



# **Solid Waste Advisory Committee**

**February 29, 2024  
9:30 a.m.**

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# Agenda

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## Central Texas Solid Waste Advisory Committee (SWAC)

Thursday, February 29, 2024

Central Texas Council of Governments Building  
2180 North Main Street, Belton, Texas 76513

### Regular Meeting: 9:30 am

Note: The Chair of the Committee will be physically present, and the meeting will be open to the public.

Virtual Meeting Link: [SWAC Meeting](#)

Call in Number: [+1 \(571\) 317-3122](#)

Access Code: 376-919-429

### Agenda

1. Call to Order.
2. Opportunity for Public Comments.
3. Staff Update: *(pg.6-10)*
  - a) RSWMP Update
  - b) FY24 Implementation Projects;
  - c) Other Updates;
  - d) Air Quality.
4. **Action Item:** Regarding approval of August 31, 2023 meeting minutes. *(pg.12-15)*
5. **Discussion and Action Item:** Regarding FY23 accrued interest. *(pg.18)*
6. **Discussion Item:** Regarding the Private Sector/Business Representative voting member position. *(pg.20-21)*
7. **Discussion Item:** Regarding FY25 Solid Waste grant application and scoring guide. *(pg.24-54)*
8. **Discussion Item:** Regarding lithium batteries disposal. *(pg.56)*
9. **Discussion Item:** Regarding future presentations and topics for discussion. *(pg.58)*
10. Member Comments/Discussion.
11. Set Next Meeting Date: May 2, 2024.
12. Adjournment.

# Item #3

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## Staff Update

**Staff Update**

a) RSWMP Update

- On March 29, 2022 CTCOG received notice from TCEQ that they had completed review of the RSWMP and preliminarily approved the plan.
- TCEQ then needed to revise the Texas Administrative Code (TAC) to formally adopt the plans.
- They held two public comment periods, an informal one in August-September 2022 and then a formal one in February-March 2023
- TCEQ Commissioners voted to adopt all CTCOG's RSWMP Volume I on July 19, 2023 with an effective date of August 10, 2023.
- CTCOG received a letter from TCEQ on December 6, 2023 with approval of Volume II by the Executive Director.
- A copy of that letter is included in the meeting packet.

b) FY24 Implementation Projects Update

- TCEQ approved all projects in February
- Staff is working to finalize one last agreement
- Temple HHW event successfully held on October 28, 2023
  - Event summary included in meeting packet
- Upcoming Events
  - March 8-9 – Bell County Scrap Tire Event
  - April 6 – Bartlet HHW Event
  - May 4 – Killeen HHW Event

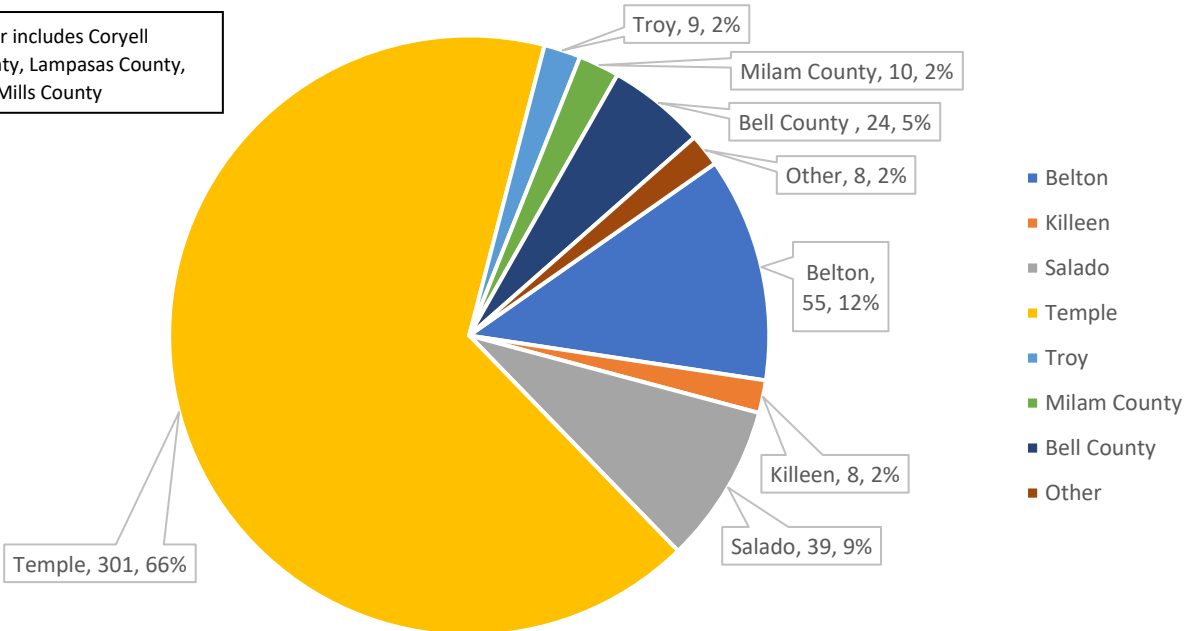
## City of Temple 2023 HHW Event

- 454 cars total
- Residents from 6 counties attended the event
- Most attendees from Temple, Belton, and Salado
- Paint, Chemicals, and Oil/Antifreeze were the most common items dropped off
- 14% of attendees brought electronics/appliances
- Half of attendees had never been to a previous event

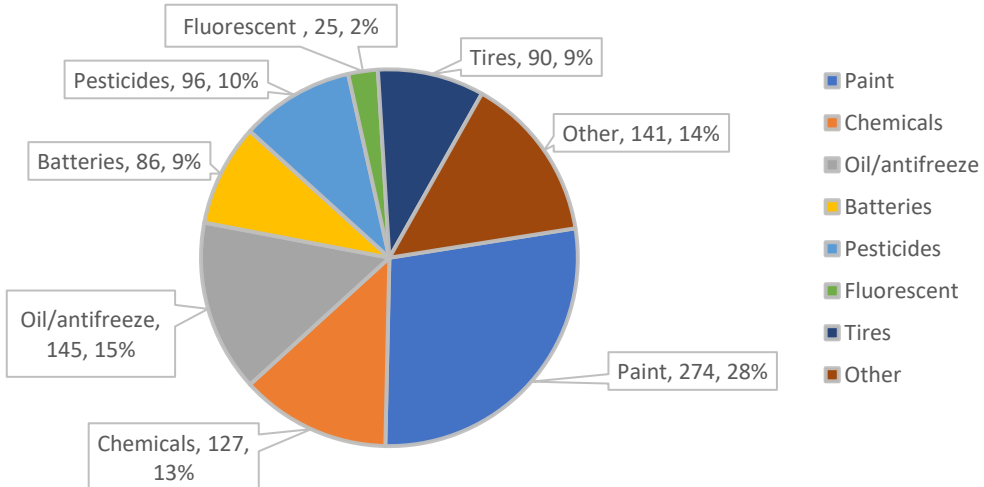
Bell County includes Harker Heights, Holland, Rogers, and Little River- Academy

