

Capital Area Council of Governments FY 2026-2027 Solid Waste Program Grant Request for Applications

General

The Capital Area Council of Governments (CAPCOG) is announcing this request for applications (RFA) <https://www.capcog.org/services/funding-grants/solid-waste/>. for regional solid waste grant funding for state Fiscal Years (FY) 2026 and FY 2027. CAPCOG is a Regional Planning Commission and a political subdivision of the State of Texas created under Chapter (§) 391 of the Texas Local Government Code and has received grant funding from the Texas Commission on Environmental Quality (TCEQ) to support management of municipal solid waste (MSW) in CAPCOG's 10-county region, which includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson counties.

Timeline

The following table lays out the major milestones for this RFA and the grants that will be awarded pursuant to this RFA:

Table 1. RFA Milestones

Milestone	Date(s)
RFA Released	10/15/2025
Grant-Writing workshop video available to view on CAPCOG website	10/21/2025
Deadline for Questions	10/31/2025, 4:00 pm
Final version of Question & Answer Document Posted Online	11/7/2025, 5:00 pm
Applications Due	<u>11/20/2025, 4:00 pm</u>
Public/Private Industry Review Period	11/24/2025 – 12/5/2025
Final Deadline for Governing Body Resolution	12/5/2025, 1:00 pm
Solid Waste Advisory Committee (SWAC) Scoring Meeting	12/19/2025
CAPCOG Executive Committee Considers Approval of Grants	1/14/2026
Target Start Date for FY 2026 Contracts	3/2/2026
End Date for FY 2026 Contracts (except construction projects)	8/31/2026
Target Start Date for FY 2027 Contracts	9/1/2026
End Date for FY 2027 Contracts and all Construction Projects	4/30/2027

Associated Documents

The following documents/attachments are associated with this RFP:

1. TCEQ's Administrative Procedures Document;
2. CAPCOG's SWAC Bylaws; and
3. CAPCOG's 2022 – 2042 Regional Solid Waste Management Plan.
4. Draft Interlocal Agreement

All documents can be found at <https://www.capcog.org/services/funding-grants/solid-waste/>. CAPCOG Regional Solid Waste Management Plan

The purpose of this funding is to implement projects that will support the goals of CAPCOG's Regional Solid Waste Management Plan (RSWMP). These goals are presented in order of priority as determined by the region's local governments during the RSWMP 2022 update, as follows:

1. Promote community clean-up events to provide citizens with an alternative to illegal dumping
2. Encourage a household hazardous waste (HHW) collection and diversion program
3. Continue and enhance current illegal dumping enforcement programs
4. Explore alternatives to dealing with the disposal of special wastes
5. Promote public education on integrated solid waste management
6. Encourage effective and efficient management and operation of recycling services
7. Encourage the proper management and disposal of municipal solid waste (MSW)
8. Promote reduction in the disposal amount of yard waste and encourage recycling
9. Determine whether access to and the availability of legal disposal options in the CAPCOG region are adequate
10. Promote administrative structures to ensure some measure of local control in the siting, expansion, and operation of MSW facilities
11. Promote incentives for recycling activities and increased recycling participation rates across the region
12. Reduce the amount of MSW generated and disposed of within the region
13. Increase the CAPCOG region's recycling rate
14. Provide permanent HHW collection facilities throughout the region

Eligible Entities

The following types of entities located in the CAPCOG region are eligible to apply for funding under this RFA:

1. Municipalities;
2. Counties;
3. Public schools and school districts (not including universities or post-secondary educational institutions); and
4. Other general and special law districts with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities.

Eligible Projects

The following categories of projects are eligible for funding under this Request for Applications (RFA), and further defined in this section:

1. Local Enforcement.
2. Litter and Illegal Dumping Cleanup and Community Collection Events.
3. Source Reduction and Recycling.
4. Local Solid Waste Management Plans.
5. Municipal Solid Waste Facilities Eligible for Funding.
6. Household Hazardous Waste Management.
7. Technical Studies.
8. Educational and Training Projects.
9. Other Types of Projects.

