RFA-25-60-SOLIDWASTE

Request for Applications – FY 2026-2027



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Notice of Award: November 17, 2025

Contract Award: January 5, 2026

RFA links: https://aacog.gov/procurement

<u>NOTICE</u>: Prospective proposers who have received this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that an addendum to the RFA or other communication can be delivered. Any prospective proposer who fails to provide the agency with this information assumes complete responsibility for complete submission requirements.

The Alamo Area Council of Governments
In Cooperation with the Texas Commission on Environmental Quality

Announces Availability of Municipal Solid Waste Grant Funds for Fiscal Years 2026 & 2027

Request for Applications

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PART 1.0 – SCOPE OF REQUEST

1.1 PURPOSE OF REQUEST FOR APPLICATIONS (RFA)

This is a Request for Applications (RFA) for AACOG's fiscal year (FY) 2026-2027 solid waste management grant program. The purpose of this program is to provide funding for eligible local and regional municipal solid waste management projects in support of the goals and objectives of the adopted Regional Solid Waste Management Plan (RSWMP) for the Alamo Area Council of Governments (AACOG) region. The projects must provide a direct measurable effect on reducing the amount of waste going into Texas landfills, by either diverting various materials from the municipal solid waste stream for beneficial use or by reducing waste generation at the source. Funding for this program is provided through a grant from the Texas Commission on Environmental Quality (TCEQ), under the authority of §361.014, Texas Health and Safety Code.

1.2 BACKGROUND INFORMATION

1.2.1 The Alamo Area Council of Governments (AACOG) is a voluntary association of municipal and county governments and special districts located in Bexar County and the surrounding twelve counties. Defined as a political subdivision of the State of Texas, the Alamo Area Council of Governments (AACOG) was established in 1967 under Chapter 391 of the Local Government Code as a voluntary association of local governments and organizations that serves its members through planning, information, and coordination activities. AACOG serves the Alamo Area/State Planning Region 18, which covers 13 counties and 12,582 square miles. Comprising the area planning region are Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson counties.

1.2.2 FUNDING SOURCES:

AACOG has received solid waste grant funds from the Texas Commission on Environmental Quality (TCEQ) for solid waste implementation programs. For the FY 2026-2027 solid waste management program, \$817,200 has been allocated to the region: \$408,600 for FY 2026 and \$408,600 for FY 2027. Of that, \$180,000 per year is available for implementation projects. TCEQ will only release half of the total funding for each fiscal year. The local government implementation funds are intended to provide grant funding for projects that provide a direct and measurable effect on reducing the amount of waste going into regional landfills by diverting various materials from the municipal solid waste stream for beneficial use, or by reducing waste generation at the source.

1.2.3 ELIGIBLE RECIPIENTS:

Only local and regional political subdivisions located within the State of Texas are eligible to receive funding from AACOG as a pass-through grant. Eligible entities are:

- **1.2.3.1** Cities;
- **1.2.3.2** Counties:
- **1.2.3.3** Public schools and school districts (excluding universities and other post-secondary educational institutions);\
- **1.2.3.4** General and special law districts created in accordance with state law, and with the authority and responsibility for water quality protection or municipal solid waste management, to include river authorities; and
- **1.2.3.5** Councils of Governments.

1.2.4 INELIGIBLE RECIPIENTS:

- **1.2.4.1** Private entities, non-profit organizations, state, and federal governments are not directly eligible for grants. However, grant recipients may subcontract with such entities to provide specific grant-funded services.
- 1.2.4.2 Entities that are subject to payment of state municipal solid waste disposal fees or hazardous waste fees and whose payments are in arrears are not eligible to receive a grant. In addition, entities that are barred from participating in state contracts by the Texas Comptroller of Public Accounts, under the provisions of §2155.077, Government Code, are not eligible to receive a grant.

1.3 SCOPE OF WORK

A grant application form will be made available through the SurveyMonkey platform at the following link: https://aacog.smapply.us/prog/ fy2026 fy2027 regional solid waste management grants program request for application/. You must register to create a profile in SurveyMonkey to be able to use the platform and submit your application. A separate application must be submitted for each individual project proposed. In completing your application, read the instructions carefully, be concise, and provide a sufficient level of detail to facilitate informed consideration of your proposed project.

- **1.3.1** Eligible grant categories are:
 - **1.3.1.1** Local Enforcement;
 - **1.3.1.2** Litter and Illegal Dumping Cleanup and Community Collection Events;
 - 1.3.1.3 Source Reduction and Recycling;
 - 1.3.1.4 Local Solid Waste Management Plans;
 - 1.3.1.5 Municipal Solid Waste Facilities Eligible for Funding;
 - **1.3.1.6** Household Hazardous Waste Management;
 - 1.3.1.7 Technical Studies; and
 - **1.3.1.8** Educational and Training Projects.
- **1.3.2** Projects funded under this grant program must be consistent with the goals of the AACOG Regional Solid Waste Management Plan, located on the AACOG website at https://www.aacog.gov/EnvironmentalConservation.
- **1.3.3** The following project categories are eligible for funding. Under each category heading is a brief description of the purpose of that category, examples of some of the types of expenses that may be appropriate under each of the project categories, as well as special requirements pertaining to that project category.

1.3.3.1 Local Enforcement

Funds may be used for projects that contribute to the prevention of illegal dumping of municipal solid waste, including liquid waste. Under this category, grant recipients may investigate illegal dumping problems; enforce laws and regulations pertaining to the illegal dumping of municipal solid waste, including liquid waste; establish a program to monitor the collection and transport of municipal liquid waste through administration of a manifesting system; and/or educate the public on illegal dumping laws and regulations. If submitting under this category, please contact the AACOG staff before submission of your application.

- **1.3.3.2** Examples of eligible expenses include:
 - **1.3.3.2.1** Equipment, such as vehicles, communications equipment, and surveillance equipment (NOTE: This does not include local code enforcement officer

- firearms or ammunition)
- **1.3.3.2.2** Program administration expenses, such as salaries/fringe benefits, office supplies and equipment, travel, training, and vehicle maintenance
- **1.3.3.2.3** Protective gear and supplies (NOTE: This does not include self-contained breathing apparatus equipment)
- 1.3.3.2.4 Education and outreach materials

1.3.3.3 Litter and Illegal Dumping Cleanup and Community Collection Events

Funds can be used for ongoing and periodic activities to clean up litter and illegal dumping of municipal solid waste, excluding cleanup of scrap tire dumping sites. Funded activities may include waste removal; disposal or recycling of removed materials; fencing and barriers; and signage. Placement of trash collection receptacles in public areas with chronic littering problems may also be funded. To the extent feasible, reuse or recycling options should be considered for managing the materials cleaned up under this program. Funds may also be used for periodic community collection events, held not more frequently than four times per year (EXAMPLE: 4 CONSECUTIVE WEEKENDS NOT INCLUDING WEEKDAYS; OR ALTERNATE WEEKENDS OVER THE COURSE OF THE YEAR, NOT INCLUDING WEEKDAYS) to provide for collection of residential waste materials for which there is not a readily available collection alternative, such as large and bulky items that are not picked up under the regular collection system.

- 1.3.3.3.1 Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or AACOG. Funds may not be provided directly to a private landowner or other private responsible party for cleanup expenses. The local government sponsor or AACOG must either contract for and oversee the cleanup work or conduct the work with its own employees and equipment.
- 1.3.3.3.2 The costs for cleanup of hazardous waste and/or Class 1 nonhazardous industrial waste that may be found at a municipal solid waste site must be funded from other sources, unless a waiver from this restriction is granted by the TCEQ's Waste Permits Division to deal with immediate threats to human health or the environment.
- 1.3.3.3.3 The cleanup of Class 2 and 3 nonhazardous industrial wastes that may be found at a municipal solid waste site may be funded in conjunction with the cleanup of the municipal solid waste found at a site. All notification, assessment, and cleanup requirements pertaining to the release of wastes or other chemicals of concern, as required under federal, state, and local laws and regulations, including 30 TAC Chapter 330, TCEQ's MSW Rules, and 30 TAC Chapter 350, TCEQ's Risk Reduction Rules, must be complied with as part of any activities funded under this Agreement.
- 1.3.3.4 All materials cleaned up using funds provided under this Agreement must be properly disposed of or otherwise properly managed in accordance with all applicable laws and regulations. To the extent feasible, it is recommended that as much material as possible be diverted from area landfills and targeted for reuse or recycling. For projects to clean up large amounts of materials, AACOG may withhold at least ten (10%) percent of the reimbursements under a sub-grant or subcontract, until documentation is provided that the cleanup work has been completed and the materials properly managed.
- **1.3.3.3.5** Examples of eligible expenses include:

- **1.3.3.3.5.1** Equipment, such as trailer and trucks
- **1.3.3.3.5.2** Program administration expenses, such as salaries/fringe benefits, office supplies and equipment, travel, training, and vehicle maintenance
- 1.3.3.3.5.3 Subcontract expenses
- **1.3.3.3.5.4** Protective gear and supplies
- 1.3.3.3.5.5 Fencing, barriers, and signage
- **1.3.3.3.5.6** Education and outreach materials
- **1.3.3.3.5.7** Promotional items for volunteers (e.g., t-shirts, caps, etc.)
- **1.3.3.3.5.8** Printing, advertising expenses

1.3.3.4 Source Reduction and Recycling

Funds can be used for projects which provide a direct and measurable effect on reducing the amount of municipal solid waste going into landfills, by diverting various materials from the municipal solid waste 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, to include full-cost accounting systems and cost-based rate structures, establishment of a solid waste services enterprise fund, and mechanisms to track and assess the level of recycling activity in the community on a regular basis; and educational and promotional activities to increase source reduction and recycling.

- **1.3.3.4.1** Any program or project funded under this Agreement with the intent of demonstrating the use of products made from recycled and/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.
- 1.3.3.4.2 Any revenues realized from recycling efforts funded through this program by a sub-grant recipient must be placed back into the respective solid waste management program and may not be placed into a funded entity's general revenue fund. Any monies realized must be used to promote sustainability of the funded program.
- **1.3.3.4.3** Examples of eligible expenses include:
 - **1.3.3.4.3.1** Facility design and construction
 - **1.3.3.4.3.2** Equipment, such as chippers, balers, crushers (non-trash), recycling and composting containers, trailers, forklifts, and trucks
 - **1.3.3.4.3.3** Program administration expenses, such as salaries/fringe benefits, office supplies and equipment, travel, training, and equipment maintenance
 - **1.3.3.4.3.4** Education and outreach materials
 - **1.3.3.4.3.5** Printing and advertisement expenses

1.3.3.5 Local Solid Waste Management Plans

Funds may be used for projects to develop local solid waste management plans. In addition, in accordance with Texas Health & Safety Code, Chapter 363, and Title 30 Texas Administrative Code (30 TAC), Chapter 330 TCEQ Rules, funds can be used for the TCEQ adoption of a local solid waste management plan. Funds may be used to amend an existing local solid waste management plan that has been adopted by the TCEQ. Local Solid Waste Management Plans must be consistent with the goals and

objectives of the RSWMP. All local solid waste management plans funded under this Agreement must be prepared in accordance with the Content and Format Guidelines provided by the TCEQ.

- **1.3.3.5.1** If submitting under this category, please contact the AACOG staff before submission of your application. AACOG shall ensure that at least one year is available for the completion and adoption of the local plan.
- **1.3.3.5.2** Examples of eligible expenses include:
 - 1.3.3.5.2.1 Consultant services
 - **1.3.3.5.2.2** Printing and advertising expenses
 - **1.3.3.5.2.3** Program administrative expenses, such as salaries/fringe benefits, office supplies, and travel

1.3.3.6 Municipal Solid Waste Facilities Eligible for Funding

The design and construction of the facilities identified below may be funded. Other registered or permitted facilities may receive funding upon prior authorization from TCEQ on a case-by-case basis. The cost associated with operating these types of facilities will not be funded. However, eligible facilities which do not charge customers for services rendered qualify to pursue implementation project funding under this agreement to cover facility upgrades and periodic maintenance costs associated with the free services provided. Projects funded under this project category shall include consideration of an integrated approach to solid waste management, to include providing recycling services at the site, if appropriate to the management system in place. Any revenues realized by entities funded through this program should be used in support of the entity's solid waste program and may not be redirected to an entity's general revenue fund. The following municipal solid waste facilities qualify to pursue funding:

- **1.3.3.6.1** Notification tier municipal solid waste transfer stations that qualify under 30 TAC 330.11(e).
- **1.3.3.6.2** Registered municipal solid waste transfer stations that qualify under 30 TAC 330.9(b)(1) through (3), or (f).
- **1.3.3.6.3** Exempt local government recycling facilities as provided for under 30 TAC 328.4(a)(1).
- **1.3.3.6.4** Notification tier composting facilities which qualify under 30 TAC 332.21 332.23.
- **1.3.3.6.5** Liquid waste transfer stations which qualify for registration in 30 TAC 330.9(g) and (l).
- **1.3.3.6.6** Registration tier used oil collection facilities which qualify under 30 TAC 324.7(1) or (3).
- **1.3.3.6.7** Examples of eligible expenses include:
 - **1.3.3.6.7.1** Facility design and construction
 - **1.3.3.6.7.2** Equipment, such as dumpsters or roll-off containers, trailers, bailers, compactors, crushers (non-trash), recycling scales, and recycling containers
 - **1.3.3.6.7.3** Protective gear
 - **1.3.3.6.7.4** Education and outreach materials
 - **1.3.3.6.7.5** Printing and advertisement expenses

1.3.3.7 Household Hazardous Waste Management

Funds can be used for projects that provide a means for the collection, recycling or reuse, and/or proper disposal of household hazardous waste (HHW), including

household chemicals, used oil and oil filters, antifreeze, lead-acid batteries, household electronic waste, and other materials. 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.

- 1.3.3.7.1 All HHW events must meet the requirements of 30 TAC 335, Subchapter N, and must be coordinated through the TCEQ/External Relations Division. Additionally, the TCEQ Used Oil Program regulates the handling including transportation of used oil and oil filters. HHW collections should be aware of registration requirements when selecting vendors or running collection programs themselves.
- **1.3.3.7.2** All HHW collection event activities must be conducted under an operational plan which meets the requirements of 30 TAC 335.405(a), to be maintained onsite, which addresses collection, ingress and egress, storage, training, transportation, recycling, and disposal.
- 1.3.3.7.3 Designated HHW "operator" must submit to the TCEQ HHW Program a 45 Day Notice which meets the requirements of 30 TAC 335.403(b). The operator must also report to the HHW program by April 1st of the following year on the amount of material received under the collection. This notice must be submitted in one of the following formats through one of the following avenues:
 - 1.3.3.7.3.1 1.3.3.7.3.1 Mailed to: TCEQ/External Relations Division (MC 118) HHW Program P.O. Box 13087 Austin TX 78711-3087
 - **1.3.3.7.3.2** E-mailed to: Recycle@tceq.texas.gov
 - **1.3.3.7.3.3** Faxed to: (512) 239-1065, Attn. HHW Program
- **1.3.3.7.4** Examples of eligible expenses include:
 - **1.3.3.7.4.1** Design and construction of permanent collection facilities
 - **1.3.3.7.4.2** Equipment for permanent collection facilities, such as recycling containers, trailers, forklifts, and crushers
 - **1.3.3.7.4.3** Protective gear
 - **1.3.3.7.4.4** Contractual services for special collection events
 - **1.3.3.7.4.5** Education and outreach materials
 - **1.3.3.7.4.6** Printing and advertising expenses
 - **1.3.3.7.4.7** Promotional items for volunteers (e.g., T-shirts, caps, etc.)
 - **1.3.3.7.4.8** School chemical clean-out campaign (SC3) events and programs

1.3.3.8 Technical Studies

Funds can be used for projects that include the collection of pertinent data, analysis of issues and needs, evaluation of alternative solutions, public input, and recommended actions to assist in making solid waste management decisions at the local level. Projects

can also include research and investigations to determine the location, boundaries, and contents of closed municipal solid waste landfills and sites, and to assess possible risks to human health or the environment associated with those landfills and sites. All technical studies funded under this Contract must be consistent with the AACOG RSWMP and prepared in accordance with Guidelines provided by the TCEQ.

- **1.3.3.8.1** Examples of eligible expenses include:
 - 1.3.3.8.1.1 Consultant services
 - **1.3.3.8.1.2** Printing and advertising expenses
 - **1.3.3.8.1.3** Program administration expenses, such as salaries/fringe benefits, office supplies, and travel

1.3.3.9 Educational and Training Projects

Educational components are encouraged under the other categories in order to better ensure public participation in projects; those educational components should be funded as part of those projects and not separately under this category. Funds can also be used for "stand-alone" educational projects dealing with a variety of solid waste management topics. Projects can include funding for information-exchange activities, subject to the other limitations on travel expenses.

