

June 2001

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

*INTEGRATED WASTE MANAGEMENT BOARD*

Park Playground Accessibility and Recycling Grant Program  
Proposition 12 Funds (Villaraigosa-Keeley Act)  
Accessibility for the Mobility-Impaired

**2<sup>nd</sup> Cycle  
APPENDICES**



Appendix A - Sample Purchasing Policies  
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**Waste Tires and Playground Grants Hotline Number  
(916) 341-6441**

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# Appendix A Purchasing Policies

## **SAMPLE #1**

### WASTE REDUCTION AND RECYCLING

The park district will act to make resource conservation an integral part of the physical operation of the district and of the recreation and park programs. The practice of discarding materials used in district facilities is wasteful of natural resources, energy and money. It is also a function of the district to set an example of stewardship of our natural resources.

It will be the policy of the park district to implement the following actions:

1. The park district will integrate the concept of resource conservation including waste reduction and recycling, into its environmental programs.
2. The park district will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products wherever possible.
3. The park district will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for the recovering of waste and recycling are developed within the city and county, the park district will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The park district will purchase, where financially viable, recycled products. The park district will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by the district.
5. Representatives of the park district will actively advocate where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

## SAMPLE #2

### SAMPLE POLICY ON WASTE REDUCTION AND RECYCLING

Recreational Program

Code No.: 903.1

Business Procedures

Series 600

Series 800

Equipment &  
Facilities  
Series 900

It shall be the policy of the park district to make resource conservation an integral part of the physical operation of the park district and of the recreation and park programs. The Recreation and Park Board recognizes that the practice of discarding materials used in district facilities is wasteful of natural resources, energy and money. Furthermore, one of the functions of this district is to set an example of stewardship of our natural resources. Therefore, it shall be the policy of the park district to implement the following actions:

- I. The park district will integrate the concept of resource conservation, including waste reduction and recycling, into the environmental programs.
- II. The park district will decrease the amount of waste of consumable materials by:
  - A. reduction of the consumption of consumable materials wherever possible;
  - B. full utilization of all materials prior to disposal; and
  - C. minimization of the use of non-biodegradable products wherever possible.
- III. The park district will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for the recovery of waste and recycling are developed within the city and county, the park district will participate by appropriately separating and allowing recovery of recyclable waste products.
- IV. The park district will purchase, where financially feasible, recycled-content products. The park district will also encourage suppliers, both private and public, to make recyclable products available for purchase by the district.
- V. Representatives of the park district will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

# **SAMPLE #3**

## **City/County**

### **Purchasing Policy**

#### **Purpose**

The city/county provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

#### **Definitions**

*Recycled Material* - Waste material and by-products that have been recovered or diverted from the solid waste stream and that can be utilized in place of raw or virgin material in the production of a product. Recycled materials may consist of material derived from post-consumer waste, manufacturing waste, industrial scrap, agricultural waste and other items, all of which can be used in the manufacture of new products.

*Post-Consumer Recycled Materials* - A finished material or product that has served its intended use and would normally be disposed of as solid waste. Examples of post-consumer recovered materials include, but are not limited to old newspaper, office paper, yard waste, steel, glass, aluminum cans, plastic bottles, oil, asphalt, concrete and tires.

*Practicable* - Sufficient in performance and available at a reasonable price within a reasonable time period.

*Pre-Consumer* - Materials or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of pre-consumer recovered materials include, but are not limited to; obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

#### **General Policies**

- A. All city/county departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The city/county shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The city/county shall promote the use of recycled products publicizing its procurement policy whenever practicable.

#### **Responsibilities of (title of person assigned to coordinate the policy)**

The (title) shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all city/county departments whenever practicable and will develop the mechanism for maintenance, additions and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new product along with a list of suggested uses. The (title) will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled-product availability, recycled content and competition. To the extent such information is known; city/county staff shall identify to the (title), products available with recycled content and vendors from whom such products are available. The (title) will also be responsible for information and dissemination of that information to all departments and for all annual review.