Local Enforcement

Funds can be used for projects which contribute to the prevention of illegal dumping of municipal solid waste, including liquid waste. Funding recipients may investigate illegal dumping problems; enforce laws and regulations pertaining to the illegal dumping of municipal solid waste, including liquid waste; establish a program to monitor the collection and transport of municipal liquid wastes, through administration of a manifesting system; and educate the public on illegal dumping laws and regulations.

Funds may not be expended to any law enforcement agency regulated by Texas Occupations Code, Title 10, Chapter 1701, unless: (a) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or (b) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.

Local enforcement vehicles and related enforcement equipment purchased entirely with funds provided under this Agreement may only be used for activities to enforce laws and regulations pertaining to littering and illegal dumping, and may not, to the extent practicable, be used for other code enforcement or law enforcement activities. Vehicles and equipment that are only partially funded must be dedicated for use in local enforcement activities for a percentage of time equal to the proportion of the purchase expense funded.

Entities receiving funds for enforcement vehicles, and/or related equipment for use by an enforcement officer, must investigate major illegal dumping problems on both public and private property, in addition to investigating general litter problems on public property.

Entities receiving funds to conduct a local enforcement program must cooperate with TCEQ's regional investigative staff in identifying and investigating illegal dumping problems. Lack of cooperation with the TCEQ staff may constitute a reason to withhold future funding to that entity for local enforcement activities.

Funds may not be used for investigation and enforcement activities related to the illegal dumping of industrial and/or hazardous waste. Instances where industrial or hazardous waste is discovered at a site do not preclude the investigation of that site, so long as the intent and focus of the investigation and enforcement activities are on the illegal dumping of municipal solid waste. Funds may not be used to purchase ammunition, firearms, or HazMat gear.

Litter and Illegal Dumping Cleanup and Community Collection Events

Funds can be used for ongoing and periodic activities to clean up litter and illegal dumping of municipal solid waste, excluding cleanup of scrap tire dumping sites.

Funded activities may include waste removal; disposal or recycling of removed materials; fencing and barriers; and signage. Placement of trash collection receptacles in public areas with chronic littering problems may also be funded. To the extent feasible, reuse or recycling options should be considered for managing the materials cleaned up under this program. Funds may also be used for periodic community collection events to provide for collection of residential waste materials for which there is not a readily available collection alternative, such as large and bulky items that are not picked up under the regular collection system.

Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or the COG. Funds may not be provided directly to a private landowner or other private party responsible for cleanup expenses. The local government sponsor or the COG must either contract for and oversee the cleanup work or conduct the work with its own employees and equipment.

The costs for cleanup of hazardous waste and/or Class 1 non-hazardous industrial waste that may be found at a municipal solid waste site must be funded by other sources, unless a waiver from this restriction is granted by the TCEQ's Waste Permits Division to deal with immediate threats to human health or the environment.

The cleanup of Class 2 and 3 nonhazardous industrial waste that may be found at a municipal solid waste site may be funded in conjunction with the cleanup of the municipal solid waste found at a site.

All notification, assessment, and cleanup requirements pertaining to the release of wastes or other chemicals of concern, as required under federal, state, and local laws and regulations, including §30 TAC Chapter 330, TCEQ's MSW Rules, and §30 TAC Chapter 350, TCEQ's Risk Reduction Rules, must be complied with as part of any activities funded under this Agreement.

All materials cleaned up using funds provided under this Agreement must be properly disposed of or otherwise properly managed in accordance with all applicable laws and regulations. To the extent feasible, it is recommended that as much material as possible be diverted from area landfills and targeted for reuse or recycling.

Grant funds may not be used for the cost of ice, food, drink, sanitary stations, port-a-potties, or other such amenities in support of these events.

Source Reduction and Recycling

Funds can be used for projects which provide a direct and measurable effect on reducing the amount of municipal solid waste going into landfills, by diverting various materials from the municipal solid waste stream for reuse or recycling, or by reducing waste generation at the source. Funded activities may include: diversion from the waste stream and/or collection, processing for transport, and transportation of materials for reuse and/or recycling; implementation of efficiency improvements in order to increase source reduction and recycling, to include full-cost accounting systems and cost-based rate structures, establishment of a solid waste services enterprise fund, and mechanisms to track and assess the level of recycling activity in the community on a regular basis; and educational and promotional activities to increase source reduction and recycling.