Other includes Coryell County, Lampasas County, and Mills County

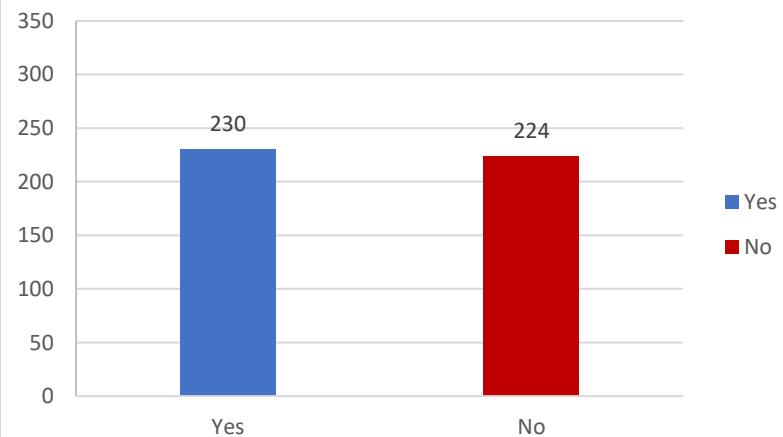
## Jurisdiction



## Items



## Previous Attendance

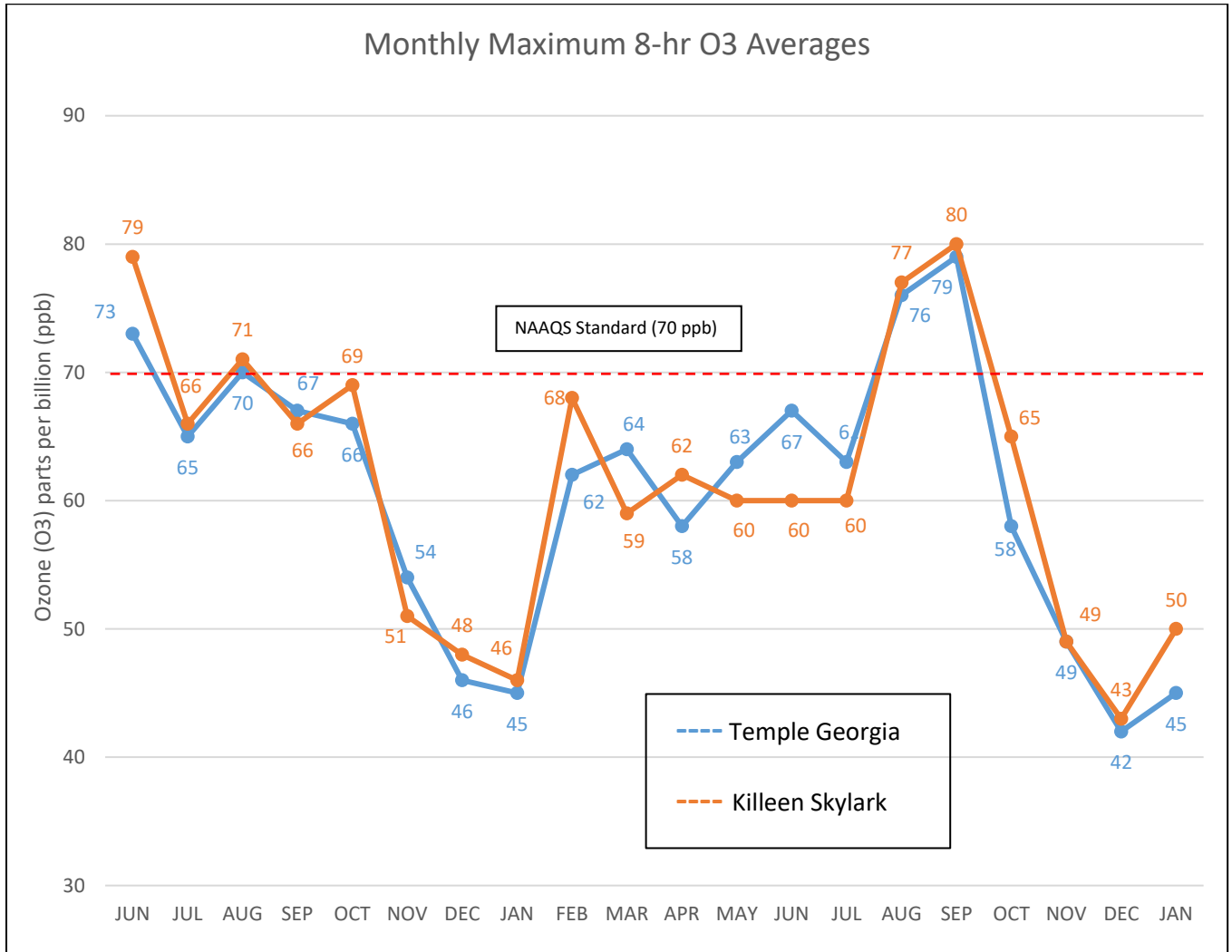


c) Other Updates

- Municipal Solid Waste Management and Resource Recovery Advisory Council (MSWRRAC) Vacancies ([Link](#))
  - 3 current openings.
- February 7, 2024 TARC Training
  - LGV COG – small city recycling location implementation projects
    - Basically a shed on top of a concrete shed
    - Could potentially be started with \$20,000 grant + match
  - Recycling Partnership
    - State of Recycling Report ([Link](#))
    - They also have grants available with rolling applications ([Link](#))
    - Recycling Programs Solutions Hub ([Link](#))



d) Air Quality



<b>Compliance with EPA Ozone Standard:</b> 4th Highest Annual Value			3-year average (Calculated on Feb 1, 2024)
2022	2023	2024*	
Temple	67	76	38
Killeen	69	76	40
			<b>60</b>
			<b>62</b>

Jon Niermann, *Chairman*  
Emily Lindley, *Commissioner*  
Bobby Janecka, *Commissioner*  
Kelly Keel, *Interim Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

December 6, 2023

Mr. Jim Reed, Executive Director  
Central Texas Council of Governments  
P.O. Box 729  
Belton, Texas 76513-0729

Subject: Adoption and Approval of CTCOG Regional Solid Waste Management Plan

Dear Mr. Reed:

On July 19, 2023, the Texas Commission on Environmental Quality (TCEQ) commissioners adopted the Central Texas Council of Governments (CTCOG) Regional Solid Waste Management Plan Volume I. This letter serves as approval of the Regional Solid Waste Management Plan Volume II by the TCEQ executive director. The plans are effective through 2042. Both volumes supersede all regional solid waste management plans previously approved by TCEQ or its predecessor agencies. Attached is the commission order adopting amended rules, which added the regional plans to 30 Texas Administrative Code (TAC) Section (§) 330.647, and the final adopted versions of your organization's plans.

Pursuant to 30 Texas Administrative Code (TAC) Section (§) 330.641(i), upon approval of the regional plan, CTCOG shall provide a copy of the adopted plan and of the Closed Landfill Inventory (CLI) to the chief planning official of each municipality and county within your planning region. This notice should include an advisory that all enclosed structures over a closed landfill must comply with Subchapter T of 30 TAC Chapter 330, Municipal Solid Waste.

Additionally, in accordance with THSC §363.064(b), when a landfill is added to the CLI, CTCOG shall notify landowners whose property overlays closed landfill property to let them know the former use of the land. CTCOG shall send a notice to the county clerks governing the site of the former landfill. The notice must include a description of the landfill boundaries, a legal description of the land parcel(s), notice of the landfill's former use, and notice of land use restrictions.

As the CLI is updated please provide this information to your TCEQ Solid Waste Grant Manager. If you have any questions, please contact your TCEQ Solid Waste Grant Manager.

Sincerely,

A handwritten signature in black ink that reads "Charly Fritz".

Charly Fritz, Deputy Director  
Waste Permits Division

cc: James McGill, Central Texas Council of Governments, Solid Waste Coordinator

Attachments: 30 TAC §330.647 Order Adopting Amended Rules

Final Regional Solid Waste Management Plan Volumes I & II

# Item #4

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## Meeting Minutes



**SOLID WASTE ADVISORY COMMITTEE**

Thursday, August 31, 2023

10:00 AM

Central Texas Council of Governments (CTCOG)  
2180 North Main Street  
Belton, TX 76513

**Solid Waste Advisory Committee Voting Members Present**

Chair Justin Brantley – City of Temple  
Vice Chair Duane Herrera – Bell County  
Marcus Guzman for Marcie Seele – City of Belton  
Victor Williams – City of Copperas Cove  
Mark Hyde – City of Harker Heights

Scott Albert – City of Gatesville  
Commissioner Johnny Wagner – Hamilton County  
Scott Edmonson – San Saba County  
Paul Daugereau – Solid Waste Representative  
\*John Trigg – Private Business Representative

**Non-Voting Members**

Ricky McCall – City of Cameron  
Kara Escajeda – City of Nolanville

**Additional Attendees**

Mayra Cantu – City of Bartlett  
Ben Blanchard – City of Rockdale  
Hailey Escajeda – Citizen  
\*Richard Creed – Clean Earth  
\*Uryan Nelson – CTCOG

James McGill – CTCOG  
Connie Quinto – CTCOG  
\*Hope Davis – CTCOG  
Anita Janke – CTCOG  
Tay Floyd – CTCOG

*\*Denotes online attendee*

- 1. Call to Order:** Justin Brantley called the meeting to order at 10:04 am.
- 2. Public Comments:** No comments were made by the public.
- 3. Staff Update:** RSWMP Update; Other Updates; Air Quality.