#### **Responsibilities of All Other City/County Departments**

A. Each department shall purchase recycled products whenever practicable.

B. Evaluate recycled products on the establish list.

## Appendix B Sample Budget Itemization Form

### *Pre-Installation Phase*

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
1	personnel	1 District Sup. @ \$30 /hr. – 10 hours		\$300	\$300
	bid advertising			\$400	\$400
	materials & supplies				
	consultants/contractors	1 Architect @ \$75/hr – 20 hours		\$1,500	\$1,500
		(design playground & sign – volunteer)			
	other				
		<b>Task 1 Total</b>		\$2,200	\$2,200

### *Installation Phase*

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
2	personnel	3 District maintenance workers @ \$10.00/hr – 8 hours each		\$240	\$240
	materials & supplies				
	consultants/contractors	Contractor – grading of site	\$500		\$500
		Contractor – removal of vegetation		\$500	\$500
	other				
		<b>Task 2 Total:</b>	\$500	\$740	\$1,240

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
3	personnel	3 District maintenance workers @ \$10/hr – 8 hours each		\$240	\$240
	equipment	Multi component play apparatus**	\$18,000		\$18,000
		Fall materials**	\$4,798		\$4,798
		New vegetation		\$1,000	\$1,000
	signage	6' X 8' wood fiber sign **	\$1,000		\$1,000
	consultant/contractor	Contractor – installation of materials		\$7,995	\$7,995
		5% of installation phase			
	other			\$1,700	\$1,700
		<b>Task 3 Total:</b>	\$23,798	\$10,935	\$34,733

### *Post-Installation Phase*

Task #	Item	Description (detailed)	Grant \$	Match \$	Total \$
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4	personnel	1 playground coordinator @ \$20 /hr – 15 hours		\$300	\$300
	materials & supplies	Paper for newsletter announcing new playground & recycled-content use		\$150	\$150
	advertising	Mailing newsletter to community		\$1,000	\$1,000
	other	Grand Opening		\$500	\$500
		<b>Task 4 Total:</b>		\$1,950	\$1,950
<b>Total Grant Funds</b>				\$24,298	
<b>Total Matching Funds (at least 50% of grant funds)</b>				\$15,825	
<b>Total Project Funds</b>					\$40,123

- *This form may be reproduced and enlarged as necessary.*
- *The Budget Itemization and the Work Statement must match.*
- *At least 50% of grant funds must be expended on recycled-content equipment, materials and/or supplies.*
- *Specify with asterisks which materials, equipment and/or supplies contain recycled-content material.*
- *Attach estimates.*
- *Check your math !!!*

## Appendix C Application Checklist

This checklist has been provided for your benefit in completing the Villaraigosa-Keeley Act Grant application.

A complete application contains thorough answers to all ten (10) criteria as well as the completed forms as necessary.

check off each task in the column below as it is completed

check off each task in the column below as it is completed

Step 1 - Project and Applicant Eligibility	Criterion #2 - Program Objectives (up to 10 pts)
Did you verify that your agency is eligible for this grant?	Hint: Please read through our definition of goals and objectives as they pertain to this program.
Does your agency meet the definition of "district" as defined in the Villaraigosa-Keeley Act? Or, is your agency a federally recognized California Indian Tribe?	Hint: How did your organization decide upon this project?
Do your jurisdiction operate a public park playground?	Work Statement: I include a task number for each item and the requested information (on the spreadsheet) for each task. The Work Statement form should match your Budget Itemization Form.
Does your project address the upgrade, repair, refurbishment, installation or replacement of existing public playground facilities to comply with ADA?	
Can your agency satisfy the recycled-content materials, fifty (50) percent (or twenty five (25) percent if qualified) matching funds, signage, playground inspection and resolution requirements?	<b>Criteria # 3 - Program Methodology</b>
	Hint: Why is your proposed plan the best way to address your problem and who will be involved?
<b>Step 2 - Question and Answer Period</b>	<b>Criteria # 4 - Program Evaluation</b>
Did you review the application? And do you have any program-specific questions?	List the person(s) and phone number(s) responsible for the project evaluation
Questions must be submitted in writing by mail or E-mail before July 13, 2001.	Hint: how will you measure the success of the project?
	<b>Criteria # 5 - Budget Itemization (see page 6 for specific directions) (up to 10 pts)</b>
<b>Step 3 - Application</b>	Provide a thorough itemization of all expenditures. I include volunteer time, donated materials and equipment, contracts, etc.
Cover Sheet	Do your budget items match the Work Statement items?
Most of the information required is self-explanatory (name, address, etc), however; key areas that have been incomplete in the past are:	Indicate which items of the grant request have funding priority (in the event only a portion of the grant request can be funded)
Authorized Signature	Did you provide quotes and/or cost estimates?
Project Summary	Are all budget itemization totals accurate? Check your math!
Correct Matching Grant Amount	Is your project conducted in the most cost-effective manner?
Legislative District Numbers	Are at least fifty (50) percent of the grant funds applied to the purchase and installation of recycled-content materials?
Federal Employer's ID Number	Did you identify with asterisks which budget items contain recycled-content materials?
Name and location of playground	
If a consultant completed the application - include the company name, address, and phone number.	