Any program or project funded under this Agreement with the intent of demonstrating the use of products made from recycled and/or reused materials shall have as its primary purpose the education and training of residents, governmental officials, private entities, and others to encourage a market for using these materials.

Any revenues realized from recycling efforts funded through this program by a sub-grant recipient must be placed back into the respective solid waste management program and may not be placed into a funded entities general revenue fund. Any money realized must be used to promote sustainability of the funded program.

Local Solid Waste Management Plans

Funds can be used for projects to develop a local solid waste management plan. In addition, in accordance with §363, Texas Health and Safety Code, and 30 TAC §330, TCEQ Rules, funds can be used for the TCEQ adoption of a local solid waste management plan. Funds may be used to amend an existing local solid waste management plan that has been adopted by TCEQ. Local solid waste management plans must be consistent with the goals and objectives of the RSWMP.

All local solid waste management plans funded under this Agreement must be consistent with the COG's RSWMP, and prepared in accordance with 30 TAC §330, Subchapter O, TCEQ Rules, and the Content and Format Guidelines provided by the TCEQ.

In selecting a local solid waste management plan as an implementation project for funding, the COG shall ensure that at least one year is available for the completion and adoption of the local plan.

Municipal Solid Waste Facilities Eligible for Funding

The design and construction of the facilities identified below may be funded. Other registered or permitted facilities may receive funding upon prior authorization from TCEQ on a case-by-case basis. The cost associated with operating these types of facilities will not be funded. However, eligible facilities which do not charge customers for services rendered qualify to pursue implementation project funding under this agreement to cover facility upgrades and periodic maintenance costs associated with the free services provided. Projects funded under this project category shall include consideration of an integrated approach to solid waste management, to include providing recycling services at the site, if appropriate to the management system in place. Any revenues realized by entities funded through this program must be used in support of the entity's solid waste program and may not be redirected to an entity's general revenue fund. The following municipal solid waste facilities qualify for funding:

- Notification tier municipal solid waste transfer stations that qualify under 30 TAC §330.11(e).
- Registered municipal solid waste transfer stations that qualify under 30 TAC 330.9(b)(1) through (3), or (f).
- Exempt local government recycling facilities as provided for under 30 TAC §328.4(a)(1).
- Notification tier composting facilities which qualify under 30 TAC §332.21 – §332.23.
- Liquid waste transfer stations which qualify for registration in 30 TAC §330.9(g) and (l).
- Registration tier used oil collection facilities which qualify under 30 TAC §324.7(1) or (3).

Please refer to the TCEQ Administrative Procedures document for more details about requirements for funding MSW facilities and the various authorizations required.

Household Hazardous Waste Management

Funds can be used for projects that provide for the collection, recycling or reuse, or proper disposal of household hazardous waste (HHW), including:

- household chemicals;
- used oil and oil filters;
- antifreeze;
- lead-acid batteries;
- household electronic waste,
- batteries, oil, paint, antifreeze, tires, and electronics (BOPATE) events; and,
- other materials.

Funded activities can include collection events; consolidation and transportation costs associated with collection activities; recycling or reuse of materials; proper disposal of materials; permanent collection facilities; education and public awareness programs.

All HHW events must meet the requirements of 30 TAC §335, Subchapter N, and must be coordinated through the External Relations Division of the TCEQ. Additionally, the TCEQ Used Oil Program regulates the handling – including transportation – of used oil and oil filters. HHW collections should be aware of registration requirements when selecting vendors or running collection programs themselves.

All HHW collection event activities must be conducted under an operational plan which meets the requirements of 30 TAC §335.405(a), to be maintained onsite, which addresses collection, ingress and egress, storage, training, transportation, recycling, and disposal.

The designated HHW “operator” must submit to the TCEQ HHW Program a 45 Day Notice (and TCEQ Core Data Form and/or signed location permission letter, if required) at least 45 days prior to the start of the collection, which meets the requirements of 30 TAC §335.403(b). The operator must also report to the HHW program by April 1st of the following year on the amount of material received under the collection. These documents must be submitted through one of the following avenues:

E-mailed to: Recycle@tceq.texas.gov (this is the preferred method)

Mailed to:

TCEQ/External Relations Division (MC 118)
HHW Program
P.O. Box 13087
Austin TX 78711-3087

Technical Studies

Funds can be used for projects that include the collection of pertinent data, analysis of issues and needs, evaluation of alternative solutions, public input, and recommended actions to assist in making solid waste management decisions at the local level. Projects can also include research and investigations to determine the location, boundaries, and contents of closed municipal solid waste landfills and sites, and to assess possible risks to human health or the environment associated with those landfills and sites.

