



**Lower Rio Grande Valley Development Council
(LRGVDC)**

**In Cooperation with the Texas Commission on
Environmental Quality (TCEQ)**

**FY 2024/2025 Solid Waste Sub-Grantee
Application Forms**



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Application documents:

Section A. – Application Instructions

Section B. – Application

Section B.2 – Application Grant Budget

Section C. – Sample Resolution

Definitions:

- **TCEQ - Texas Commission on Environmental Quality**
- **LRGVDC - Lower Rio Grande Valley Development Council**
- **RFA – Request for Application**
- **SW - Solid Waste**
- **RSWMP - Regional Solid Waste Management Plan**
- **TCLEOSE – Texas Commission on Law Enforcement Officer Standards and Education**
- **TxGMS – Texas Grants Management Standards**

Section A. - Application Instructions

Solid Waste Grant Budget Summary:

Funding per project is \$30,000.00. The Narrative under each line item must be completed. In the Narrative sections, please explain how the requested funding in each category will be used to support your project and the purpose of any materials being purchased. **(Only one project may be funded per entity per biennium).**

Do not include in-kind or matching funds in your grant budget summary. In-kind or match funds are not required but encouraged.

Line 1. Instructions for Supplies:

Supplies are consumable items that generally have a useful life of less than one year and have a unit cost of less than \$1,000. (Expenses for food and beverages are not allowable. Items with a useful life of more than one year should be listed under the "Other" budget category.) Please list the general types of supplies you intend to purchase with grant funding. In the narrative, describe how the supplies will support your proposed project.

Line 2. Instructions for Equipment:

Expenses included under the Equipment category should be for non-construction related, tangible, 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. All equipment purchases must be approved in advance by LRGVDC, and must be followed in accordance with applicant's procurement policies. Equipment purchased by solid waste grant funds must be used solely for solid waste purposes. Please list each piece of equipment you intend to purchase with grant funding, providing as many specifications as possible at this time. In the narrative, please describe the intended use of the equipment, any special requirements that the equipment will meet, and how it will support your proposed project.

Line 3. Instructions for Construction:

Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. A pass-through grant recipient shall incur no construction costs unless the construction details are approved in advance by LRGVDC. All applicable laws and regulations for bidding and contracting for services must be followed in accordance with applicant's procurement policies. Describe the construction expenses associated with the proposed project, providing as many specifications as possible at this time and identify any services to be subcontracted. In the narrative, please describe all intended uses of constructed facility, all intended uses of the facility, and justify and special features to be included in the construction project. Describe how the construction will support your proposed project.

Line 4. Instructions for Contractual:

Expenses included under this category should be for costs for professional services or tasks provided by a firm or individual who is not employed by the grant recipient. A pass-through grant recipient may incur no contractual costs unless the subcontract is approved in advance by LRGVDC. In the narrative, please describe the applicant's need for contractual services, indicate what agreements or procurement

steps have been made with the indicated contractor in accordance with applicant's procurement policies, and the role that the contractor will play in support of your proposed project.

Line 5. Instructions for Other:

Other expenses are for items or services that do not readily fit into any of the other budget categories in this application. Complete the breakdown of total Other expenses. In the narrative, indicate how the expenses will support your proposed projects. Also describe how the items will be used, such as what information will be disseminated in advertisements or printing, what newspapers will be running ads, how computer or audio/visual equipment will support your proposed project, etc.