<b>Criterion #1 - Project Need (up to 25 pts)</b>	<b>Criterion #6 - Completeness, Letters of Support, Experience, etc. (up to 15 points)</b>
Include funding needs and customer needs mobility impaired, demographics, statistics, problems and solutions.	DO NOT bind the application.

<input checked="" type="checkbox"/> check off each task in the column below as it is completed	<input checked="" type="checkbox"/> check off each task in the column below as it is completed
<b>Criterion #6 - Completeness, Letters of Support, Experience, etc. (up to 15 points)</b>	<b>Verification of Inspection</b>
Are at least three (3) letters of support included in the application packet?	Did you include the <u>completed</u> Verification of Inspection Form from your application packet? Do <u>NOT</u> enclose a copy of the playground inspection.
Are resumes, references and endorsements for the project manager included in the packet?	
Did you describe any past IWMB grants received and their relationship to the current proposal?	<b>Resolution</b>
Is the original marked "original"; are the three (3) copies marked "copy"?	Did you include an approved resolution in your application packet?
Are all copies double-sided and fastened in the upper left hand corner?	If not, did you submit the acknowledgement/resolution form with a date indicating when your governing body will consider the resolution, and acknowledging the resolution submission deadline?
<b>Criterion # 7 - Recycled-Content Purchasing Policy or Directive (up to 10 pts)</b>	<b>Signature</b>
The organization may establish a policy during the application period but <u>before</u> application submittal.	Is the cover sheet of the original and copies signed?
	Is the person who signed the application the authorized signature authority?
<b>Criterion #8 - Recycling Program (up to 5 points)</b>	
Did you <u>fully</u> describe your recycling program?	
<b>Criterion #9 - Age of Playground (up to 10 points)</b>	<b>Application Submittal</b>
Did you check the box that applies to the age of your playground project?	Are all the criteria included in the original and EACH copy?
	Are all the pertinent forms in the original and EACH copy?
<b>Criterion #10 - Economic Need (up to 10 points)</b>	
Check the box that applies to the location and median household income for your playground project.	
Provide the zip code and median household income for your playground project.	

Submit the application to:

Integrated Waste Management Board  
Park Playground Accessibility and Recycling Grant Program  
Financial Assistance Branch, Grant Administration Unit  
ATTN: Kelley Tyack  
P.O. Box 4025, MS 10  
Sacramento, CA 95812-4025

**No late, hand-delivered, faxed or E-mailed applications will be accepted.**

**Applications must be postmarked or exhibit a commercial carrier tracking number by Friday August, 31, 2001**

## Appendix D Definitions

**The following definitions apply only to the Parks Playground Accessibility and Recycling Grant Application.**

**Accessible Playground** – a playground which can be approached, entered or used by mobility-impaired children.

**Applicant** – the jurisdiction submitting an application and requesting funds.

**Athletic Court** – means an area upon which athletic games, events, or sports, may be played or practiced, such as, but not limited to, soccer, football, baseball, or track and field. An athletic playing field is not a playground.

