

A person wearing a white shirt and blue jeans is using a pipe wrench to work on a metal pipe. The background is a dark blue surface with several other wrenches scattered around. The text is overlaid on the image.

The Nuts & Bolts of Developing a Good Application

Solid Waste Grant Program



Read Application Guidelines

- Highlight Important Information
- Do A Preliminary Eligibility Review. – (Use a Score Sheet if Available.)
- Mark the Due Date on Your Calendar



Important Dates

- Commissioner Court Meetings
- Resolutions
- Public Notices
- Newspaper Deadlines
- Due Dates



Create a timeline or a checklist to help you remember important dates.



Background Research

- Look for statistics that will strengthen your project
- Thorough but concise
- Are the outcomes realistic?
- Is the project impact realistic?
- Do the quoted statistics make sense?
- Spell check, spell check, spell check
- Don't overstate your match
- Know your agency's purchasing process

A hand holding a pipe wrench against a background of various tools like wrenches and sockets.

Background Research - continued

- A picture is worth a thousand words
- Being able to show the project/program can be sustained is a big thing.
- Start talking with those you will be partnering with now.
- Make sure the person that comes to give the presentation is very familiar with the project application and the existing program.
- Strategic use of handouts.



Qualities of a Good Project

- Real need
- Does the project actually address the need?
- Backing from upper management.
- Do your research
- Is your project really about solid waste?
- Is education being incorporated to promote a lasting change?
- Ability to replicate the project in other communities.
- Cost-effective
- Don't duplicate efforts of others in your community.

Lower Rio Grande Valley Development Council

FY 2018/2019

Solid Waste Management

Grant Program



History of the Program



Where does the funding come from?

As directed in the Texas Health & Safety Code, one-half of the Municipal Solid Waste (MSW) fee revenue collected by the Texas Commission on Environmental Quality (TCEQ) is allocated to the 24 planning regions under a formula that accounts for population, area, solid waste fee generation and public health needs.

What is the role of the Solid Waste Advisory Committee (SWAC)?

The SWAC reviews and ranks all completed applications submitted.

What is the program's funding main objective?

Provide grant funding for start-up projects that will provide a direct and measurable effect on reducing the amount of waste going into Texas landfills, by diverting various materials from the municipal solid waste stream for beneficial use or by reducing waste generation at the source.

FY-18/19 Grant Award Funding

Caps per Application

Funding Caps per Application:

Education & Training - \$20,000.00

Source Reduction & Recycling - \$30,000.00

Regional Collaboration Project - \$60,000.00

Any other category - \$30,000.00

Funding Caps per Entity:

Only one project may be funded but may be included in a Regional Project.

LRGVDC Regional Solid Waste Advisory Committee (SWAC)

<u>Committee Member</u>	<u>Entity</u>	<u>Representation</u>
Jaime Lopez	Waste Management	Private Sector
Roberto Canales	Waste Connections	Private Sector
Patty Alexander	Valley Nature Center	Environmental
Laura Maxwell	Valley Proud	Environmental
Joel Cruz	HCISD Service Center	Education
Marianella Franklin	UTPA	Education
Grace Gonzales	South Texas College	Education
Rick Cardenas	Private Citizen	Private Citizen
David Escobar	Private Citizen	Private Citizen
Cheryl Untermeyer	TCEQ Non-Voting Member	
Claudia Lozano	TCEQ Non-Voting Member	

<u>Committee Member</u>	<u>Entity</u>	<u>Representation</u>
Ramiro Gomez, Chairman	City of Edinburg	Large City
Robert Treviño	City of McAllen	Large City
Martino Treviño	City of Brownsville	Large City
John Avilez	City of Harlingen	Large City
Cesar Gutierrez	City of Mission	Medium City
Crystal Medina	City of Pharr	Medium City
Pete Garcia/Olga Garza	City of Weslaco	Medium City
Eric Muñoz	City of San Juan	Medium City
Mayor Rick Cavazos	City of Los Indios	Small City
Luciano Ozuna Jr./Bobby Salinas	City of Alamo	Small City
Rudy Garza/Michael Marquez	City of Alton	Small City
Commissioner Eduardo Gonzales	Willacy County	County
Raul Garcia	Cameron County	County
Ricardo Saldaña/Belinda Alvarez	Hidalgo County	County
David Ivory	Public Works Services LLC	Private Sector
Jon Deicla	Republic Service	Private Sector

Eligible Recipients

- Cities
- Counties
- Public school districts (excluding universities and other post secondary educational institutions)
- General and special law districts with authority and responsibility for water quality protection or municipal solid waste management (e.g. river authorities and municipal utility districts)
- Councils of Governments (COGs)

Eligible Expenses

- Personnel (2 year limitation on salaries for any project, cannot supplant existing salaries)
- Travel
- Supplies
- Equipment
- Construction
- Contractual Expenses
- Other Expenses (not falling under the main expense categories, if connected with the tasks and activities of the project.