James McGill informed the committee that CTCOG’s Regional Solid Waste Management Plan (RSWMP) was officially approved by TCEQ on July 19, 2023 with an effective date of August 10, 2023. approval process. Mr. McGill shared some resources for Texas Recycles Day which is happening on November 15 and noted that TCEQ hosts monthly recycling coordination meetings if anyone is interested. Mr. McGill congratulated

Nolanville on winning a GCAA Award for beautification. Mr. McGill stated that there are currently 8 vacancies on TCEQ's MSWRRAC committee and that the Legislature approved TCEQ for 12 more years following Sunset Review. Air Quality for the month of July was 63 ppb at the Temple station and 60 ppb at the Killeen station.

**4. Action Item:** Approval of the May 9 and August 7, 2023 meeting minutes.

**Commissioner Johnny Wagner made a motion to approve the May 9 and August 7, 2023 meeting minutes, seconded by Duane Herrera; the motion passed unanimously.**

**5. Discussion and Action Item:** Regarding the FY24-25 Citizen, Solid Waste Industry, and Private Sector/Business Representative voting members.

James McGill explained that the Citizen, Solid Waste Industry, and Private Sector/Business Representative voting members of the SWAC serve two-year terms over each biennium. Mr. McGill stated that these representatives must be voted in by the SWAC at the beginning of each biennium and shared that the current representatives are Paul Daugereau (Solid Waste Industry), John Trigg (Private Sector/Business), and Zoe Rascoe (Citizen)

**Commissioner Johnny Wagner made a motion to reselect Paul Daugereau as the Solid Waste Industry Representative, John Trigg as the Private Sector/Business Representative, and Zoe Rascoe as the Citizen Representative for FY24-25, seconded by Duane Herrera; the motion passed unanimously.**

**6. Discussion and Action Item:** Regarding election of the FY24-25 SWAC Officers.

James McGill stated that the SWAC Bylaws require that SWAC officer elections occur at the beginning of each biennium. Mr. McGill explained that Officers serve 2 year terms for the biennium and that SWAC members are allowed to serve two consecutive terms in one position. Mr. McGill shared that the current Officers are Justin Brantley (Chair), Duane Herrera (Vice Chair), and Zoe Rascoe (Second Vice Chair).

**Paul Daugereau made a motion to elect Justin Brantley as Chair, Duane Herrera as Vice Chair, and Zoe Rascoe as Second Vice Chair for FY24-25, seconded by Commissioner Johnny Wagner; the motion passed unanimously.**

**7. Discussion and Action Item:** Regarding SWAC ex-officio membership requests.

James McGill explained that ex-officio members serve two year terms on the SWAC and must be reapproved by the SWAC if interested in another term. Mr. McGill shared that four current ex-officio members' terms are ending soon and that each has requested to be a SWAC ex-officio member for another term. Mr. McGill stated that the four individuals are Timi Dutchuk (Fort Cavazos), Jacky Ferrer-Perez (Fort Cavazos), Ryan Polster (City of Hamilton), and Kara Escajeda (City of Nolanville).

**Duane Herrera made a motion to approve the ex-officio membership requests of Timi Dutchuk, Jacky Ferrer-Perez, Ryan Polster, and Kara Escajeda, seconded by Mark Hyde; the motion passed unanimously.**

**8. Discussion and Action Item:** Regarding the Resolution for CTCOG’s FY24025 Solid Waste Grant Application.

James McGill explained that at the beginning of each biennium, CTCOG is required to submit an application to TCEQ detailing how all Solid Waste funds will be used over the two-year period. Mr. McGill shared that along with the application CTCOG is required to submit a signed resolution from the CTCOG Executive Committee authorizing the submittal to TCEQ. Mr. McGill stated that a copy of the resolution and the draft Application and Funding Plan were included with the packet materials for review.

**Commissioner Johnny Wagner made a motion to approve the Resolution for CTCOG’s FY24-25 Solid Waste Application, seconded by Duane Herrera; the motion passed unanimously.**

**9. Discussion and Action Item:** Regarding Solid Waste accrued interest.

James McGill explained that as of May 31<sup>st</sup> CTCOG had approximately \$1,300 in unused interest funds. Mr. McGill noted that amount is likely higher due to interest earned over the summer and stated that the SWAC can either roll those funds over to FY24 or use them for a project completed in FY23.

**Mark Hyde made a motion to roll all remaining FY23 accrued interest funds over to FY24, seconded by Commissioner Johnny Wagner; the motion passed unanimously.**

**10. Discussion and Action Item:** Regarding evaluation and selection of FY24 grant applications.

James McGill provided a brief overview of the FY24 Solid Waste Grant Call for Projects to the committee noting that the application period was open between August 11 – 25, 2023 and an estimated \$70,000 was available in FY24 for implementation projects. Mr. McGill stated that six total applications were received with one submitted late on Monday, August 28<sup>th</sup>. Mr. McGill shared funding history information for each applicant and the average score each got from the SWAC.

Representatives from each entity, except for the City of Killeen were present and gave a brief overview of their proposed project. Some members discussed the idea of alternative options for projects besides one-day HHW events. At the end of the discussion the committee agreed to fund each event fully except for the City of Bartlett which will be given half of their requested amount.

- City of Nolanville SMART Museum Public Awareness – \$6,942
- City of Rockdale Anti-Litter Campaign – \$2,441
- City of Temple HHW event – \$15,000 (October 28, 2023)
- City of Killeen HHW event – \$20,000 (May 2024)
- City of Bartlett HHW event – \$15,000 (TBD)
- Bell County Scrap Tire event – \$8,000

**Paul Daugereau made a motion to approve funding for FY24 Solid Waste Grant Projects in the amounts listed above, seconded by Duane Herrera; the motion passed unanimously.**

**11. Discussion and Action Item:** Regarding possible revisions to the SWAC Bylaws.

James McGill shared that staff had received a request to review and possibly revise the voting membership requirements in the SWAC Bylaws. Mr. McGill stated that while the Bylaws were last revised in July 2021 a more thorough review of the entire document could be beneficial. Mr. McGill said that staff recommends the creation of a smaller Working Group to review the document and recommend changes to the Bylaws at a future regular SWAC meeting.

Several members of the SWAC expressed interest in being a part of the Bylaws Working Group including Duane Herrera, Scott Edmonson, and Victor Williams. Justin Brantley also indicated that he would be willing to be a part if necessary and recommended Zoe Rascoe for the Working Group too.

**Scott Edmonson made a motion to create a SWAC Bylaws Revision Working Group, seconded by Commissioner Johnny Wagner; the motion passed unanimously.**

**12. Member Comments:**

Duane Herrera suggested adding an item to future agendas for an open discussion amongst the SWAC on alternate methods for reducing solid waste in the region instead of regular collection and one-day HHW events. Several other SWAC members discussed the issue of scrap tires, how it is currently being addressed in the state, and what else could be done in the CTCOG region.

**13. Next Meeting:** December 7, 2023

**14. Adjourn:** Meeting was adjourned at 11:34 a.m.

These meeting minutes were approved by the SWAC members at their meeting on \_\_\_\_\_.