- **1.3.3.9.1** Educational and training programs and projects funded under this Agreement must be primarily related to the management of municipal solid waste, and funds applied to a broader education program may only be used for those portions of the program pertaining to municipal solid waste.
- **1.3.3.9.2** Examples of eligible expenses include:
 - **1.3.3.9.2.1** Education and outreach materials
 - **1.3.3.9.2.2** Printing and advertising expenses
 - 1.3.3.9.2.3 Contractual services
 - **1.3.3.9.2.4** Program administrative expenses, such as salaries/fringe benefits, office supplies, and travel
- **1.3.4** In addition to the standards set forth in applicable law and regulations, the funding limitations outlined below apply to category-specific uses of the FY 2026-2027 solid waste grant funds.

1.3.4.1 Local Enforcement

Funds may not be provided to any law enforcement agency regulated by Texas Occupations Code, Title 10, Chapter 1701, unless: (a) the law enforcement agency is in compliance with all rules on Law Enforcement Standards and Education; or (b) the Commission on Law Enforcement Officer Standards and Education certifies that the requesting agency is in the process of achieving compliance with such rules.

- **1.3.4.1.1** When funding is to be provided for salaries of local enforcement officers, the grant recipient must certify that at least one of the officers has attended or will attend within the term of the grant agreement the TCEQ's Criminal Environmental Law Enforcement Training or equivalent training.
- **1.3.4.1.2** Local enforcement vehicles and related enforcement equipment purchased entirely with funds provided under this agreement may only be used for activities to enforce laws and regulations pertaining to littering and illegal

dumping and may not, to the extent practicable, be used for other code enforcement or law enforcement activities. Vehicles and equipment that are only partially funded must be dedicated for use in local enforcement activities for a percentage of time equal to the proportion of the purchase expense funded.

- **1.3.4.1.3** Entities receiving funds for a local enforcement officer, enforcement vehicles, and/or related equipment for use by an enforcement officer, must investigate major illegal dumping problems on both public and private property, in addition to investigating general litter problems on public property.
- 1.3.4.1.4 Entities receiving funds to conduct a local enforcement program must cooperate with TCEQ's regional investigative staff in identifying and investigating illegal dumping problems. Lack of cooperation with the TCEQ staff may constitute a reason to withhold future funding to that entity for local enforcement activities.
- 1.3.4.1.5 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 municipal solid waste.
- **1.3.4.1.6** Funds may not be used for the purchase of weapons, ammunition, and/or HazMat gear.

1.3.4.2 Litter and Illegal Dumping Cleanup and Community Collection Events

Cleanup events may be coordinated with Keep Texas Beautiful.

Projects funded to clean up litter or illegal dumping on private property must be conducted through a local government sponsor or AACOG. Funds may not be provided directly to a private landowner or other private responsible party for cleanup expenses. The local government sponsor or AACOG must either contract for and oversee the cleanup work or conduct the work with its own employees and equipment.

- 1.3.4.2.1 The costs for cleanup of hazardous waste that may be found at a municipal solid waste site must be funded from other sources, unless a waiver from this restriction is granted by the TCEQ to deal with immediate threats to human health or the environment.
- 1.3.4.2.2 The costs for cleanup of Class 1 non-hazardous industrial waste that may be found at a municipal solid waste site must be funded from other sources, unless a waiver from this restriction is granted by the TCEQ to deal with immediate threats to human health or the environment. The cleanup of Class 2 and 3 non-hazardous industrial waste that may be found at a municipal solid waste site may be funded in conjunction with the cleanup of the municipal solid waste found at a site.
- **1.3.4.2.3** All notification, assessment, and clean-up requirements pertaining to the release of wastes or other chemicals of concern, as required under federal,

state, and local laws and regulations, including 30 TAC Chapter 330, TCEQ's MSW Regulations, and 30 TAC Chapter 350, TCEQ's Risk Reduction Regulations, must be complied with as part of any activities funded under this agreement.

- 1.3.4.2.4 All materials cleaned up using funds provided under this agreement must be properly disposed of or otherwise properly managed in accordance with all applicable laws and regulations. To the extent feasible, it is recommended that materials removed from a site be reused or recycled. For projects to clean up large amounts of materials, AACOG will hold at least ten percent of the reimbursement until documentation is provided that the cleanup work has been completed and the materials properly managed.
- 1.3.4.2.5 Periodic community collection events, to provide for collection and proper disposal of non-recyclable residential waste materials for which there is not a readily available collection alternative, may be funded. This type of project may not include regular solid waste collection activities, such as weekly waste collection. Funded collection events may be held no more frequently than four times per year and must only be intended to provide residents an opportunity to dispose of hard-to-collect materials, such as large and bulky items that are not picked up under the regular collection system and might otherwise be illegally dumped by residents. To the extent practicable, community collection events should make every effort to divert waste collected from area landfills, e.g., contain a recycling component.

1.3.4.3 Source Reduction and Recycling

Any program or project funded under this agreement with the intent of demonstrating the use of products made from recycled and/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.

1.3.4.4 Local Solid Waste Management Plans

All local solid waste management plans funded under this Agreement must be consistent with AACOG's regional solid waste management plan and prepared in accordance with 30 TAC Subchapter O, Chapter 330, TCEQ Regulations, and the Content and Format Guidelines provided by the TCEQ.

1.3.4.4.1 In selecting a local solid waste management plan as an implementation project for funding, AACOG shall ensure at least one year is available for the completion and adoption of the local plan. The plan and all expenses must be completed by June 15, 2027.

1.3.4.5 Municipal Solid Waste Facilities Eligible for Funding

The design and construction of citizens' collection stations, as those facilities are defined under 30 TAC Chapter 330, TCEQ Regulations, may be funded. The costs associated with operating these types of facilities will not be funded.

1.3.4.5.1 The initial design and construction of small municipal solid waste and liquid waste transfer stations that qualify for registration under 30 TAC 330, MSW Rules, may be funded. Other permitted or registered transfer

stations may not be funded. A municipal solid waste transfer facility may be eligible for a registration if it serves a municipality with a population of less than 50,000, or a county with a population of less than 85,000, or is used in the transfer of 125 tons or less of municipal solid waste per day. A liquid waste transfer station may qualify for a registration if it will receive less than 32,000 gallons per day. The costs associated with operating these types of facilities will not be funded.

1.3.4.6 Household Hazardous Waste Management

All household hazardous waste collection, recycling, and/or disposal activities must be coordinated with AACOG and TCEQ's HHW program staff (External Relations Division), and all applicable laws, regulations, guidelines, and reporting requirements must be followed.

1.3.4.7 Technical Studies

All technical studies funded under this agreement must be consistent with the AACOG's Regional Solid Waste Management Plan and prepared in accordance with Administrative Procedures provided by the TCEQ.

1.3.4.8 Educational and Training Projects

Educational and training programs and projects funded under this agreement must be primarily related to the management of municipal solid waste, and funds applied to a broader education program may only be used for those portions of the program pertaining to municipal solid waste.

1.3.4.9 Other Types of Projects

If the TCEQ authorizes AACOG to fund additional types of projects, the authorization incorporated into the grant agreement may include additional standards and restrictions that will apply to use of funds for that project or type of project.

1.4 PROGRAM GOALS

The major goals of the 2022 AACOG RSWMP are:

Goal 1	Maximize beneficial resource use
Goal 2	Responsibly manage problematic waste
Goal 3	Maximize proper disposal

Goal 1. Maximize Beneficial Resource Use. This goal includes ideas like recycling, composting, reusing, and waste reduction. For this goal, there are three objectives.

OBJECTIVES

- 1.A. Improve access to diversion opportunities
- 1.B. Improve community participation
- 1.C. Provide education

Goal 2. Responsibly Manage Problematic Wastes. There are three objectives for this goal.

OBJECTIVES

- 2.A. Improve access to problematic waste collection (includes HHW, tires, electronics)
- 2.B. Provide Education
- 2.C. Collect data

Goal 3. Maximize Proper Disposal. It is primarily related to illegal dumping and has six objectives.

OBJECTIVES

- 3.A. Improve access to solid waste drop-off opportunities
- 3.B. Improve community participation
- 3.C. Provide education
- 3.D. Collect data
- 3.E. Increase illegal dumping prevention efforts
- 3.F. Increase illegal dumping enforcement

Goal 4. Lead Regional Planning. There are seven objectives.

OBJECTIVES

4.A. Collaborate

- 4.B. Optimize funding decisions
- 4.C. Oversee facility planning
- 4.D. Review and update solid waste management plans
- 4.E. Make continuous improvements
- 4.F. Collect data
- 4.G. Plan for disaster waste

1.5 APPLICANT REQUIREMENTS

- 1.5.1 The Applicant will be required to complete an AACOG Vendor Packet. (See attachments)
- **1.5.2** The Federal Privacy Act of 1974 and related state law and regulation regulate the proper disclosure of individually identifiable information and/or records. The Applicant must take special precautions to protect confidential information from loss, authorized use, access, disclosure, modification and destruction.
- 1.5.3 Performance of this RFA and all work or obligations covered by and arising out of this RFA shall be at the risk of the Applicant exclusively. To the fullest extent permitted by law, the Applicant shall, with respect to all work or obligations covered by or arising out of the this RFA, or the performance thereof, indemnify, hold harmless and defend AACOG and each of its officers, partners, joint venture partners, representatives and/or employees from and against any and all allegations, losses, claims, actions, demands, damages, liabilities, or expenses (including costs, expenses and attorney's fees), arising directly or indirectly from this RFA, or the performance thereof, including in the event an on-the-job illness or injury occurs.
- **1.5.4** CFR 41 PART 60-3/4/20/50 OBLIGATIONS OF CONTRACTORS AND SUBCONTRACTORS

These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered Applicants and subcontractors take affirmative action to employ and advance in employment qualified protected veterans, qualified individuals with disabilities and all individuals without regard to race, color, religion, sex, or national origin.

- 1.5.5 It is the policy of AACOG to conduct procurement in a manner that provides for full and open competition. An award will be made only to an organization possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract. The services solicited under this RFA are procured under the Competitive Proposal Method through Informal (phone, email, fax) and formal (RFA) methods.
- 1.5.6 The RFA will be posted as noted on Page 1, RFA Links, or at the request of the proposer, by contacting procurement staff at the above fax or e-mail beginning September 9, 2025. The RFA is also available at the above address from 8:00 a.m. 5:00 p.m., Monday through Friday (except for holidays). Any interested party that receives this RFA by means other than directly from AACOG is responsible for notifying AACOG that it has received an RFA package so that when an addendum to this RFA is issued the information can be provided to all interested

parties.

1.6 ELIGIBLE EXPENSES

The following categories of expenses may be eligible for funding under this program. All expenses must directly relate to the conduct of the proposed project.

1.6.1 Personnel

Appropriate salaries and fringe benefits for employees working directly on the funded project may be authorized under most of the grant categories.

1.6.2 Travel

Travel expenses directly related to the conduct of the funded program may be authorized. Only the employees of the pass-through grant recipient assigned to the project should receive reimbursement for travel expenses. In accordance with the TxGMS 2.0, in those instances where grantees do not have an established organization-wide written travel policy approved by the governing board of the local jurisdiction, all employee-related travel expenses must be claimed at no higher than the same rates allowed by the State of Texas for its employees. For authorized reimbursement through the Regional Solid Waste Grants Contract, all travel authorized for pass-through recipients must comply with Chapter 660 of the Government Code, and Article IX of the General Appropriations Act, 89th Legislative Session.

1.6.3 Supplies

Expenses for supplies necessary for the conduct of the funded project may be authorized. Expenses included under the supplies expense category of a project budget should be for non-construction related costs for goods and materials having a unit acquisition cost (including freight) of less than \$10,000. Such expenditures must generally relate to the routine purchase of office supplies (paper, pencils, and staplers) or other goods which are consumed in a relatively short period of time in regular performance of the general activities of the proposed project.

1.6.4 Equipment

Equipment necessary and appropriate for the proposed project may be authorized. AACOG must carefully evaluate all requests for equipment to determine the appropriateness of the equipment for the project. No equipment is to be purchased by a pass-through grant recipient unless approved in advance by AACOG. Expenses included under the equipment expense category should be for non-construction related, tangible, personal property having a unit acquisition cost of \$10,000 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 pro-rata percentage of time the equipment will be directly used for the funded project. The special conditions and requirements set forth in the grant agreement (relating to Title to and Management of Equipment and Constructed Facilities), also apply to equipment purchased with pass-through grant funding. Replacement equipment is not eligible for funding.

- **1.6.4.1** Subject to the obligations and conditions set forth in this Agreement, title to real property and equipment (together hereafter referred to in this RFA as "property") acquired under this Agreement will vest upon acquisition or construction in the subgrant recipient.
- **1.6.4.2** Subject to the provisions of this Agreement and as otherwise provided by state statutes, property acquired or replaced under this Agreement shall be used for the duration of

- its normally expected useful life to support the purposes of this Agreement whether or not the original projects or programs continue to be supported by state funds.
- **1.6.4.3** The recipient shall not grant or allow to a third party a security interest in any original or replacement property purchased or constructed with funds made available under this Agreement.
- 1.6.4.4 The use of property acquired under this Agreement, both during the term of this Agreement and for the useful life of the property or until compensation is provided to the TCEQ for the applicable percentage share of the fair market value of the property, shall be in compliance with §361.014(b) of the Texas Health and Safety Code, which directs that a project or service funded under this program must promote cooperation between public and private entities and may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services.
- 1.6.4.5 The recipient may develop and use their own property management systems, which must conform with all applicable federal, state, and local laws, rules and regulations. If an adequate system for accounting for property owned by the recipient is not in place or is not used properly, the Property Accounting System Manual issued by the State Comptroller of Public Accounts will be used as a guide for establishing such a system. The property management system used by the recipient must meet the requirements set forth as follows:
 - **1.6.4.5.1** Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds title, the acquisition date, and the cost of the property, percentage of state participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
 - 1.6.4.5.2 A physical inventory of all equipment acquired or replaced under this Agreement shall be conducted no less frequently than once every two years and the results of such inventories reconciled with the appropriate property records. Property control procedures utilized by the recipient shall include adequate safeguards to prevent loss, damage, or theft of the acquired property. Any loss, damage, or theft shall be investigated. The recipient shall develop and carry out a program of property maintenance as necessary to keep both originally acquired and any replaced property in good condition, and to utilize proper sales procedures to ensure the highest possible return, in the event such property is sold.
 - **1.6.4.5.3** Certain types of equipment are classified as "controlled assets" and are subject to annual revision. For more information, refer to TxGMS 2.0.
 - 1.6.4.5.4 The following equipment with costs between \$1,000.00 and \$9,999.99 shall be maintained on the inventory system: (1) stereo systems, sound systems, and other audio equipment; (2) still and video cameras; (3) facsimile machines; (4) televisions and video players/recorders, and combinations thereof; (5) desktop CPUs, printers, data projectors, portable CPU laptops; and, (6) cellular and portable telephones, including smartphones; tablets; and other handheld devices.
 - **1.6.4.5.5** All single unit acquisitions costs between \$1,000.00 and \$9,999.99 shall be maintained on the inventory system. Examples: include trailers, roll-off

- **1.6.4.6** The recipient may for the purpose of replacing property acquired under this Agreement, either trade in or sell the property and use the proceeds of such trade-in or sale to offset the cost of acquiring needed replacement property.
- 1.6.4.7 If a determination is made that any property acquired with funds provided under this Agreement with a current per-unit fair market value of \$10,000 or more is no longer needed for the originally authorized purpose, the TCEQ has the right to require disposition of the property by the recipient.
- 1.6.4.8 When property acquired by a recipient with grant funds provided under this Agreement is no longer needed for the originally authorized purpose, the Agreement will require the recipient to request disposition instructions from AACOG or, if AACOG is no longer administering a Regional Solid Waste Grants Program, the TCEQ. AACOG shall, in turn, request authorization from TCEQ to provide disposition instructions to the recipient. Disposition instructions shall solicit, at a minimum, information on the source and amount of funds used in acquiring the property, the date acquired, the fair market value and how the value was determined (e.g., by appraisal, bids, etc.), and the proposed use of the proceeds. The assessment of whether to authorize the proposed disposition of the property must include a determination that the disposition plan will comply with the private industry provisions of §361.014(b) of the Texas Health and Safety Code. In cases where the recipient fails to take appropriate disposition actions, the TCEQ may direct AACOG or the recipient to take excess and disposition actions. The disposition instructions may provide for one of the alternatives as set forth as follows:
 - **1.6.4.8.1** Retain title, sell, or otherwise disposed of with no obligation to compensate AACOG.
 - 1.6.4.8.2 Retain title after compensating AACOG. If AACOG is compensated by a recipient for property acquired using funds provided under this Agreement, AACOG will in turn compensate the TCEQ or, upon authorization by the TCEQ, use those funds for other projects or activities that support this or similar future programs conducted by the TCEQ. The amount due will be computed by applying the percentage of state-funded participation in the cost of the original purchase to the fair market value of the property.
 - 1.6.4.8.3 Sell the property and compensate AACOG. If AACOG is compensated by a recipient for property acquired using funds provided under this Agreement, AACOG will in turn compensate the TCEQ or, upon authorization by the TCEQ, use those funds for other projects or activities that support the goals of this or similar future programs conducted by the TCEQ. The amount due will be calculated by applying the TCEQ's percentage of participation in the cost of the original purchase to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the grant is still active, the net proceeds from sale may be offset against the original cost of the property. When the recipient is directed to sell property, sales procedures shall be followed that provide for competition to the extent practicable and result in the highest possible return.
 - **1.6.4.8.4** Transfer title to the AACOG, or to a third-party designated/approved by

the TCEQ. If AACOG or the recipient participated financially in the original purchase of the property, AACOG or the recipient may be authorized payment from the receiving party of an amount calculated by applying the percentage of the participation in the original purchase of the property to the current fair market value of the property.