All technical studies funded under this Contract must be consistent with the COG’s RSWMP and prepared in accordance with Guidelines provided by the TCEQ.

Educational and Training Projects

Educational components are encouraged under the other categories to better ensure public participation in projects; those educational components should be funded as part of those projects and not separately under this category. Funds can also be used for “stand-alone” educational projects dealing with a variety of solid waste management topics. Projects can include funding for information-exchange activities.

Educational and training programs and projects funded under this Agreement must be primarily related to the management of municipal solid waste, and funds applied to a broader education program may only be used for those portions of the program pertaining to municipal solid waste.

Grant Amounts

Grant amounts may range from \$10,000 - \$40,000, with a total of \$227,231.47 available to award. No more than \$119,643.47 may be awarded in total for FY 2026 projects, and no more than the remaining balance of total available funds may be awarded in total for FY 2027 projects. Grant funds will be paid on a reimbursement basis.

Number of Applications

Applicants are not limited to the number of applications they can submit. Each project must be included in a separate application. Multiple collection events are considered separate projects and require a

separate application for each event. . For the purpose of this application, a collection event that is conducted on multiple days is considered one event as long as the days are adjacent to each other.

Project Prioritization by Applicant

Applicants who submit more than one application may indicate which of their applications is their priority that they request to be considered for funding before their other submitted projects.

For applicants submitting only one application, that application will be considered the applicant's priority.

In the event that an applicant submits multiple applications and does not indicate any as its priority, the SWAC will determine which of the applicant's applications to be considered the priority.

The SWAC will make every effort to fund all primary applications prior to considering funding any applications not indicated as a priority.

Eligible Expenses

The following categories of expenses may be eligible for funding under this program. All expenses must directly relate to the conduct of the proposed project.

Travel

Travel expenses directly related to the conduct of the funded program may be authorized. Only the employees of the pass-through grant recipient assigned to the project should receive reimbursement for travel expenses. In accordance with the TxGMS 2.0, in those instances where grantees do not have an established organization-wide written travel policy approved by the governing board of the local jurisdiction, all employee-related travel expenses must be claimed at no higher than the same rates allowed by the State of Texas for its employees. For authorized reimbursement through the Regional Solid Waste Grants Contract, all travel authorized for pass-through recipients must comply with Chapter 660 of the Government Code, and Article IX of the General Appropriations Act, 88th Legislative Session.

Supplies

Expenses for supplies necessary for the conduct of the funded project may be authorized. Expenses included under the Supplies expense category of a project budget should be for non-construction related costs for goods and materials having a unit acquisition cost (including freight) of less than \$10,000. Such expenditures must generally relate to the routine purchase of office supplies (paper, pencils, and staplers) or other goods which are consumed in a relatively short period of time, in the regular performance of the general activities of the proposed project.

Equipment

Equipment necessary and appropriate for the proposed project may be authorized. The COG must carefully evaluate all requests for equipment to determine appropriateness of the equipment for the project. No equipment is to be purchased by a pass-through grant recipient unless approved in advance by the COG. Expenses included under the Equipment expense category should be for non-construction related, tangible, personal property having a unit acquisition cost of \$10,000 or more (including freight and set up costs) with an estimated useful life of over one year. Any equipment that will be used for other projects or activities, in addition to the funded project, may only be funded at an amount reflecting the appropriate percentage of time that the equipment will be directly used for the funded

project. The special conditions and requirements set forth in the grant Contract (relating to Title to and Management of Equipment and Constructed Facilities), also apply to equipment purchased with pass-through grant funding.

Construction

Appropriate construction costs may be authorized. Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. No construction costs may be incurred by a pass-through grant recipient unless the construction details are approved in advance CAPCOG. Appropriate costs that may be included are:

1. Non-personnel related to the cost of planning the project;
2. The cost of materials for the construction project;
3. The cost of equipment attached to the permanent structure; and
4. Any subcontracts, including contracts for services, performed as part of the construction.