**Athletic Playing Field** – means a specially prepared area, usually four-sided, that may be paved or unpaved which may have lined boundaries or other markings and on which may be played or practiced games such as, but not limited to, basketball, tennis, handball, volleyball, racquetball, or squash. An athletic court is not a playground.

**Authorized Signature** – the signature of the person authorized by title by the applicant's governing body to execute in the name of the applicant all necessary applications, contracts, agreements, amendments and payment requests for the purpose of securing grant funds and to implement and carry out the purposes specified in the grant application.

**Budget Itemization** – a detailed listing of all eligible costs required to complete the project.

**Cash Match** – a.k.a “hard match” is funds from another source that is budgeted for the project.

**Competitive Grant** – an award of money for which applicants compete.

**Contingency** – liable to happen or not; uncertain; possible: *contingent expenses*.

**Cooperating Agencies** – external organizations outside the applicant's agency that will work with the applicant to complete a project. For example: Rotary, Kiwanis, neighborhood association.

**Criterion** – the rules or principles for evaluating; a standard of judgment or criticism.

**Cost Savings** – sum of money reserved as a result of the economical use of funds.

**District** - means any regional park district, regional park and open-space district, or regional open-space district formed pursuant to Public Resources Code (PRC) Article 3 (commencing with § 5500) of Chapter 3; any recreation and park district formed pursuant to PRC Chapter 4 (commencing with § 5780); or an authority formed pursuant to PRC Division 26 (commencing with § 35100). With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, “district” also means any other district that is authorized by statute to operate and manage parks or recreational areas or facilities, employs a full-time park and recreation director, offers year-round park and recreation services on lands and facilities owned by the district, and allocates a substantial portion of its annual operating budget to parks or recreation areas or facilities (PRC § 5096.308 (e)).

**Endorsement** – written approval or sanction.

**Environmental Concerns** – impacts from the environment that might have a negative effect on the children using the playground. For example: sun on metal equipment; toxic runoff; contamination from pressure-treated wood, lead-base paint; animal feces; inadequate drainage; excessive debris; etc.

**Estimate** - a written statement of the approximate charge for the work to be done, submitted by a person or company ready to undertake the work.

**Evaluation** – assessment methods used to measure the success of the project such as the comparison of injury reports, post-construction inspection, a survey of neighborhood users or a change in the number of users pre- and post-construction.

**Extreme Financial Need** – the median household income of the zip code in which the project is located if the median household income falls at or below 64% of the state median household income as determined by the U.S. Census.

**Facility** - a structure that facilitates children's play that is in or adjacent to a playground, such as a drinking fountain, picnic table, picnic area, or a shelter.

**Federally Recognized California Indian Tribes** –The term “federally recognized tribe” for purposes of this grant means any California Indian tribe, band, nation, or other organized group or community of Indians, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450 et seq.).

**Gap in Service** - an open interval or hiatus in the use or availability of the playground, playground equipment or facilities.

**Goal** - an object or end one tries to attain.

**Grantee** – the term used to refer to the applicant after it has a signed grant agreement with the California Integrated Waste Management Board (IWMB).

**Grant Agreement** – legal, binding document that includes a cover sheet, terms and conditions, work statement, budget, attachments and is signed by both the grantee (with designated signature authority) and the IWMB Executive Director or his/her designated signator.

**Grant Award** – amount of money awarded by the Board to complete the proposed project.

**Grant Request** – the amount of grant money requested by the applicant.

**Health and Safety Threats** – hazards that could be unsafe or cause injury, illness or death to a child on a playground – protruding nails, animal feces, lead-based paint, pressure-treated wood, broken equipment, etc.

**In-Kind Match** – a.k.a. “soft match” is the project's contribution of non-cash outlay of materials or resources to support a percentage of the IWMB grant award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations and individuals. Examples include donated supplies, equipment, professional services and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

**JPA (Joint Powers Authority)** – an agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project.

**Matching Funds** – means money that is provided by the grantee and does not consist of funds previously received from IWMB. These fund may be from other private, state or federal entities.

