Programs that deal with scrap tires
- [ ] Litter and illegal dumping cleanup
- [ ] Community collection event(s)
- [ ] Illegal dumping and local enforcement programs
- [ ] Recycling services, programs, and market development
- [ ] Other

Form 6d: Use of Funding for New or Expanded Programs

Which of the following best describes whether your project serves as "seed" money to start new programs or expand existing programs?

☐ Serves as seed money for a new program

☒ Expands a current program

☐ Maintains an on-going program

[Enter Explanation Here]

The Bastrop County Household Hazardous Waste Facility was initially established in 2016/17 through a grant from CAPCOG, which supported the partnership of Bastrop County, Lee County, the City of Bastrop, and the City of Smithville. Since that time, these local government partners have provided the funds necessary to operate the facility, and Bastrop County has sought grant funding to improve the facility itself. The Partners are grateful that CAPCOG has provided the support needed to continually improve this facility and ensure that the two counties are adequately served. Over 400 Vouchers have been redeemed in total throughout the seven events. Not including the last event, for which data is not yet available, contractor costs have totaled over $20,000, which has been paid through the operating fund.

From the December 2017 Event through the August 2019 Event, the Facility has collected:
* A total of 9,005 Lbs of HHW (about 4.5 tons)
* 4,661 Lbs of Hazardous Paint
* 2,172 Lbs of Liquid Pesticides
* 631 Lbs of Solid Pesticides
* 248 Lbs of Corrosive Acids
* 563 Lbs of Corrosive Bases
* 98 Lbs of Oxidizers

Additionally, the non-hazardous paint has been mixed into a "light" and a "dark" Bastrop Brown paint and distributed through the Re-Use Center. Each batch has been about 50 gallons and the Center has mixed 15 batches, nearly all of which have been picked up by members of the community. The Re-Use Center has also distributed quite a lot of usable pesticides, pool chemicals, household cleaners, and so on for free to community members on the Fridays that follow event days when the Re-Use Center is open to the public who is interested in them. About 80 customers have taken advantage of this program so far.

Form 6e: Regionally-Coordinated or Multi-Jurisdictional Project

Is the project regionally coordinated or multi-jurisdictional?

☒ Yes

☐ No

[Enter explanation here; include any support letters from other jurisdictions or organizations in this section]

The Bastrop County Household Hazardous Waste Facility is a partnership between Bastrop County (the lead organization), Lee County, the City of Bastrop, and the City of Smithville. Bastrop County allocates $10,000 towards the operations of the Facility each year; the other three entities contribute $5,000 annually. Each entity provides work crew to staff each event as well. This program has been successful across six HHW Collection events and one "Paint-Only" event, as well as the next three planned for 2020 including a tire/e-waste event, another HHW event, and another Paint-Only event.

Additionally, Keep Bastrop County Beautiful and Keep Smithville Beautiful provide the needed support to ensure that four Collection Events are successful. They assist with promoting the event and help coordinate community volunteers during each event. These volunteers assist with collecting vouchers and administering surveys, as well as work with staff to off-load and process HHW from the vehicles.

Letters of support are provided on the following pages from:
* Lee County
* City of Smithville
* City of Bastrop

Additionally, each of these organizations have Interlocal Agreements with Bastrop County that officially records their commitment to the program (available upon request).

Paul E Fischer
County Judge
Lee County

County Courthouse
200 South Main, Rm. 107
Giddings, TX 78942
Phone: 979-542-3178
Fax: 979-542-2988

December 30, 2019

Dear CAPCOG SWAC Members,

Lee County is a proud partner in funding the operations of the Bastrop County Household Hazardous Waste Facility with Bastrop County, the City of Smithville, and the City of Bastrop. The Oversight Committee structure is working well, and Lee County is grateful to have somewhere to take HHW in the region.

This winter, part of our operational funding has gone towards a Marketing Development Plan, which we anticipate will help Lee County reach out to our residents so that we can move forward into 2020 with a higher participation rate. We are looking forward to continually reaching more Lee County residents to provide this important service at the regional level.

