

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

Deconstruction Grant Application

February 2000

Application Instructions

**Applications must be postmarked on or before July 7, 2000,
or delivered by 4:00 p.m. on July 7, 2000**

**California Integrated Waste Management Board
Attn: Grant Administration Unit
8800 Cal Center Drive, MS-14
Sacramento, CA 95826**

TABLE OF CONTENTS

DECONSTRUCTION GRANT APPLICATION.....	1
GRANT APPLICATION SUBMITTAL CHECKLIST	2
I. GRANT SUMMARY AND GUIDELINES.....	2
II. GRANT APPLICATION REVIEW AND AWARD PROCESS	4
III. APPLICATION INSTRUCTIONS.....	4
A. COVER SHEET (EXHIBIT A).....	5
B. RESOLUTION (EXHIBIT B)	5
C. TABLE OF CONTENTS	6
D. PROPOSAL NARRATIVE (EXHIBITS C, AND D).....	6
IV. GRANT ADMINISTRATION.....	8
EXHIBIT A: APPLICATION COVER SHEET	10
EXHIBIT B: SAMPLE RESOLUTION FOR SUSTAINABLE BUILDING GRANT	12
EXHIBIT C: WORK STATEMENT.....	13
EXHIBIT D: GRANT PROGRAM SCORING CRITERIA.....	14

Deconstruction Grant

GRANT APPLICATION SUBMITTAL CHECKLIST

- Application Cover Sheet (Exhibit A)
- Table of Contents
- Resolution (Exhibit B)
- Proposal Narrative may not exceed 7 pages. This does not include the required attachments.
- Work Statement Form(s) (Exhibit C)
- Budget Itemization
- One original and three copies of the application printed double-sided on 8½" x 11" recycled paper with all pages numbered consecutively. Copies must be free of distortion and easy to read.
- Application should be stapled in upper left-hand corner.

**Applications must be postmarked by Friday July 7, 2000
or delivered by 4:00 p.m. on July 7, 2000**

California Integrated Waste Management Board
Attn: Grants Administration Unit
8800 Cal Center Drive, MS-14
Sacramento, CA 95826

Schedule

DATE	ACTIVITY
February 29 , to July 7, 2000	Application period
May 15, 2000	Questions due to CIWMB
June 1, 2000	Answers distributed
July to August 2000	Panels review applications and prepare recommendations
September 2000	CIWMB approves grants
September 2000	Grant agreements developed and signed
October 3, 2000	Grant recipients begin execution of grants
December 31, 2001	Close of grant term, final report and payment request due

I. GRANT SUMMARY AND GUIDELINES

Deconstruction Grant

BACKGROUND

At the January 25, 2000 Board Meeting, the California Integrated Waste Management Board (CIWMB) approved of the scoring criteria of the Deconstruction Grants to Local Government for Deconstruction Projects. The ultimate objective of this Grant program is to efficiently recover reusable materials and reuse these resources, which would result in less waste going into landfills. CIWMB appropriated \$200,000 for the year 2000-2001.

GRANT FUNDING

For the fiscal year 2000-2001, CIWMB has appropriated \$200,000 for the Deconstruction Grant Program. Eligible applicants may request a maximum funding of \$100,000.

All proposals will be ranked according to the total number of points received. A total of 100 points are available. Applicants must score points on each general review category and have at least 70 points to qualify for grant funding.

Awards will be offered to the highest scored proposal first, and subsequent awards being given to the second highest and so on, depending on availability of the remaining funds. This process will continue until there are no more funds available. If a proposal is at the top of the list, yet there are insufficient funds to make a complete award, the CIWMB will award the grant to highest ranked proposal whose funding request can be met. CIWMB reserves the right to accept or reject any, or all, the proposals submitted in response to this solicitation.

Preference will be given to grant proposals that have the potential to be leveraged for wider application that can result in widespread use of deconstruction practices. Additionally, preference will be given to jurisdictions that have evidence of a green procurement policy or C&D management policy.

APPLICANT ELIGIBILITY

Eligible applicants are limited to local governments, which are defined in Public Resources Code Section 30109 as: "any chartered or general law city, chartered or general law county, or any city and county." Only one application may be submitted by a jurisdiction. Commercial businesses and nonprofit groups are not eligible to apply for this grant.