**Materials/supplies** – the items or apparatus needed to make or complete a project.

**Methodology** – a set or system of methods or tasks to complete a project and support the project goals and objectives

**Mobility-Impaired** – requiring accommodation to move about from place to place.

**MOU (Memorandum of Understanding)** – a formal agreement between two or more agencies that specifies the responsibilities of each agency in implementing the project

**Notice to Proceed** – the formal letter from the IWMB notifying the grantee to start its playground project.

**Need** – a lack of something wanted or deemed necessary.

**Objective** – a measurable target that must be met on the way to attaining a goal.

**Other Costs** – costs not included in the listed categories of the budget and not listed as ineligible costs.

**Personnel Services** – includes salaries, wages, and benefits for personnel who are employed by the applicant and will work directly on the project.

**Playground** - an improved outdoor area designed, equipped, and set aside for children's play that is not intended for use as an athletic playing field or athletic court, and shall include all playground equipment, surfacing, fencing, signs, internal pathways, internal land forms, vegetation and related structures. For the purposes of this grant program only, one park equals one playground.

**Post-Consumer Material** – a finished material that would have been disposed of as solid waste, having completed its life cycle as a consumer item. It does not include manufacturing wastes. Post-consumer material is generally a product that was bought by the consumer, used, and then recycled into another product.

**Primary Contact** – the first person with whom the IWMB grant manager will communicate regarding questions, requests, and clarifications

**Program-Specific Questions** – questions that specifically address issues pertaining or relating to the Park Playgrounds and Accessibility grant application. These questions do not include questions related to specific projects.

**Project Cost** – all allowable costs, as set forth in the applicable cost principles, incurred by the recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.

**Quote** – to provide in writing, the current or market price of a service, supply, materials, or piece of equipment.

**Reasonable Costs** – moderate, especially in price; not expensive for the geographical location.

**Recipient** – the jurisdiction receiving an award from IWMB to carry out a project.

**Recycle** – to treat or process used or waste material so as to make it suitable for re-use or a new use.

**Recycled-Content Purchasing Policy** – a policy of an agency specifically to purchase recycled-content products instead of non-recycled products whenever price, quality, and availability are comparable.

**Recycled-Content Purchasing Directive** – an administrative order, policy, or memo instructing purchasing practices.

**Recycling Program** – a plan of action to accomplish recycling and/or to create awareness of the importance of recycling.

**Recycled-Content Material** – can be either Post-consumer or Secondary material. All materials, goods, and supplies, no less than fifty (50) percent of the total weight of which consists of secondary and post-consumer material with not less than ten (10) percent of its total weight consisting of post-consumer material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.

**Reference** – a formal statement regarding a person's or organization's character or experience.

**Resolution** – a formal authorization of opinion, support or intention made, usually after voting by a formal organization.

**Resume** – a brief written account of personal, educational and professional qualifications, and experience.

**Secondary Contact** – the second person (if the primary contact is not available) with whom the IWMB grant manager will communicate regarding questions, requests, and clarifications.

**Task** – the specific activities conducted to complete a project.

**Time Frame** – a period of time during which something has taken or will take place. The task beginning and ending date.

**Total Grant Request** – the amount of the grant funds requested.

**Unmet Need** – a lack of services, equipment or facilities for the children or target population (mobility-impaired). For example, playground equipment and facilities that do not meet the California Health & Safety regulations.