- **1.6.4.9** Items of property with a current per-unit fair market value of less than \$1,000 may be retained, sold or otherwise disposed of by the recipient with no further obligation to the TCEQ. Methods used to determine per-unit fair market value must be documented, kept on file and made available to the TCEQ upon request.
- **1.6.4.10** Real property must be maintained on an Inventory and is subject to the requirements of TxGMS 2.0. Subject to the obligations and conditions set forth in this Agreement, title to real property acquired under this Agreement by the recipient will vest upon acquisition or construction in the recipient.

1.6.5 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 pass-through grant recipient unless the construction details are approved in advance by AACOG. Appropriate costs that may be included are:

- **1.6.5.1** The cost of planning the project;
- **1.6.5.2** The cost of materials and labor connected to the construction project;
- 1.6.5.3 The cost of equipment attached to the permanent structure; and
- **1.6.5.4** Any subcontracts, including contracts for services, performed as part of the construction.

1.6.6 Contractual Expenses

Professional services or appropriate tasks provided by a firm or individual who is not employed by the pass-through grant recipient for conducting the funded project may be authorized for subcontracting by the recipient. No contractual costs should be incurred by a pass-through grant recipient unless the subcontract is approved in advance by AACOG. 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 originally contracted tasks required to be performed must be approved in writing by AACOG.

1.6.7 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. The restrictions set forth in the TxGMS 2.0 and the main grant agreement apply. AACOG must ensure that expenses budgeted under this "Other" category are itemized by the grant recipient and are fully considered and evaluated by AACOG. Some expenses that may be appropriate include:

- 1.6.7.1 Postage/Delivery
- **1.6.7.2** Telephone/FAX
- **1.6.7.3** Utilities
- **1.6.7.4** Printing/Reproduction
- **1.6.7.5** Advertising/Public Notices
- **1.6.7.6** Signage
- **1.6.7.7** Training/Registration Fees

- **1.6.7.8** Office Space
- **1.6.7.9** Basic Office Furnishings
- **1.6.7.10** Computer Hardware (greater than \$1,000 and less than \$9,999.99 not listed under the Equipment category)
- 1.6.7.11 Computer Software
- 1.6.7.12 Equipment Rentals
- 1.6.7.13 Personal Protective Equipment

1.6.8 Indirect

Indirect costs may be funded, if applicable to the project. In accordance with the TxGMS 2.0, indirect charges may be authorized if the applicant has an indirect cost rate properly filed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. Alternatively, the applicant may be authorized to recover up to 10% of direct salary and wage costs (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation. If the Applicant has an approved cost allocation plan, enclose documentation of the approved indirect rate with the project application.

1.7 PROJECT BUDGET ALLOCATION

The Alamo Area Council of Governments did not assign priorities to the project categories. Goal #4 of the AACOG RSWMP addresses the allocation of funds to achieve optimum results. Objective 4-A promotes partnerships that can both stretch the dollars and expand the results. Objective 4-B addresses how the funds to be allocated are generated. This objective recognizes who generates the waste and thus the fees that provide the funding. Programs directed to these sources will have the largest impact on diversion, enforcement, etc.

1.7.1 Recent discussion at the State level resulted in the idea that the distribution of funds should relate to reductions in waste generation in a region. Following Objective 4-A, part of the funds will be allocated by formula based on population, thus tying it to waste generation. However, for all funding allotments, only proposals of merit will be funded. The remainder of the funds will be available to all eligible entities on an open, competitive basis.

1.7.2 Formula Allocation:

Rural Areas	40%	\$144,000.00
Balance of Bexar	25%	\$90,000.00
City of San Antonio	19%	\$68,400.00
Remaining Funds (Open to all eligible entities)	16%	\$57,600.00
Total		\$360,000.00

1.8 APPLICABLE STATUTES AND REGULATIONS

- **1.8.1** The conduct of projects funded under this program shall be in accordance with all applicable state and local statutes, rules, regulations, and guidelines. The main governing standards include, but are not limited to the following:
 - **1.8.1.1** Texas Health and Safety Code Chapters 361,363 and 364, including §361.014(b);
 - **1.8.1.2** Title 30 Texas Administrative Code Chapter 330, Subchapter O, TCEQ MSW Regulations;
 - 1.8.1.3 30 TAC Chapter 14 TCEQ Regulations;

- **1.8.1.4** The Grant Contract between AACOG and TCEQ;
- **1.8.1.5** Texas Grants Management Standards Version 2.0 (TxGMS 2.0);
- **1.8.1.6** Texas General Appropriations Act. 89th Legislative Regular Session, including Article IX, Part 4; and
- **1.8.1.7** Chapter 391 of the Local Government Code and related rules.
- **1.8.2** With each funded project, it is the responsibility of the funded entity to identify the TCEQ rules and regulations which may apply to the activity funded. All funded entities must comply with all applicable rules are regulations, even if the local government is exempt from notifying the TCEQ of the funded activity, e.g., local government recycling initiatives. The links below will be of assistance in ensuring compliance with the TCEQ rules and regulations.
- **1.8.3** For information on Regulations, Resources, and Guidance on Recycling Electronic Equipment, go to: http://www.tceq.texas.gov/assistance/industry/e-recycling/e-recycling-regs.html.
- **1.8.4** For information on E-Recycling/Recycling Compliance Resources, go to: http://www.tceq.texas.gov/assistance/industry/e-recycling/recycling-compliance.
- 1.8.5 To view Compliance Overview Tools, go to: http://www.tceq.texas.gov/assistance/industry/e-recycling/recycling-compliance#tools. This is where you can find the E-recycling/Recycling Facility Compliance Checklist to evaluate whether the recycling facility you intend to send recyclables to is an authorized facility. This will be a helpful tool to screen solid waste/recycling service providers that you may contract with, prior to placing them on your lists of solid waste/recycling service providers, and/or placing links on your website to their website and information.
- **1.8.6** To see what authorizations a facility may have please check central registry at: http://www.tceq.texas.gov/permitting/central registry.
- **1.8.7** If a COG or local government is unsure what regulations apply or have questions about authorizations listed in TCEQ's Central Registry, please call TCEQ's Small Business and Local Government Assistance Section toll free at 1-800-447-2827. More information on this program is available at: http://www.tceq.texas.gov/assistance.
- **1.8.8** The MSW Facility Funding Eligibility Table presented below is a useful tool to help identify those rules which may be applicable for certain funded activities. Please note this table does not supersede the contract, nor does it take the place of the TCEQ rules and regulations, and all rule references should be verified personally.
 - **1.8.8.1** This table is provided for guidance only and does not replace nor supersede State Rules and Regulations. It is incumbent on each individual referencing this document to verify all information provided. TCEQ Form 10400, Core Data Form, must be submitted to accompany each identified form. Financial Assurance (30 TAC 37) is required for Recycling Centers, Used Oil Recycling, Scrap Tire Facilities, and facilities storing combustible materials.
 - **1.8.8.2** Asterisk (*) indicates funding may be considered on a case by case basis, but the TCEQ must approve the application prior to submittal.

Activity Notification Required	Registration Required	Permit Required*
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Municipal Solid Waste (MSW)30 TAC 330.11(g) Transfer Station (TS) MSW Type V Facility: A facility used for transferring Solid waste from collection vehicles to long-haul vehicles Send in:30 TAC 330.9(b)(1), (2), (3), and/or (f) A TS may get a Registration if: • Municipality w/ population < 50,000 • County w/30 TAC 330.7(Transfer Station Onne of the registration if: exemptions appropulation < 50,000 • Municipality • Municipality	on: I when istration blies, i.e.
TCEQ Form No. 20370, where individual residents can dispose of their wastes in bulk storage containers that are serviced by collection vehicles. Low Volume Transfer Station TS must notify if it provides service for: • Operator owns/controls facility • Meet all applicable county ordinances • Operator must perform public notice • Transfer waste off-site at least weekly • Located outside an Extraterritorial Jurisdiction area • Stores ≤ 40 cubic yards TEQ population < 85,000 • TS transfers ≤ 125 • tons/day • Located w/in permitted landfill facility • Recovers ≥ 10% of waste stream for beneficial reuse* • County w/ population of than 50,000 • County w/ population of than 50,000 • TS transfers ≤ 125 • tons/day • Located w/in permitted landfill facility • Recovers ≥ 10% of waste stream for beneficial reuse* • County w/ population of than 50,000 • TS transfers ≤ 125 • tons/day • Located w/in permitted landfill facility • Recovers ≥ 10% of waste stream for beneficial reuse* • County w/ population of than 50,000 • TS transfers ≤ 125 • tons/day • Recovers ≥ 10% of waste stream for beneficial reuse* • County w/ population of than 50,000 • TS transfers ≤ 125 • tons/day • Recovers ≥ 10% of waste stream for beneficial reuse* • Curbside source separated recycling programs within the collection area may be counted towards the 10% recovered	reater nore > 125 < 10% eam for
Activity Notification Required Registration Required Permit Required	uired*
Citizens' Collection Station CCS) MSW Type V Facility: A facility established for the convenience and exclusive use of residents (not commercial or for CDS) modustrial users or collection Core Data Form w/ letter of Citizens' Collection Station Citizens' Collection Station CCS) MSW Type V Facility: A facility established for the convenience and exclusive use of residents (not commercial or industrial users or collection vehicles), except that in small communities where regular collections are not available, Any activity above and beyond those approved for CCSs will need to be reviewed against the appropriate Texas Administrative Code (TAC) and the facility owner/operator may be required to submit appropriate application	
small quantities of commercial waste may be deposited by the generator of the waste. The facility may consist of one or more storage containers, bins, or trailers. small quantities of commercial information for a MSW Registration or MSW Permit based upon the activity.	

Recycling Facility (RF) Send in: TCEQ Form No. 20049, Notice of Intent to Operate a Recycling Facility	30 TAC 330.11(e)(2): Recycling Facility: A collection and processing point for only nonputrescible (waste which will not decompose and create odors or gases, or attract disease carrying vectors. Includes garbage, grease trap wastewater sludge, and waste) source-separated recyclable material, provided that the facility is in compliance with 328.3 – 328.5: • 328.3 – General Requirements • 328.4 – Limitations on Storage • 328.5 – Reporting & Record Keeping Requirements Local governments, agencies of the State or Federal government are exempt from the notification requirement.	In accordance with 30 TAC 328.(4)(c), a RF that fails to comply with the requirements of 30 TAC Chapter 328 shall be required, if the executive director so requests in writing, to obtain a Registration as a MSW Facility under the provisions of the MSW Rules (30 TAC Chapter 330) or Composting Rules (30 TAC Chapter 332). A RF which takes on the activities of a TS must satisfy the notification, registration, or permitting requirements noted previously for Transfer Stations.	In accordance with 30 TAC 328.(4)(c) A recycling facility that fails to comply with the requirements of 30 TAC Chapter 328 shall be required, if the executive director so requests in writing, to obtain a permit as a MSW Facility under the provisions of the MSW Rules (30 TAC Chapter 330) or Composting Rules (30 TAC Chapter 332).
Activity	Notification Required	Registration Required	Permit Required*
Composting Facility Send in: TCEQ Form No. 0651, Notice of Intent to Operate a Compost Facility	30 TAC 332: Composting Facility (CF): A facility for processing the stabilized product of decomposition which is used or sold for use as a soil amendment, artificial top soil, growing medium amendment, or other similar uses. Operations Requiring a Notification (30 TAC 332.21 – 332.23): • Feed stock that includes any source-separated meat, fish, dead animal carcasses, oils, greases, or dairy materials; and, • Operations which incorporate the above with source-separated yard trimmings, clean wood material, vegetative material, paper, or manure.	A CF which takes on putrescible waste streams will be required to submit for appropriate registration if: (30 TAC 332.31 – 330.38) • Feed stock includes municipal sewage sludge; • Feed stock includes positively-sorted organic materials from the MSW stream; • Feed stock includes source-separated organic materials not exempted by 30 TAC 332.3(d); • Feed stock includes disposable diapers or paper products soiled by human excreta;	A CF which takes on putrescible waste streams will be required to submit for an appropriate MSW Permit if: (30 TAC 332.41 – 332.47) • Composting mixed MSW; • Use of mixed MSW as compost feedstock; • Commercially composting grease trap waste; or, • Composting any amount of grease trap waste.

		 Feed stock includes paper production sludge byproduct at TCEQ ED discretion; Feed stock includes any of the above with sourceseparated yard trimmings, clean wood material, vegetative material, paper, manure, meat, fish, dairy, oil, grease materials, or dead animal carcasses. 	
Activity	Notification Required	Registration Required	Permit Required*
Liquid Waste Transfer Facility Send in: TCEQ Form No. 10426, Notice of Intent to Operate a Liquid Waste Transfer Station	30 TAC 330.11(e)(4): (only 6 grandfathered facilities exist in Texas) MSW Type V Facility: A liquid waste transfer station designed and operated in accordance with 30 TAC 330 MSW Rules, Subchapter E (330.201 – 330.249), which was in existence prior to March 27, 2006. Liquid Waste (LW): Any waste material that is determined to contain "free liquids" as defined by US EPA Method 9095 (paint filter test), as described in Test Methods for Evaluating Solid Wastes, Physical/Chemical Methods" (EPA Publication No. SW-846). • < 32,000 gallons/day at a fixed site • < 30 days onsite	30 TAC 330.9(g) and (o): Liquid Waste Transfer Station: A new MSW Type V Facility which processes only grease trap waste, grit trap waste, or septage or a combination of these three liquids. • Facility must attain a 10% recovery of material for beneficial use from the incoming waste stream. • < 32,000 gallons/day at a fixed site (After March 26, 2006) • < 30 days onsite (After March 26, 2006)	30 TAC 330.7(a): Liquid Waste Transfer Station: • MSW Type V Facility which fails to realize 10% recovery of material for beneficial use from the incoming waste stream, and/or which receives > 32,000 gallons per day.
Activity	Notification Required	Registration Required	Permit Required*
Liquid Waste Temporary Storage Facility	30 TAC 330.11(e)(5): MSW Type V Facility: A temporary storage facility regulated under 30 TAC	N/A	N/A

Send in: TCEQ Form 10400 Core Data Form w/ letter of notice	312.147 (relating to temporary storage) used for temporarily storing/accumulating liquid waste prior to transport for processing by service vehicles. • < 8,000 gallons for < 4 days stored in mobile containers.	Registration Required	D 4 D 1 14
Activity Used Oil	Notification Required 30 TAC 324.7(1) or (3) & 40	As applicable.	Permit Required* As applicable.
Collection Call in: TCEQ IHW/MSW Registration & Reporting Section 512-239- 6413	CFR Part 279.64: • Any of the aforementioned facilities which provide used oil collection services must notify the TCEQ by calling the Registration & Reporting Section at 512-239-6413. Please refer to the State of Texas Used Oil Standards (30 TAC 324) and/or The Used Oil Recycling Handbook: Guidance for Used Oil Handlers, Rev 11/05 (TCEQ Regulatory Guidance 325) for more information.	Do-it-yourselfer used oil collection center means any site or facility that accepts/aggregates and stores used oil collected only from household do-it-yourselfers. Used oil collection center means any site or facility that is registered, licensed, permitted, or recognized by a state/county/municipal government to manage used oil and accepts, aggregates, and stores used oil collected from used oil generators regulated under subpart C of this part who bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of §279.24. Used oil collection centers may also accept used oil from household do-it-yourselfers.	

- **1.8.9** For additional information concerning activity classification of proposed applications and/or funding eligibility, please contact the Regional Solid Waste Grants Program at: TCEQ, RSWGP (MC-126), P.O. Box 13087, Austin, Texas, 78711-3087, or call (512) 239-2335.
- **1.8.10** If a contact is uncertain of the type of facility they actually are, then please direct them to the Municipal Solid Waste Permits Section at: TCEQ, MSW Permits (MC-124), P.O. Box 13087,

- Austin, Texas, 78711-3087, call (512) 239-2335, or E-mail the MSW Permits Section at MSWPER@tceq.texas.gov.
- **1.8.11** For more information on the TCEQ's MSW Permits Program and/or to download electronic copy of the forms referenced in this table, please visit https://www.tceq.texas.gov/permitting/waste-permits.
- **1.8.12** Contacts may also visit one of TCEQ's 16 Regional Offices in their area of the State. A list of TCEQ Field Office locations, points of contact, and addresses is located at: https://www.tceq.texas.gov/agency/directory/region.

1.9 PROCUREMENT STANDARD

The services solicited under this RFA are initiated by a Funding Opportunity Announcement (FOA), consistent with the Competitive Method. It is the policy of AACOG to conduct procurement in a manner that provides for full and open competition. An award will be made only to an organization possessing the eligibility, qualifications, and demonstrated ability to perform successfully under the terms and conditions of a contract.