GRANT TERM

The term of the grant is from October 3, 2000 through December 31, 2001. **All costs must be incurred and invoices received by the CIWMB during this term.**

APPLICATION FILING PROCEDURES

Applications may be mailed or hand-delivered to the CIWMB's Sacramento office. Mailed applications must be postmarked **by Friday, July 7, 2000**. Hand-delivered applications, to the Board receptionist on the third floor, must be received by 4:00 p.m. on July 3, 2000¹. Applications delivered after 4:00 p.m. or postmarked after the above deadline will be returned unopened to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is delivered or postmarked on time.

ELIGIBLE COSTS

All costs must be related to the deconstruction projects and should be stated in the proposal. Costs must be reasonable and focused on needs as described in the application.

INELIGIBLE COSTS

Any costs not directly related to the implementation of deconstruction projects are ineligible for grant funding. These include, but are not limited to, the following costs:

- Costs incurred prior to July 3, 2000 or after December 31, 2001
- Costs currently covered by another CIWMB loan, grant or contract
- Purchasing or leasing of land

¹ Directions to the office can be obtained from the CIWMB web site, www.ciwmb.ca.gov/boardinfo/location/, or by calling (916) 255-2149.

Deconstruction Grant

- Purchasing or leasing of vehicles by non-governmental agencies
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation)
- Out of state travel
- Any food or beverages (e.g. as part of meetings, workshops, training, or events)
- Profit or mark-up by the grantee
- Any costs that are not consistent with local, state, and federal guidelines and regulations

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened. The panels will evaluate applications using the scoring criteria listed in Exhibit D. A minimum score of 70 must be attained to be considered for funding. **The panels will score applications based solely on the information provided in the application.** All applicants will be notified of staff's recommendation by mail prior to the CIWMB meeting. All applicants selected for grant funding will receive instructions to initiate the grant agreement process. In the event the CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate any additional conditions or changes in the final grant agreement after consultation with the applicant.

QUESTIONS AND ANSWERS

Questions about this application should be submitted by May 15, 2000, in writing or by e-mail to Francisco Gutterres (e-mail address: fgutterr@ciwmb.ca.gov) If possible, please include an e-mail address for responses. CIWMB staff will use the questions submitted to develop a question and answer sheet that will be distributed on June 1, 2000. Responses will be posted on the Internet and mailed (via e-mail, if available) to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

CIWMB AWARD OF GRANTS

The CIWMB will consider the review panels' funding recommendations at its September 2000 Board Meeting. The CIWMB will notify applicants of the review panels' recommendations prior to the Board Meeting.

III. APPLICATION INSTRUCTIONS

The application must be printed double-sided on 8 ½" x 11" recycled paper, with all pages numbered consecutively. Use no smaller than 12-point type and have one inch page margins all around. An original and three copies of the application package must be submitted. Staple applications in the upper left-hand corner. Please do not use covers, binders, or folders. All application materials will become the property of the CIWMB.

The grant application must contain the following information in the order prescribed:

- A. Application Cover Sheet Form (Exhibit A)
- B. Table of Contents
- C. Resolution (Exhibit B). This may be sent in separately, but must arrive by August 15, 2000.
- D. Proposal Narrative – 7 pages maximum, not including exhibits and attachments
 - Section 1: Need for a Deconstruction Grant (Exhibit D)
 - Section 2: Objectives
 - Section 3: Methodology, including Work Statement Form (Exhibit C)
 - Section 4: Evaluation
 - Section 5: Budget, including Budget Itemization
 - Section 6: Completeness, Letters of Support, Experience, etc.
 - Section 7: Local jurisdiction's Construction and Deconstruction management practices

Deconstruction Grant

- Section 8: Potential to leverage the proposal for wider application of sustainable deconstruction building practices
- Section 9: Local jurisdiction's green procurement policy

Each part of the application is discussed in further detail below.

A. COVER SHEET (EXHIBIT A)

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software; however, the format must be followed exactly. Instructions for completing the form are on the reverse side of the form. The Application Cover Sheet must include the following information:

Application information – list applicant, address, primary contact, telephone and fax number, ... etc

Funding Information – specify the grant funds requested from the CIWMB, the amount of matching funds committed to the project, and the total project cost.