**Volunteer Labor** – work produced by a person or persons willingly and without pay.

**Work Statement** – the detailed listing of all tasks (and sub-tasks) necessary to complete the proposed project.

## Appendix E Scoring Criteria

### PARK PLAYGROUND ACCESSIBILITY AND RECYCLING GRANT PROGRAM – 2<sup>nd</sup> Cycle

#### GRANT SCORING CRITERIA FOR FISCAL YEAR 2000/2001

**Applicants must score 70% (70 points) of 100 points to be considered for funding.**

Points	Description
<b>GENERAL CRITERIA</b>	
25	<p>1. <b>NEED</b> --Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project. For example, proposal:</p> <ul style="list-style-type: none"> <li>• Provides convincing reasons why the project should be funded;</li> <li>• Addresses identified gap in service availability; current unmet need;</li> <li>• Describes and documents the problem;</li> <li>• Supports the existence of the problem with surveys, studies;</li> <li>• Adequately describes any health and safety threats or environmental concerns.</li> </ul>
5	<p>2. <b>OBJECTIVES</b>--Work Statement and grant narrative are sufficiently detailed to determine that the project:</p> <ul style="list-style-type: none"> <li>• Is based on the identified need described in the narrative;</li> <li>• Describes specific and measurable goals and objectives;</li> <li>• Demonstrates that objectives can be achieved within indicated time frame.</li> </ul>
5	<p>3. <b>METHODOLOGY</b>--Grant proposal describes by task the activities to be undertaken to achieve the objectives. For example, proposal:</p> <ul style="list-style-type: none"> <li>• Describes why the proposed activities are the best way to address the identified need;</li> <li>• Describes in detail how the objectives will be met with available time and resources;</li> <li>• Identifies staffing required to carry out the proposed project;</li> <li>• Describes involvement of cooperating organizations;</li> <li>• Presents a specific plan for future funding.</li> </ul>
5	<p>4. <b>EVALUATION</b>--Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. For example, proposal:</p> <ul style="list-style-type: none"> <li>• Includes both process and outcome evaluation;</li> <li>• Describes a method for evaluating and modifying methods during project implementation;</li> <li>• States who will be responsible for the evaluation;</li> <li>• Explains any statistical tests or questionnaires to be used;</li> <li>• Describes any evaluation reports to be produced.</li> </ul>
10	<p>5. <b>BUDGET</b>--Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes. For example:</p> <ul style="list-style-type: none"> <li>• Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable;</li> <li>• Quotes, estimates, or other documentation to support the costs claimed are provided;</li> <li>• All program tasks described in the Work Statement and narrative are itemized in the budget;</li> <li>• Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.;</li> <li>• Budget items for miscellaneous, contingency or managerial costs are clearly described and kept to a minimum.</li> </ul>

15	<p>6. <b>COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b> --Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs, to carry out the proposed project. For example, proposal:</p> <ul style="list-style-type: none"> <li>• Includes letters of support for the project;</li> <li>• Addresses ability of the applicant to coordinate contracted activities, if applicable;</li> <li>• Includes resumes, endorsements, references, etc.;</li> <li>• Describes past grants received from IWMB and relationship to current proposal.</li> </ul>
10	<p>7. <b>EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE</b>  Applicants should demonstrate the purchase of recycled-content products, recycled or reused products, such as purchasing re-refined oil, recycled-content paper, use of compost and mulch, and other “green” products or materials, or engage in other waste reduction activities where appropriate and feasible. In addition to earning points for implementing a recycled-content purchasing policy or directive, applicants may earn points by checking boxes on a list of commonly purchased recycled-content products and materials.</p>
75	<b>TOTAL POSSIBLE GENERAL CRITERIA POINTS</b>
<b>PROGRAM CRITERIA</b>	
5	<p>8. <b>RECYCLING PROGRAM</b> --The degree to which a recycling program has been developed and implemented by the local park district. The degree to which the program mitigates or avoids adverse environmental effects.</p>
10	<p>9. <b>AGE OF PLAYGROUND</b> – The applicant verifies that playground was installed prior to January 1, 1990. Playgrounds installed prior to 1970 will be eligible for 10 points; playgrounds installed between and including 1970 and 1979 will be eligible for 7 points; and, playgrounds installed between and including 1980 and 1989 will be eligible for 5 points.</p>
10	<p>10. <b>ECONOMIC NEED</b> -- The applicant demonstrates economic need in the area in which the playground project is located, based on median household income data from the census. The applicant will receive 5 points if the playground project is located within a zip code area in which the median household income is between and including 70% to 75% of the State’s median household income; 7 points if the playground project is located within a zip code area in which the median household income is between and including 65% to 69% of the State’s median household income; and 10 points if the playground project is located within a zip code area in which the median household income is 64% or less of the State’s median household income.</p>
25	<b>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</b>
100	<b>TOTAL POSSIBLE SCORE</b> <i>(Total of General Criteria and Program Criteria Points)</i>