The operational funds for FY 2019-20 have also been allocated to things like PPE, supplies, training for Kevin Berry, and These additions – an extended canopy and a restroom with a permanent eye wash and shower station – will provide for safety and comfort for the volunteers and staff who work at the facility during the collection events and to staff the re-use center. Lee County is very fortunate to be involved in this regional center, and continues to support this strong partnership. We thank CAPCOG for all the financial support it has provided this Facility, and look forward to even more success with it in the future.

Sincerely,

Paul E Fischer
Lee County Judge

LEE COUNTY DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS BECAUSE OF THEIR HANDICAPPED STATUS

BASTROPTX
Heart of the Lost Pines / Est. 1832

MAYOR
Connie Schroeder
cschroeder@cityofbastrop.org

CITY COUNCIL
Place 1
Willie Lewis "Bill"
Peterson
bpeterson@cityofbastrop.org

Place 2
Drusilla Rogers
drogers@cityofbastrop.org

Place 3
Lyle Nelson
Mayor Pro-Tem
lnelson@cityofbastrop.org

Place 4
Bill Ennis
bennis@cityofbastrop.org

Place 5
Dock Jackson
djackson@cityofbastrop.org

City Manager
Lynda Humble
lhumble@cityofbastrop.org

PROUD TO BE
A Certified Scenic City

1311 Chestnut Street
P. O. Box 427
Bastrop, Texas 78602

512-332-8800
www.cityofbastrop.org

December 20, 2019

Dear CAPCOG SWAC Members,

The City of Bastrop is committed to continue operational funding for the Bastrop County Household Hazardous Waste Facility with Bastrop County, Lee County, and the City of Smithville. City of Bastrop residents appreciate the ability to responsibly dispose of trash that should not be put into a regular garbage can. This partnership has been extremely satisfactory, and the Oversight Committee structure has helped ensure that the collection events have run as smoothly as possible.

We anticipate that this partnership structure will be able to provide the operational funds needed well into the future, but in order to provide four collection events each year to the region, the funds that each of the entities provide are required for adequate promotion and collection. For that reason, the City of Bastrop endorses Bastrop County's application to CAPCOG for funding required for additions to the facility.

These additions - an extended canopy and a restroom with a permanent eye wash and shower station - will provide for safety and comfort for the volunteers and staff who work at the facility during the collection events and to staff the re-use center.

We are also hopeful that CAPCOG will provide funding for one more staff person to get the training needed to run the facility to support Kevin Berry with the knowledge necessary to handle these events.

Many thanks for your continuing support for the Bastrop County Household Hazardous Waste Facility. The region is well-served through this project, and your financial support has made it all possible.

Sincerely,

Connie B. Schroeder

Connie B. Schroeder
Mayor

MAYOR
SCOTT SAUNDERS, JR.

MAYOR PROTEM
JOANNA MORGAN

COUNCIL MEMBERS
BILL GORDON
CASSIE BARRIENTOS
SHARON FOERSTER
JASON HEWITT

CITY MANAGER
ROBERT TAMBLE

SMITHVILLE
TEXAS

317 MAIN STREET
P.O. BOX 449
SMITHVILLE, TEXAS 78957
(512) 237-3282
FAX (512) 237-4549

December 23, 2019

Dear SWAC Members,

The City of Smithville is grateful for your continued support of the efforts we are making in this region to responsibly eliminate all kinds of waste from our environment. From the Smithville Recycling Center to the partnership with the Bastrop County Household Hazardous Waste Facility to the cleanup efforts of our volunteers in Keep Smithville Beautiful, Smithville residents are stepping up to the challenge of preventing garbage from destroying the natural beauty and wholesome environment that Smithville has to offer. Your help has been noticed in all of these programs.