\_\_\_\_\_  
Justin Brantley, SWAC Chair

\_\_\_\_\_  
Uryan Nelson, CTCOG PRS Director

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# Item #5

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**FY23 Accrued Interest**

**FY23 Solid Waste Accrued Interest**

**Background**

TCEQ solid waste contract with CTCOG requires that all grant funds are placed in interested bearing accounts when received. Any interest earned by CTCOG through those accounts may be used in any solid waste budget category including implementation projects. Interest earned during a fiscal year may also be carried over for use in the following fiscal year.

At the end of FY23 CTCOG had a remaining balance of \$1,919.72 that was carried over to the current biennium. These funds must be spent by the end of FY24.

Historically earned interest funds have been allocated to the implementation projects budget and used on HHW events. Staff recommends utilizing the currently available funds this way. FY24 funded Solid Waste implementation projects:

<b><u>Entity</u></b>	<b><u>Project Type</u></b>	<b><u>Funding Amount</u></b>	<b><u>Event Date</u></b>
City of Temple	HHW Event	\$15,000	October 28, 2023
Bell County	Scrap Tire Event	\$8,000	March 8-9, 2024
City of Bartlett	HHW Event	\$15,000	April 6, 2024
City of Killeen	HHW Event	\$20,000	May 4, 2024
City of Nolanville	Educational	\$6,942	N/A
City of Rockdale	Litter Campaign	\$2,441	N/A

**Action Item:** Determine use of FY23 Solid Waste accrued interest.

# Item #6

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**Private Sector/Business Representative  
Voting Member**



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**Private Sector/Business Representative Voting Member**

**Background**

Article IV of the SWAC Bylaws describes the membership of the SWAC. Eligible voting members include a representative each from the Solid Waste Industry, Private Sector/Business, and Citizens. These three members are approved by a majority vote from the SWAC and serve a two-year term for the biennium. There are no limits on how many terms individuals may serve on the SWAC.

John Trigg, the SWAC's Private Sector/Business Representative, submitted a letter of resignation to the chair on February 15, 2024 leaving a vacancy for this position.

Staff would like to hold a discussion regarding potential replacements from the region for the Private Sector/Business Representative position.

**Action Item:** No action needed; for discussion only.



**Wilsonart LLC**  
10501 NW H.K. Dodgen Loop  
Temple, TX 76504  
Phone: 254-207-7000  
Fax: 254-207-2460

15 February 2024

Justin Brantley  
Chairman, CTCOG SWAC  
Director, Solid Waste Div, Public Works  
City of Temple

**\*\*VIA EMAIL\*\***

Re: John Trigg – Resignation from CTCOG Solid Waste Advisory Committee

Justin:

Please accept my resignation as Member from Industry for the CTCOG Solid Waste Advisory Committee, effective Friday, February 16, 2024. I am leaving Wilsonart to move in a different career direction--away from the Temple/Belton area.

I have enjoyed my time with the committee wish everyone the best.

Regards,

A handwritten signature in blue ink that reads 'John M. Trigg'.

John M. Trigg, PG  
Environmental Manager  
Wilsonart LLC

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# Item #7

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## FY25 Solid Waste Grant Application and Scoring Guide



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**FY25 Solid Waste Grant Applications & Scoring Guide**

**Background**

The Solid Waste Application and Scoring Guide was approved on May 11, 2023 and used for the FY24 Solid Waste Project Call. Before the FY25 Solid Waste Project Call, staff wanted to provide the SWAC an opportunity to share feedback and suggestions on how the application and scoring guide could be improved.

Staff also wants to discuss when the FY25 Solid Waste Project Call should be held.

**Action Item:** No action needed; for discussion only.





# FY 2024- 2025 CTCOG Solid Waste Grant Application

August 1, 2023

Please complete this document in its entirety to be considered for solid waste grant funding from the Central Texas Council of Governments. Applications are due by 5:00 PM (CST) on August 25, 2023. Additional details about how to complete the application, grant requirements, and other information are available in the [Grant Application Guidelines](#).

## Application and Signature Page

_____ Applicant	_____ Contact Person
_____ Address	_____ Phone
_____ City, State, Zip	_____ Email
_____ Funding Amount Requested	_____ Date Submitted

### Project Category

A detailed description of each project category is available for review in the Grant Application Guidelines. (check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Household Hazardous Waste (HHW)     | <input type="checkbox"/> Source Reduction and Recycling        |
| <input type="checkbox"/> Scrap Tire Projects                 | <input type="checkbox"/> Citizen's Collection Station          |
| <input type="checkbox"/> Litter and Illegal Dumping Programs | <input type="checkbox"/> Educational and Training Programs     |
| <input type="checkbox"/> Local Enforcement                   | <input type="checkbox"/> Other Solid Waste Management Projects |

### Signature

By the following signature the Applicant certifies that it has reviewed the certifications and assurances listed in the Grant Application Guidelines (**Appendix 5**), 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.

_____ Signature	_____ Title
_____ Typed/Printed Name	_____ Date

## Grant Project Information

**Project Title:** \_\_\_\_\_

**Project Description:** *Provide a short description of the proposed project here. (3-4 sentences maximum)*

**Goal Area:** *Please check which regional plan goal/objective this project addresses.*

- Goal 1 – Scrap Tire Management / Solutions
- Goal 2 – Reduce Litter & Illegal Dumping
- Goal 3 – Reduce Waste Generation & Encourage Recycling
- Goal 4 – Ensure Long Term Disposal Capacity
- Goal 5 – Reduce Organic & Biosolids Waste

**Project Narrative:** *In this section provide a detailed description of the proposed project, including funding needs, project impacts, and project benefits. (500 words maximum)*

## Regional Collaborative Project

*This section is only required for applicants applying for a Regional Collaborative Project with three or more eligible entities as partners.*

### Partners (Minimum of Three):

*List the partner entities for the Regional Collaborative project.*

1.
2.
3.
4.
5.

**Partnerships and Regional Impacts:** *In this section, provide a detailed description of how your entity intends to partner with other entities and what the regional impacts of the proposed project would be. Please reference the scoring sheet located in the Grant Application Guidelines (**Appendix 3**) for additional information on how this section will be scored. You will also be required to attach the Letters of Support from each of the participating entities to be considered for funding. (500 words maximum)*

## Private Industry Notification

For the project types listed below, this section must be complete to be considered for funding. **Failure to complete this section will result in immediate disqualification for consideration of funds.** Please reference the Grant Application Guidelines for additional information on how to complete this section.

This section is applicable only to the following grant categories:

- Source Reduction and Recycling
- Citizens’ Collection Stations and “Small” Registered Transfer Stations
- A demonstration project under the Education and Training project category.

According to state law, a project or service funded under this program must promote cooperation between public and private entities (by definition includes non-profit organizations) and may not be otherwise readily available or create a competitive advantage over a private industry (by definition includes non-profit organizations) that provides recycling or solid waste services. If the proposed project provides a service, in the spaces below, list all known private service providers in the affected geographic area known to provide similar or related services and summarize your discussion with the providers. You must comply with the notification requirements. Please attach additional pages if needed.

