



iSWM Implementation Review Process Guide

This document is to serve as a guide on the procedures of the iSWM Implementation Review Process.

Step 1) Voluntary meeting with North Central Texas Council of Governments (NCTCOG) staff

The NCTCOG staff would like to meet with the jurisdictions representative at the beginning of their implementation process to answer any questions and to provide any guidance that might be helpful to the community.

Step 2) Submit iSWM Implementation documentation to NCTCOG

Documentation to be submitted shall include a completed iSWM Program Implementation Tiered Measurement form, the desired iSWM Implementation tier, and all supporting or referenced documentation including but not limited to the referenced equivalent local criteria and ordinances. **This needs to be presented as direct excerpts and weblinks (if applicable) to each section that is referenced.**

Submission Options- email: EandD@nctcog.org or postal mail: NCTCOG, PO Box 5888, Arlington, TX 76005

Step 3) Community's iSWM Implementation is reviewed by an iSWM Implementation Subcommittee (IIS) review board

The IIS review board consists of three (3) members that have either served on the IIS for a minimum of two (2) years or represent a community that has implemented iSWM. The review board positions rotate every two (2) years and are filled on a voluntary basis.

- The detailed review of a community's iSWM Implementation documentation will be assigned to one review board member, who will review all documentation. If necessary, the reviewer will submit requests to the applicant community through NCTCOG for additional information within 30 days of the submittal. The community will have 30 days from the request for additional information to provide the necessary documentation.
- The detailed reviewer will then submit his or her findings and recommendations to the other two (2) members of the review board.
- The review board will vote on the approved iSWM implementation tier of the submittal within 60 days of receiving all necessary documentation. A letter will be sent to the community representative through NCTCOG notifying them of the approved iSWM Implementation tier, the reasoning behind any changes to the submitted iSWM Program Implementation Tiered Measurement form, and the changes necessary to approve the desired iSWM Implementation tier if not achieved. The review board will update the IIS on the status of all Implementation Reviews during the quarterly meetings.

Step 4) Voluntary meeting with NCTCOG to discuss the decision of the review board

Once the review board has submitted their findings, NCTCOG will meet with the community, if requested, to review any comments and to provide any additional guidance.

In the event the community does not agree with the review board decision, they can appeal the decision to the iSWM Implementation Subcommittee. The community shall submit a summary of their appeal to NCTCOG at least two weeks prior to the next quarterly IIS meeting. The IIS may request additional information from the applicant community if necessary. The IIS will review the initial review board findings and the summary of the appeal. At the quarterly IIS meeting, a community representative would present their appeal and answer any questions from the IIS. The IIS would vote on the appeal; members can vote for, against, or abstain. If there is a tie, the IIS Chair would act as the tie-breaking vote. The vote of the IIS is final and a re-submittal of new or updated iSWM Implementation documentation would be required to renew the review process.