

**The Lower Rio Grande Valley Development Council  
In Cooperation with the Texas Commission on Environmental Quality  
FY 2018/2019 Solid Waste Application Forms**

Please type or legibly print the application. Typing is preferred. Use no smaller than a 10-point font.

<b>Applicant Information</b>	
Applicant/Receiving Party:	Department/Division:
Primary Project Contact - Authorized Representative:	Project Contact Title:
Street Address: (No P.O. Boxes)	Primary Project Contact's Direct Telephone/Fax: /
City:                      State:                      Zip Code:	Email Address:
Primary Financial Contact - Authorized Representative:	Financial Contact Title:
Street Address: (No P.O. Boxes)	Primary Financial Contact's Direct Telephone/Fax: /
City:                      State:                      Zip Code:	Email Address:

<b>Attendance at Training provided by LRGVDC</b>	
Attendance at Training provided by LRGVDC staff (automatically receive 10 points)	
<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No (0 points)
Top Two Project Categories (Pick ONE Category Only)	Other (Please list one project category)
<input type="checkbox"/> Source Reduction and Recycling <input type="checkbox"/> Education and Training	<input type="checkbox"/> Other
<b>Proposed Funding:</b> <i>(Stay within funding caps)</i> Grant Request:                      \$ _____ Applicant's Cash Match:                      \$ _____ Applicant's In-Kind Match:                      \$ _____ Total Project Amount:                      \$0 _____	<b>Estimated Project Timeframe:</b> <i>(How many months will it take to complete project?)</i>

<b>BRIEF Project Description:</b> <i>(Describe your project in 15 words or less.)</i>

Please review the Certifications and Assurances and sign the application on the top of page 2.

<b>Signature</b>	
By the following signature, the Applicant certifies that it has reviewed the certifications, assurances and deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application submittal. <i>(The person signing application must be designated in the Resolution.)</i>	
	Title:
Signature:	Date Signed:

**Certifications:**

In order to receive grant funds under this program, the proposed project must conform to the provisions set forth in the Request for Applications (RFA). The following certifications are intended to help LRGVDC ensure that these provisions are met. By signing this Application, the person acting on behalf of the Applicant makes the certifications listed below.

**1. Authority to Sign Application**

The person signing this Application hereby certifies that he/she 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 this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts. The Applicant understands that LRGVDC 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:

- a. City
- b. County
- c. Public school district (not including Universities or post secondary educational institutions)
- d. Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authority
- e. Council of Government

**4. Conformance to Standards**

The Applicant certifies to the best of their knowledge and ability that the proposed project, including all activities in the application, conforms to the eligible category standards and allowable expense and funding standards as set forth in the Request for Applications.

**5. Solid Waste Fee Payments**

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

**6. Consideration of Private Industry**

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

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Educational and Training Projects category

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in the Request for Applications and the instructions provided with this application form. Applicant further certifies to the best of their knowledge and ability 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.

**7. Consistency with Regional Solid Waste Management Plan Amendment**

Applicant certifies to the best of their knowledge and ability that the proposed project is consistent with applicable goals, objectives, and recommendations LRGVDC's adopted regional solid waste management plan amendment.

## **8. Technical Feasibility**

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

## **9. Costs Reasonable and Necessary**

Applicant certifies to the best of their knowledge and ability that the proposed project activities in the Application and the expenses outlines 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.

## **10. Certification by Law Enforcement Programs**

If the Applicant is a law enforcement entity regulated by Chapter 415 of the Government Code, the Applicant certifies that it is in compliance with all rules developed by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) pursuant to Chapter 415, Government 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 between the Applicant and LRGVDC. The grant contract will contain a number of standards, requirements, and processes that must be complied with as a condition of receiving the grant funds. In order to ensure an understanding by the Applicant of some of the main conditions that will be included in the contract, the Applicant is asked to review the following assurances. By signing this Application, the person acting on behalf of the Applicant indicates their understanding of these conditions and provides assurances that these and other conditions set forth in the grant contract will be adhered to if funding is awarded.

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

Applicant provides assurances that, if funded, the Applicant will comply with 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 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 LRGVDC/TCEQ Surveys and Reporting**

Applicant provides assurances that, if funded, the Applicant will respond to surveys and/or other requests from LRGVDC 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 LRGVDC on a schedule established by LRGVDC, and additionally, to continue to document the results of the project activities for the life of the project; and to provide LRGVDC with a follow-up results report approximately one to two years 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 LRGVDC.