Contractual Expenses

Professional services or appropriate tasks provided by a firm or individual who is not employed by the pass-through grant recipient for conducting the funded project may be authorized for subcontracting by the funds recipient. No contractual costs should be incurred by a pass-through grant recipient unless the subcontract is approved in advance by the COG. Applicable laws and regulations concerning bidding and contracting for services must be followed.

Any amendment to a subcontract which will result in or require substantive changes to any of the tasks required to be performed must be approved in writing CAPCOG.

Other Expenses

Other expenses, not including personnel or indirect expenses, that are not included in the specific expense categories, may be included, if connected with the tasks and activities of the proposed project. The restrictions set forth in the TxGMS 2.0 and the main grant Contract apply. The COG must ensure that expenses budgeted under this "Other" category are itemized by the grant recipient and are fully considered and evaluated by the COG. Some expenses that may be appropriate include:

- Postage/delivery
- Telephone/FAX
- Utilities
- Printing/reproduction
- Advertising/public notices
- Signs
- Training
- Office space
- Basic office furnishings
- Computer Hardware (greater than \$1,000 and less than \$10,000.00 not listed under the Equipment category)
- Computer Software

Personnel Expenses Ineligible

Unlike in previous years, personnel and related indirect expenses are not eligible for reimbursement under the FY26-27 grant program.

Types of Expenses That May Be Appropriate Under Each Project Category

Following are examples of some of the types of expenses that may be appropriate under each of the project categories.

Local Enforcement

- Equipment, such as vehicles, communications equipment, and surveillance equipment (NOTE: this does not include local code enforcement officer firearms nor ammunition)
- Program administration expenses, such as office supplies and equipment, travel, training, and vehicle maintenance
- Protective gear and supplies (NOTE: this does not include self-contained breathing apparatus equipment)
- Education and outreach materials

Litter and Illegal Dumping Cleanup and Community Collection Events

- Community Collection Events
- Scrap Tire Collection Events
- Mattress Collection Events
- Equipment, such as trailers and trucks
- Program administration expenses, such as office supplies and equipment, travel, training, and vehicle maintenance
- Subcontract expenses
- Protective gear and supplies
- Fencing, barriers, and signage
- Education and outreach materials

Source Reduction and Recycling

- Facility design and construction
- Equipment, such as chippers, balers, crushers (non- trash), recycling and composting containers, trailers, forklifts, and trucks
- Program administration expenses, such as office supplies and equipment, travel, training, and equipment maintenance
- Education and outreach materials
- Printing and advertisement expenses

Local Solid Waste Management Plans

- Consultant services
- Printing and advertising expenses
- Program administration expenses, such as office supplies, and travel

Municipal Solid Waste Facilities Eligible for Funding

- Facility design and construction
- Equipment, such as trailers, balers, crushers (non-trash) recycling scales, and recycling containers
- Protective gear

- Education and outreach materials
- Printing and advertisement expenses

Household Hazardous Waste Management

- Design and construction of permanent collection facilities
- Equipment for permanent collection facilities, such as recycling containers, trailers, forklifts, and crushers
- Protective gear
- Contractual services for special collection events
- Education and outreach materials
- Printing and advertising expenses

Technical Studies

- Consultant services
- Printing and advertising expenses
- Program administration expenses, such as office supplies, and travel

Educational and Training Projects

- Education and outreach materials
- Printing and advertising expenses
- Contractual services
- Program administrative expenses, such as office supplies, and travel

Requirements for Private Industry Notification

In accordance with §361.04(b) of the Texas Health and Safety Code and 30 TAC §330.649(d), a project or service funded under this program must promote cooperation between public and private entities and may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services. In order to ensure this, TCEQ requires the following for all projects other than local enforcement:

1. Applicants for funding must contact in person or in writing the known private providers of similar services which, at the time of the application development, are providing services within the geographic service area that the project intends to serve, prior to making an application.
2. Applicants for funding must inform the private service providers of the basic details of the proposed project and consider any input and concerns from the private service providers about the project when completing the project proposal.
3. Applicants for funding must provide with the application information regarding recycling or solid waste services within the proposed geographic service area of the project being applied for, including:
 - a. the names and telephone numbers of any known private entities providing similar or related services within that service area;
 - b. a certification that the private service providers were notified of the details of the application;
 - c. summaries of any input and concerns raised by the private service providers;
 - d. a summary of any meetings or discussions held between the applicant and the private service providers;

- e. an explanation of any changes made to the proposed project to address private service provider concerns; and
 - f. an explanation of any remaining concerns that were not addressed and why the applicant determined that the concerns were not valid under the statutory requirements.
4. Applicants for funding are encouraged to meet directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns before an application is submitted.

