****CAPCOG SOLID WASTE PROGRAM FY 2024-2025 GRANT APPLICATION FORM****

# Organization, Project Contact, and Project Name

Entity Name: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

Entity Type: [ ]  Municipality [ ]  County [ ]  School District [ ]  Other

Entity Address : Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Contact Title: Click or tap here to enter text.

Contact E-mail: Click or tap here to enter text.

Contact Phone: Click or tap here to enter text.

# Project Category (select one)

## Priority 1 Projects for FY 2024-2025

[ ]  Litter and Illegal Dumping Cleanup or Community Collection Event (Including Scrap Tire Events)

[ ]  Source Reduction and Recycling (not including facilities)

[ ]  Household Hazardous Waste Management Collection Events (including events and permanent HHW facilities)

## Priority 2 Projects for FY 2024-2025

[ ]  Local Enforcement

[ ]  Municipal Solid Waste (MSW) Facility (including transfer stations and recycling facilities).

[ ]  Educational and Training Project

## Priority 3 Projects for FY 2024-2025

[ ]  Technical Study

[ ]  Local Municipal Solid Waste Management Plan

[ ]  Other Type of Project (describe): Click or tap here to enter text.

[ ]  Project Involves Construction [ ]  Project Does Not Involve Construction

# Funding Request

Indicate total project cost, amount requested, and minimum amount acceptable below. Please note that amount requested cannot exceed 90% of total project cost.

A: Total Project Cost: Click or tap here to enter text.

B: Amount Requested ($10,000 - $40,000): Click or tap here to enter text.

C: Proposed Match (A - B): Click or tap here to enter text.

D: % Proposed Match (C / A; at least 10%): Click or tap here to enter text.

E: Minimum Amount Acceptable (min: $10,000): Click or tap here to enter text.

# Project Description

Provide description of the project, including an explanation of how the applicant will ensure it meets all requirements explained in the request for applications.

* If applying for funding for an MSW facility funding, indicate which of the allowable facility types you are proposing as identified in TCEQ’s Administrative Procedures document.
* If applying for HHW management funding, indicate whether the project involves construction of or at a permanent HHW facility or not.
* If applying for funding for equipment, explain what the equipment is, how it will be used to support municipal solid waste management, and what the basis for the cost estimate is.
* If applying for a collection event, explain where and when the collection event will take place, and what the basis for the cost estimate is.
* Include details regarding how a reduction in the amount of funding down to the minimum amount acceptable from what was requested would affect the project.

Click or tap here to enter text.

# Project Timeline

Provide a detailed project timeline including important milestones for the project, including procurement, event dates, anticipated construction completion dates, and billing dates. If necessary, attach additional pages.

Table . Project Timeline

|  |  |
| --- | --- |
| Milestone | Days from Receipt of Notice to Proceed |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. |
| Final Request for Reimbursement Submitted to CAPCOG | Click or tap here to enter text. |

# Project Budget Summary

Provide details of the project cost below. Each project category is described in detail in the RFA.

Table . Budget Expense Category Summary

|  |  |
| --- | --- |
| Budget Category | Total Project Cost |
| Personnel (salaries + fringe) | Click or tap here to enter text. |
| Travel | Click or tap here to enter text. |
| Supplies | Click or tap here to enter text. |
| Equipment (per-unit acquisition cost of $5,000 or more) | Click or tap here to enter text. |
| Construction | Click or tap here to enter text. |
| Contractual | Click or tap here to enter text. |
| Other | Click or tap here to enter text. |
| Indirect (must attach current indirect cost plan) | Click or tap here to enter text. |
| TOTAL (most match total project cost on page 2) | Click or tap here to enter text. |

# Project Budget Details

Provide further detail on the overall project budget and the components of each budget category listed above in the total project cost. Procurement must follow all state laws, and must conform to entity’s procurement policy.

## Overview

Provide an overall explanation for the project cost and the proposed match. Also include any details on how much money may have already been budgeted for this project for FY 2024 or FY 2025.

Click or tap here to enter text.

## Personnel

Provide detail on any wages and salaries proposed to be paid, as well as any fringe benefits that would be charged to this grant.

Click or tap here to enter text.

## Travel

Provide detail on travel associated with this application.

Click or tap here to enter text.

## Supplies

Provide detail on supplies necessary for carrying out the project. This includes non-construction goods and materials having a per-unit acquisition cost of less than $5,000 or with a useful life of 1 year or less.

Click or tap here to enter text.

## Equipment

Provide detail on equipment necessary for carrying out the project. This includes non-construction goods and materials having a per-unit acquisition cost $5,000 or more with a useful life of over 1 year. Include details on the percentage of time that the equipment will be used for solid waste activities. Equipment may only be funded using this grant proportionate to the amount of time the equipment will be used for solid waste activities. CAPCOG will also only fund 90% of the associated cost calculated for solid waste activities. Note that special conditions and requirements apply regarding title and management of equipment as specified in the RFA).

Click or tap here to enter text.

## Construction

Provide detail on costs associated with the enhancement or building of permanent facilities. This includes the costs of planning the project, the costs of material and labor connected to the construction project, the costs of equipment attached to a permanent structure, and any subcontracts, including contracts for services, performed as part of the construction.

Click or tap here to enter text.

## Contractual Expenses

Provide detail on contractual expenses (not otherwise classified as construction) below. If contractor is already procured, indicate which contractor. If not already procured, provide detail on planned procurement process and criteria.

Click or tap here to enter text.

## Other Expenses

Provide detail on other direct expenses budgeted not otherwise accounted for in the categories above.

Click or tap here to enter text.

## Indirect Expenses

If proposing direct expenses for this project, provide requested detail below and attach a copy of the organization’s current approved indirect cost plan or agreement.

Indirect cost rate (%): Click or tap here to enter text.

Indirect cost base (total salaries, salaries + fringe, modified total direct costs: Click or tap here to enter text.

Indirect rate type (fixed carry-forward, provisional, or predetermined): Click or tap here to enter text.

Effective dates for current rate Click or tap here to enter text.

# Resolution Requirement

Does your entity’s governing body require that a resolution in support of a grant application be adopted before it can be submitted?

[ ]  Yes [ ]  No

If Yes, please include a copy of the attachment in the application.

If, due to timing, a resolution cannot be adopted in time for the application deadline, please indicate the date that a resolution will be considered by the governing body (no later than Friday, 1/12/2024): 11/1/2023

# Certifications and Assurances

By submitting this application, the person listed on page 1 represents to CAPCOG that it is acting on behalf of the applicant and makes the certifications below:

## ****Authority to Submit Application****

Applicant certifies that they have the authority to submit this application on behalf of the organization listed on page 1 of this form.

## ****Private Industry Notification (if applicable)****

As required in the RFA for project types other than law enforcement, applicant certifies that it has notified private sector providers of the details of the application and the private industry notification and review process.

## ****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.

## ****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 (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. If the application includes salaries for local enforcement officers, the applicant certifies that at least one of the officers has attended or will attend within the term of the funding agreement the TCEQ’s Criminal Environmental Law Enforcement Training or equivalent training.

## ****Compliance with Standard Pertaining to Real Property and Equipment****

Applicant provides assurances that, if funded, the Applicant will comply with the State of Texas Grant Management Standards 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 acquired under the agreement.

## ****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.

## ****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 State of Texas Grant Management Standards prepared by the Governor’s Office under §§783.001 et. seq, Texas Government Code, and 1 TAC §§5.141 through 5.167, Governor’s Office Regulations. Provisions of the Single Audit Circular in Part IV of the State of Texas Grant Management Standards 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.