### List of Private Service Providers Notified

Private Service Providers Contacted	Name and Position	Date Notified	Method of Contact

**Summary of Discussions with Private Industry:** *In this section, summarize the discussions with private industry providers. Please attach any written comments or input provided.*

## Budget

*In this section, itemize each requested budget category for the proposed project. Supplemental documentation is required, including quotes, estimates, and images of requested items to the application to assist with the scoring of the proposed project. Please reference the Grant Application Guidelines to review what types of supplemental documentation are required and the scoring sheet for additional information on how this section will be scored.*

*Please note: each line item must equal or exceed \$500.00 to be an eligible expense.*

Budget Categories	Total Funding Request Per Category
1. Equipment (unit cost of \$5,000 or more)	\$
2. Construction	\$
3. Contractual (other than for Construction)	\$
4. Other Expenses	\$
<b>TOTAL GRANT FUNDS REQUESTED</b>	\$

### Additional Project Cost Information

Applicant Match Amount	\$
Minimum amount of grant funding willing to accept offered for same scope	\$
Minimum amount of grant funding willing to accept for reduced scope	\$

**Do you have a preference on which fiscal year you receive the funding?**

First FY  Second FY  No preference

**Narrative:** *Please provide an explanation of the project cost, including any details about matching funds and the ability to accept a reduced amount of funding. Note: matching funds are not required.*

**1. Equipment (Unit Price of \$5,000 or more)**

Item/Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total Equipment Budget				\$

**2. Construction**

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total Construction Budget				\$

**3. Contractual (other than for construction)**

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total Contractual Budget				\$

**4. Other Expenses**

Description	Purpose	Quantity	Unit Cost	Total Amount Requested
			\$	\$
			\$	\$
Total "Other" Budget				\$







# FY 2024- 2025 Solid Waste Grant Application Guidelines

*A program funded through a grant from the Texas Commission on Environmental Quality (TCEQ)*

**August 2023**

## Table of Contents

Introduction .....	3
Eligible Entities .....	3
Eligible Project Categories.....	3
Eligible Expense Categories.....	4
Application Standards .....	5
Application Requirements.....	5
Application Checklist.....	7
Evaluation Criteria.....	7
Private Industry Considerations .....	7
Grant Administration, Reimbursement of Expenses, and Reporting Requirements .....	8
Applicant Appeals .....	9
Appendix 1: Eligible Projects and Expenses with Examples.....	10
Appendix 2: Regional Plan Goals and Objectives:.....	13
Appendix 3: Grant Evaluation Criteria.....	15
Screening Criteria.....	15
Selection Criteria.....	15
Appendix 4: Sample Resolution .....	17
Appendix 5: Required Certifications and Assurances .....	92

## Introduction

The Central Texas Council of Governments (CTCOG) is issuing a Call for Projects (CFP) for the FY2024-2025 Solid Waste Implementation Grant Program. This CFP will fund a variety of municipal solid waste (MSW) projects for local governments in the CTCOG region.

## Eligible Entities

To be eligible for funding, entities must be located with CTCOG's 7-county region which includes the following counties: Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba.

The following entities are eligible to receive funding:

- Cities;
- Counties;
- Public schools and school districts (except Universities or post-school education institution);
- General and special law districts created in accordance with state law, and with authority and responsibility for water quality protection or municipal solid waste management, to include river authorities; and
- Councils of Governments – CTCOG may propose to conduct a regional project.

Private sector and non-profit organizations are ineligible for grant funding; however, they can partner or contract with an eligible entity to provide specific project-funded services and support project activities.

## Eligible Project Categories

Project categories eligible for funding include:

- Household Hazardous Waste (HHW)
- Scrap Tire Projects
- Litter and Illegal Dumping Programs
- Local Enforcement
- Source Reduction and Recycling
- Citizen's Collection Stations
- Education and Training Programs
- Other Solid Waste Management Projects

Eligible project categories are listed with example activities, example expenses, and funding limitations in **Appendix 1**. Additionally, applicants will be required to identify at least one regional plan goal and objective that a project intends to address. The Regional Plan goals and objectives can be found in **Appendix 2**.

## Eligible Expense Categories

**NOTE: Each line item must meet or exceed \$500 to be deemed eligible for funding.** All expenses must be itemized with a per unit cost and a total line-item cost. Failure to provide the number of units requested and unit cost may result in your project being deemed ineligible. Applicants are encouraged to submit information on matching and/or in-kind expenses in the application. However, in the event that grant funds are left over at the end of the biennium, in-kind expenses are not eligible for reimbursement (only matching expenses are eligible).

The following categories of expenses may be eligible for funding under this CFP. All expenses must be directly related to implementing the proposed project. A description of how the proposed expenses will support the proposed project will need to be provided in the application.

- **Equipment.** Equipment necessary and appropriate for the proposed project may be authorized. Expenses included under the “Equipment” expense category should be for non-construction related, tangible, and personal property having a unit acquisition cost of **\$5,000** 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 program (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 grant recipient unless the construction details are approved in advance by CTCOG. Appropriate costs that may be included are:
  - a. The cost of planning the project;
  - b. The cost of materials and labor connected to the construction project;
  - c. The cost of equipment attached to the permanent structure; and
  - d. 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 not employed by the grant recipient for conducting the funded project may be authorized for subcontracting by the recipient. No contractual costs should be incurred by a grant recipient unless the subcontract is approved in advance by CTCOG. ***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 by CTCOG.
- **Other Expenses.** Other expenses, not falling under the main expense categories, may be included, if connected with the tasks and activities of the proposed project. Some expenses that may be appropriate include:
  - Postage/delivery
  - Printing/reproduction
  - Advertising/public notices

- Signs
- Training
- Computer Hardware (under \$5,000 and not listed under the “Equipment” category)
- Computer Software
- Miscellaneous Other (includes anything not listed anywhere else in the budget)

## Application Standards

The administration of projects funded by this program must meet all applicable state and local statutes, rules and regulations, and guidelines. The main governing standards include, but may not be limited to:

- Section 361.014(b) of the Texas Health and Safety Code.
- Title 30 Texas Administrative Code (30 TAC) Chapter 330, Subchapter O, TCEQ Rules.
- 30 TAC Chapter 14, TCEQ Rules.
- The Grant Agreement between CTCOG and TCEQ.
- The Uniform Grant and Contract Management Act, Texas Government Code §§783.001 et seq., and the Uniformed Grant Management Standards, 1 TAC §§5.141 et seq. (collectively called “UGMS”).

## Application Requirements

**Identify Goals and Objectives:** All applicants will be required to identify a minimum of one or more applicable goals and objectives from the 2022-2042 Regional Solid Waste Management Plan (Regional Plan) that the applicant’s project intends to address. The goals and objectives are included in **Appendix 2**.

**Identify Project Category and Type:** Each project will need to identify the project type (Local Government or Regional Collaborative Project) and the project category (one of eight eligible project categories).

**Resolution or Court Order:** Submittal of a resolution or court-order from the governing body of the project lead entity, or applicant, authorizing the application submittal is required with the grant application. A sample resolution that may be used is included in **Appendix 4**.

**Private Sector Notification:** According to state law (Section 341.014 (b) TX Health and Safety Code), a project or service funded under this program must promote cooperation between public and private entities, and the grant-funded project or service may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services. In accordance with grant requirements established by the TCEQ, an applicant for funding under one of the listed project categories below must adhere to the notification requirements. For a Regional Collaborative Project, all eligible entities included in the application must adhere to the notification requirements. Failure to notify private sector service providers will result in immediate disqualification from the grant process.

### *Applicable Categories*

1. Source Reduction and Recycling
2. Citizens' Collection Stations and "Small" Registered Transfer Stations
3. A demonstration project under the Educational and Training Projects category

### *Applicant Notification Requirements*

Contact in person or in writing the known private service 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 the application.

**Letters of Support:** For applicants under the Regional Collaborative Project category, each participating entity is required to submit a letter of support. The letters of support should identify the applicant role, level of participation, and any other support, including financial, that the partner will provide to the lead applicant entity. The lead entity, or the applicant, will only be required to submit a court order or resolution in support of the project.

**Project Timeline:** For each task, describe as concisely as possible the major steps or activities involved, identify the responsible entities and establish a specific timeline to accomplish each task. The Scope of Work must include:

- detailed purpose and goal of the project (must be consistent with implementing the Regional Plan's goals and objectives);
- specific task statements with responsible entity identified;
- list of deliverables/products/activities under each task; and
- schedule of deliverables which will begin with the execution of Interlocal Agreement with CTCOG.

**SWAC Meeting Presentation by Grant Applicant:** All grant applicants will be required to have a representative available to give a brief presentation and answer questions at the next CTCOG Solid Waste Advisory Committee (SWAC) Meeting following the Application period. Applicants will be notified of their presentation time after the close of the Call for Projects.