Webinar and Question and Answer Opportunity

Webinar

CAPCOG will host one grant writing workshop on October 21, 2025, from 10 am to noon, in the CAPCOG Pecan Meeting Room, 3800 Burleson Road, Bldg 310, Suite 165, Austin, TX, 78754. Materials provided at the workshop including an instructional video will be available on the CAPCOG website (<https://www.capcog.org/services/funding-grants/solid-waste/>) for viewing prior to the deadline. The workshop will cover the details of this RFA and preparation of applications in response to it. To ensure that applications meet all requirements, attending the workshop or viewing the video by a representative of the applicant is highly encouraged.

Questions and Answers

Applicants may submit questions about this RFA to kmay@capcog.org and with copies to csimon@capcog.org at any time until the close of application period. CAPCOG will compile responses to these questions and post an updated "Q&A" document on the RFA page as time permits. The deadline to submit questions is 4:00 pm, Friday, 10/31/2025, with the final Q&A posted no later than Friday, 11/7/2025, by 5:00 pm.

Application Submission

Application Checklist

In order for an application to be considered complete, all of the following elements must be included in the submission:

1. FY 2026-2027 Solid Waste Grant Application Form;
 2. If required, a resolution from applicant's governing board authorizing grant application or an indication of the date that the resolution will be provided after the submittal deadline*
- * If it is not possible for the applicant to get a resolution approved by its governing board by the grant application deadline, it must provide a draft copy of the resolution and indicate the date that the governing body is scheduled to take action on the resolution. The latest that an approved resolution may be submitted to be considered for funding is 1:00 pm, Friday, December 5, 2025.

Submission Instructions

Applicants must submit each grant application by the on-line form accessible from the CAPCOG website (<https://www.capcog.org/services/funding-grants/solid-waste/>) no later than 4:00 pm on Thursday, 11/20/2025. Applicants will be sent a system-generated email notifying them that the application has been submitted as well as an email from CAPCOG solid waste program personnel confirming receipt..

Applicants are encouraged to contact CAPCOG solid waste program personnel by emailing Ken May (kmay@capcog.org) or Charles Simon (csimon@capcog.org) to verify the status of their application at any time.

Withdrawing Submitted Applications

An applicant may withdraw one or more of its submitted applications prior to the deadline by sending an email to Ken May (kmay@capcog.org) from the email address that is indicated in the application as the primary contact for the application.

Additional Application Considerations

CAPCOG reserves the right to disqualify any application that does not meet minimum requirements.

CAPCOG may request additional information or an amended application from an applicant prior to making the application publicly available for review.

CAPCOG's SWAC, CAPCOG's Executive Committee, or the TCEQ may elect to only recommend or approve part of the requested funding.

Grant Review Process

Once applications are received by CAPCOG, applications will undergo the following review steps:

1. Initial screening by CAPCOG staff;
2. Private industry review ;
3. Public review;
4. CAPCOG SWAC review and funding recommendations;
5. CAPCOG Executive Committee approval of grant awards; and
6. TCEQ approval of grant awards.

Private Industry Review

In addition to the private industry notification and consultation that the applicant must complete before submitting an application, CAPCOG will provide notification to private industry before making the applications available to the SWAC for review and provide them an opportunity for review. The applications will be available for private industry review on the CAPCOG website (<https://www.capcog.org/services/funding-grants/solid-waste/>) no later than Monday, November 24, 2025 at 5:00 PM.

Public Review

CAPCOG will post copies of all eligible grant applications on its website (<https://www.capcog.org/services/funding-grants/solid-waste/>) no later than Monday, November 24, 2025 at 5:00 PM which will begin the public review period prior to the SWAC scoring committee meeting.