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Section B. - Application

**Lower Rio Grande Valley Development Council (LRGVDC)
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FY 2024/2025 Solid Waste Sub-Grantee Application Forms**

Please type in the highlighted boxes. If unable to type, please contact Brenda Salinas at
(956) 682-3481 or via email bsalinas@lrgvdc.org

Applicant Information	
Applicant/Receiving Party:	Department/Division:
Primary Project Contact – Authorized Representative	Project Contact Title:
Street Address: (No P.O. Box)	Primary Project Contact’s Direct Telephone:
City: State: Zip Code:	Email Address:
Primary Financial Contact – Authorized Representative	Financial Contact Title:
Street Address: (No P.O. Box)	Primary Financial Contact’s Direct Telephone:
City: State: Zip Code:	Email Address:

Check only one category - Cash Match & In-kind Match Not Required but Encouraged

Source Reduction & Recycling (\$30,000)	Litter & Illegal Dumping & Community & Collection Events (\$30,000)
Grant Amount Requested: \$ _____	
Applicant’s Cash Match: \$ _____	
Applicant’s In-kind Match: \$ _____	

Project Title: BRIEF Project Description: (give description below)

Evaluation & Consistency with Regional Solid Waste Management Plan. Briefly describe below how the proposed project will support the Regional Solid Waste Management Plan.

The Regional Solid Waste Management Plan goals are: 1) Maximize beneficial resource use. 2) Responsibly manage problematic waste. 3) Maximize proper disposal. 4) Lead regional planning.

Is the proposed project consistent with these goals?

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PLEASE REVIEW THE CERTIFICATIONS AND ASSURANCES AND SIGN THE APPLICATION

Signature	
By the following signature, the application 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 designated in the Resolution must be the person who signs the grant application.)</i>	
Print Name:	Title:
Signature:	Date Signed:

Authorized Financial Signature	
Print Name:	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 Application (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 application makes the certifications listed below.

1. Authority to Sign Application

The person signing this Application hereby certifies that he/she is the official contact person regarding this 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 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 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 institutes)
- 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. Solid Waste Fee Payments

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

5. Debarment from State Contracts

Applicant certifies that they are 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 expenses and funding standards as set forth in the RFA.

7. Consideration of Private Industry

(The following certification only applies under Source Reduction & Recycling Category)

Applicant certifies that it has notified private service providers in accordance with the requirements set forth in the RFA 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.

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 the LRGVDC's Regional Solid Waste Management Plan. The plan can be found at www.lrgvdc.org, under the Community & Economic Development tab, Solid Waste tab.

9. 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 RFA.

10. 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 outlined 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. Certifications 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 Texas 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 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 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 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 of transfer of the property.

2. Participation in LRGVDC/TCEQ Surveys and Reporting

Applicant provides assurances that, if funded, the applicant will respond to annual recycling program 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 via email, 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 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 LRGVDC via email.

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

Applicants provide assurances that, if funded, the applicant will comply with the Single Audit Act Provisions of the Texas Grants Management Standards (TxGMS) prepared by the Governor’s Office under § §783.001 et.seq, Texas Government Code, and 1 TAC § §5.141 through 5.167, (collectively TxGMS) Governor’s Office Regulations. Provisions of the Single Audit Circular in Part IV of the TxGMS apply to all recipients of funding under this grant.

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 Application Workshop provided by LRGVDC. Automatically receive 10 points if your entity attends the application workshop	
YES (10 Points)	NO (0 Points)

<p><u>Population to be served (0-20 Points):</u> Population to be served (Indicate the area/geography (city, county, or other jurisdictions) covered (served) by the project. Include data and demographics. If the project only affects a portion of your area, please indicate which portion will be affected. Indicate if you will be partnering with other cities or counties and include the role of each partner. (Additional pages can be attached separately) (Attach map if applicable)</p>

Statement of Need & Sustainability (0 to 30 Points)

Program Summary & Objectives:

Provide a Program Summary of the project. List specific objectives. Provide a scope of work with a schedule of deliverables for the proposed project. As concisely as possible, provide tasks, describe the major steps, identify responsible entities, and establish a specific time frame for your project.

(Additional pages can be attached separately)

Tasks and Activities stated here with Schedule will be included in the contract if awarded.

Task 1:
a. Activity
Schedule of Activity

Task 2:
b. Activity
Schedule of Activity

Task 3:
c. Activity
Schedule of Activity

Intention to Sustain the Project:

(Describe how applicant intends to sustain the project after grant funding is exhausted.)