Since this project began, the City of Smithville has allocated funds in each year's budget for helping to ensure the required cash flow for the operations of the Bastrop County Household Hazardous Waste Facility, which has been an extremely important component to the city's overall waste management plan. We accept this responsibility as we must to be good stewards of this small town, and we are grateful to be in good company with our partners in Bastrop County, Lee County, and the City of Bastrop, governmental entities that all understand how important it is to promote the use of the facility to all residents in order to protect our region.

With the time we've now had to manage the facility over the course of seven collection events, new facility needs have become clear. Due to the cost of operations, however, the partners cannot afford to make improvements to the facility itself. CAPCOG has been a fantastic partner in the construction of the facility and in improving its footprint. With the addition of the extended canopy and restroom / emergency eye wash/shower station, BCHHWF will be able to provide better safety services and comfort for the staff and volunteers who work at the collection events and keep the Re-Use Center open in the subsequent weeks.

The City of Smithville would also like to stress the importance of training is to ensure safety standards and proper handling of the HHW. At this time, only one staff member has had the required training. Eventually, we would like to make sure that at least one staff member from each of the partners has that training.

The City of Smithville wholeheartedly endorses Bastrop County's request for facility improvement and training.

Thank you for all your support over the years for this and other efforts in Bastrop County, and throughout the CAPCOG region.

Sincerely,

Robert Tamble

Robert Tamble,
City Manager

Form 6f: Public-Private Partnership

Does the project involve a public-private partnership?

☒ Yes

☐ No

[Enter explanation here; include any relevant documentation from private sector organizations participating in this project]

The collection events are staffed with volunteers from the nonprofit organizations Keep Bastrop County Beautiful and Keep Smithville Beautiful, as well as a number of individuals who simply believe in taking care of the community.

Letters of support are provided on the following pages from:
* Keep Bastrop County Beautiful
* Keep Smithville Beautiful

Letter of Support: KBCB

For the BCHHWF

December 22, 2019

Dear CAPCOG SWAC,

On behalf of Keep Bastrop County Beautiful, I am offering my strong support to the Bastrop County Household Hazardous Waste Facility application for funding to improve the facility, for training, and for additional "Talking Trash" Guides.

Throughout the past three years, KBCB has provided volunteers for each of the seven Collection Events as well as donations of water and snacks for the volunteers. These events require about 21-23 people, and as one of the larger volunteer organizations in Bastrop County related to cleanup events, KBCB is proud to be a major sponsor.

We are excited about the prospect of having an extended canopy and the safety features of the eye-wash station and shower in an on-site restroom. We worked very hard at updating the "Talking Trash" Guide (a PDF file is available online here: https: /keepbastropcountybeautiful.org wp-content uploads KBCB-Talking-Trash.pdf and KBCB offers an interactive guide available here: https:/ keepbastropcountybeautiful.org/recycling-resource-guide), and we are glad they are "going like hotcakes" to people around the County who want to do the right thing with their trash.

We hope you will support this project again this year. Thank you for all you have done to make this such a wonderful success and something the community can truly rely on.

Sincerely,

Melissa Middlebrooks

Melissa Middlebrooks, President

KBCB P.O Box 166, Bastrop, TX 78602 512 537 0068
Email: info@keepbastropbeautiful.org Web:
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CAPCOG SWAC
6800 Burleson Road
Building 310, Suite 165
Austin, TX 78744

December 30, 2019

Dear SWAC Selection Committee,

Keep Smithville Beautiful has been fortunate to be one of the local volunteer community organizations that regularly partners with Bastrop County and the City of Smithville for cleanup and beautification projects. We are very pleased to be working with these partners and alongside Keep Bastrop County Beautiful, the City of Bastrop, and Lee County in making the Bastrop County Household Hazardous Waste Facility and Re-Use Center a great success in this region.

With seven community collection events behind us, participant surveys show that people are very committed to disposing of their waste properly, and that the people who bring in their trash truly appreciate the BCHHWF. There is a greater awareness of the importance of the stewardship of our corner of the planet, and we feel these events are extremely important in reaching out to our rural population.