1.10 GENERAL STANDARDS

In addition to the standards set forth in applicable law and regulations, as well as the category-specific funding limitations, the standards outlined below apply to all uses of the FY 2026-2027 solid waste grant funds.

- **1.10.1** The provisions of the TxGMS 2.0 issued by the Texas Comptroller of Public Accounts apply to the use of these funds, as well as the supplement financial administration provided in the program Administrative Procedures.
- 1.10.2 Recipients of funds under this Agreement, including AACOG, pass-through grant recipients, and subcontractors shall comply with all applicable state and local laws and regulations pertaining to the use of state funds, including laws concerning the procurement of goods and services and competitive purchasing requirements.
- **1.10.3** Funds may not be provided through a pass-through grant or subcontract to any public or private entity that is barred from participating in state contracts by the Texas Facilities Commission.
- **1.10.4** Public and private entities subject to payment of state solid waste disposal fees and those whose payments are in arrears may not receive funds under this agreement through either a pass-through grant or subcontract.
- 1.10.5 In accordance with §361.014(b), Texas Health and Safety Code, and 30 TAC §330.649(d), TCEQ Rules, a project or service funded under this Agreement must promote cooperation between public and private entities and may not be otherwise readily available or create a competitive advantage over a private industry that provides recycling or solid waste services. Under this definition, the term private industry includes non-profit and not-for-profit non-governmental entities.
- 1.10.6 All equipment and facilities purchased or constructed with funds provided under this agreement shall be used for the purposes identified under the application for the term of this Agreement, and for 100% municipal solid waste related activities for the life of the equipment.

- **1.10.7** A project or service funded under this program must be consistent with AACOG's approved regional solid waste management plan, and must be intended to implement the goals, objectives, and priorities established in the regional plan.
- **1.10.8** Funds may not be used to acquire land or an interest in land.
- **1.10.9** Funds may not be used to supplant existing funds. In particular, staff positions where the assigned functions will remain the same and that were active at the time of the funding application or proposal and were funded from a source other than a previous solid waste grant, may not be funded.
- **1.10.10** Funds may not be used for food or entertainment expenses, including refreshments at meetings and other functions. This provision does not apply to authorized employee per diem expenses for food costs incurred while on travel status.
- **1.10.11** Funds may not be used for payment of salaries to any employee who uses alcoholic beverages on active duty. Funds may not be used for the purchase of alcoholic beverages, including travel expenses reimbursed with these funds.
- **1.10.12** Funds may not be used for employment or otherwise contracts for services of a lobbyist, or for dues to an organization which employs or otherwise contracts for the services of a lobbyist.
- 1.10.13 Funds may only be used for projects or programs for managing municipal solid waste.
- 1.10.14 Except as may be specifically authorized in these provisions or elsewhere in the Agreement, funds may not be used for projects or facilities that require a permit from the TCEQ and/or that are located within the boundaries of a permitted facility, including landfills, wastewater treatment plants, or other facilities. This restriction may be waived by the TCEQ, at its discretion, for recycling and other eligible activities that will take place within the boundaries of a permitted facility. The applicant and/or AACOG must request a preliminary determination from TCEQ as to the eligibility of the project prior to the project being considered for funding by AACOG.
- **1.10.15** Projects or facilities requiring a registration/permit from the TCEQ, and which are otherwise eligible for funding, must have received the registration/permit before the project funding is awarded.
- 1.10.16 Except as may be specifically authorized in these provisions or elsewhere in this Agreement, funds may not be used for activities related to the collection or disposal of municipal solid waste. This restriction includes solid waste collection and transportation to a disposal facility; waste combustion (incineration or waste-to-energy); processing for reducing the volume of solid waste which is to be disposed of; landfills and landfill-related facilities, equipment, or activities, including closure and post-closure care of a permitted landfill unit; or other activities and facilities associated with disposal of municipal solid waste.
- 1.10.17 Funds may not be used to assist an entity or individual to comply with an existing or pending federal, state, or local judgment or enforcement action. This restriction includes assistance to an entity to comply with an order to clean up and/or remediate problems at an illegal dump site. However, TCEQ may waive this restriction, at its discretion and on a limited case-by-case basis, to address immediate threats to human health or the environment, and where it is demonstrated that the responsible party does not have the resources to comply with the order.

1.10.18 Funds may not be used to pay penalties imposed on an entity for violation of federal, state, or local laws and regulations. This restriction includes expenses for conducting a supplemental environmental project (SEP) under a federal or state order or penalty. Funds may be used in conjunction with SEP funds to support the same project.

1.11 NOTIFICATION OF PRIVATE INDUSTRY REQUIRED

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, 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 TCEQ, an applicant for funding under one of the listed project categories below must adhere to the notification requirements listed below.

1.11.1 Applicable Categories

- 1.11.1.1 Source Reduction and Recycling
- 1.11.1.2 Citizens' Collection Stations and "Small" Registered Transfer Stations
- 1.11.1.3 A demonstration project under the Educational and Training Projects category
- **1.11.1.4** Other If AACOG receives authorization to fund additional types of projects, that authorization may include requirements for notification of private industry

1.11.2 Applicant Notification Requirements

- **1.11.2.1** Contact in person or in writing the known private service providers of similar services which, at time of application development, are providing services within the geographic service area that the project intends to serve, prior to making the application. A list of private service providers within the region is available from AACOG.
- **1.11.2.2** Inform the private service providers of the basic details of the proposed project and consider any input and concerns from the private service providers about the project when completing the project proposal.
- **1.11.2.3** Consider, where appropriate, meeting directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns before an application is submitted.
- **1.11.2.4** Complete applicable information on the grant application forms to provide documentation that private service providers were notified of the project prior to submission of the application and submit written comments provided by any private service provider.

1.12 IMPORTANT REMINDERS FOR APPLICANTS

- **1.12.1** Contact private service providers, if applicable to your project, and include copies of your contact letters and responses.
- **1.12.2** Complete all parts of the application as requested, including all application certifications, assurances, and deliverables. Detailed budget sheets need to be completed only as applicable.

- **1.12.3** Make sure the application is properly signed and dated.
- **1.12.4** Keep a copy of your application for your records.
- **1.12.5** Please submit ONE (1) ORIGINAL and ONE (1) copy (required).
- **1.12.6** Prepare for a question-and-answer workshop on October 7, 2025.
- **1.12.7** Include your governing body's resolution of approval to submit. A signed copy must be submitted to AACOG by November 11, 2025, at 8:30 a.m.
- **1.12.8** Remember, the program does not fund replacements for: equipment, mascots, computers, vehicles, etc., previously funded.
- **1.12.9** Justify all equipment requested—computers, vehicles, etc. Include why it is needed, how many hours it will be used, where it will be housed, and how it will be maintained. If you have already been awarded similar equipment, explain why the existing equipment can't be used for proposed work.
- **1.12.10** If a service is available in your area, do not request a duplicate service from grant funds.
- **1.12.11** No food items may be requested in this grant.
- **1.12.12** Clothing items such as T-shirts, hats, etc. are limited to HHW grant categories and then only for volunteers, if being used. Work-related items such as gloves, safety vests, goggles, are permissible.

PART 2.0 – SUBMISSION INFORMATION

2.1 RESPONSE DEADLINE

AACOG will post the Request for Applications (RFA) on September 9, 2025. The deadline for submitting an application is Tuesday, October 21, 2025, by 4:00 p.m. CDT. Multiple awards will be made based on applicant eligibility, completeness of application, and the evaluation criteria outlined in this solicitation. Applicants may submit applications at any time. All submitted applications will be recorded in an official application receipt log. An email confirmation receipt will be issued. Please note only electronic submissions are allowed. Applications and all attachments must be submitted through the SurveyMonkey platform at the following link:

https://aacog.smapply.us/prog/ fy2026 fy2027 regional solid waste management grants program req uest for application/. You must register to create a profile in SurveyMonkey to be able to use the platform and submit your application.

2.1.1 Applications submitted in response to this RFA will be reviewed for completeness and eligibility. Applications will either be accepted or rejected based on the published eligibility criteria. Acceptance of an application will place the respondent on a list of approved vendors eligible for future contracted services. Modifications or amendments to an application must be submitted in compliance with the RFA requirements and prior to the response deadline. An application may be withdrawn at any time during the procurement process by submitting a written withdrawal request to the AACOG Procurement Department at the address listed above. For additional information or questions regarding the application process, please

contact the AACOG Procurement Department.

2.2 PROCUREMENT SCHEDULE

All time noted on the Procurement Schedule (Page 1) is Central Time. Dates posted are subject to change.

AACOG staff will be available to answer questions concerning the grant application package at the grant application workshop. Please see schedule below:

Tuesday, October 7, 2025
Alamo Area Council of Governments
1:00 - 2:00 p.m.
Virtual – Microsoft Teams
https://teams.microsoft.com/meet/2946100861201?p=rHDsqfxNX7QTilr9i8

Applicants requiring further assistance will need to schedule an individual appointment. It is mandatory for applicants to attend the October 7, 2025, workshop prior to scheduling an individual assistance appointment. For projects to be considered by AACOG for FY 2026-2027 funding, the application must be received through the SurveyMonkey platform no later than Tuesday, October 21, 2025, at 4:00 p.m. CDT. No handwritten or late applications will be accepted and/or scored. Additionally, no faxed and/or e-mailed applications will be accepted and/or scored.

The Resource Recovery Committee (RRC) will meet to score grant applications on Wednesday, November 12, 2025, from 8:30 a.m. to 4:00 p.m. in the AACOG Board Room, 2700 NE Loop 410, Suite 101, San Antonio TX, 78217. All grant applicants must have a representative at this meeting to give a brief presentation and answer questions. Once all grant applications are received at the AACOG offices, grant applicants will be notified of their presentation time. Applications will be scored according to the scoring rubric contained in this RFA. The AACOG Board of Directors will complete final grant selection on Wednesday, December 10, 2025, at 10:30 a.m. Once selected, grant recipient information will be sent to the TCEQ for review and comment. TCEQ reserves the right to deny approval of any grant selection.

2.3 TECHNICAL ASSISTANCE

AACOG will accept questions submitted via electronic mail. A comprehensive addendum to the RFA, including all questions received during the open enrollment period, will be distributed to all interested parties and archived on the Electronic State Business Daily (ESBD) website. No other representative of AACOG is authorized to accept or respond to questions regarding this solicitation, except as stated below. It is the sole responsibility of each vendor to frequently check the AACOG website for updates, addenda, or responses to submitted questions. If you have any questions about this RFA, please contact the following AACOG staff:

AACOG RFA Primary Point of Contact:
Debbie Ugarte
Contracts and Procurement Director
8200 Perrin Beitel Rd., Suite 101
San Antonio, TX 78218
Email: dugarte@aacog.gov
Phone: 210-362-5200

AACOG RFA Secondary Point of Contact:

Fax: 210-225-5937

Isaac Jones III Senior Procurement Analyst Email: ijones@aacog.gov

- 2.3.1 During the period between the date AACOG issues this RFA and the date of the application deadline, Applicants shall restrict all contact with AACOG and direct all questions regarding this RFA, including questions regarding terms and conditions, only to the individual identified above in Section "Technical Assistance" in the specified manner. Do not contact members of the Board of Directors, other employees of AACOG or any of AACOG's agents or administrators. Contact with any of these prohibited individuals after issuance of this RFA and before selection is made, may result in disqualification of the Respondent. The communications prohibition shall terminate when the contract is executed by the Contractor and AACOG.
- 2.3.2 Prohibited communications include direct contact, discussion, or promotion of any Respondent's Application with any member of AACOG's Board of Directors or employees except for communications with AACOG's designated representative as set forth in this RFA and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Respondents, to assure that decisions are made in public, and to protect the integrity of the RFA process. Except as provided in the above-mentioned exceptions, the following communications regarding a particular Invitation for Bids, Requests for Application, Requests for Qualifications, or other solicitation are prohibited:
 - 2.3.2.1 Communication between a potential Contractor, service provider, bidder, respondent, lobbyist or consultant and any member of AACOG's Board of Directors.
 - **2.3.2.2** Communications between any director and any member of a selection or evaluation committee.
 - **2.3.2.3** Communications between any director and administrator or employee is prohibited.
- **2.3.3** The communications prohibition shall not apply to the following:
 - 2.3.3.1 Communications with AACOG's purchasing agent specifically named and authorized to conduct and receive such communications under this RFA or upon the request of AACOG, with AACOG's general counsel.
 - **2.3.3.2** Presentations made to the AACOG Resource Recovery Committee or Board of Directors during any duly convened public meeting
 - 2.3.3.3 Nothing contained herein shall prohibit any person or entity from publicly addressing AACOG's Board of Directors during any duly convened public meeting, in accordance with applicable Board policies, on a matter other than this RFA or in connection with a presentation requested by AACOG's representatives.

2.4 AVAILABILITY OF REQUEST FOR APPLICATIONS

The RFA will be posted as noted on Page 1, RFA Links, or at the request of the proposer, by contacting procurement staff at the above phone or e-mail beginning September 9, 2025. The RFA is also available at the agency address from 8:00 a.m. – 5:00 p.m., Monday through Friday (except for holidays). Any interested party that receives this RFA by means other than directly from AACOG is responsible for notifying AACOG that it has received an RFA package so that when an addendum to this RFA is issued, the information can be provided to all interested parties.

2.5 PROPRIETARY INFORMATION AND THE PUBLIC INFORMATION ACT

- 2.5.1 Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If an Applicant believes that its response, or parts of its response, may be exempted from disclosure, the Applicant must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Applicant must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.
- 2.5.2 The determination of whether information is confidential and not subject to disclosure is the duty of the Texas Office of Attorney General (OAG). AACOG must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Applicant are not acceptable. AACOG must comply with the opinions of the OAG. AACOG assumes no responsibility for asserting legal arguments on behalf of any Applicant. Applicants are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of the award, these documents will be available for public inspection.

PART 3.0-GENERAL INFORMATION & ANDMINISTRATIVE REQUIREMENTS

3.1 ELIGIBLE PROVIDERS

- **3.1.1** AACOG expects to receive Applications from established and knowledgeable entities with demonstrable expertise in the tasks required. The proposer(s) selected for contract will become an approved AACOG vendor and responsible for tasks outlined in the SOW.
- 3.1.2 It is the policy of AACOG to encourage participation by small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161, as Contractors to AACOG. It is the goal of AACOG to include HUBs in at least ten percent (10%) of the total value of contracts awarded annually. Applicants selected for these grants will be required to demonstrate Good Faith Efforts to subcontract with HUBs. These Good Faith Efforts can be found at the following link: https://www.epa.gov/sites/default/files/2013-09/documents/good_faith_efforts.pdf. Applicants must describe proof of Good Faith Efforts as part of ATTACHMENT K: DBE/Minority/Small Business, Certification Disclosures.
- 3.1.3 AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Applicants to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Applicant must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department

or agency.

3.1.4 Respondents must possess the knowledge, experience and expertise, professional judgment and capacity within their organization to perform the services and activities requested under this RFA and meet high standards for public service and fiduciary responsibility.

3.2 CONTRACT INFORMATION

- **3.2.1** TYPE OF CONTRACT: This Request for Application will result in a fixed price/cost reimbursement contract.
 - **3.2.1.1** Grant recipients will be required to enter into standard legal agreements with AACOG, to ensure that the approved work program of the project is followed. Among other provisions, the legal agreements will include the following:
 - **3.2.1.1.1** Grant funding will be provided on a reimbursement basis only, and all requests for reimbursement must be handled through AACOG. All requests for reimbursement must include a progress report to justify expenditures.
 - **3.2.1.1.2** Grant recipients must agree to provide data related to the results of the project to AACOG and/or TCEQ. As appropriate to the project, the grant recipient will also be asked to commit to monitoring the results of the project beyond the grant term and periodically provide AACOG and/or TCEQ additional reports on the status of the project.
 - **3.2.1.1.3** Grant recipients must agree to allow AACOG and/or TCEQ staff to perform on-site visits to monitor the progress of projects.
- **3.2.2** AACOG reserves the right to terminate a contract at any time based on Contractor performance or noncompliance.
- **3.2.3** ADDITIONAL FUNDING: AACOG reserves the right to extend the contract to include additional tasks in the Application response that AACOG deems beneficial to the area.
- **3.2.4** REASSIGNMENT: In the event a Contractor fails to perform as required, AACOG reserves the right to terminate the contract early and assign the contract in whole or in part to a comparably ranked respondent/Application obtained through this procurement, subject to successful contract negotiations.
- 3.2.5 In the event of a breach of this RFA by either party hereto that is not remedied within five (5) working days after delivery of written notice of such a breach, the non-breaching party may terminate this RFA by providing ten (10) days written notice to the other party of the intent to terminate this RFA.