Project Summary – briefly describe the highlights of the proposed project in the space provided.

– by signing, the applicant is certifying that all application materials and supplemental information submitted are true and correct. The person signing this application must be the individual given signature authority in the resolution or authorizing document.

Legislative Districts – list of State Legislative District (numbers) encompassed by the project. (California entities only)

B. RESOLUTION (EXHIBIT B)

The approved resolution for a single jurisdiction or all supporting documents for a regional program **MUST BE SUBMITTED WITH THE APPLICATION PACKAGE OR RECEIVED SEPARATELY BY AUGUST 15, 2000. Please select the designated signature authority carefully. Only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.**

The grant application package must include either:

- An approved resolution from the applicant's governing body which authorizes submittal of an application for the Deconstruction Grant and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Exhibit B); or
- An approved resolution which authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available grants under the California Integrated Waste Management Act and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Exhibit B).

Regional Programs

Multiple jurisdictions may join together to submit a regional application. A jurisdiction is defined as a city or county, or a city and county, or regional agency. A lead agency must be designated by the participating jurisdictions. The lead agency must submit a resolution as described in Exhibit B. In addition, each participating jurisdiction in a regional application must submit one of the following:

- A letter from the county administrator/city manager stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- A resolution authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- A copy of a Joint Powers Authority (JPA) agreement and a letter from each JPA member jurisdiction's county administrator/city manager authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or,

Deconstruction Grant

- A copy of a Memorandum of Understanding specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

C. TABLE OF CONTENTS

Provide a table of contents identifying each section and its page number.

D. PROPOSAL NARRATIVE (EXHIBITS C AND D)

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address the scoring criteria (Exhibit D). The scoring criteria will be used to determine whether the proposal qualifies for grant funding, and serves as the basis upon which the grant proposal will be awarded. The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.

Attachments to support the proposal narrative include the Work Statement Form (Exhibit C), and the Budget Itemization. Instructions for completing the Work Statement are on the reverse side of the form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

E. WORK STATEMENT

The Work Statement must list all tasks described in the narrative that are necessary to complete the proposed project.

Description of Task(s) – describe the proposed activity to be conducted with the projects.

Budget – the amount of funds necessary to complete the task and the source of the funding.

Product or Results – the finished product, milestone, or goal of the task.

Staff / Contractor – the person(s) who will be responsible for implementing the task.

Time Period – the number of months required to implement each task.

Introduction: Project Summary (be very brief -- 1 paragraph)

- Briefly describe your project.
- List any products/services provided as a result of receiving the grant
- Describe how this project could be leveraged for wider application

Section 1. Need (15 points)

Describes and demonstrates the local or statewide need for the project and the benefits from project. For example:

- What local or statewide problem does your proposal address?
- Provide convincing reasons your project should be funded.
- Address identified gaps in service availability or current needs
- Clearly identify the target audience, its size, and explain why they need the project
- What health, safety or environmental threats would be reduced by the project?
- What other sources of funding are available? Have you applied for other grants? (describe)

Section 2. Objectives (10 points)

Describes the objectives of the project and how they can be achieved with the time and resources available. For example:

- What are the specific and measurable objectives of the project? How do they relate to the need?
- Can the objectives as outlined be met within the grant term?
- Demonstrate that the objectives can be achieved by December 2001.

Section 3. Methodology (15 points) Work Statement (Exhibit C)

Describes the task activities to achieve the objections. For example:

- What tasks will be conducted to achieve the objectives? Tasks explain how your objectives will be implemented.

Deconstruction Grant

- Who will perform the tasks? Is back-up staff available?
- Who else will be involved in this project (e.g., partners, and contractors)? What are their roles and responsibilities?
- What problems may be faced during the implementation of the program? What plans are there for dealing with these challenges?
- Is the program likely to continue after the grant period? How will the project be funded after the grant term ends?
- What are the consequences if the proposal is not funded?

Section 4. Evaluation (10 points)

Describes the method to evaluate the success of the project and determine if the objective were met. For example:

- Describe methods that will be used to evaluate the success of the project and determine whether objectives were accomplished.
- Clearly describe the criteria for determining success
- Explain any rating systems, statistical tests or questionnaires to be used.
- Who will be responsible for the evaluation?
- Describe any evaluation reports to be produced.