**Required and Strongly Encouraged Supporting Documentation:** Applicants must submit quotes or other proof of estimated costs for the items they intend to purchase. Additional supporting documentation such as maps, drawings, plans, photos, or other materials are strongly encouraged and also should be included with the grant application submittal. Applicants are strongly encouraged to supply adequate supporting documentation to assist the Solid Waste Advisory Committee in evaluating the application.

All applicants will need to consider and include information in the grant application concerning the ability of the applicant to cover ongoing maintenance costs of grant funded equipment, if additional equipment will be needed in order to utilize grant funded items (i.e. if applying for a trailer, is a tractor needed to pull

the trailer), and will staff need to be trained and licensed in order to use equipment (i.e. forklifts, vehicles that require special driver's licenses).

## Application Checklist

All of the items below are required to be submitted by the submission deadline for an application to be deemed complete and reach the evaluation stage:

- Completed Application Form submitted via email to [james.mcgill@ctcog.org](mailto:james.mcgill@ctcog.org).
- Signed resolution/court order (see **Appendix 4**).
- Private sector notification, if applicable
- Support Letters from participating entities for *Regional Collaborative Projects*
- Acknowledged Certification and Assurances (see **Appendix 5**)

Supplemental information which is material to the application will not be accepted after the application deadline. Non-material omissions will not constitute an incomplete application. Quotes or other proof of cost documentation is required and failure to provide sufficient material may result in disqualification.

**CTCOG will be performing a preliminary review of all applications and disqualify those not meeting minimum requirements.**

## Evaluation Criteria

All applications will be evaluated based on several criteria for a total of 100 points for each project. These criteria apply to both project types (Local Government and Regional Collaborative Project). The scoring criteria are listed in **Appendix 3**.

## Private Industry Considerations

CTCOG maintains a contact list of private service providers in Central Texas. These private entities are invited to submit comments and attend public meetings to discuss their concerns and issues. The list of providers is made available to all project applicants.

The following process will be followed in order to alleviate private industry concerns with TCEQ funded projects:

### 1. During the Call for Projects:

- CTCOG will inform all known private service providers of the following:
  - 1) Availability of project funds;
  - 2) Timeframe allowed for eligible organizations that submit applications to CTCOG
  - 3) Date of the scoring meeting at which those applications are to be reviewed and approved by CTCOG's Solid Waste Advisory Committee (SWAC).



- Project applicants must contact in person or in writing the known private service 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 submitting the application. The grant applicant must provide complete documentation that service providers were notified of the project prior to submission of the application and submit written comments provided by any private service provider.

**2. Once the Project Applications are Received:**

- CTCOG staff will review applications to verify that they meet all required procedures, including the information regarding the notification of the private service providers.
- A list of all applications will be posted on the CTCOG websites' **Solid Waste page** outlining the project applicant and the title of the project.
- CTCOG will inform these private service providers that they may obtain a full copy of an application with which they have concerns.

**3. Protested Applications:**

- All private service providers' comments will be submitted to the SWAC for consideration during project selection.
- The SWAC and subsequently, the CTCOG Executive Board will approve or reject the recommended projects. Private service providers are allowed to make oral comments regarding concerns related to a project(s) at the CTCOG Executive Board meeting.
- The Executive Board shall then notify the private sector provider, in writing, of the determination and inform them that they have ten (10) days to appeal the determination on any of the following grounds:
  - 1) The project does not promote cooperation between public and private entities;
  - 2) The service is readily available in the proposed project service area; and/or,
  - 3) The project creates a competitive advantage over that private service provider in the provision of recycling or solid waste services.
- The TCEQ makes the final determination of the appeal and the eligibility of projects

## Grant Administration, Reimbursement of Expenses, and Reporting Requirements

### Grant Administration

Entities selected to receive grant funding will be required to execute an interlocal agreement with CTCOG in order to receive grant funding. Projects must be completed within the scope of work, timeframe, and funding limitations specified by the interlocal agreement. A Notice to Proceed will be provided to awarded applicants. **Under no circumstances will reimbursement be made for costs incurred prior to the date of the Notice to Proceed**

### Reimbursement of Expenses

Grant funding will be made on a reimbursement basis for eligible expenses incurred and paid by the grant recipient. A cost may not be considered incurred until the grant-funded item has been paid for by the grant

recipient. Requests for reimbursement shall include documentation to show all grant funded expenses and eligible expenses have been received and expenses paid by the grant recipient. Grant recipients must submit a Request for Reimbursement at least quarterly, but not more frequently than once a month, for reimbursement of actual allowable costs. If no funds were spent within a quarterly period, grant recipients are required to submit an explanation for why no funds have been spent and when they are expected to be spent. **A Final Report, Final Reimbursement Request, and Release of All Claims will be due to CTCOG at the end of the grant.**

### Reporting Requirements

Grant recipients are obligated to fulfill agreement requirements including, but not limited to, completing the quarterly grant summary and results reports.

- Quarterly Progress Reports: All recipients must submit reports detailing progress toward project completion on a quarterly basis until final reimbursement is issued. A template will be provided by CTCOG.
- TCEQ Results Report: Grant recipients will submit cumulative results from the start of the project to August 31, 2025. A template will be provided by CTCOG.
- TCEQ Results Report (aka: Year Later Report): Grant recipients will be required to submit a report documenting results from September 1, 2025 to August 31, 2026. A template will be provided by CTCOG.

Grant recipients agree to provide data related to the results of the project to CTCOG and/or TCEQ. The grant recipient will also commit to monitoring the results of the project beyond the project funding term, and periodically provide CTCOG and/or TCEQ with additional reports on the status of the project. Grant recipients also agree to allow CTCOG and/or TCEQ staff to perform on-site visits to monitor progress of projects and document purchases as needed.

## Applicant Appeals

CTCOG may base funding decisions on factors associated with best achieving the purpose of the CFP and is not obligated to select a project for funding. Additionally, CTCOG may select parts of an application for funding or offer to fund less than the amount requested in an application.

Applicants may appeal the funding recommendations to the SWAC, after the results of the scoring process have been announced. All appeals must be based on a **specific, identified error** of the SWAC and not on factors that allow discretion by the SWAC members.

Applicants must submit the appeal to CTCOG no later than **5:00 p.m. September 15, 2023**. Notification must be in writing via email. The written notification must include a justification of the grounds for the appeal.

The SWAC will meet to hear appeals if needed. If any appeals are upheld, CTCOG will send out a notice with the revised project rankings, funding amount recommendations, and comments.

## Appendix 1: Eligible Projects and Expenses with Examples

Eligible project categories are listed with example activities, example expenses, and funding limitations below. This is not an exhaustive list of all possible items.

1. **Household Hazardous Waste (HHW):** Projects that provide a means for the collection, recycling or reuse, and/or proper disposal of HHW, including household chemicals, electronic wastes, batteries, and other materials. All HHW collection, recycling, and/or disposal activities must be coordinated with TCEQ, and all applicable laws, regulations, guidelines, and reporting requirements must be followed.
  - Funded activities may 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; and, Support county cleanup events.
  - Example Expenses: Equipment (recycling containers, trailers, forklifts, and crushers); Design and construction of permanent collection facilities; Protective gear; Contractual services for special collection events; Education materials; Printing and advertising expenses; Appreciation items for volunteers (t-shirts, caps, etc.).
  
2. **Scrap Tire Projects:** Projects that provide a means for the collection, recycling or reuse, and/or proper disposal of scrap tires.
  - Funded activities may include: Collection events; Consolidation and transportation costs associated with collection activities; Recycling or reuse of materials; Proper disposal of materials; Education and public awareness programs; and, Support county cleanup events.
  - Example Expenses: Equipment (recycling containers, trailers, forklifts, and crushers); Design and construction of permanent collection facilities; Protective gear; Contractual services for special collection events; Education materials; Printing and advertising expenses; Appreciation items for volunteers (t-shirts, caps, etc.).
  