3.3 GOVERNING PROVISIONS AND LIMITATIONS

Violation of any of the following provisions may cause an application to be disqualified and rejected from consideration:

3.3.1 The application, if accepted, will become the basis for the contract scope of work.

- **3.3.2** Respondents must submit a comprehensive application for all services solicited. Any application that is not comprehensive will be deemed non-responsive.
- **3.3.3** The only purpose of this RFA is to ensure uniform information in the solicitation of Application s for the procurement of identified services. This RFA is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
- **3.3.4** AACOG reserves the right to accept or reject any or all Applications s received, to cancel or reissue this RFA in part, or its entirety.
- **3.3.5** AACOG reserves the right to award a contract(s) for any services solicited in this RFA in any quantity AACOG determines is in its best interests.
- **3.3.6** AACOG reserves the right to extend, shorten, increase, or decrease any contract awarded as a result of this RFA.
- **3.3.7** AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFA.
- **3.3.8** AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFA to all interested parties having requested or received a copy of this RFA.
- **3.3.9** AACOG reserves the right to negotiate the final terms of all contracts or agreements with selected proposers and any such terms negotiated as a result of this RFA may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
- **3.3.10** AACOG reserves the right to contact any individual, agency, employer, or granting agencies listed in an application, or contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- **3.3.11** AACOG reserves the right to conduct on-site reviews of records, systems, procedures, including credit and criminal background checks of any entity selected for funding under this RFA. This may occur either before or after the award of a contract or agreement. Any misrepresentation of the proposer's ability to perform as stated in the RFA response may result in the cancellation of any contract or agreement awarded.
- **3.3.12** AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFA if adequate funding is not received by AACOG from funding sources or due to legislative changes.
- **3.3.13** Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, Application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.

- **3.3.14** Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, Application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- **3.3.15** No officer, board member, employee, application evaluator, or agent of AACOG shall participate in the selection, award, or administration of a contract if a conflict of interest, or potential conflict, is involved.
- **3.3.16** Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's Application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- **3.3.17** The contents of a successful Application will become a contractual obligation if selected for contract award. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to the successful proposer as a basis for release from proposed services at the stated price/cost. Any damages assessed by AACOG because of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
- **3.3.18** A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved.
- **3.3.19** AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.
- **3.3.20** The contractor shall retain all records for a minimum period of five (5) years after AACOG makes final payment and all other pending matters are closed. This requirement is to ensure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements. This requirement survives the termination of this RFA for any reason.
- **3.3.21** The contractor shall submit to AACOG all documentation or forms required by funding sources, including materials, tools, equipment, and other specifications as requested by AACOG, TCEQ, etc. This requirement survives the termination of this RFA for any reason.

3.3.22 KNOWN OR SUSPECTED INCIDENT OF FRAUD:

As the environmental conservation program is state and federally funded, any known or suspected incident of theft, fraud or program abuse involving Contractor or its employees or its subcontractors' employees will be reported immediately by AACOG to the affected funding source for appropriate action. The Applicant is likewise required to report to AACOG any suspected theft, fraud or program abuse committed by any person or entity including Applicant's employees, subcontractors, or agents. Applicant may not discriminate against any employee or other person who reports a violation of the terms of this contract or of any law or regulation to AACOG, TCEQ or to any appropriate law enforcement authority, if the report is made in good faith.

3.3.23 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

Contractor provides its assurance that it will comply with all requirements of applicable Federal and State laws that no person providing or receiving services under this contract will be excluded from participation, or be otherwise subjected to discrimination because of race, religion, gender, sexual orientation, national origin, age, disability or political affiliation or belief.

3.4 ADMINISTRATIVE REQUIREMENTS AND LIMITATIONS

- 3.4.1 The selected contractor(s) will be required to procure and maintain all insurance coverage as specified in this RFA. Prior to the commencement of any work under a contract awarded through this solicitation, the contractor must provide proof of insurance listing AACOG as an additional insured on each applicable policy. Required insurance coverage includes but is not limited to: General Liability Insurance Fidelity Bonding, Automobile/Vehicle Coverage, Directors and Officers Liability Insurance, Errors and Omissions (Professional Liability) Insurance. Insurance requirements apply when applicable or when funding becomes available. Liability coverage limits and deductible amounts must be acceptable to AACOG. Proof of coverage must be submitted to AACOG prior to contract execution and updated upon renewal or modification of policies. Failure to comply with these insurance requirements may result in termination of the awarded contract.
- **3.4.2 INSURANCE REQUIREMENTS** The Contractor shall maintain the following insurance coverages throughout the term of the agreement, or provide proof of self-insurance:
 - **3.4.2.1** General Liability: Coverage for bodily injury and property damage to third parties.
 - **3.4.2.2** Professional Liability (Errors and Omissions) Insurance.
 - **3.4.2.3** Workers' Compensation and Employer's Liability Insurance.
 - **3.4.2.4** Automobile Liability Insurance.
 - **3.4.2.5** Directors and Officers (D&O) Insurance.
- 3.4.3 Respondents must be able to demonstrate the necessary administrative and fiscal capability necessary to successfully provide the required services and to meet the financial accountability requirements of federal and state grants when applicable (or if funding becomes available).
- 3.4.4 Contractors must provide reports upon demand as may be requested or required by AACOG.
- **3.4.5** Respondents must possess knowledge, experience and expertise, professional judgment and capacity within their organization to perform the services and activities.

PART 4.0 – PROPOSAL REVIEW AND SELECTION PROCESS

4.1 EVALUATION PROCESS: The evaluation process will consist of:

- **4.1.1** An initial review of responsiveness and eligibility with the criteria specified in Section 4.2 by AACOG personnel. 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.
 - **4.1.1.1** The application must be complete, and all application requirements and procedures followed, including requirements to notify private sector service providers of the proposed project, when applicable.
 - **4.1.1.2** The proposed project must conform to eligible standards, eligible recipient standards,

- and allowable expense and funding standards, as established by the TCEQ and AACOG and under all applicable laws and regulations.
- **4.1.1.3** The applicant must agree to document the results of the project as required by AACOG.
- **4.1.1.4** If the applicant is subject to solid waste disposal fees, payments to the State of Texas must not be in arrears.
- **4.1.1.5** If the proposed project provides a service, the applicant must include a list of all known entities providing similar or related service in the area covered by the proposed project. The application materials must show that known service providers were contacted by the applicant by letter. The purpose of the contact is for the applicant to provide project details and afford the provider an opportunity to comment on the project. AACOG must determine that the service to be provided is not otherwise readily available or does not create a competitive advantage over a private industry which provides a similar service.
- **4.1.1.6** The proposed project must be consistent with applicable goals, objectives, and recommendations of the AACOG Regional Solid Waste Management Plan and must directly support implementation of the Plan.
- **4.1.1.7** 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.
- **4.1.1.8** The proposed project activities and expenses must be reasonable and necessary to accomplish the goals and objectives of the project. One factor in determining the reasonableness of expenses shall be whether comparable costs are proposed for comparable goods and services.
- **4.1.1.9** Past performance on solid waste pass-through grants may have either a positive or negative impact on current submissions. For those applicants who previously received a solid waste grant(s), AACOG staff will also provide the AACOG RRC with information advising the RRC on past performance (timely and complete spending; timely and complete financial and results reports; and percent of goal achieved waste diverted, people contacted, or illegal sites removed as applicable to the previously funded project). Refer to Selection Criteria section for specific screening considerations by AACOG staff and RRC members.
- 4.1.2 A comprehensive review of the merits of each proposal by the AACOG Resource Recovery Committee will be conducted during a grant scoring meeting to be held November 12, 2025, from 8:30 a.m. to 4:00 p.m. at AACOG headquarters, 2700 NE Loop 410, Suite 101, San Antonio, TX 78217.
- 4.1.3 All compliant applications will be evaluated and scored by an independent team of reviewers. The proposer's qualifications will be evaluated on specific criteria outlined in Section 4.2 by reviewers using a standardized scoring matrix. Local governments represented by RRC members will not be able to score their own proposals.
- **4.1.4** If a proposed project meets all of the applicable initial screening criteria, it will be evaluated by the AACOG Resource Recovery Committee (RRC), using the selection criteria outlined in

- Section 4.2. Scores are calculated out of a possible 100 points. Scoring for the projects is under the suggested guidelines from TCEQ. The RRC consists of representatives of various interests involved in solid waste management in the region, according to the TCEQ guidelines.
- 4.1.5 Each applicant will provide a single slide, stating what they are requesting, why they are requesting the item, and how the effort will be sustained after the grant. They may also state their population, based on the 2020 U.S. Census, and provide a picture of the item they are requesting. The applicant will also be required to answer any questions the committee members may have.
- 4.1.6 Each member of the RRC is prohibited from voting on an application that comes from their own entity or in which they may have a vested interest or possible financial gain. RRC members may not make the presentation for their proposal. The RRC shall determine if the proposed activities qualify for full, partial or no funding according to the priorities previously adopted and published by the RRC and available funds. The RRC will list their recommendations for project funding in priority order and shall prepare a narrative giving the rationale for each funding recommendation. Members with applications from their organizations will not participate in either prioritizing or providing rationale for funding recommendations.
- 4.1.7 The projects are submitted for funding until all funds are expended. The highest and lowest score on each application will be omitted; the remaining scores will be averaged to get a ranking for each proposal. The ranking will be used as a starting point in the discussion for allocating funds. The RRC may further recommend funding for any remaining unfunded applications should monies become available.

4.2 **EVALUATION CRITERIA**

Each project can receive a maximum of 100 points if a proposed project meets all the applicable screening criteria. Following the initial screening by AACOG staff, the RRC will review, score, and rank applications based upon the following criteria:

AACOG staff will complete A through D for each application submitted.

A.	Project Impact		10 Points
	Points will be assigned based on the waste generation population of		
	the entity (entities) involved as follows:		
	• 0 - 100,000	4 points	
	• 100,000 – 500,000	6 points	
	• 500,000 – 1 million	8 points	
	• Over 1 million	10 points	
В.	Regional Coordinated Effort		5 points
	AACOG encourages regional projects and coordination. A joint project involving two or more local governmental eligible entities will be awarded 5 points.		
C.	Local Effort and Match Directly Related to the Project		15 points
	Cash (Optional): Must be spent first		
	• 10% Cash Match	3 points	
	• 20% Cash Match	5 points	
	• 50% Cash Match	10 points	

In-kind Match Directly Related to Project (Example: operation of equipment, not total public works staff; presenter of recycling education, not ancillary staff; etc.)

5 points

D. First Effort/Past Performance

5 points

 First-time applica 	nt
--	----

Past performance

Turned in all required program reports on time, including submission of reimbursement paperwork

2 points

5 points

• Timely completion of the project; released any excess funding at least one month before the end of the biennium

3 points

The Resource Recovery Committee will complete E through H for each application submitted.

E. Project Description

15 points

- Is the need for the project clearly stated?
- Is the goal or objective of the proposed project clearly stated?
- Can the objective be measured?
- Is the geographic area affected by the proposed project clearly described?
- Is the specific waste stream targeted by the project identified?

F. Work Program

15 points

- Are all of the major steps or tasks involved in the proposed project clearly presented and adequately described?
- Are responsible entities identified for accomplishing each step or task?
- Is the specific timeframe for completing each step or task provided?
- If the proposed project includes equipment, has the applicant shown that the specified equipment is appropriate for the work to be performed?

G. Project Cost Evaluation

10 points

- To what extent is the applicant requesting funding for operational expenses?
- If an ongoing service is proposed, to what extent has the applicant demonstrated ability to sustain the program.

H. Contribution to AACOG's Regional Goals

25 points

- Does the project clearly address one of the AACOG goals?
- Can the project demonstrate measurable outcome toward the goal?
- Will this project continue to contribute to achievement of the goal after the funding ends?

4.3 EVALUATION OUTCOMES

4.3.1 Applications will be ranked according to their overall scores, with higher ranking proposals being selected for funding.

4.4 PROCUREMENT DISPUTE RESOLUTION

4.4.1 Appeal Process

Proposers not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within **ten calendar days** of receipt of AACOG notification of final action. Appeals shall be directed to:

Contract and Procurement Director Alamo Area Council of Governments Procurement Department 2700 NE Interstate 410 Loop, Suite 101 San Antonio, TX 78217

- **4.4.1.1** The appeal must indicate the AACOG action appealed and the violation, which forms the basis for the appeal, and shall be signed by the Proposers organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be submitted within the time frame identified. There is no relief accorded appellate for not filing within the published deadlines. Hearings are at the discretion of AACOG and shall be conducted in accordance with existing AACOG procedures.
- **4.4.1.2** Proposers must provide a detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested.
- **4.4.1.3** Proposers may NOT appeal the scoring and ranking of Proposals, unless substantiated by material or relevant facts.
- **4.4.1.4** Proposers may NOT appeal solely on the belief that their Proposal is superior to the one selected for award.
- **4.4.1.5** Proposers understand that review and action shall be considered final, with no further formalities considered.

4.4.2 Debriefing Process

Proposers not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of the receipt of AACOG notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their Proposal or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the Proposal evaluation system, and help unsuccessful bidders understand why they were not selected.

PART 5.0 – APPLICATION RESPONSE REQUIREMENTS

5.1 APPLICATION FORMAT AND NUMBER OF APPLICATIONS

5.1.1 ELECTRONIC SUBMISSION

Respondents must submit one complete application, including all executed certifications and authorized signatures. Applications and all attachments must be submitted through the SurveyMonkey platform at the following link:

https://aacog.smapply.us/prog/ fy2026 fy2027 regional solid waste management grants p rogram request for application. You must register to create a profile in SurveyMonkey to be able to use the platform and submit your application. No paper copies are to be submitted under this RFA. Any submission lacking the required content may be ruled non-responsive and may not be considered for award under this procurement.

5.1.2 APPLICATION FORMAT

5.1.2.1 Applications and all attachments must be submitted through the SurveyMonkey platform at the following link:

https://aacog.smapply.us/prog/_fy2026_fy2027_regional_solid_waste_management_
grants_program_request_for_application/. You must register to create a profile in

SurveyMonkey to be able to use the platform and submit your application.

- **5.1.2.2** Each form of the Application must be completed, including attachments.
- **5.1.2.3** Applications must contain all required elements in the order prescribed.
- **5.1.2.4** Applications that do not conform to this requirement may be considered non-responsive and excluded from consideration for award under this procurement.

5.2 APPLICATION REVIEW PERIOD

AACOG must make copies of all applications available for public inspection during regular business hours at the COG's offices for at least ten (10) working days after the application deadline, and before the meeting of the AACOG RRC to review and rank those proposals.

5.3 PAGE LIMITATION

Respondents are asked to keep responses brief, concise and to the point.

5.4 ORDER OF APPLICATION CONTENTS

- **5.4.1** TCEQ requires the following forms to be included in the application package. These are to be included in addition to all AACOG required forms referenced later in this section.
 - **5.4.1.1** This application is a response to the Request for Applications (RFA) issued by the Alamo Area Council of Governments (AACOG). Submission of this application is an offer to contract with AACOG based on the terms, conditions, and specifications contained in the RFA and corresponding contract documents. Please review this application carefully, sign it where signatures are required, fill in the requested information, and attach all required documents.

5.4.1.2 Form 1. Application Information and Signature Page

This page contains general information about the Applicant, including name, contact person, address of Applicant, telephone and fax numbers, date application was submitted to AACOG, amount of grant funding requested and the project category the proposal falls under. Fill out the information completely.

5.4.1.2.1 This form also requires the signature of the Applicant. By signing this document, the Applicant is certifying that the certifications, assurances, and deliverables included in this application have been reviewed, that to the best of the Applicant's knowledge and ability all certifications are true and correct, and that all required deliverables are included in the application. Please be certain you have reviewed and fully completed any applicable certifications and deliverables before signing this document. Note, the bottom of the page is reserved for AACOG's use.

5.4.1.3 Form 2. Authorized Representatives

This form allows the Applicant to designate the project and financial representatives who will be authorized to receive direction from AACOG, manage the work being performed, and to act on behalf of the Applicant.

5.4.1.4 Form 3. Certifications and Assurances

This section contains certifications and assurances the Applicant must review prior to submitting the application materials. Certifications are required to assist AACOG in ensuring that the Applicant and the project are eligible for funding. Assurances are summaries of pertinent contract provisions and ensure that the Applicant understands that there are certain obligations associated with accepting the grant funds. If awarded, Applicants will be asked to enter into an interlocal agreement with AACOG which will contain the entire provisions required for the grant-funded project.

5.4.1.5 Form 4. Resolution

A Resolution must be approved by the governing body of the entity presenting this Application.

5.4.1.6 Form **5.** Explanation of Private Industry Notification

- **5.4.1.6.1** Form 5a and 5b must be completed for funding under the following grant categories:
 - **5.4.1.6.1.1** Source Reduction and Recycling
 - **5.4.1.6.1.2** Municipal Solid Waste Facilities Eligible for Funding
 - **5.4.1.6.1.3** A demonstration project under the Educational and Training Projects category
- **5.4.1.7** 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, 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 above listed project categories must adhere to the requirements listed below.
 - **5.4.1.7.1** 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. A list of private service providers within the region is available from the COG

- **5.4.1.7.2** Inform the private service providers of the basic details of the proposed project and consider any input and concerns from the private service providers about the project when completing the project proposal.
- **5.4.1.7.3** Consider, where appropriate, meeting directly with private service providers that may have a concern about the proposed project to attempt to resolve any concerns before an application is submitted.
- **5.4.1.7.4** Complete applicable information on Forms 5a and 5b to provide documentation that private service provider was notified of the project prior to submission of the application.