KSB strongly supports Bastrop County's efforts to continue to improve the facility, to get additional training, and to print more "Talking Trash" Guides. KSB volunteers have participated in every event since they started, and the efforts to improve safety and comfort for all the staff and volunteers working at the event is extremely important.

We deeply appreciate CAPCOG's continued support of this project. It is truly making a difference in the community.

Thank you for considering this application.

Sincerely,

Jill Strube, Ph.D.
Chair, KSB

Form 6g: Funding in Prior Biennium

Is the project an activity that was funded exclusively by the applicant in between September 1, 2018 – August 31, 2019, without grant funding?

☒ No

☐ Yes

[Enter explanation here, including whether any activity was only partially funded by grants. Also include an explanation on Form 6 as to how awarding a grant to this project would not constitute supplanting if the answer to this question is "yes"]

CAPCOG grants have funded the physical structure and most construction of the facility, but the partners pay for all operating costs. The budget is very clear to keep operations separate from all grant requests.

Did the applicant receive any solid waste grant funding from CAPCOG as part of its FY 2018-2019 grant program?

☐ No

☒ Yes

[Enter explanation here]

The Bastrop County HHW Facility has been very fortunate for the financial support of CAPCOG since it was first established, including during the FY 2018-19 grant program.

Total Requested CAPCOG Funding:
FY 2016-17 ALLOCATED: $41,792
FY 2018-19 ALLOCATED: $46,250
FY 2020-21 REQUEST: $39,000

In the first fiscal year, the partners allocated a total of $23,000 towards the operation of the facility. Since then, they have allocated $25,000 in total towards the facility operation. Each Collection Event requires about 22 people to run smoothly -- for the first six events, the City of Smithville paid its staff overtime in addition to the budgeted amount for operations, and the other entities requested staff help using comp time arrangements. During the FY 2019-20 budget, the Oversight Committee determined that it is becoming onerous on city/county staff to attend these events (four a year, on Saturdays) and to provide an incentive, part of the operational funding would go to pay overtime for any eligible staff who work at the event. Community volunteers also contributed time to these events. Since the BCHHWF has become operational, the estimated in-kind amount at $20/hour for all of the seven 5-hour events for 22 volunteers and staff is equivalent to $15,400 ($2,200 per event). Additional staff time before each event to prepare for and promote it and time after the event to open the Re-Use Center is estimated to be $1,750 ($250 per event).

This program has a lot of "skin in the game" and has a sustained operational plan and ability to continue to provide these services to the region. CAPCOG funds have been requested only for the additional construction that is needed to create a truly safe and functional facility, for one additional person to be trained for added safety at these events, and for more Talking Trash Guides in English and Spanish, which are very popular with the community throughout the region.

Form 6h: FY 2018 Budget Consideration

Is any funding for this project already included in the organization's FY 2020 budget?

☒ No

☐ Yes

If "Yes," complete the following two questions:

1. What percentage of the total project cost was already budgeted? % NA

Note – percentage must be less than 100% in order to be considered for funding.

2. Explain how grant funding awarded for this project would expand this activity, rather than supplant it.

[Provide explanation here and on form 6]

Funding has been allocated by all of the partnering governmental entities (Bastrop County, Lee County, City of Smithville and City of Bastrop) towards the smooth operation of the facility, but no funding has been allocated to any physical expansion of the facility, for training a second person or for printing additional guides.

Funding for training for Kevin Berry has been allocated, but the partnering entities wish to have more than one person trained for these collection events to increase safety through redundancy and for an increased knowledge base.

Additional funding will purchase Talking Trash Guides, which are not specifically included in the current operations budget. An online interactive format is available at https://keepbastropcountybeautiful.org/recycling-resource-guide and a PDF file is available in English at https://keepbastropcountybeautiful.org/wp-content/uploads/KBCB-Talking-Trash.pdf and in Spanish at https://keepbastropcountybeautiful.org/wp-content/uploads/KBCB-Talking-Trash-ES.pdf. Although these are available on line, the community clearly wants to have paper copies on hand to have as an easy reference, and the partners quickly tend to run out of them. They are also passed out at every Collection Event so that residents can take these items to other places in between Events. During the FY 2019-20 budget cycle, operational funds have been allocated towards a marketing plan, in particular focusing on how to reach out to the harder to reach populations, and the plan's implementation, but the costs for printing additional Guides was not included in the budget this year.