3. **Litter and Illegal Dumping Programs:** Projects that support the ongoing or periodic cleanup of litter and illegal dumping of MSW.
  - Funded activities may include: Waste removal, disposal or recycling of removed materials, lake and waterway cleanup, fencing and barriers, and signage; placement of trash collection receptacles in public areas; periodic community collection events; provision of facilities for collection of residential waste materials for which there is no readily available collection alternative.
  - Example Expenses: Equipment (e.g. vehicles and trailers); Subcontract expenses; Protective gear and supplies; Fencing, barriers, signage; Educational materials; Appreciation items for volunteers (t-shirts, caps, etc.).
  - Funding activities may not include:
    - One-day clean-up events
    - Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or CTCOG. Funds may not be provided directly to a private landowner or other private responsible party for cleanup expenses.

- The local government sponsor or CTCOG must either contract for and oversee the cleanup work or conduct the work with its own employees and equipment.
  - Recycle Bins
4. **Local Enforcement:** Projects that contribute to the prevention of illegal dumping of municipal solid waste, including liquid wastes.
- Funded activities may include: Investigating illegal dumping problems; Enforcing laws and regulations; Establishing a program to monitor collection and transport of municipal liquid wastes; Public Education on illegal dumping laws and regulations.
  - Example Expenses: Equipment (vehicles, communications, surveillance); Protective gear and supplies; Educational materials.
  - Funded activities may not include:
    - Funds may not be expended to any law enforcement agency regulated by Chapter 1701, Texas Occupations Code, unless: 1) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or 2) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.
    - 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 MSW.
    - Funds may not be used for purchase of weapons, ammunitions, and/or hazardous materials gear.
    - Funds may not be used to purchase cameras that function as license plate readers.
5. **Source Reduction and Recycling:** Projects that provide a direct and measurable effect on reducing the amount of MSW going into landfills by diverting various materials from the MSW 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; Education and promotional activities to increase source reduction and recycling.
  - Any program or project funded under this category with the intent of demonstrating the use of products made from recycled/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.
  - Example Expenses: Facility design and construction; Equipment (chippers, balers, crushers, recycling and composting containers, trailers, forklifts, and trucks); Educational materials; Printing and advertising expenses.
  - Funded activities may not include:
    - Recycle Bins

6. **Citizen Collection Stations:** Projects to construct and equip citizen collection stations, as defined by 30 TAC 330.3.
  - Example Expenses: Facility design and construction; Equipment (dumpsters/roll-off containers; trailers, compactors; crushers; scales, and recycling containers); Protective gear; Educational materials; Printing and advertising expenses.
  - Funding Limitations:
    - The costs associated with operating a transfer station once construction is completed may not be funded.
  
7. **Educational and Training Projects:** Projects to fund information-exchange, training, workshops, education campaigns, or other educational activities related to MSW management topics.
  - Example Expenses: Educational materials; Printing and advertising expenses; Contractual services.
  - Funding Limitations:
    - Funding may not be used for certification training such as the LEED Green Building Rating System.
  
8. **Other Solid Waste Management Projects:** Projects to develop or amend local and sub-regional solid waste management plans, in accordance with Subchapter D, Chapter 363, Texas Health and Safety Code, and 30 TAC Chapter 330, Subchapter O, TCEQ Regulations; projects that result in a technical study report which assist in making MSW management decisions.
  - Funded activities may include: Collection of data, analysis of issues and needs, cost-benefit analyses, feasibility analysis, technology awareness, evaluation of alternative solutions, public input (as appropriate), recommended actions, plans, or other report documentation.
  - Example Expenses: Consultant services; Printing and advertisement expenses.
  - Funding limitations:
    - All funded local solid waste management plans must be consistent with the Regional Plan, and prepared in accordance with 30 TAC Subchapter O, Chapter 330, TCEQ Regulations, and the Content and Format Guidelines provided by TCEQ.
    - All technical studies funded must be consistent with the Regional Plan and prepared in accordance with the Administrative Procedures provided by TCEQ.

Funds applied to a broader education program may only be used for those portions pertaining to municipal solid waste.

## Appendix 2: Regional Plan Goals and Objectives:

Applicants will be required to identify at least one regional plan goal and objective that a project intends to address.

### **Regional Plan Goals:**

1. Scrap Tire Management / Solutions
2. Reduce Litter & Illegal Dumping
3. Reduce Waste Generation & Encourage Recycling
4. Ensure Long Term Disposal Capacity
5. Reduce Organic & Biosolids Waste

### **Regional Goal: Scrap Tire Management / Solutions**

- Objective: Establish region-wide collection of scrap or used tires through collection centers and periodic collection throughout the region.
- Objective: Establish a central processing facility for scrap or used tires in the region.
- Objective: Align State of Texas and TCEQ mitigation efforts with regional activities.

### **Regional Goal: Reduce Litter & Illegal Dumping**

- Objective: Make enforcement of illegal dumping ordinances within cities and counties a high priority for code enforcement and take actionable steps to consistently prosecute violators.
- Objective: Evaluate the feasibility of developing a network of manned citizen convenience stations throughout the region to provide more accessible options for properly disposing municipal solid waste and certain types of problematic household hazardous wastes.
- Objective: Fund periodic clean-up days for the collection and proper disposal of bulky items
- Objective: Develop specific strategies for local governments to resolve issues related to the collection and proper disposal of mattresses.
- Objective: Address the special needs of household hazardous wastes and provide funding to assist communities properly collect, process and dispose of this waste stream.

### **Regional Goal: Reduce Waste Generation & Encourage Recycling**

- Objective: Develop specific strategies for encouraging the location of businesses that can process and market recyclable materials.
- Objective: Conduct research and technical studies periodically on waste stream analysis and fund waste management innovation projects.
- Objective: Reduce the amounts of waste generated by educating the public through a school's program targeting school children and various media to focus on residents and business opportunities.
- Objective: Assist local governments with establishing recycling collection options to residents through technical assistance and funding.
- Objective: Educate the public on what materials are acceptable for recycling versus non-recyclable materials that result in contamination of recyclables.
- Objective: Work with Keep Texas Recycling to develop rural recycling programs.

**Regional Goal: Ensure Long Term Disposal Capacity**

- Objective: Evaluate the feasibility or need for additional transfer station capacity in the region. Local governments need to work collaboratively to provide efficient transportation of waste and disposal options.

**Regional Goal: Reduce Organic & Biosolids Waste**

- Objective: Conduct a periodic assessment of brush and compost capacity by feedstocks in the region.
- Objective: Evaluate the potential of public / private partnerships for delivering biosolids to compost facilities.
- Objective: Utilize compost in public transportation and parks projects to help build a market for locally produced renewable resource.
- Objective: Evaluate and construct a regional facility focusing on biosolids and commercial organic waste streams.

## Appendix 3: Grant Evaluation Criteria

Proposals will be reviewed by the Solid Waste Advisory Committee (SWAC) of CTCOG, using the following screening and selection criteria. The committee consists of representatives of various interests involved with solid waste management in the region.

### Screening Criteria

In order for any proposed project to be considered, the following screening criteria must be met. If these screening criteria are not met, the proposed project will receive no further consideration for grant funding.

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, eligible recipient standards, and allowable expense and funding standards, as established by the TCEQ and the COG and under all applicable laws and regulations.
3. The applicant must agree to document the results of the project as required by the COG.
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. One factor in determining reasonableness of expenses shall be whether comparable costs are proposed for comparable goods and services.
6. The proposed project must be consistent with the approved regional solid waste management plan and must directly support implementation of the regional plan.

### Selection Criteria

If a proposed project meets all of the applicable screening criteria, it will be evaluated by the SWAC, using the following selection criteria. There are four sets of selection criteria, each worth up to 25 points, for a possible score of 100 points.

#### **Project Description (25 Points)**

- Is there an adequate explanation as to why the proposed project is needed?
- Is the overall goal or objective of the proposed project clearly stated?
- Is there an estimate of the number of people who would be served or benefited by the proposed project?
- Is the geographic area affected by the proposed project clearly described?
- Is the specific waste stream targeted by the project identified?



