

North Central Texas Council of Governments Grant Recipient Toolkit

Important Deadlines:

- 9/7/2020 – Quarterly Report #1 due to NCTCOG
- 12/7/2020 – Quarterly Report #2 due to NCTCOG
- 1/15/2021 – Deadline for requesting extension on ILA
- 3/8/2021 – Quarterly Report #3 due to NCTCOG
- 3/31/2021 – Grants must be complete; all costs must be billed to NCTCOG!
- 6/7/2021 – Quarterly Report #4 due to NCTCOG
- 9/6/2021 – Results Report due to NCTCOG
- 9/7/2022 –Year Later Follow Up Results Report due to NCTCOG

[How to Complete a Request for Reimbursement Walkthrough](#)

- If a grant recipient does not spend any money during a reporting period, they must submit a “No Reimbursement Requested Explanation” that details why no funds were spent during the grant period.
- If a Purchase Order was not required for the purchase of items, the grant recipient must submit a “No PO Needed Explanation” that details why a Purchase Order was not used or required.
- Requesting Budget Changes: If a grant recipient needs to request a change in budget due to a difference in cost on a specific line item (no matter if it’s less or more than expected), this must be communicated with the grant manager as soon as possible to get TCEQ’s approval on the updated budget.

[NCTCOG and TCEQ Logos](#)

[Funding Source Acknowledgements](#) (For General and Report Use)

Equipment Requirements:

Equipment, as listed in the budget included in the Interlocal Agreement as “Equipment,” or specific items such as cameras, computers, and other items with costs between \$1,000.00 and \$4,999.99, are required to follow specific reporting and tracking requirements. These items must be tracked by the grant recipient and NCTCOG, in order to ensure that the provisions in the ILA are followed, items funded through the grants program are managed appropriately, and are used for the purposes set forth in the ILA.

As TCEQ approval is required, NCTCOG must be notified in advance if an entity intends to decommission, sell, or donate equipment that was purchased with funds from the Regional Solid Waste Implementation Project. Misuse of equipment and real property could involve penalties and return of equipment/property to NCTCOG.

Grant managers will request specific information about equipment purchased, including any identifying numbers, location of where the item(s) will be stored, and a brief description of the equipment. This information will also be documented during the site visit.

Site Visit Information:

Each grant will require at least one site visit (whether or not the grant includes the purchase of equipment). Grant managers will set up a site visit with the grant recipient after equipment has been received in order to document pertinent information and photograph the equipment. Site visits can also be set up once a grant is nearing completion and/or if a grantee needs assistance from the grant manager.

Procurement Checklist:

According to the Interlocal Agreements (ILAs), each grant must meet all applicable state and local laws and regulations for the procurement of goods and service and shall provide documentation of such. NCTCOG has developed checklists for each type of procurement that will require review of documentation prior to purchase. Checklists will be provided by each grant manager, as differing types of procurement have varying reporting requirements.

Release of All Claims:

At the conclusion of the grant, each grant recipient will have to submit a Release of Claims, as detailed in Article 6 of the Interlocal Agreement. This document signifies that the grant is complete and no other reimbursement requests are outstanding, and will need to be signed by the Authorized Certifying Official and notarized.