Section 5. Budget (5 points) Budget Itemization

Describe and demonstrate that the project is cost effective in relation to the location, source, quality, and quantity of targeted material or other goals. For example:

- Provide a budget that is sufficiently detailed to determine that proposed expenses are reasonable.
- All tasks identified in the Work Statement and narrative should be itemized in the budget. All budget items listed in this proposal should be reflected in the Work Statement.
- Describe cost saving (e.g. use of volunteer labour, cooperative efforts, in-kind services, ... etc)
- Are budgeted items for miscellaneous, contingency, or managerial costs clearly described and kept to a minimum?
- Provide quotes, estimates, or other documentation to support claimed cost.

Provide a thorough itemization of funds requested. Applicants are encouraged to indicate what items of the grant request should have funding priority if only a portion of the grant request can be funded. All items described in the narrative project description and work statement must be itemized for each task.

Clearly itemize all expenses to demonstrate that the budget is realistic for the work proposed and the project will be conducted in the most cost-effective manner. **Only reasonable costs that will be incurred during the grant agreement term are eligible for grant funding. Applicants should carefully check the accuracy of all budget itemization totals.**

Following are brief descriptions for the information needed to complete the budget itemization:

Personnel Services – includes salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project. **Please include the hourly rate for all personnel listed in each task.**

Materials / Supplies – this category covers raw materials (feedstock), advertising materials, and includes items such as printed materials and advertising costs.

Equipment – enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. Provide estimates whenever possible.

Services / Contracts – includes contracts with businesses for engineering and /or other purchased services.

Other Cost – cost not included in the above categories and not listed as ineligible below.

Deconstruction Grant

If the project has more than three (3) tasks, please reproduce the form and fill in the appropriate task numbers.

Section 6. Completeness, Letters of Support, Experience (5 points)

State your case clearly and complete the application package as required in the application instruction. Adhere to all deadlines as specified. Include evidence that the applicant and/or its contractor(s) have sufficient staff resources, technical expertise and experience to successfully manage grant program, to carry out the proposed project. For example:

- Include letter, resumes, endorsement, references and other documents of support for the proposed project
- Address the ability of the applicant to coordinate contracted activities
- Do letters of support for the project reflect knowledge of proposed project and discuss the viability and need for the project as well as the applicant's ability to manage the program?
- Describe past grants received from CIWMB and relationship to the current proposal

Section 7. Provide evidence of established C&D Management practice (15 points)

Describe action taken to address the C&D material by the local jurisdiction. For example:

- Provide evidence of a C&D ordinance/policy for the local jurisdiction
- Provide evidence of deconstruction/construction training program for the local jurisdiction.
- Provide evidence of program to market recovered C&D materials

Section 8: Provide evidence that the grant proposal has the potential to be leveraged for wider application (10 points)

Explain how the grant proposal has the potential to be leveraged for wider application that can result in widespread use of sustainable deconstruction practices. For example:

- Is the project highly visible and/or educational?
- Will it keep significant amounts of materials out of landfills?
- Will it enhance markets for recovered C&D materials?
- Will it demonstrate sustainable deconstruction practices or program can be easily replicated?
- Will new educational materials such as case studies or guidelines be available for distribution by the CIWMB and others?

Section 9. Provide evidence of a green procurement policy for the local jurisdiction (15 points)

Describe and demonstrate the action taken by the local jurisdiction to use recycled content products, recycled or reusable products, or other waste reduction measures where appropriate and feasible. For example:

- Using re-refined oil in the local vehicle fleet.
- Using recycled content paper.

IV. GRANT ADMINISTRATION

GRANT AGREEMENT

Following the CIWMB's approval of the grant awards at the September 2000 Board Meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. (Copies of these documents in draft form are available for review by grant applicants. Please call Rebecca Smith at (916) 255-2149 to request these documents.) These documents along with the applicant's Budget Itemization and Work Statement will comprise the grant agreement. The signature authority designated by resolution will be required to sign the Grant Agreement Form and return it to the CIWMB. **The award of the grant is conditioned upon the return of a complete and executed grant agreement within 90 days from the date of CIWMB's mailing of the agreement package.** Failure to return the executed agreement within 90 days may result in revocation of the grant award. The grant agreement will be for a term of fifteen months beginning October 1, 2000 and terminating December 31, 2001

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved

Deconstruction Grant

Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.)