5.4.1.8 Form 5a. List of Private Service Providers Notified

List the names and telephone numbers of private service providers notified of the proposed project. Include the date of notification.

5.4.1.9 Form 5b. Summaries of Discussions with Private Industry

Provide summaries of any input and concerns raised by the private service providers; summaries of any meetings or discussions held between the Applicant and the private service providers; an explanation of any changes made to the proposed project to address private service provider concerns; and an explanation of any remaining concerns that were not addressed and why the Applicant determined that the concerns are not valid under the statutory requirements. Attach to the application any written comments or concerns provided by a private service provider concerning the project.

5.4.1.10 Form 6. Project Summary

The project summary, consisting of Forms 6a-6d below, should be completed to the best of your ability. Note that the project summary is based on the scoring criteria stated in the RFA. Please refer to the specific questions listed in the scoring criteria when completing the project summary. Add additional pages as necessary to adequately describe the project.

5.4.1.11 Form 6a. Project Description

Provide a detailed description of the proposed project that describes who, what, when, how, where, and why. As concisely as possible, include information as to why the proposed project is needed; clearly state the goal of the proposed project, and reference the goals, objectives, and recommendations from the regional solid waste management plan for which the project is intended to implement; estimate the number of people who would be served or benefited; define the geographic area affected; target the specific waste stream of the project; and, identify all recycling and/or waste diversion efforts projected for the project. Reference the specific goals, objectives, and/or recommendations from the regional solid waste management plan that apply to the project, and how the project will assist in implementing the plan. Identify the levels of customer incentives, public education, or input, as appropriate to the project. Describe the project in sufficient detail to demonstrate its overall feasibility or workability. If the project includes equipment, explain how the specified equipment is appropriate for the work to be performed, provide the physical address for where the equipment will be maintained, and state the percentage of solid waste program use anticipated. If the proposed grant-funded project will be a part of an overall program, provide a description of the program. Adequately describe the expected benefits of the proposed project. Provide physical address and applicable TCEQ Municipal Solid Waste Notification, Registration, or Permit numbers when funding is for such facilities.

5.4.1.12 Form 6b. Project Cost Evaluation

Provide an evaluation of the costs associated with the proposed project. Explain how the total related costs of the proposed project were adequately considered; compare project costs to established averages or to normal costs for similar projects. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable. Describe any measurable costs savings, or reasonably justified costs of the project.

5.4.1.13 Form 6c. Level of Commitment of the Applicant

Provide information related to the Applicant's level of commitment to preferred solid waste management practices. If the proposed project is an ongoing service, demonstrate the ability to sustain the program beyond the term of the grant. Explain the extent to which the appropriate governing bodies support the proposed project.

- **5.4.1.13.1** List previously demonstrated commitment to preferred solid waste management practice, such as implementing other solid waste management projects, involvement in a local or sub-regional solid waste management plan or study, membership in the Keep Texas Beautiful Organization.
- **5.4.1.13.2** If the proposed project has received previous grant funding under this program, explain to what extent the proposal involves expansion of current services or operations; present quantifiable documentation of the success of the project in order to warrant further funding. Demonstrate a good record of past grant contractual performance.

5.4.1.14 Form 6d. Scope of Work

Provide a work program with a schedule of deliverables for the proposed project or program. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the contract agreement, if funded. Once the details of the work program have been negotiated with the Applicant and approved by AACOG, the work program will be entered into the grant contract.

- **5.4.1.14.1** As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:
 - **5.4.1.14.1.1** Detailed purpose and goal of the project (should be consistent with implementing the goals, objectives, and recommendations from the regional solid waste management plan, as stated in the project description on Form 6a).
 - **5.4.1.14.1.2** Specific task statements with responsible entity identified
 - **5.4.1.14.1.3** List of deliverables/products/activities under each task
 - **5.4.1.14.1.4** Schedule of deliverables
 - **5.4.1.14.1.5** Suggested format for scope of work:

5.4.1.14.1.5.1 Task 1:

5.4.1.14.1.5.2 Activity and/or Deliverable:

5.4.1.14.1.5.3 Schedule of Activity and/or Deliverable:

5.4.1.14.1.5.4 Etc.

5.4.1.15 Form 7. Grant Budget Summary

Provide a breakdown of the total amount of grant funding being requested for the proposed project using this form. The expenses must be consistent with the category expense standards provided with the RFA. Complete any of the detailed budget forms which are applicable. Ensure each budget item identified is line itemized to provide the number requested and per unit costs.

5.4.1.16 Form 7a. Detailed Matching Funds/In-Kind Expenses

Matching funds or contribution of in-kind services are not required under this grant program and are therefore, not included in the Grant Budget Summary. However, to fully evaluate the proposed project, any match of funds or in-kind services should be disclosed in this application. This budget form should be completed if any matching funds or in-kind services are directly related to the proposed project.

5.4.1.17 Form 7b. Detailed Personnel/Salaries Expenses

This budget form should be completed if any expenses are entered for personnel/salaries on Line 1 of your Grant Budget Summary. Appropriate salaries for employees working directly on the funded project may be authorized under most of the grant categories. If the project or program proposes personnel to be funded wholly or in part by this grant, complete this budget form listing each employee. Any changes to the personnel funded under the grant must be approved by AACOG. If changes to the personnel assigned to the project are necessary, you may submit a revised Form 7b electronically to AACOG with a letter requesting changes. The revised documents and AACOG response will be included in your contract file.

5.4.1.17.1 Please refer to the following definitions in completing this form:

- **5.4.1.17.1.1** FTE (portion of a full-time employee equivalent dedicated to the described function; e.g., 100% = 1.0 FTE, 50% = 0.5 FTE)
- **5.4.1.17.1.2** *Status* (full-time or part-time, permanent or temporary)
- **5.4.1.17.1.3** *Function* (describe only those responsibilities directly related to the solid waste grants program)
- **5.4.1.17.1.4** *Salary* (monthly salary)

5.4.1.18 Form 7c. Detailed Travel Expenses

This budget form should be completed if any expenses are entered for travel on Line 3 of your Grant Budget Summary. Travel expenses directly related to the conduct of the funded program may be authorized. Only the employees of the fund's recipient assigned to the project should receive reimbursement for travel expenses.

- **5.4.1.18.1** In accordance with the Texas Grants Management Standards Version 2.0 (TxGMS 2.0), in those instances where grantees do not have an established organization-wide written travel policy approved by the governing board of the local jurisdiction, all employee-related travel expenses must be claimed at no higher than the same rates allowed by the State of Texas for its employees. Out-of-state travel for pass-through grant recipients will not normally be authorized.
- **5.4.1.18.2** On the detailed budget form for grant-funded travel, describe the types of travel expenses expected, whether the travel is routine in-region travel expense or the travel is not routine, and the purpose for the travel.
- **5.4.1.18.3** Non-routine travel, including out-of-state travel or travel to special conferences or events must be approved by AACOG in advance of the travel event. If changes to the non-routine travel expenses detailed in this

application are necessary, you may submit a revised Form 7c electronically to AACOG with a letter requesting changes. The revised documents and AACOG response will be included in your contract file.

5.4.1.19 Form 7d. Detailed Supply Expenses

This budget form should be completed if any expenses are entered for supplies on Line 4 of your Grant Budget Summary.

- **5.4.1.19.1** Supplies are non-construction related goods and materials having a unit acquisition cost (including freight) of less than \$10,000. Such expenditures shall generally relate to the routine purchase of office supplies or other goods that are consumed by the grant recipient in a relatively short period of time, in the regular performance of the funded project. (Expenses for food and beverages are not allowable. Further, any items not routinely used in conducting normal business over the year should be listed under the "other" budget category).
- **5.4.1.19.2** "General office/desk supplies" typically include such items as notepads, folders and three-ring binders, pens and pencils, paper clips and binder clips, staplers and staples, tape and dispensers, calendars, computer diskettes, and other similar items.
- **5.4.1.19.3** "Other supplies" may include such items as film and film processing, audio and video tapes, copier and printer toner and paper, etc.
- **5.4.1.19.4** On the detailed budget sheet for grant-funded supplies, list the general types of supplies you intend to purchase with grant funding.

5.4.1.20 Form 7e. Detailed Equipment Expenses

This budget form should be completed if any expenses are entered for equipment on Line 5 of your Grant Budget Summary.

- **5.4.1.20.1** Expenses included under the Equipment expense category should be for non-construction related, tangible, personal property having a unit acquisition cost of \$10,000 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.
- **5.4.1.20.2** All equipment purchases must be approved in advance of purchase by AACOG, following established procedures. If changes to the equipment expenses detailed in this application are necessary, or when specific details to the equipment must be added after the grant is awarded, you may submit a revised Form 7e to AACOG with a letter requesting changes. The revised documents and AACOG response will be included in your contract file.
- **5.4.1.20.3** Please note that your contract will include specific language on title to and management of real property and equipment. By entering into the grant contract, the Applicant must agree to continue to use the grant-funded equipment only for the purposes intended under the grant.

5.4.1.21 Form 7f. Detailed Construction Expenses

This budget form should be completed if any expenses are entered for construction on Line 6 of your Grant Budget Summary.

- **5.4.1.21.1** Expenses budgeted under this category should be for costs related to the enhancement or building of permanent facilities. Appropriate costs that may be included are:
 - **5.4.1.21.1.1** The cost of planning the project;
 - **5.4.1.21.1.2** The cost of materials and labor connected to the construction project:
 - **5.4.1.21.1.3** The cost of equipment attached to the permanent structure; and
 - **5.4.1.21.1.4** Any subcontracts, including contracts for services, performed as part of the construction.
 - **5.4.1.21.1.5** On the detailed budget form for grant-funded construction, list the construction expenses you expect to incur with grant funding, and if the work or part of the work will be subcontracted.
 - **5.4.1.21.1.6** No construction costs shall be incurred by a pass-through grant recipient unless the construction details are approved in advance by AACOG, following established procedures.
 - 5.4.1.21.1.7 For construction activities to be conducted through a subcontract, the pass-through grant recipient must also submit evidence that the contract price is reasonable and necessary. As applicable under state law and regulations for the activity or service being contracted for, this evidence may take the form of bid tab sheets or other form of evaluation of competitive price offers or competitive proposals, and/or a cost analysis of price analysis under the TxGMS 2.0. If changes to the construction expenses detailed in this application are necessary, you may submit a revised Form 7f to AACOG with a letter requesting changes. The revised documents and the COG response will be included in your contract file.

5.4.1.22 Form 7g. Detailed Contractual Expenses

This budget form should be completed if any expenses are entered for contractual services on Line 7 of your Grant Budget Summary.

- **5.4.1.22.1** 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. Note that the contractual costs for construction-related services should be included under the Construction category.
- **5.4.1.22.2** Applicable laws and regulations concerning bidding and contracting for services must be followed.
- **5.4.1.22.3** Note that any expenses (including legal fees, staff time, travel, and communications) related in any way to drafting legislation, lobbying for legislation, or other political activities are not allowable under this program.
- **5.4.1.22.4** On the detailed budget form for grant-funded contractual expenses, describe the contractual expenses associated with the proposed project.
- **5.4.1.22.5** No contractual costs may be incurred by a pass-through grant recipient unless the subcontract is approved in advance by AACOG, following

established procedures. The pass-through grant recipient must also submit evidence that the contract price is reasonable and necessary.

5.4.1.22.6 As applicable under state law and regulations for the activity or service being contracted for, this evidence may take the form of bid tab sheets or other form of evaluation of competitive price offers or competitive proposals, and/or a cost analysis of price analysis under the TxGMS 2.0. If changes to the contractual expenses detailed in this application are necessary, you may submit a revised Form 7g to AACOG with a letter requesting changes. The revised documents and AACOG response will be included in your contract file.

5.4.1.23 Form 7h. Detailed Other Expenses

This budget form should be completed if any expenses are entered under "Other" on Line 8 of your Grant Budget Summary.

- **5.4.1.23.1** Other expenses, not falling under the main expense categories, may be included, if appropriate for the proposed project. If you will have additional "Other" expenses, not already listed, please itemize those expenses on the second table. The restrictions set forth in the grant contract apply. If any of the expenses listed are included in the calculation of indirect charges, do not itemize them on this sheet.
- **5.4.1.23.2** On the detailed budget form for grant-funded other expenses, list the other expenses associated with the proposed project.
- **5.4.1.23.3** Computer hardware not listed in the equipment budget form (computer equipment with a unit cost of less than \$10,000), computer software, and additional other expenses must be authorized in advance of purchase by AACOG, following established procedures. If changes to the other expenses detailed in this application are necessary, you may submit a revised Form 7h to AACOG with a letter requesting changes. The revised documents and AACOG response will be included in your contract file.

5.5 ORDER OF APPLICATION CONTENTS

- **5.5.1** Application must follow the format below. All items must be clearly labeled and in the exact order shown below. Compile the Application in the following order:
 - **5.5.1.1** Application Package to include Section 5.4.1 Forms 1-7h above
 - **5.5.1.2** Certification Sheet
 - **5.5.1.3** Acknowledgement Form
 - **5.5.1.4** Conflict of Interest Questionnaire
 - **5.5.1.5** Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - **5.5.1.6** Non-Discrimination Certification
 - **5.5.1.7** Certification Regarding Lobbying
 - **5.5.1.8** Request to be added to AACOG Bidder's/Contractor List
 - **5.5.1.9** Applicant W-9
 - **5.5.1.10** DBE/Minority/Small Business Certification Disclosures

PART 6.0 – APPLICATION RESPONSE FORMS

6.1 APPLICATION FORMS TO INCLUDE FORMS 1-7H ABOVE (Attachment A)

6.2 CERTIFICATION SHEET (Attachment B)

Each Application must have a Table of Contents that lists each item of the Application, including attachments, with corresponding page numbers. Clearly identify the material by section and page number. Perform the work in a timely manner.

6.3 ACKNOWLEDGEMENT FORM (Attachment C)

(complete and sign form)

6.4 CONFLICT OF INTEREST QUESTIONNAIRE (Attachment D)

(complete and sign form)

If a conflict exists. You may review the Agency's current Board of Directors at Board Members & Committees | AACOG

6.5 CERTIFICATION REGARDING DEBARMENT (Attachment E)

(complete and sign form)

6.6 NON-DISCRIMINATION CERTIFICATION (Attachment F)

(complete and sign form)

6.7 CERTIFICATION REGARDING LOBBYING (Attachment G)

6.8 REQUEST TO BE ADDED TO BIDDER'S/CONTRACTOR'S LIST (Attachment H)

- 6.9 APPLICANT W-9 (Attachment J)
- 6.10 DBE/MINORITY/SMALL BUSINESS CERTIFICATION DISCLOSURES (Attachment K)

Regional Solid Waste Grants Program Application Form AACOG FY 2026-2027 Regional Solid Waste Grants Program

Please detach the instruction pages prior to submitting the following application forms. Please remember to make a copy of your application for your records. An electronic copy of the completed application should also be submitted.



ATTACHMENT A

APPLICATION FORMS 1-7H

Form 1. Application Information and Signature Page

Applicant	Funding Amount Requested	
Address	Phone	
	Fax	
	Fax	
Contact Person		
	Date Submitted	
 □ Local Enforcement □ Litter and Illegal Dumping Cleanup and Comm □ Source Reduction and Recycling □ Local Solid Waste Management Plans □ Citizens' Collection Stations and "Small" Regis 		
□ Household Hazardous Waste (HHW) Manager □ Technical Studies	ment	
☐ Educational and Training Projects		

Signature

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.

Signature	Title
Typed/Printed Name	Date
For Use By AACOG Date application received: Does the application meet all of the required screen Is the application administratively complete:	ning criteria: Yes No YesNo
Project Application – Form 1	

Form 2: Authorized Representatives

The Applicant hereby designates the individual(s) named below as the person or persons authorized to receive direction from the COG, to manage the work being performed, and to act on behalf of the Applicant for the purposes shown:

1. Authorized Project Representative

1. Authorized Project Representative	
The following person is authorized to receive direct eports, and otherwise act on behalf of the Applicar	
Signature	Title
Typed/Printed Name	Date
2. Authorized Financial Representative	
n addition to the authorized project representative, behalf of the Applicant in all financial and fiscal mat equests for reimbursement.	0 1
Signature	Title
Typed/Printed Name	Date

Project Application - Form 2

Form 3: 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 RFA. The following certifications are intended to help AACOG to 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 is the official contact 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 AACOG 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:

- City
- County
- Public school or school district (not including Universities or post-secondary educational institutions)
- Other general and special law district with the authority and responsibility for water quality protection or municipal solid waste management, including river authorities
- 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 Request for Applications.

7. Consideration of Private Industry

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

- Source Reduction and Recycling
- Citizens' Collection Stations and "Small" Registered Transfer Stations
- 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 RFA and the instructions provided with this application form. Applicant further certifies to the best of their knowledge and ability (after completing Form 5) 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 AACOG RSWMP.