### **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 1990, 42 U.S.C. §§ 12101-12213 (Pamph.1995).

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

Applicant provides assurances that, if funded, the Applicant will comply with the Single Audit Act as defined by the Uniform Grant Management Standards (UGMS), January 1998.

### **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.

**Grant Budget Summary**

[Click Here to Go To Grant Budget Summary Instructions](#)

<b>Budget Categories</b>	<b>Funding Request</b>
1. Personnel (Salary)	0.00
2. Fringe Benefits	0.00
3. Travel	0.00
4. Supplies (unit cost of less than \$1,000)	0.00
5. Equipment (unit cost of \$5,000 or more)	0.00
6. Construction	0.00
7. Contractual (other than for Construction)	0.00
8. Other	0.00
9. Indirect charges	0.00
<b>TOTAL</b>	<b>0.00</b>

10. Fringe Benefit Rate:	
11. Indirect Cost Rate:	

<b>1 &amp; 2 Personnel (Salary) &amp; Fringe Benefits</b>					
<b>Position</b>	<b>Function</b>	<b>Status FT/PT, perm/temp</b>	<b>Monthly Salary</b>	<b>Time (%FTE)</b>	<b>Salary Request</b>
					0.00
					0.00
					0.00
					0.00
					0.00
<i>Narrative: (In any category where funding is requested, the Narrative must be completed.)</i>					

<b>3. Travel</b>			
<b>Position</b>	<b>Destination</b>	<b>Purpose</b>	<b>Travel Request</b>
<i>Narrative: (In any category where funding is requested, the Narrative must be completed.)</i>			

<b>4. Supplies (Unit cost of less than \$1,000)</b>		
<b>Description</b>	<b>Purpose</b>	<b>Supply Request</b>
<i>Narrative: (In any category where funding is requested, the Narrative must be completed.)</i>		

<b>5. Equipment (Unit price of \$5,000 or more)</b>		
<b>Description</b>	<b>Purpose</b>	<b>Equipment</b>
Narrative: <i>(In any category where funding is requested, the Narrative must be completed.)</i>		

<b>6. Construction</b>			
<b>Description</b>	<b>Purpose</b>	<b>Sub-Contracted (Y/N)</b>	<b>Construction</b>
Narrative: <i>(In any category where funding is requested, the Narrative must be completed.)</i>			

<b>7. Contractual</b>		
<b>Contractor</b>	<b>Purpose</b>	<b>Contractual</b>
Narrative: <i>(In any category where funding is requested, the Narrative must be completed.)</i>		

<b>8. Other</b>			
<b>Type Other</b>	<b>Description</b>	<b>Purpose</b>	<b>Other Request</b>
Postage/Delivery			
Telephone/Fax			
Utilities			
Printing/Reproduction			
Advertising/Public Notices			
Signage			
Training/Registration Fees			
Dues/Membership Fees			
Record Storage			
Office Space			
Basic Office Furnishings			
Equipment Rentals			
Books/Subscriptions			
Repair/Maintenance			
Legal Services			
Temporary Services			
<i>Narrative: (In any category where funding is requested, the Narrative must be completed.)</i>			

<b>Type Other (Cont.)</b>	<b>Description</b>	<b>Purpose</b>	<b>Unit Cost</b>	<b>No. of Units</b>	<b>Other Request</b>
Recycling Bins					0.00
Recycling Bins					0.00
Personal Protective Equip.					0.00
Personal Protective Equip.					0.00
Personal Protective Equip.					0.00
Computer Hardware					0.00
Computer Software					0.00
Audio/Visual Equipment					0.00
Audio/Visual Equipment					0.00
Audio/Visual Equipment					0.00
Promotional Item					0.00
Promotional Item					0.00
Promotional Item					0.00
Other Equip. (<\$5,000)					0.00
Other Equip. (<\$5,000)					0.00
Other Equip. (<\$5,000)					0.00
Additional Other					0.00
Additional Other					0.00
Additional Other					0.00
<i>Narrative: (In any category where funding is requested, the Narrative must be completed.)</i>					

**Project Merits and Need** (Up to 45 Points): *PLEASE LIMIT YOUR PROJECT NARRATIVE TO 1 PAGE.* Page limitation does not apply to attachments.

