



FY 2022-2023 Solid Waste Grant Applications Scoring Guidance

November 22, 2021

Scoring

CAPCOG staff will review each application to ensure eligibility, conduct a risk assessment, and complete a *FY 2022/2023 Solid Waste Grant Application CAPCOG Staff Summary Form* for the Solid Waste Advisory Committee's (SWAC's) consideration. In order to be considered eligible for consideration by the SWAC, an application must pass this preliminary review.

The SWAC will assign 100 points of an application's score based on their objective and subjective review of the application documents. An application must receive an average of at least 70 points assigned by the SWAC in order to be eligible for funding.

A SWAC member must abstain from scoring a grant proposal if they have a conflict of interest as defined in the SWAC bylaws.

CAPCOG staff will tally all scores assigned by SWAC members, then sort the eligible applications, first by the priority level assigned by the applicants (primary, secondary, or tertiary), then by the total score. The total funding available will be assigned to each application in descending order until all funding has been allocated based on the funding requested. All eligible primary-priority applications will be assigned funding prior to a second-priority application, regardless of the secondary application's score, and a secondary application will be considered before a tertiary application. CAPCOG staff will then present the results of the scoring and ranking to the SWAC. The SWAC will then consider any modifications, including how to assign any partial funds, and whether to identify any projects to be recommended for funding to be considered "contingency projects." The SWAC must approve a final recommendation on how to award the funding prior to the end of the meeting.

CAPCOG staff will then present the SWAC's recommendation for funding to the Executive Committee for approval. The Executive Committee has the discretion to award funding differently than the SWAC recommends. Final awards are subject to TCEQ approval.

Funding for both years of the biennium, FY 2022 and FY 2023, will be awarded during this single round. Staff will work with successful applicants to determine whether they will be awarded funding from the FY 2022, FY 2023, or both funding pools. Priority for determining fiscal year awards will be based upon ranking with higher scored projects receiving first choice. Projects funded under the FY 2023 funding pool will have a later start dates than those funded under the FY 2022 funding pool. Any projects funded that require funding across the biennium will be planned accordingly.

Conflict of Interest (From SWAC Bylaws, Article IV. Meetings)

“A Committee member other than an elected public official, who is a member of the governing body, an officer, or an employee of an applicant for funding must disclose his or her status before the application is considered by the Committee and may not participate in discussion of or vote on the application. The member is counted in determining the existence of a quorum. A vote cast in violation of this section is not counted.”

Private Industry Considerations

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 RFA Process
 - All applications will be posted on the CAPCOG website for seven days immediately preceding the scoring meeting. Private industry solid waste service providers will be notified via email of the opportunity to review posted applications.
 - CAPCOG requires 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 on Form 5 of the application showing that efforts had been made to notify the private industry, and a copy of the correspondence must be attached to the application.
- Once Applications are Received
 - CAPCOG staff will screen applications to verify that they meet all requirements, including information regarding the private industry notification.
 - All known private solid waste service providers in the region will be notified during the RFA process that this list and copies of all grant applications will be provided for viewing at the CAPCOG offices and online for at least seven days before the date of the scoring meeting. CAPCOG will provide a guidance document to the private industries outlining the proper steps to take if there is 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 with written comment as noted below.

- 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 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 SWAC, and will be given the opportunity to discuss their concerns with the Committee. The SWAC will then take any action deemed appropriate.
- 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 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.