9. Technical Feasibility

Applicant certifies that is 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 as set forth in the Request for Applications.

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 between the Applicant and AACOG. 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 Standard Pertaining to Real Property and Equipment
Applicant provides assurances that, if funded, the Applicant will comply with the TxGMS 2.0 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 AACOG 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 AACOG on a schedule established by AACOG, and
 additionally, to continue to document the results of the project activities for the life of the project;
 and to provide AACOG 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 AACOG.

- 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 TxGMS 2.0 prepared by the Texas Comptrollers of Public Accounts.
 Provisions of the Single Audit Circular under the Standard Financial Management Conditions
 Section; Audit starting on page 40 of the TxGMS 2.0 that applies 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.

Project Application – Form 3

Form 4: Resolution

A resolution authorizing the application must be approved by the governing body of the Applicant. Following this page is an example Resolution Form that may be used to prepare the required resolution.

To complete your application, please remove this page and replace it with a signed resolution of your entity's governing body.

Project Application - Form 4

Resolution {Example}

Resolution of (name of entity) authorizing the filing of a grant application with the (COG name) 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 AACOG, the Texas Commission On Environmental Quality and the State of Texas.

Whereas, AACOG is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of AACOG'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 AACOG 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 AACOG, 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		
	Commission Expires		

Form 5: Explanation Regarding Private Industry Notification

Applicable to Applicants under the following grant categories:

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

Form 5a: List of Private Service Providers Notified

Private Service Providers Contacted	Name and Position	Telephone Number	Date Notified

Project Application – Form 5a

Form 6: Project Summary

Please provide a complete project summary. Reference the goals, objectives, and/or recommendations from the regional solid waste management plan that apply to the project, and how the project will assist in implementing the plan Refer to the application instructions when completing these forms. If necessary, attach additional pages for each form.

Form 6a: Project Description

Please provide a complete project summary. Be concise. Include the following information if applicable.

What are you requesting (HHW event, a chipper) and why.

How does the project support the COG's Regional Solid Waste Management Plan – reference the goals and/or objectives from the Regional Solid Waste Management Plan that may apply to the project and how the project will assist in implementing the plan.

Why is this project necessary and a good use of the funds? Who will directly benefit from the project?

What exactly will the funds be used for? When and where will the event be held?

Where will equipment be stored and how often will it be used?

What will happen with the funds, if any, generated from this project?

Refer to the application instructions when completing these forms. If necessary, attach additional pages for each form.

(Add additional pages as necessary)

Project Application – Form 6a

Form 6b: Project Cost Evaluation

Provide an evaluation of the costs associated with the proposed project. Explain how the total related costs of the proposed project were adequately considered; compare project costs to established averages or to normal costs for similar projects. Present the costs in unit terms, such as cost per ton, cost per customer, or cost per capita, as applicable. Describe any measurable costs savings, or reasonably justified costs of the project.

If the project is ongoing, how will it be funded after the grant period ends?

Target population to be served by Project

List community or communities that will benefit from the project.

Cost per impacted capita _ Please explain calculations.

Example: \$178,145 / 13,924 population (grant total) = \$12.80

Amount to be processed, if applicable

Please explain your calculations.

Example: 100 lbs. x 1,375 households (30% participation) = 137,500 lbs. = 68.75 tons

Cost per ton processed, if applicable:

Please explain your calculations.

Example: \$30,382 (disposal cost) □by tons = 441.9 tons. OR

Landfill costs saved, if applicable:

Please explain your calculations.

Example: 70 tons recycled X \$15/ton tip fee = \$1,050

OR

Cleanup costs saved.

(Use this one for Local Enforcement. The cost would be the cost saved by the community for cleanup if the "dumper" is pursued for cleanup.)

Please explain calculations.

Example: 10 tons x 15/ton tip fee = 150 saved by community.

(add additional pages as necessary)

Project Application – Form 6b

Form 6c: Level of Commitment of the Applicant

Provide information related to the Applicant's level of commitment to preferred solid waste management practices. If the proposed project is an ongoing service, demonstrate the ability to sustain the program beyond the term of the grant. Explain the extent to which the appropriate governing bodies support the proposed project.

List any previously demonstrated commitment to preferred solid waste management practice, such as: implementing other solid waste management projects; involvement in a local or sub-regional solid waste management plan or study; membership in an environmental activity.

If the proposed project has received previous grant funding under this program, explain to what extent the proposal involves expansion of current services or operations, and present quantifiable documentation of the success of the project in order to warrant further funding. Demonstrate a good record of past grant contractual performance.

(add additional pages as necessary)

Project Application – Form 6c

Form 6d: Scope of Work

(See application instructions. Add additional pages as necessary)

Provide a work program with a schedule of deliverables for the proposed project or program. The work program with the schedule of deliverables will be considered the Scope of Work to be performed under the contract agreement, if funded. Once the details of the work program have been negotiated with the Applicant and approved by AACOG, the work program will be entered into the grant contract.

As concisely as possible, for each task of the proposed project, describe the major steps or activities involved, identify the responsible entities and establish a specific timeframe to accomplish each task. The scope of work for the project or program must include:

- Detailed purpose and goal of the project (should be consistent with implementing the goals, objectives, and recommendations from the regional solid waste management plan, as stated in the project description on Form 6a).
- Specific task statements with responsible entity identified.
- List of deliverables/products/activities under each task.
- Schedule of deliverables.

Please Use the Following Format

Project Purpose and Goal Statement: Please state your purpose and goal. Then outline your tasks using the example below. Failure to do so will render your application INCOMPLETE AND DISQUALIFIED FROM CONSIDERATION.

- 1. Task:
 - A. Activity and/or deliverable: Execute Contract
 - Timeframe: Within 1 month of receipt
 - Responsible Entity: Grantee Name and AACOG
- 2. Task:
 - A. Activity and/or deliverable
 - Timeframe:
 - Responsible Entity:
 - B. Activity and/or deliverable
 - Timeframe:
 - Responsible Entity:
- 3. Task: Record Keeping and Reports
 - A. Activity and/or deliverable: Turn in all applicable reports as listed below
 - Due Dates
 - (i) Quarterly Reports
 - (ii) Final Report
 - (iii) Follow-up Results Report
 - Responsible Entity:

Project Application – Form 6d

Form 7: Grant Budget Summary

Please provide a breakdown of the total amount of grant funding being requested. The expenses must be consistent with the category expense standards provided with the RFA. Please list cost for each item requested:

	Budget (Category	Funding Amount
1.	Personnel/Salaries		\$
2.	Fringe Benefits		\$
3.	Travel		\$
4.	Supplies		\$
5.	Equipment		\$
6.	Construction		\$
7.	Contractual		\$
8.	Other		\$
9.	Total Direct Charges (sum of 1-8)	\$
10.	Indirect Charges*		\$
11.	Total (sum of 9 - 10)		\$
12.	Fringe Benefit Rate:	%	
13.	Indirect Cost Rate:	%	

Identify, in detail, each budget category to which your indirect cost rate applies and explain any special conditions under which the rate will be applied:

In accordance with the TxGMS, indirect charges may be authorized if the Applicant has an indirect cost rate properly filed within the past 24 months by a federal cognizant agency or state single audit coordinating agency. Alternatively, the Applicant may be authorized to recover up to 10% of direct salary and wage costs (excluding overtime, shift premiums, and fringe benefits) as indirect costs, subject to adequate documentation. If you have an approved cost allocation plan, please enclose documentation of your approved indirect rate.

Please complete any of the following detailed budget forms that are applicable.

Project Application – Form 7

Form 7a: Detailed Matching Funds/In-Kind Services

This budget form should be completed if the Applicant is providing any level of matching funds or in-kind services directly related to the proposed project.

Matching Funds: \$

In the space below, please explain in detail the application of any matching funds to be provided by the Applicant, as directly related to the proposed project:

In-Kind Services: \$ (monetary equivalent)

In the space below, please explain in detail the application of any in-kind services to be provided by the Applicant, as directly related to the proposed project:

What is the TOTAL COST of the proposed project, considering the total grant funding requested, any matching funds being provided by the Applicant, and the monetary equivalent of any in-kind services being provided by the Applicant:

\$

Project Application – Form 7a

Form 7b: Detailed Personnel/Salaries Expenses

For each employee to be funded wholly or in part by this grant, complete one of the lines in the table below. Please refer to the definitions provided in the instructions in completing this sheet. If funds are awarded, changes to grant-funded positions must be approved in advance by AACOG.

Position Title	Function	FTE	Status	Monthly Salary
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total (Must equal Line 1 of the 0	l Overall Budget Summary)	\$		

Project Application - Form 7b

Form 7c: Detailed Travel Expenses

This budget form provides a more detailed breakdown of the total expenses for travel indicated on Line 3 of the Overall Budget Summary.

Please describe the types of routine in-region travel expenses expected and purpose for the travel.

Routine In-Region Travel	Purpose of Travel	Estimated Cost
		¢
		φ (
		\$ \$
		\$
		\$

All out-of-state travel expenses and other non-routine travel, such as out-of-region travel to special training or events must be pre-approved by AACOG. Complete the following information for all requested non-routine travel, including any out-of-state travel. If those details are not presently known, AACOG will need to approve those travel costs before the travel occurs.

Non-Routine Travel Expenses

Date(s)	Purpose & Destination	Person(s)	Estimated Cost
			\$
			\$
			\$
Total Trave	el Expenses		
(Must equa	al Line 3 of the Overall Budget Summary)	\$	

Project Application – Form 7c

Form 7d: Detailed Supply Expenses

This budget form provides a more detailed breakdown of the total expenses for supplies indicated on Line 4 of the Overall Budget Summary.

Please list the general types of supplies you expect to purchase with grant funding.

General Types of Supplies	Estimated Cost
General office/desk supplies	\$
Other supplies (explain below):	\$
TOTAL (Must equal Line 4 of the Overall Budget Summary)	\$

Project Application – 7d

Form 7e: Detailed Equipment Expenses

All equipment purchases must be pre-approved by the COG. If the specific details of an equipment purchase are known, show that equipment on the list below. If the specific details of the equipment costs are not known at this time, list the general details on this form. The specific details of the equipment will then need to be provided to and approved by the COG before the costs are incurred.

Equipment (\$5,000 or more per unit) (Show description, type, model, etc.)	Unit Cost	No. of Units	Total Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total (Must equal Line 5 of the Overall Budget Sumr	nary)	\$	

Project Application - Form 7e

Form 7f: Detailed Construction Expenses

All construction projects must be pre-approved by the COG. If the specific details of the construction costs are not known at this time, list the general details on this form. The specific details of the construction will then need to be provided to and approved by the COG before the costs are incurred. For any subcontracted activities, the request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions).

Types of Construction	Subcontracted Yes/No	Estimated Cost
		\$
		\$
		\$
		\$
		\$
Total (Must equal Line 6 of the Overall Budget Summary)		\$

Project Application - Form 7f

Form 7g: Detailed Contractual Expenses

All contractual expenses must be pre-approved by AACOG. If the specific details of the contractual costs are not known at this time, list the general details on this form. The more specific details of the contractual costs will then need to be provided to and approved by AACOG before the costs are incurred. The request for approval will need to include evidence that the contract price is reasonable and necessary (see instructions). In addition, the subcontract scope of work must be approved by AACOG before work begins.

Purpose	Contractor(s)	Contract Amount
		\$
		\$
		\$
		\$
Total		\$
(Must equal Line 7 of the Ov	verall Budget Summary)	

Project Application - Form 7g

Form 7h: Detailed Other Expenses

This budget form provides a more detailed breakdown of the total other expenses indicated on Line 8 of the Overall Budget Summary. Please note that the final totals are at the bottom of the next page.

Basic Other Expenses

Please identify the basic "Other" category expenses you expect to incur appropriate to the project.

Basic Other Expenses	Estimated Cost
Books and reference materials	\$
Postage, telephone, FAX, utilities	\$
Printing/reproduction	\$
Advertising/public notices	\$
Registration fees for training (if approved)	\$
Repair and maintenance	\$
Basic office furnishings	\$
Space and equipment rentals	\$
Signage	\$

Additional Other Expenses

The specific details of additional "Other" category expenses, not included on the list of basic Other expenses, must be pre-approved by the COG. If the specific details of the additional Other expenses are not known at this time, list the general details on this form. The more specific details will then need to be provided to and approved by the COG before the costs are incurred.

Additional Other Expenses	Unit Cost	No. of Units	Total Cost
Computer hardware not listed under the	\$		\$
Equipment category (itemize each expense below			
including description, type, model, etc.):			
Computer software (itemize each expense below	\$		\$
including description, type, model, etc.):			
Additional Other expenses (itemize each expense	\$		\$
below including description, type, model, etc.):			
Total Other Expenses		\$	
(Must equal Line 8 of the Overall Budget Summary	')		

Project Application – Form 7h

Required Attachments to the Application

If indirect costs are included in the project budget, attach the Applicant's latest indirect cost allocation plan, including documentation of approval of the plan and the indirect cost rate by the Applicant's Federal Cognizant Agency or State Coordinating Agency.

If applicable, attach any written comments submitted by private industry (see instructions for Form 5).

If the Applicant is a law enforcement entity, and if compliance with TCLEOSE rules is still pending, attach a certification from TCLEOSE to indicate that the Applicant is in the process of achieving compliance with the rules (see Form 3, Certification No. 11).

ATTACHMENT B CERTIFICATION SHEET

All specifications and terms and conditions of the RFA have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to the Executive Director, Alamo Area Council of Governments (AACOG).

Compa	ny Name:		
Mailing	g Address:		
City:		State	Zip Code
Phone:			Fax:
Web Si	ite:		
Email:			
Name	of Representativ	e authorized to sign fo	or bidder:
(Print r	name)		(Signature)
(a)	Texas to underbamount or perce	old bidders whose residentage to receive a comp	Idders whose principal place of business is in ence state is the same as yours by a prescribed parable contract? "Residence State" is defined as f business is located. YES
(b)		ount or percentage?	correct:
Name			
Positio			
Signatı	ıre		
Date			

ATTACHMENT C ACKNOWLEDGEMENT FORM

Having carefully examined the terms and conditions and specifications within this RFA document, the undersigned Proposer's Agent hereby proposes and agrees to furnish the proposed product(s)/service(s) in strict compliance with the specifications as quoted.

The Proposer affirms that, to the best of his knowledge, the response has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this RFA.

The Proposer affirms that he/she has not participated in any act of favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.

Company Name:	
President/Designee:	
Position:	
Signature:	
Date:	

ATTACHMENT D

CONFLICT OF INTEREST QUESTIONNAL	IRE
This questionnaire reflects changes made to the law by H.B. 1491, 80 th Leg., Regular Session.	OFFICE USE
This questionnaire is being filed in accordance with chapter 176, Local Government Code, by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).	Date Received
By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7 th business day after the date the person becomes aware of facts that require the statement to be filed. <i>See</i> Section 176.006, Local Government Code.	
1. Name of person who has a business relationship with local governmental entity.	
2. Check this box if you are filing an update to a previously filed questionnaire.	
(The law requires that you file an updated completed questionnaire with the an not later than the 7 th business day after the date the originally filed questionna	
3. Name of local government office with whom filer has employment or business ro	elationship.
This section (item 3 including subparts A, B, C & D) must be completed for each of has an employment or other business relationship as defined by Section 176.001 (1-a), Attach additional pages to this Form CIQ as necessary.	
A. Is the local government officer named in this section receiving or likely to receive other than investment income, from the filer of the questionnaire?	taxable income,
☐ Yes ☐ No	
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other to from or at the direction of the local government officer named in this section AND the from the local government entity?	
☐ Yes ☐ No	
C. Is the filer of this questionnaire employed by a corporation or other business entity the local government officer serves as an officer or director, or holds an ownership of	
☐ Yes ☐ No	
D. Describe each employment or business relationship with the local government off	ice named in this section.
4.	
Signature of person doing business with governmental entity	Date

ATTACHMENT E

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS

In this certification "contractor/grantee" refers to both contractor/grantee and subcontractor/sub grantee; "contract/grant" refers to both contract/grant and subcontract/sub grant.

By signing and submitting this certification the potential contractor/grantee accepts the following terms:

- 1. The certification below is a material representation of fact upon which reliance was placed when this contract/grant was entered into. If it is later determined that the potential contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the Texas Department of Aging and Disability Services may pursue available remedies, including suspension and/or debarment.
- The potential contractor/grantee shall provide immediate written notice to the person to which this certification is submitted if at any time the
 potential contractor/grantee learns that the certification was erroneous when submitted or has become erroneous by reason of changed
 circumstances.
- 3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
- 4. The potential contractor/grantee agrees by submitting this certification that, should the proposed covered contract/grant be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the Texas Department of Aging and Disability Services, as applicable.

 Do you have or do you anticipate having subcontractors/sub grantees under this proposed contract?