Initial Screening by CAPCOG Staff

Parallel to the private industry and public review processes, CAPCOG staff will conduct an initial screen of each grant application to verify that all the following criteria are met. If an application does not meet these initial screening criteria, it will not receive further consideration.

1. The application must be complete, and all application requirements and procedures followed, including requirements to notify private service providers of the proposed project, when applicable.
2. The proposed project must conform to eligible standards as established by CAPCOG's contract with TCEQ and under all applicable laws and regulations.
3. The applicant must agree to document the results of the project on forms provided by and in the measurements requested as required by CAPCOG's contract with TCEQ.
4. The proposed project must be technically feasible, and there must be a reasonable expectation that the project can be satisfactorily completed within the required time frames.
5. The proposed project activities and expenses must be reasonable and necessary to accomplish the goals and objectives of the project.

Grant applications that include ineligible funds will be limited to the award of funds only to cover eligible expenses.

Prioritization of Grant Applications Prior to Scoring

The SWAC will make every effort to fund all primary applications prior to considering funding all other applications.

SWAC Review

Presentations to SWAC

Each applicant will have an opportunity to present for up to five minutes for each application at the SWAC scoring meeting, with an additional 10 minutes for questions and answers. CAPCOG must allow for oral comments from a private service provider representative on a proposed project at the meeting of the SWAC where the projects will be considered. CAPCOG may restrict oral comments concerning that project to entities from which written comments had previously been received by CAPCOG.

SWAC Review of Private Industry Concerns

The SWAC shall make a determination pertaining to the private industry concerns before issuing its recommendations for the selection of applications to be funded. In making a decision concerning the eligibility of a project, the SWAC shall address the issues that were raised by a private service provider and shall provide in the record of the proceeding its specific reasons for either accepting or rejecting the private industry concerns.

Scoring by SWAC

After each presentation, each SWAC member will score the application based on the following criteria in accordance with the SWAC bylaws:

Table 2. SWAC Scoring Criteria

Criteria	Maximum Points
Identified Need/Problem Resolution/Innovative or Progressive/Long-Term v. Short-Term	20
Well-planned, organized, and technically feasible project	15
Regionally coordinated effort or public/private partnership/multi-jurisdictional	20
Cost-effectiveness	10
Direct services versus administrative overhead	10

Criteria	Maximum Points
Sustainability of project	10
Local commitment to project	15
Total	100

An explanation for each of these criteria is provided below:

1. **Identified need/problem resolution/innovative or progressive/long-term v. short-term (max: 20 points):** Under this scoring criteria, the SWAC needs to identify to what extent the project meets local need? To what extent does the project solve local issues that may be preventing increased solid waste diversion? Determine if the project is innovative or progressive in nature? And determine if the project meets long term versus short term resolutions to local needs? An application may be awarded maximum points where the proposed project meets local needs, solves local issues interfering with solid waste services, is an innovative or progressive approach to a local need, and where the proposed project is a long-term solution to local issues.
2. **Well-planned, organized, and technically feasible project (max: 15 points):** Under this scoring criteria, the SWAC will need look for planning aspects of the proposed project that include public participation, local government participation and leadership, and the local government's ability to implement and sustain the project.
3. **Regionally coordinated effort or public/private partnership/multi-jurisdictional (max: 20 points):** Under this scoring criteria, the SWAC will look to reward innovative projects that combine the resources of public and private entities and that are true multi-jurisdictional projects addressing sub-regional needs. A public – private partnership must include a private industry in-kind or cash match component and should not be simple contracting for services. A multi-jurisdictional project would encompass more than one local government's jurisdictional boundary with buy-in and support provided by each local government.
4. **Cost-effectiveness (max: 10 points):** Under this scoring criteria, the SWAC will score based upon the cost effectiveness of the project. To what extent does the proposed project resolve an issue utilizing cost effective means, also considering the sustainability of the project when considering the overall cost to the local government(s).
5. **Direct services versus administrative overhead (max: 10 points):** Under this scoring criteria, the SWAC will evaluate the proportion of the grant requested that will fund a direct service versus the amount of the proposed project that will go toward an administrative overhead to maintain the proposed project. Projects which direct the majority of the funds requested toward direct solid waste services should receive greater points consideration than projects that increase government size or fund additional administrative duties.
6. **Sustainability of project (max 10 points):** Under this scoring criteria, the SWAC will look directly to the sustainability of the project and reward those projects that have a well laid out plan to ensure the project meets a long term need rather than providing a short-term fix
7. **Local commitment to project (max 10 points):** Under this scoring criteria, the SWAC will consider the local commitment to the project. To what extent does the local government plan, lead, and support the project utilizing the resources available to them.