The Approved Budget has been provided in this application after Form 6b showing that this grant request does not supplant any approved operational funds.

Form 7. Grant Budget Summary

NOTE: Form 7 through 7h are in the associated Excel Workbook entitled FY 2020-2021 SW Grant Budget Forms. Please be sure to attach Form 7 with your proposed grant budget prior to submittal.

Budget Category	Funding Amount
1. Personnel/Salaries	
2. Fringe Benefits	
3. Travel	$500.00
4. Supplies	
5. Equipment	
6. Construction	$37,500.00
7. Contractual	
8. Other	$1,000.00
9. **Total Direct Charges** *(sum of 1-8)*	$39,000.00
10. Indirect Charges*	
11. **Total** *(sum of 9 - 10)*	$39,000.00

12. Fringe Benefit Rate:	0.00%	Assumed to apply to salaries unless otherwise explained
13. Indirect Cost Rate:	0.00%	

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. Your latest indirect cost allocation plan MUST be attached.

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

Form 7a: Project Cost Summary (same information as identified in form 6b-Project Cost)	**$**	**%**
Total project cost	$65,100.00	
Total in-kind contribution to total project cost	$7,350.00	11.29%
Total proposed financial match (not in-kind) for total project cost	$18,750.00	28.80%
Total in-kind plus financial match	$26,100.00	40.09%
Minimum amount of grant funding willing to accept offered for same scope	$ 38,750.00	59.52%
Minimum amount of grant funding willing to accept offered for reduced scope	$ 23,000.00	35.33%

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 COG. Complete the following information for all requested non-routine travel, including any out-of-state travel. If those details are not presently known, the COG will need to approve those travel costs before the travel occurs.

Non-Routine Travel Expenses

Date(s)	Purpose & Destination	Person(s)	Estimated Cost
TBD Per Oversight Committee	Additional Staff to be trained in	Staff to be determined by Oversight Committee	$ 500
	HHW Safety and Collection		$
	Procedures*		$
			$
Total Travel Expenses (Must equal Line 3 of the Overall Budget Summary)			$ 500

*Cost includes estimates for hotel ($400), mileage ($50) and per diem ($50)

Form 7f: Detailed Construction Expenses

All construction projects must be pre-approved by the COG. If the specific details of the construction costs are not known at this time, list the general details on this form. The specific details of the construction will then need to be provided to and approved by the COG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions).

Types of Construction	Subcontracted (Yes/No)	Estimated Cost
Extended Canopy	Yes	$23,000.00
Restroom, to include toilet, eyewash station, emergency shower	Yes	$2,000.00
Water/Sewer Line + Pump Station	City of Smithville	$12,500.00
Total (Must equal Line 6 of the Overall Budget Summary)		$37,500.00

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	$500.00
Advertising/public notices	
Registration fees for training (if approved)	$500.00
Repair and maintenance	
Basic office furnishings	
Space and equipment rentals	
Signage	

Additional Other Expenses			
The specific details of additional "Other" category expenses, not included on the list of basic Other expenses, must be pre-approved by the COG. If the specific details of the additional Other expenses are not known at this time, list the general details on this form. The more specific details will then need to be provided to and approved by the COG before the costs are incurred.			
Additional Other Expenses	Unit Cost	No. of Units	Total Cost
Computer hardware not listed under the Equipment category (itemize each expense below including description, type, model, etc.):	$0.00	1	$0.00
Computer software (itemize each expense below including description, type, model, etc.):	$0.00	1	$0.00
Additional Other expenses (itemize each expense below including description, type, model, etc.):	$0.00	1	$0.00
Total Other Expenses (Must equal Line 8 of the Overall Budget Summary)			$1,000.00