LRGVDC REGION PRIORITIES

Eligible Project Category

- Diversion of material from the waste stream through reuse, recycling or source reduction
- Collection, processing and transportation
- Efficiency improvements and tracking
- Education and promotion

**Source Reduction & Recycling
(\$30,000.00 cap)**

LRGVDC REGION PRIORITIES

Eligible Project Category

- Public outreach and education on MSW issues
- Inclusion as a component of projects in other categories is encouraged
- Stand-alone education and training projects

Education & Training
(\$20,000.00 cap)

Eligible Project Categories Other (\$30,000.00 cap)

- Projects which contribute to prevention of illegal dumping of MSW
 - ❖ Investigation
 - ❖ Enforcement
 - ❖ Education
- Not to be used for activities related to industrial and/or hazardous waste

Local Enforcement

Eligible Project Categories

Litter & Illegal Dumping Clean-up and Community Collection Events

- Ongoing or periodic cleanup of litter and illegal dumping (excluding scrap tire sites)
- Trash receptacles of areas with chronic littering problems
- Periodic community collection events
 - ❖ Not more than quarterly
 - ❖ Only items for which no collection alternative is available (such as heavy trash)

Eligible Project Categories

- Collection, recycling, re-use or proper disposal of HHW
- Must coordinate with TCEQ

Household Hazardous Waste Management

Eligible Project Categories

- Construction and equipment for citizens' MSW collection stations
 - ❖ Incorporation of recycling options is encouraged
- Design and construction of MSW transfer stations that qualify for registration or notification
 - ❖ No projects requiring permits

Citizens' Collection Stations and

“Small” Registered Transfer Stations

Eligible Project Categories

- Development or amendment of local SWMPs
- Must be consistent with regional SWMP

Local Solid Waste Management Plans

Eligible Project Categories

- Collection and analysis of data and information for use in making local solid waste management decisions

Technical Studies

Eligible Project Categories

- Other projects not specifically prohibited
- Considered on a case by case basis

Other

Completing the Application

Funding Standards

- 100% Solid Waste Use
- Funded local enforcement or cleanup programs must coordinate with TCEQ and/or KTB
- Equipment and controlled assets must be maintained on local and regional inventory
- Project expenses must be incurred within grant period
- Progress and results reporting is required

Completing the Application

Grant Budget Summary

- Keep budget realistic and confirm that all expenses are eligible
- Make sure you justify all expenditures in the budget narrative when required
- For equipment and constructions costs, consider adding 5-10% of total unit cost to allow for cost increases

Completing the Application

Certifications & Assurances

- Consideration of private industry
 - ❖ Certain project categories must comply with private industry notification
- Consistency with regional solid waste plan
- Cost reasonable and necessary
- TCOLE certification, if applicable
- Real property and equipment requirements
- Comply with progress and results reporting requirements

Project Presentation

Applicants will be allowed a three (3) minute presentation. Make sure the person that comes to give the presentation is very familiar with the project application and the existing program

Selection Criteria

Attendance at Training

- Training provided by LRGVDC Staff for 2018/2019 funds (10 points)
 - ❖ If applicant attends the training provided by LRGVDC Staff on the Application Process, the applicant will automatically receive 10 points.

Selection Criteria

Project Merits & Need (0-45 points)

- Project Title
 - ❖ Provide a title that clearly summarizes your project
- Program Objective & Summary
 - ❖ Describe the proposed project and justify its needs consistent with the applicable grant category (i.e. local enforcement and illegal dumping, source reduction & recycling, etc.)
- Project Service Area
 - ❖ Indicate the area/geography (city, county, or other jurisdictions) covered by the project. If the proposed project will affect only a portion of your area, please indicate which portion will be affected. Map(s) are to be provided in the attachments and are not included in the page limit
- Public Information
 - ❖ Explain what steps you will take to promote the program to the public, local officials, etc. Are there adequate levels of customer incentives, public education or public input, as appropriate to the proposed project?

Selection Criteria

Project Merits & Need Cont'd (0-45 points)

- **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 this 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

Selection Criteria

Local Match and Commitment (0-30 points)

- Intention to Sustain the Project
 - ❖ If the proposed project could become an ongoing service, describe how this project may be sustained beyond the grant period.
- 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. In-kind services should relate only to staff or services directly involved with the proposed project.
- Supporting Documentation
 - ❖ Please place copies of letters, resolutions, etc. in attachments. These documents are not included in the page limit.

Selection Criteria

Regional Collaboration (0-15 points)

- Any project this 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 with either matching funds or in-kind services. Application will receive points according to entities involve with the project and matching funds towards the project.

Selection Criteria

Poor Performance Deduction (10 points)

- In this section, the applicant must provide evidence of the following items. LRGVDC reports will also be used.
 - ❖ Submitting of Reports (subtract 5 points)
 - ❖ Expenditure of Funds (subtract 5 points)

Extra Hints.....

- Make sure you complete all sections
- Make sure you address all the review criteria
- LRGVDC Staff can review drafts – give as much time as possible
- Think partnerships
 - ❖ Other local governments
 - ❖ Non-profits
 - ❖ Private companies

The image features a black background with three overlapping circles in shades of blue. A horizontal white band runs across the center, containing the word "QUESTIONS" in a bold, black, serif font.

QUESTIONS