- Does the project include adequate levels of customer incentives, public education, or public input, as appropriate to the particular project?
- Are all aspects of the proposed project described in sufficient detail to ensure its overall feasibility? If the proposed project includes equipment, has the applicant shown that the specified equipment is appropriate for the work to be performed?
- Are the expected benefits of the proposed project adequately described?

**Work Program (25 Points)**

- Are all of the major steps or tasks involved in the proposed project clearly presented and adequately described?
- Are responsible entities for accomplishing each step or task identified?
- Is each step or task described in terms of its effect on the total project budget?
- Is a specific timeframe for completing each step or task provided?

**Project Cost Evaluation (25 Points)**

- Are the total related costs of the proposed project (not just grant expenditures) adequately considered?
- Are the costs of the proposed project presented in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable?
- Are the costs of the proposed project compared to any established averages, or to normal costs for similar projects?
- Will the proposed project result in a measurable cost savings, or are the costs of the proposed project otherwise reasonably justified?

**Level Of Commitment Of The Applicant (25 Points)**

- Is the applicant providing any level of matching funds or in-kind services?
- To what extent is the applicant requesting funding for salaries or operational expenses?
- If an ongoing service is proposed, to what extent has the applicant demonstrated the ability to sustain the program beyond the term of the grant?
- To what extent do the appropriate governing bodies support the proposed project? Are formal resolutions of support attached?
- Has the applicant previously demonstrated a commitment to preferred solid waste management practices, such as implementing other solid waste management projects, being involved in a local or sub-regional solid waste management plan or study, or becoming a Keep Texas Beautiful member?
- If the proposed project has received previous grant funding under this program, to what extent does the proposal involve expansion of current services or operations? Has the applicant presented quantifiable documentation of the success of the project in order to warrant further funding? Does the applicant have a good record of past grant contractual performance? Poor performance on past grants may also be considered in reducing the number of points awarded.

## Appendix 4: Sample Resolution

### Resolution

{Example}

**Resolution of (name of entity) authorizing the filing of a grant application with the Central Texas Council of Governments (CTCOG) for a regional solid waste grants program grant; authorizing (person and/or title) to act on behalf of (name of entity) in all matters related to the application; and pledging that if a grant is received (name of entity) will comply with the grant requirements of the Central Texas Council of Governments, the Texas Commission On Environmental Quality and the State of Texas.**

**Whereas**, the Central Texas Council of Governments is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of the COG's adopted regional solid waste management plan; and

**Whereas**, (Name of entity) in the State of Texas is qualified to apply for grant funds under the Call for Projects.

**Now, therefore, be it resolved by (Name of entity) IN (Location of office) Texas;**

1. That (Name/title of individual) is authorized to request grant funding under the Central Texas Council of Governments Call for Projects of the Regional Solid Waste Grants Program and act on behalf of (Name of entity) 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, (Name of entity) will comply with the grant requirements of the Central Texas Council of Governments, Texas Commission on Environmental Quality 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 (board or chief official as applicable) in (city), (state), on this the (number/day) day of (month), (year).

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Notary Signature)

\_\_\_\_\_  
(Typed/Printed Name)

\_\_\_\_\_  
(Typed/Printed Name)

## Appendix 5: Required 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 Grant Application Guidelines (**Appendix 5**). The following certifications are intended to help the COG to ensure that these provisions are met.

#### **1. Authority to Sign Application**

The person signing the Grant Application hereby certifies that he/she is the official contact regarding the Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

#### **2. Application Contains No False Statements**

Applicant certifies that the Grant Application has no false statements, and that the Applicant understands that signing the 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 CTCOG will not accept any amendment, revision, addition or alteration to this Application after the final date and time for submission.

#### **3. 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. Council of Governments

#### **4. Solid Waste Fee Payments**

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

#### **5. 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.

#### **6. 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 Grant Application Guidelines.

## **7. Consideration of Private Industry**

The following certification only applies if the project is under one of the following grant categories:

1. Source Reduction and Recycling
2. Citizens' Collection Stations and "Small" Registered Transfer Stations
3. A demonstration project under the Educational and Training Projects category
4. Other

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in the Grant Application Guidelines and the instructions provided with the Grant Application Form. Applicant further certifies to the best of their knowledge and ability 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.

## **8. 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 [CTCOG's RSWMP](#).

## **9. 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.

## **10. 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.

## **11. 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 Officer Standards and Education (TCLEOSE) 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 TCLEOSE 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 or Interlocal Agreement (ILA) between the Applicant and CTCOG. The grant contract or ILA 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 the Grant 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.

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

Applicant provides assurances that, if funded, the Applicant will comply with the Texas Grants Management Standards (TxGMS) 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.

### **2. 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 CTCOG or the TCEQ for information on municipal solid waste management activities.

### **3. 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 CTCOG on a schedule established by CTCOG, and additionally, to continue to document the results of the project activities for the life of the project; and to provide CTCOG with a follow-up results report approximately one year after the end of the grant term.

### **4. 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 CTCOG.

### **5. 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.

**6. Compliance with the Single Audit Act**

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Provisions of the Texas Grants Management Standards (TxGMS) prepared by the Texas Comptrollers of Public Accounts.

**7. 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.

# Item #8

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## Lithium Battery Disposal

**Lithium Battery Disposal**

Tyler O'Dell, the City of Killeen's Recycling Manager is interested in how other communities in the region are disposing of lithium batteries.

The City of Killeen has been using Call2Recycle, which used to be a free service, but now is charging per box due to a change in legislation.

Are there any other services or service options that SWAC members know about?

**Action Item:** No action needed; for discussion only.



# Item #9

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## Future Presentations & Discussion Topics

### **Future Presentations & Solid Waste Discussion Topics**

At the last SWAC meeting, the committee expressed a desire to hold more frequent meetings to create space for additional discussions and presentations on managing solid waste and addressing common issues that the region is facing.

Staff has recently heard from several different organizations that are interested in presenting at future SWAC meetings and can add items similar to the last one for future discussion.

#### Potential Presenters

- Keep Temple Beautiful
- Reliable Tires (Burnet)
- The Recycling Partnership
- Keep Texas Recycling

What other ideas, topics, or organizations would the SWAC be interested in discussion or hearing from.

**Action Item:** No action needed; for discussion only.

# SWAC Members

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# SWAC Meeting Attendance

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SWAC Meeting Attendance (FY22-23)							
Entity	Name	Date Appointed	9/15/2022	2/9/2023	5/11/2023	8/31/2023	
Bell County	Duane Herrera	8/17/2017	M	M	M	M	
Coryell County	Vacant	-	-	-	-	-	
Hamilton County	Johnny Wagner	9/15/2017	M	M	M	M	
Lampasas County	Lewis Bridges	5/22/2020	-	M	-	-	
Milam County	James Denman	1/9/2023	M	-	-	-	
Mills County	Vacant	-	-	-	-	-	
San Saba County	Scott Edmonson	7/14/2021	M	M	M	M	
City of Belton	Marcie Seele	3/9/2021	M	M	M	M	
City of Copperas Cove	Noel Watson	6/1/2023	M	-	M	M	
City of Gatesville	Scott Albert	5/23/2023	M	M	-	M	
City of Harker Heights	Mark Hyde	7/14/2017	M	M	-	M	
City of Killeen	William Gould	1/22/2024	M	-	-	-	
City of Temple	Justin Brantley	5/26/2020	M	M	M	M	
Solid Waste Industry Rep	Paul Daugereau	-	M	-	-	M	
Citizen Rep	Zoe Rascoe	1/17/2023	M	M	M	-	
Private Sector/Business Rep	John Trigg	10/25/2023	-	M	M	O	

Attendance Legend	
Member	M
Proxy	P
Online	O
Provided Advanced Notice	
Not Present	

# End of Packet

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