REQUEST FOR APPROVAL

To:	**Howard Levenson** Deputy Director, Materials Management and Local Assistance Division
From:	**Shirley Willd-Wagner** Branch Chief, Financial Resources Management Branch
Request Date:	January 15, 2013
Decision Subject:	Applicant Eligibility, Project Eligibility, Application Process and Scoring Criteria for the Household Hazardous Waste Grant Program (Integrated Waste Management Account, FY 2013/14)
Action By:	**January 22, 2013**

Summary of Request:
This Request for Approval proposes the applicant eligibility, project eligibility, application process, and scoring criteria for the Household Hazardous Waste (HHW) Grant Program for Fiscal Year (FY) 2013/14.

Based on staff's analysis of past HHW Grant Program cycles and input from stakeholders, staff proposes to make the following changes as described under Proposed Process and Eligibility and summarized below:

1. Eligible grant projects will be limited to construction of a new HHW facility or expansion of an existing HHW facility.
2. The maximum grant amount will be $350,000 for individual or regional applicants.
3. Applications must be submitted via the new online system.

Recommendation:
Staff recommends approval of the proposed applicant eligibility, project eligibility, application process, and scoring criteria for the HHW Grant Program FY 2013/14, as described below under *Proposed Process and Eligibility*.

Deputy Director Action:
On the basis of the information and analysis in this Request for Approval and the findings set out herein, I hereby approve the applicant eligibility, project eligibility, application process, and scoring criteria for the HHW Grant Program for Fiscal Year 2013/14.

Dated: 1/16/13

Howard Levenson

Howard Levenson
Deputy Director

Background and Analysis:

Statutory Authority

California Public Resource Code (PRC) Section 47200(a) authorizes the Department of Resources Recycling and Recovery (CalRecycle) to award grants to local government agencies for programs to reduce HHW disposal. PRC 47200(a) indicates in part: "...grants to cities, counties, or other local agencies with responsibility for solid waste management, and for local programs to help prevent the disposal of hazardous waste at disposal sites, including, but not limited to, programs to expand or initially implement household hazardous waste programs."

Program Background

The purpose of the HHW Grant Program is to provide funding for local governments to implement safe HHW programs for collection, public education, source reduction, reuse, and/or recycling of HHW. Eligible applicants for these competitive grants include cities, counties, Joint Power Authorities, and qualifying Indian Tribes with responsibility for solid waste management programs that reduce the amount of HHW disposed of at solid waste landfills. Eligible applicants may submit an individual or regional application.

More than $66 million in grant funds have been distributed since the HHW Grant Program began in FY 1990/91. Twenty-three grant cycles and 679 HHW grants have been awarded to California entities responsible for solid waste management. The table below summarizes the history of the HHW Grant Program since FY 2008/09. As shown in the table, fewer funds have been available for the last several cycles.

FY	Program Priorities	Total # of Applicants	Total # of Grants Awarded	Total Funding
2012/13	Public education and outreach, mobile collection events, minor HHW facility improvements, Personal Protective Gear, training	pending	pending	$1,500,000
2011/12	Interagency Agreement with California Conservation Corps (CCC) for purchase and distribution of sharps containers	NA	NA	$1,500,000
2010/11	HHW collection facility	23	10	$1,500,000
2009/10	No separate cycle; used FY 2009/10 monies to fund eligible but unfunded cycle 17 applications	7	7	$1,500,000
2008/09	HHW collection facilities; retail take back; Extended Producer Responsibility (EPR) programs	33	18	$5,000,000

CalRecycle directed the FY 2011/12 HHW funds ($1,500,000) to an Interagency Agreement with the CCC to purchase and distribute sharps containers to local agencies. This contract provides an alternative to traditional grants by assisting local jurisdictions in an area they deemed as high priority in a March 2012 survey.

Proposed Process and Eligibility

Staff will conduct an initial review of all applications to confirm applicant eligibility and application completeness. Exercising the same process applied in past competitive cycles, applications will be evaluated and scored by a review panel of CalRecycle staff based on the attached Scoring Criteria. Staff is proposing changes from past HHW grant cycle selection processes in the following three areas:

1) *Focus of Grant Program*
   The March 2012 survey results indicate there is a large need for HHW facility construction funding. Therefore, staff proposes the FY 2013/14 HHW competitive grant cycle be limited to the following:
   a) Construction of a new HHW facility
   b) Expansion of an existing HHW facility

2) *Maximum Grant Amounts*
   Staff proposes a maximum grant amount of $350,000 for individual or regional grant applicants.

3) *Online Application*
   As part of CalRecycle's continued effort to streamline existing grant processes and procedures, the previous paper-based application will now be submitted online. Supporting documents will now be scanned and uploaded into the application system.

Tentative Timeline for HHW Grant Program (FY 2013/14)

As shown in the table below, staff will post a Notice of Funds Available (NOFA) on CalRecycle's website informing potential applicants of the funding, eligibility requirements, deadlines, and other important information. Notices will also be distributed through the Grants Management System database, HHW Information Exchanges and Yahoo Group listserv, outreach presentations and newsletters. NOFAs will be sent to current and past HHW grant recipients and shared with CalRecycle's Local Assistance and Market Development staff to inform their local jurisdictions.

Date	Activity
February 2012	Post the Notice of Funds Available, Application, and related instructions and documents on the website
March 2013	Applications Due
April/May 2013	Conduct evaluation/review and score applications; determine funding for eligible applicants
June 2013	**Grant awards presented at CalRecycle Public Meeting**
July 2013	Grant Agreements distributed and executed: grant term ends April 15, 2016

If the FY 2013/14 HHW facility grant cycle is undersubscribed, or a sufficient number of facility projects do not receive a passing score to utilize the entire $1,500,000 allocation, CalRecycle may consider awarding unfunded, eligible applicants from the FY 2012/13 cycle with FY 2013/14 funds.

In addition to this HHW cycle, CalRecycle will be considering the use of funds from the Used Oil Recycling Fund in FY 2013/14 for the following: 1) expansion or construction of an HHW permanent collection facility, specifically to collect used oil or filters; 2) used oil filter collection programs; 3) used oil/filter education and outreach activities. CalRecycle anticipates making this determination in the first quarter of 2013 and subsequently releasing the Notice of Funds Available for the Used Oil Competitive Grant Program.

Attachment 1: Scoring Criteria for the Household Hazardous Waste Grant Program HD21 Cycle FY 2013/14