 YES

 NO
- 5. The potential contractor/grantee further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts and Grants" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
- 6. A contractor/grantee may rely upon a certification of a potential subcontractor/sub grantee that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract/grant, unless it knows that the certification is erroneous. A contractor/grantee must, at a minimum, obtain certifications from its covered subcontractors/sub grantees upon each subcontract's/sub grant's initiation and upon each renewal.
- 7. Nothing contained in all the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor/grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 8. Except for contracts/grants authorized under paragraph 4 of these terms, if a contractor/grantee in a covered contract/grant knowingly enters into a covered subcontract/sub grant with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United State Department of Agriculture, or other federal department or agency, as applicable, and/or the Texas Department of Aging and Disability Services may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS

Indicate which statement applies to the covered potential contractor/grantee:

□1.	. The potential contractor/grantee certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended,
	proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/grant by any federal department or agency
	or by the State of Texas.
\Box	The notantial contractor/grantee is unable to cartify to one or more of the torne in this cartification. In this instance, the notantial contractor/grantee

□2. The potential contractor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor/grantee must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

NAME OF CONTRACTOR/GRANTEE	
VENDOR ID NO. /FEDERAL EMPLOYER'S IDNO.	
Signature of Authorized Representative	Printed/Typed Name of Authorized Representative
Date	Title of Authorized Representative

INSTRUCTIONS FOR ATTACHMENT E CERTIFICATION

- 1. By signing and submitting this proposal, the prospective contractor/grantee is providing the certification set out above.
- 2. The inability of a contractor/grantee to provide the certification required above will not necessarily result in denial of participation in this covered transaction. The prospective contractor/grantee shall submit an explanation of why it cannot provide the certification set out above. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor/grantee to furnish a certification or an explanation shall disqualify such contractor/grantee from participation in this transaction.
- 3. The certification in this clause is a material representation of fact upon which AACOG will rely if we enter into this transaction. If it is later determined that the prospective contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government or us, AACOG may terminate this transaction for cause or default.
- 4. The prospective contractor/grantee shall provide immediate written notice to AACOG if at any time the prospective contractor/grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact AACOG for assistance in obtaining a copy of those regulations (13 CFR Part 145).
- 6. The prospective contractor/grantee agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by AACOG.
- 7. The prospective contractor/grantee further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower-Tier Covered Transactions, "provided by AACOG, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower- tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows eligibility or that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the No procurement List.
- 9. Nothing contained in the foregoing shall be construed to require the establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to AACOG, AACOG may terminate this transaction for cause or default.

RESPONSE FORMS

ATTACHMENT F NON-DISCRIMINATION CERTIFICATION

The Contractor has agreed to comply with:

- 1. Title VI of the Civil Rights Act of 1964, as amended (42 USC §2000d), which prohibits employment discrimination based on race, color or national origin; 45 CFR 80
- 2. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794) which prohibits discrimination against qualified individuals with disability in,
 - (1) Programs and activities receiving financial assistance from HHS, 45 CFR 84, (2) Notice of exercise of authority under regarding recipients with fewer than fifteen employees, 45 CFR 84.52(d)(2), (3) Admission or treatment against substance abusers suffering from medical conditions 45 CFR 84.53, and (4) Programs or activities conducted by HHS 45 CFR 85;
- 3. Title IX of the Education Amendments of 1972, as amended, (20 USC §1681) prohibits discrimination on the basis of sex (gender) in Federally Assisted Education Programs 45 CFR 86
- 4. The Age Discrimination in Employment Act of 1975, as amended (42 USC §6101), which prohibits discrimination on the basis of age in (1) Programs or activities receiving federal financial assistance 45 CFR 90; and (2) Programs or services receiving HHS financial assistance 45 CFR 91.
- 5. Title II of the Americans with Disabilities Act, 28 CFR Part 35.

NAME OF VENDOR/GRANTEE:	
Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative
Date:	

ATTACHMENT G

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all meal delivery service contractors shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature			<u></u>
Title			_
Organization _			

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ATTACHMENT H - VENDOR PACKET

AACOG is an equal opportunity agency within the meaning and spirt of the law and does not discriminate on the basis of race, age, color, sex (including sexual orientation and gender identity), disability, national origin, or religion. All contractors and vendors are required to comply with AACOG's EEO policies and/or provide adequate notification that they comply with applicable EEO laws

AACOG requires all vendors interested in conducting business with the agency to complete a "Request to be added to Bidder/Vender List" packet prior to being eligible to receive opportunities to bid for agency projects.

In addition, AACOG has a centralized purchasing function and requires that a purchase order number be issued and authorized before any order is processed. The contact for Purchase Order numbers is the Procurement Department, (210)362-5200, procurement@aacog.gov

NOTE: AACOG programs are on a cost reimbursement from the funding sources. AACOG will bill the funding source for purchases subsequent to receipt of goods or services and invoices. Invoices are required for all purchases. Payment will be forwarded to the vendor upon reimbursement from the funding source. Vendors should note that this process may take sixty (60) to ninety (90) days for payment to be processed. Contact for the status of payments is Accounts Payable at (210)362-5280.

RETURN THIS FORM TO:

Alamo Area Council of Governments 2700 NE Loop 410, Suite 101
San Antonio, TX 78217
ATTN: Procurement Department Phone: (210)362-5200
Email: procurement@aacog.gov
I,, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.
Company Name:
Send Payment(s) to- Address:
City/ State/ ZIP code:
Telephone Number:
Fax Number:
Website Address:
Email Address:
Representative:



REQUEST TO BE ADDED TO BIDDER/ VENDOR LIST

Please list the type of products/ services you provide and attach any catalogs/ brochures/ samples. Use this list below to describe your products/ services *required*. Please check the service(s) for which you are applying:

		□ Local Enforcement			Litter and Illegal Dumping Cleanup and Community Collection Events		
		□ Source Reduction and Recycling			Local Solid Waste Management Plans		
		Municipal Solid Waste Fa	acilities Eligible for		Household Hazardous Waste Management	t	
		Technical Studies			Educational and Training Projects		
	Cho	ose which County(ies) that	nt you are applying Bandera	for:	: Bexar		
		Comal	□ Frio		☐ Gillespie		
		Guadalupe	☐ Karnes		☐ Kendall		
		Kerr	☐ McMullen		☐ Medina		
		Wilson	☐ All Counties	S			
1.	Please assist us by completing the following: Type of Request:						
	☐ New Vendor ☐ Change of Address				Updated Information		
2.	Owne	ership:					
	☐ So	le Proprietorship	☐ Partnership		☐ Corporation		
	□Go	overnmental Agency	Other				
3.	Tax Identification Number: Attach completed W-9 form unless tax exempt. http://www/irs.s			v/pub	ıb/irs-pdf/fw9.pdf		
	DUNS Number, if applicable:						
4.	Have you done business with AACOG in the past? ☐ Yes ☐ No						
5.	Is your business currently certified with the Stat of Texas Centralized Master Bidder's List? https://comptroller.texas.gov/purchasing/vendor/cmbl/ Yes **Please return confirmation of your CMBL certification with this vendor application** RESPONSE FORMS Page 82						

6.	Is your business currently certified as a HUB with the State of Texas? https://comptroller.texas.gov/purchasing/vendor/hub/					
	Yes	ov/purchashig/	□ No	□ N/A		
7.	Is your business currently certified	d as a HUB out	side the State of Tex	as?		
		Yes	☐ No	If yes, what is the name of the State?		
		_				
8.	If YES to either question 6 or 7, erapplicable:	nter Historicall	y Underutilized Busi	ness (HUB), ethnicity, and gender status, if	? :	
	Asian Pacific American (AS)	Hispanic A	Americans (HI)	American Woman (WO)		
	(M)/ Female (F):	Black Americ	an (BL)	☐ Native American (AI)	Male	
9.	If applicable, please note if your T is certified with any of the organiz City of Austin City of Housto	cations listed be	elow:	r Women- Owned Business Enterprise (SM Supplier Development Council	WBE)	
				egional Certification agency (SCTRCA)		
	Southwest Minority Supplier Deve	elopment Coun	cil Texas Depar	tment of Transportation (TXDOT)		
	Women's Business Council- South	hwest \square Wo	men's Business Ente	erprise Alliance		
	Please return confirmation of th	is certification	with this vendor app	lication		
				qualify to automatically receive HUB Certi gram at (888)863-5881 for further informati		
10.	Is your principal place of business	in the State of	Texas?			
	□ Yes □ No					
11.	Is your organization delinquent on	State of Texas	Franchise taxes?			
	Yes		□No			
12.	Are you or anyone in your organiz governing board?	zation related to	an AACOG employ	yee or a member of AACOG's		
	Yes		□No			
	If YES, list AACOG employee or	Board member	's name and relation	ship:		
		Nan	ne:	Relationship	:	
13.	Are you or anyone in your organiz	zation a former	Workforce Solution	s Alamo employee and/or board member?		
	Yes		□No			



Alamo Area Council of Governments

Accounts Payable Direct Deposit (ACH) Request

Supplier/Vendor Name:	
Address, City, State, & Zip:	
Daytime Contact Phone:	
E-Mail Address:	
Financial Institution:	
Bank Account Number:	
Routing Number:	
	Must provide all numbers required for ACH deposit
	PLEASE NOTE THE FOLLOWING
 accuracy of the first deposit you. Once a successful pre-note by your account. Only one bank account may 	esting direct deposit <u>will not</u> be deposited into your account. To ensure a pre-note will be implemented and an actual check will be mailed to has been established all future payments will be directly deposited into be used per Supplier/ Vendor Department at (210) 362-5200 with any questions.
	vernments to initiate credit entries and, if necessary, debit entries, and adjustments for any credit entries in with the listed financial institution, and credit and/ or debit the same to the accounted indicated above. In listed above is accurate.
Signature:	
Date:	

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ATTACHMENT J

W_Q

D-----

Ginn Form to the

			ber and Certification				requester. Do not send to the IRS.			
	1 Name jas shown on you	ar income tax return). Name is required on this line;	do not leave this line blank.			100				
oi.	Business remorblisregarded entity name, if different from above									
8										
5	3 Chack appropriate box individual/sole propri single-member LLC	Trust/ostato	Examptions (codes apply onloarist entitles, not individuals; instructions on page 3): Exampt payes code (if any)				nly to			
Print or type historia	Note. For a single-m the tex classification	omber LLC that is disregarded, do not check LLC; of the single-member owner.		sock the appropriate box in the line above for code (ff			on from FATCA reporting any)			
Specific	Other (see instruction 5 Address (number, stree		Req	sistor's namo						
See Sp	6 City, statia, and ZIP cod	•								
	7 List account number(s)	hare (optional)								
Par	Taynayor I	dentification Number (TIN)							_	
		ate box. The TIN provided must match the na	me often on line 1 to avoid	Social se	curity num	iber	_	_		
Dacks reside	up withholding. For indivi- ent alien, sole proprietor,	duals, this is generally your social security nu or disregarded entity, see the Part I instruction	mber (SSN). However, for a ons on page 3. For other		T-	Π.	П	П	Т	
	es, it is your employer ide n page 3.	entification number (EIN). If you do not have a	number, see How to get a	or			ш	_	-	
25004	The Control of the Co	than one name, see the instructions for line	t and the chart on page 4 for	F #homestown	r identifica	tion num	sber		\neg	
	lines on whose number t				-		П	П		
Par	Certification	n					-			
Unde	r penalties of perjury, I o	ertify that:								
1. Th	e number shown on this	form is my correct taxpayer identification nur	mber (or I am waiting for a nu	mber to be it	ssued to n	ne); and				
Se		withholding because: (a) I am exempt from b lect to backup withholding as a result of a fall p withholding; and								
3. 18	m a U.S. citizen or other	U.S. person (defined below); and								
4. The	FATCA code(s) entered	on this form (If any) indicating that I am exem	opt from FATCA reporting is	correct.						
intere gener instru	use you have tailed to me of paid, acquisition or at ally, payments other tha ctions on page 3.	ou must cross out item 2 above if you have be out all interest and dividends on your fax refu- bandonment of secured property, cancellation in interest and dividends, you are not required	m. For real estate transaction of debt, contributions to an	ns, Item 2 do Individual ne	ses not ap drement a	ply. For rrangem	mort ent (page RA), i	and	
Sign			Data >							
Ger	neral Instruction	15	Form 1098 (home mortgag (futflori)	intorastj, 100	95-E (studor	nt loan in	torost)	1000	-T	
1000		nal Ravanue Code unless otherwise noted.	Form 1000-C (canceled debt)							
Future developments, information about developments affecting Form W-9 (such as legislation anacted after we release E) is at www.irx.gov/fw9.			 Form 1000-A (soquisition of Use Form W-9 only if your 				70.00	bort to		
Pur	oose of Form		provide your correct TIN.					10		
An inclinidual or artity from W-9 requestery who is required to the an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSIN), inclinidual taxpayer Identification number (TIN), adoption taxpayer identification number (ATIN), or employer.		If you do not return Form W-9 to the requester with a TIM, you might be subject to backup withholding. See What is backup withholding? on page 2. By signing the filled-out form, you:								
identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information		 Cortify that the TIN you are giving is correct for you are waiting for a number to be issued). 								
raturns include, but are not limited to, the following:			Certify that you are not :Claim assemption from b			-	-	-	www. #	
	1000-INT (Inturast wemod i	or party drug those from stocks or mutual funds)	applicable, you are also corti	fying that as a	U.S. parso	n, your at	locabi	io shar		
		of Income, prizes, awards, or gross proceeds)	any partnership income from withholding tax on foreign pa						and	
	1000-IS (stock or mutual fu	nd sales and certain other transactions by	 Curtify that FATCA code exempt from the FATCA report 	(s) entered on orting, is come	this form (famy) incl	catry	g that	om ucy	
* Form	1009-5 proceeds from rea	i estato transactions)	page 2 for further information	4						

Form W-9 Flow, 12-2014)

. Form 1000-S gorocoods from real estate transactions) * Form 1099-K (marchant card and third party network transactions)



ATTACHMENT K - DBE/Minority/Small Business Certification Disclosures

Alamo Area Council of Governments (AACOG) is committed to the healthy and responsible growth of our Disadvantaged, Small & Minority Business Enterprises in and around the Alamo City. These service providers are a major driving force for the Alamo, South and Central Texas Region economy. We are unified in our requirement to identifying, and in utilizing these Agency approved organizations.

For more information regarding DBE certification, please visit DBE link provided: https://sctrcadotorg.wordpress.com/small-minority-woman-and-veteran-owned-business-enterprise/

We also would like to provide information regarding a partner Agency within the Alamo Area that can certify your organization in and around the South Central Texas Region (SCTRCA). Please visit their SCTRCA link provided regarding certification:

https://sctrcadotorg.wordpress.com/small-minority-woman-and-veteran-owned-business-enterprise/

For AACOG's certification disclosure within our federal guidelines, please identify any of the applicable certifications your organization falls under, and provide us with a copy of your Agency certificate:

African American Business Enterprise (AABE) Certification- Complete Certification Application

A business structure owned, operated, managed, and controlled by an African American minority group member(s) who has at least 51% ownership.

Asian American Business Enterprise (ABE) Certification- Complete Certification Application

A business structure owned, operated, managed, and controlled by an Asian American minority group member(s) who has at least 51% ownership.

Disabled Individual Business Enterprise (DIBE) Certification- Complete Certification Application

A business structure that is at least 51% owned, operated and controlled by a disabled individual Disabled individual means a person (a) with one or more disabilities as defined by the Americans with Disabilities Act (ADA) and amendments thereto (for purposes of applicability under the certification statutes, ordinances, rules and regulations governing the State of Texas).

Emerging Small Business Enterprise (ESBE) Certification-Complete Certification Application

An SBE eligible business structure for the purpose of making a profit, which is independently owned and operated by individuals legally residing in, or that are citizens of, the United States or its territories, whose annual revenues and numbers of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration.

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Hispanic Business Enterprise (HABE) Certification-Complete Certification Application

A business structure owned, operated, managed and controlled by a Hispanic American minority group member(s) who has at least 51%.

Minority Business Enterprise (MBE) Certification-Complete Certification Application

A business structure that is owned, operated, managed and controlled by an ethnic minority group member(s) who has at least 51%.

Native American Business Enterprise (NABE) Certification-Complete Certification Application

A business structure owned, operated, managed and controlled by a Native American minority group member(s) who has at least 51 percent ownership. The Native American group member(s) must have operational and managerial control, interest in capital, expertise and earning commensurate with the percentage of ownership and legally residing in or are citizens of the United States or its territories; or (2) A business structure owned, operated and controlled by a Native American minority group member(s) who has at least 51% ownership and satisfies the Native American member status.

Small Business Enterprise (SBE) Certification-Complete Certification Application

A business structure that is formed with the purpose of making a profit, which is independently owned and operated and which meets the United States Small Business Administration (SBA) size standard for a small business (See http://sba.gov/size click "table".)

Veteran-Owned Business Enterprise (VBE) Certification-Complete Certification Application

A business structure owned, operated, managed and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable. Please note: This certification type should not be confused with the Service Disabled Veteran designation available through the Small Business Administration.

Woman-Owned Business Enterprise (WBE) Certification-Complete Certification Application

A business structure that is owned, operated and controlled by one or more women who have a total of at least 51% or more ownership.

Sincerely,

Debbie Ugarte

Debbie Ugarte

Alamo Area Council of Governments Contracts & Procurement Manager