Cash Match or In-Kind Match: (Not required, but encouraged)

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

Work Program (0-40 Points) Project Feasibility:

Indicate if this is a startup or pilot project where no such program exists. How does this benefit the local government or region? 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 and indicate if this project has received Solid Waste Grant funding in the past. Describe any progress or agreements made regarding this project and describe how the effectiveness of the project will be measured. Describe the qualifications of staff managing the project. Please include a Project Calendar for this project, (*e.g., when will you submit a request for bids on large, purchased items*). (*Additional pages can be attached separately*)

Supporting Documentation:

Please list all documentation attached. Provide copies of letters, resolutions, etc. Attachments do not count toward page limitations. Failing to attach supporting documentation listed will make your application incomplete.

Document 1:

Document 6:

Document 2:

Document 7:

Document 3:

Document 8:

Document 4:

Document 9:

Document 5:

Document 10:

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Section B. 2 – Application Grant Budget

Budget Categories	Funding Request
1. Supplies (unit cost of less than \$1,000)	\$
2. Equipment (unit cost of \$5,000 or more)	\$
3. Construction (only applies to Source Reduction category)	\$
4. Contractual (other than for Construction)	\$
5. Other	\$
TOTAL	\$

1. Supplies (Unit cost of less than \$1,000)		
Description	Purpose	Supply Request
		\$
		\$
		\$
		\$
		\$

Supplies Narrative: (In any category where funding is requested, the narrative must be completed.)

2. Equipment (Unit price of \$5,000 or more)		
Description	Purpose	Equip. Request
		\$
		\$
		\$
		\$
		\$

Equipment Narrative: (In any category where funding is requested, the narrative must be completed.)

3. Construction (only applies to Source Reduction category)			
Type of Construction	Purpose	Sub-Contracted (Y/N)	Construction Request
			\$
			\$
			\$
			\$
			\$

Add Construction Narrative on the Next Page

Construction Narrative: (In any category where funding is requested, the Narrative must be completed.)

4. Contractual		
Contractor	Purpose	Contractual Request
		\$
		\$
		\$
		\$
		\$

Contractual Narrative: (In any category where funding is requested, the Narrative must be completed.)

5. Other (If an item is not mentioned please add)			
Item	Description	Purpose	Other Request
Postage, telephone, fax			\$
Utilities			\$
Printing/Reproduction			\$
Advertising/Public Notices			\$
Repair & Maintenance			\$
Basic office furnishings			\$
Space and Equipment rentals			\$
Signage			\$
			\$
			\$
			\$
			\$

Other Narrative: (In any category where funding is requested, the Narrative must be completed.)

Other Additional Expenses	Description	Purpose	Unit Cost	No. of Units	Other Request
1. Computer Hardware					\$
2. Computer Software					\$
3. Other Equip. (<\$5,000)					\$
4. Other Equip. (<\$5,000)					\$
5. Other Equip. (<\$5,000)					\$
6. Additional Other (e.g.: recyclingbins)					\$
7. Other:					\$

Add Other Additional Expenses Narrative on the Next Page

Other Additional Narrative: (In any category where funding is requested, the Narrative must be completed.)

Private Industry Notification

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

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. In the space below, list all private sectors in the affected geographic area known to provide a similar or related service.

Private Service Provider	Telephone Number	Date Notified

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Section C.

RESOLUTION

{Example/Sample}

RESOLUTION OF LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC) AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL 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 LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the Lower Rio Grande Valley Development Council (LRGVDC) is directed by the Texas Commission on Environmental Quality (TCEQ) to administer solid waste grant funds for implementation 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 Request for Applications.

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 LRGVDC Request for Applications 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 LRGVDC, 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. That 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 or Printed Name)

(Type or Printed Name)

(Title)

(Commission Expires)