

# H-GAC Solid Waste Grants Application Workshop

Fiscal Years 2012/2013

# Basics, Priorities and Eligibility

# Solid Waste Grant Basics

- Solid waste implementation projects
- Applications available online:
  - [www.h-gac.com/go/swgrants](http://www.h-gac.com/go/swgrants)
- Applications due 12:00 noon, December 22, 2011
- Online submittal only
- \$1,200,000 available

# Solid Waste Grant Basics

- Project must be consistent with Regional Solid Waste Management Plan Goals and Objectives (Volume I) (SWMP)
  - [http://www.h-gac.com/community/waste/management/documents/regional\\_solid\\_waste\\_management\\_plan\\_volume\\_1.pdf](http://www.h-gac.com/community/waste/management/documents/regional_solid_waste_management_plan_volume_1.pdf)
- List specific goal and objective

# Eligible Recipients

- Cities
- Counties
- Public schools and school districts
- Other special law districts
  - Entities with authority and responsibility for water quality protection or MSW management
  - Examples: MUDs, river authorities

# Regional Funding Priorities

- For FY12/13, SWMC identified some specific needs in solid waste infrastructure and programs
- Higher priority
- Any projects that support priorities will receive an additional 10 points

# Regional Funding Priorities

- Development of independent school district programs that increase school-based source reduction and recycling
- Development of new infrastructure

# Regional Funding Priorities

- Development of targeted education programs to change recycling and waste diversion behavior
- Development of new programs to minimize environmental risk and promote safe disposal

# Private Industry

- Grant funded projects must not create unfair competition with existing private industry
- Private industry will be notified
  - Applications will be available for review by private industry
  - Private industry may offer comments on proposed projects before scoring meeting
- Projects for which private industry concerns have been identified may be denied funding

# Private Industry

- Summaries of Discussion and Method of Contact
- Mandatory completion of section for SRR, CCSTS and E&T demonstration projects.
- Sources for private industry providers
  - Yellow pages
  - [www.earth911.org](http://www.earth911.org)
  - TCEQ or H-GAC
  - Word of mouth

# Similar Programs

- Contact your neighbors; don't duplicate efforts
- H-GAC staff can provide you with contacts for similar programs

# Eligible Project Categories

# Local Enforcement

- 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

# Litter and Illegal Dumping Cleanup and Community Collection Events

- Ongoing or periodic cleanup of litter and illegal dumping (excluding scrap tire sites)
- Trash receptacles for 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)

# Source Reduction and Recycling

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

# Household Hazardous Waste Management

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

# Citizens' Collection Stations and "Small" Registered Transfer Stations

- 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

# Local Solid Waste Management Plans

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

# Technical Studies

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

# Education and Training

- Public outreach and education on MSW issues
- Inclusion as a component of projects in other categories is encouraged
- Stand-alone E&T projects also eligible

# Other

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

# Eligible Expenses

# Personnel

- Salary, fringe and indirect
- New positions, cannot supplant existing salary
- 2 years maximum
- No guarantee of 2<sup>nd</sup> year funding. Will have to compete for 2<sup>nd</sup> year

# Travel

- Must be directly related to grant-funded project
- Conferences
- Transportation costs, food, hotel, etc.
- Follow your entity's policy; not H-GAC's

# Supplies

- Unit cost of \$1,000 or less
- Can be used up in less than one year
- Office supplies
- No stockpiling
- 100% solid waste

# Equipment

- Unit price over \$5,000 including freight and set up costs
- Must be approved by H-GAC in advance, be specific in description
- Entities must follow all applicable bidding and contracting laws and regulations
- H-GAC Cooperative Purchasing - [www.hgacbuy.com](http://www.hgacbuy.com)
- Place on inventory

# Construction

- Must be approved by H-GAC in advance.
- H-GAC must approve all construction details/plans - Applicant may not incur construction costs unless H-GAC approval provided.
- Entities must follow all applicable bidding and contracting laws and regulations – your entity’s policies – not H-GAC’s.

# Contractual

- Costs for professional services or tasks provided by a firm or individual who is not employed by the grant recipient
- All contractual costs must be approved by H-GAC in advance - No contractual costs may be incurred prior to H-GAC approval
- H-GAC regional contracts (HHW/Used Electronics)

# Other

- For items or services that do not readily fit into any other budget categories
- Examples include computers, educational materials, personal protective equipment, advertising, printing, signage, etc

# Grant Budget Summary

- Minimum grant award \$10,000.
- 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

# Authority to Sign

- Who can sign the application
  - Will depend on each entity
  - It will be the person who can legally enter the entity into a contract
  - Suggestion: if someone other than an elected official signs the application, you might include a email alerting H-GAC staff that the person has authority to sign so there is no confusion when H-GAC reviews the application
- County Commissioners Court or City Council approval will vary with each entity
  - Not a grant requirement

# Certifications and Assurances

- Consideration of private industry
- Consistency with regional solid waste plan
- Cost reasonable and necessary
- TCLEOSE certification, if applicable
- Real property and equipment requirements
- Comply with progress and results reporting requirements

# Funding Standards

- 100% solid waste use
- Funded LE 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

# Selection Criteria

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- Regional priorities (10 points)
- Project merits and needs (0-40 points)
- Local resources and commitment (0-25 points)
- Project cost evaluation (0-25 points)

# Project Merits and Need

- Project Title
- Need for Project
- Objective
- Project Feasibility
- Outreach
- Innovation

# Local Resources and Commitment

- Ability to Sustain Project
  - Future funding plans
  - Ability to sustain program beyond grant period
  - If the project has received H-GAC funding in the past, what makes this project different?
- Matching funds or in-kind services
- Partnerships

# Project Cost Evaluation

- Economic Viability
- Cost per impacted capita = grant request/target population
- Anticipated Effectiveness

# Additional Program Information

- New section this year
- Contains questions specific to grant type
- No point value, but will help the committee select projects for funding

# Presentations and Scoring

# Presentations and Scoring

- January 10 and 11, 2012
- Approximately 5 minutes per applicant
  - Brief, concise presentation – 5 minutes
  - Highlight key points, committee has already reviewed application
  - Q&A with the Review Subcommittee – 5 minutes
  - Subcommittee will have 5 minutes to score
- Results released by January 12, 2012

# Schedule

- January 16 – Deadline for appeals
- January 25 – Full SWMC Review
- February 21– H-GAC Board Review
- February 22- March – TCEQ Review
- March-April – Contracting with grantees
- Grant Period – March 2012 – June 30, 2013  
OR September 2012 – June 30, 2013

# Future Requirements

- Monthly financial reporting
- Quarterly progress reports
- Site visits
- Deliverables
- Fiscal monitoring

# Extras...Helpful Hints

- Have a good strong summary.
- Make sure you complete all sections.
- Make sure you address all the review criteria.
- Make sure that you have time for any necessary procurement, hiring or training.
- Consider adjusting salary requests to allow for the time necessary to recruit a new employee.

# Extras...Helpful Hints

- H-GAC staff can review drafts – give as much time as possible.
- Subcommittee members are experts in solid waste concepts so do not state the obvious.
- Think partnerships.
  - Other local governments
  - Non-profits
  - Private companies

# Questions?

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