**Project Title:**

**Program Objective and Summary:** *Give a Summary of the project. List specific objectives. Provide a scope of work with schedule of deliverables for the proposed project or program. As concisely as possible, provide tasks, describe the major steps, identify responsible entities and establish a specific time frame. Suggested format for scope of work:*

Task 1:  
a. Activity:  
Schedule of activity:

Task 2:  
b. Activity:  
Schedule of activity:

Task 3:  
c. Activity:  
Schedule of activity:

**Project Service Area:** *(Indicate the area/geography (city, county, or other jurisdictions) covered by the project. If project will only affect a portion of your area, please indicate which portion will be affected. Attach map if applicable.)*

**Public Information:** *(How will your project be publicized? How will the public be involved in your project?)*

**Project Status/Feasibility:** *Indicate if this is a startup or pilot project where no such program exists; how does it benefit the local government or region? Or, Indicate if this is an enhancement of an existing program; give a brief description of your existing program and indicate how the proposed project would significantly improve the program or, Indicate if this project has received solid waste grant funding in the past years. Describe progress or agreements made regarding this project so far, Describe how effectiveness will be measured, and describe staff qualifications.*

**Local Match and Commitment** (Up to 30 Points): PLEASE LIMIT YOUR LOCAL RESOURCES NARRATIVE TO 1 PAGE. limitation does not apply to attachments.

Page

**Intention to Sustain the Project (use all four boxes as necessary):** (Describe how applicant intends to sustain the project or program after grant funding is exhausted.)


**Cash Match or In-Kind Match:** Local match through cash will be priority and in-kind services will also be considered, but at lesser value. If the applicant is providing significant contributions (at least 10% of grant request) to the project either through cash matching funds or in-kind services, please identify the match on your application in this section. In-kind services should relate only to staff or services directly involved with the proposed project. Your narrative should show the relative importance or effort of the local contribution in relationship to the entire project. Matching funds or in-kind services are not included in the Grant Budget Summary or Grant Request.)


**Supporting Documentation:** (Please list. Place copies of letters, resolutions, etc. in Attachments. Attachments do not count toward page limitations.) **Failing to attach supporting documentation listed will make your application incomplete.**

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**Regional Collaboration** (*Up to 15 Points*): **PLEASE LIMIT YOUR PROJECT COST EVALUATION TO 1 PAGE.** Some of the requested information may not be applicable to all proposed projects, contact LRGVDC staff for clarification if necessary. **A Regional project is any project that is regional in nature and must be specific as to who they will be collaborating with and submit commitment letters or resolutions to support the project. Application will receive points according to entities involved in the project & matching funds toward the project. The more entities involved in the project more points will be received.**

**Poor Performance Deduction on past LRGVDC Projects** (*Subtract 10 points*): *Submitting of Reports and Expenditure of Funds*

**Evaluation of Consistency with Regional Solid Waste Management Plan Amendment: THIS SECTION MUST BE COMPLETE IN ORDER TO BE CONSIDERED FOR GRANT FUNDING.**

**Is proposed project consistent with LRGVDC's regional plan amendment?** (Briefly describe how the proposed project will support the regional plan amendment, indicating which goal is supported.)

**Private Industry Notification: List of Other Entities Which Provide a Similar or Related Service FOR PROJECT TYPES LISTED**

**THIS SECTION MUST BE COMPLETE IN ORDER TO BE CONSIDERED FOR FUNDING**

This section is applicable only to the following grant categories:

- a. Source Reduction and Recycling
- b. Citizens' Collection Stations and "Small" Registered Transfer Stations
- c. A demonstration project under the Education and Training project category

According to state law, Section 361.014 (b) TX Health & Safety code) 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 space below, list all entities, private and public, in the affected geographic area known to provide a similar or related service. Please attach additional pages if needed.

Private Service Providers Contacted	Telephone	Date Notified	Summary

**Have you contacted your County and Neighboring Jurisdictions to see if they provide a similar service?**

County/Neighboring Jurisdiction	Contact Name	Date of Contact	Summary

**List similar programs that you have visited and/or researched.**

County/Neighboring Jurisdiction	Contact Name	Date of Contact	Summary