Score Compilation, Ranking, and Funding Recommendations

CAPCOG staff will calculate the average score of each application and put them in order from highest score to lowest score within each priority level. Applications that score below 70 points will be deemed ineligible for a funding recommendation from the SWAC. The SWAC will consider funding

recommendations for individual projects at this stage. The SWAC will then vote on the funding recommendations.

Assigning Projects to Fiscal Years 2026 and 2027

The SWAC's funding recommendations will be based on the funds available for each fiscal year and the proposed timing of events. Projects recommended for funding will be assigned to either Fiscal Year 2026 or 2027 as follows:

- **Construction projects:** All construction-related projects will be placed in Fiscal Year 2026 with a contract period of 3/2/2026 – 4/30/2027.
- **Date-specific projects:** Projects tied to a specific date will be assigned to the fiscal year in which that date falls.
- **Other projects:**
 - Fiscal Year 2026 (non-construction projects): Projects will be assigned to FY2026 until the remaining balance is insufficient to fully fund any of the projects still under consideration. Projects in this year will have a contract period of 3/2/2026 – 8/31/2026.
 - Fiscal Year 2027 (non-construction projects): Any remaining recommended projects will then be assigned to FY2027 until those funds are fully committed. Projects in this year will have a contract period of 9/1/2026 – 4/30/2027.

Executive Committee Approval

- CAPCOG staff will transmit the SWAC's funding recommendation to its Executive Committee for consideration.
- CAPCOG must allow for oral comments from a private service provider representative at the meeting of the Executive Committee where the projects will be considered. Oral comments concerning any project are limited to entities from which written comments had previously been received by CAPCOG.
- CAPCOG's Executive Committee is not bound by the SWAC's recommendations.
- CAPCOG's Executive Committee may direct that a determination by the SWAC that identifies a project which does not comply with the private industry requirements precludes further consideration of that project application. The Executive Committee may make a final decision regarding a private industry concern.
- In making a decision concerning funding a project, the Executive Committee shall provide in the record of the proceeding its specific reasons for either accepting or rejecting the private industry concerns.
- Prior to submitting the project list for review by the TCEQ, the Executive Committee shall inform in writing any private service provider submitting comments opposing a project, that the service provider may appeal in writing to the Authorized Representative of the TCEQ a decision of the Executive Committee approving the selection of a project for funding, within ten (10) working days following receipt of the written notice, on the grounds that the project does not promote cooperation between public and private entities, or is readily available in the proposed project service area, or creates a competitive advantage over that private service provider in the provision of recycling or solid waste services.

TCEQ Approval

- Following Executive Committee approval of grant awards, CAPCOG staff will transmit details of the grant awards to TCEQ for final approval.
- A project may not proceed until it has been approved by TCEQ.
- In order to allow for the consideration of and action upon an appeal submitted to the TCEQ by a private service provider, the TCEQ and CAPCOG agree to adhere to the appeals review process. CAPCOG shall not proceed with any project which the TCEQ has notified CAPCOG of a question or concern about that project until the TCEQ provides CAPCOG written authorization to proceed with awarding funding to the project.

Reporting

As a condition of funding, TCEQ and CAPCOG require grant recipients to provide detailed reporting on the results achieved through the grant funding. For discrete activities, this will include quantities of solid waste collected or diverted within the time frame of the grant contract. For projects involving equipment or construction, this will involve a “follow-up results report” that identifies activities completed since the new capital asset was put into service, and which will be due the following year.

Special Requirements for Equipment and Construction

TCEQ’s Administrative Procedures includes a number of special requirements for projects that involve equipment or construction that will apply to any such project funded under this RFA. Please refer to section I-E of the TCEQ FY 2026/2027 Regional Solid Waste Grants Program Administrative Procedures applicable to equipment and construction. The requirements identified in TCEQ’s Administrative Procedures will be incorporated into any contract CAPCOG enters into with an applicant that involved equipment or construction.