REPORTING REQUIREMENTS AND GRANT CLOSING

Grantees must submit quarterly progress reports. The format for these reports will be described in the Procedures and Requirements. The Procedures and Requirements is part of the grant agreement package. The CIWMB Grant Manager may request additional reporting from a grantee and has the authority to immediately suspend or terminate the agreement if progress is unsatisfactory.

At the end of the grant term, the Grantee must submit a final report. The format for the final report will be described in the Procedures and Requirements. The final payment, including the 10% that was withheld, will not be released until the final report is received and approved by the CIWMB Grant Manager.

AUDIT REQUIREMENTS

The grantee agrees that the CIWMB, the State Controller's Office, the State Auditor General's Office, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

Deconstruction Grant

Exhibit A: APPLICATION COVER SHEET

Applicant:	
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code	County:

Regional Participants (if applicable):

Primary Contact (Name & Title):	
Phone:	Fax:
Email Address:	

Finance Officer (Name & Title):	
Phone:	Fax:
Email Address:	

Program Director (Name & Title):	
Phone:	Fax:
Email Address:	

Assembly District(s):
Senate District(s):

Brief Description of Project (3-5 Sentences):
Total Grant Request: \$ _____

Certification: I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

Deconstruction Grant

INSTRUCTIONS FOR APPLICATION COVER SHEET

Applicant

This is the name of the jurisdiction that is submitting the proposal, e.g., City of Anaheim, Santa Clara County.

Department or Agency

For example, Department of Public Works Agency, Fire Department, or Environmental Management Department.

Regional Participants

Those jurisdictions participating in a regional application should be listed here. Each listed jurisdiction must designate the lead jurisdiction (Applicant) to act on their behalf by including one of the following: (a) a resolution, (b) a letter from the City Manager or County Administrator; (c) a Joint Powers Authority that states the same; or (d) a Memorandum of Understanding specifically for this grant. See Application Instructions for more details.

Primary Contact

This person is responsible for carrying out the day-to-day management and implementation of the grant. All CIWMB correspondence will be directed to this individual, e.g., Recycling Analyst, Environmental Technician or Solid Waste Engineer. **The Primary Contact must be a local government employee.**

Finance Officer

This person is responsible for compiling payment requests and tracking all grant expenditures and encumbrances e.g., Budget Officer or Accounting Technician.

Program Director

This individual has ultimate responsibility for the project, e.g., Public Works Director, City Engineer or Solid Waste Management Director.

Assembly and Senate Districts

List the district numbers for all districts affected by the proposed project.

Brief Description of Project

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public.

Total Grant Request

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

Signature

Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.

Deconstruction Grant

Exhibit B: SAMPLE RESOLUTION FOR DECONSTRUCTION GRANT

WHEREAS, Public Resources Code Section 42000 authorizes the California Integrated Waste Management Board (CIWMB) to conduct market development activities to strengthen demand by manufacturers and end-use consumers for recyclable materials collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, the CIWMB has identified Construction and Deconstruction waste as a priority material and

WHEREAS, on January 25, 2000 the CIWMB approved of the Evaluation Process, Scoring Criteria, and Preference Criteria for the Deconstruction Grant Program.

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the California Integrated Waste Management Board for a Deconstruction Grant. The (Title of Official), or their designee is hereby authorized and empowered to execute in the name of the (Name of Jurisdiction) all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (Title of Governing Body) this _____ day of _____, 20__.

ATTEST:

Signed: _____ Date: _____

*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional program or a participant in a regional program:

Lead Applicant for a Regional Program - NOW, THEREFORE, BE IT RESOLVED, that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Participating Cities/Counties) to the California Integrated Waste Management Board for a Deconstruction Grant. The _____ (Title of Official for Lead Jurisdiction) of the (Name of Lead Jurisdiction), or their designee, is hereby authorized and empowered to execute in the name of the above named cities/counties all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Regional Program – NOW, THEREFORE, BE IT RESOLVED that the (Name of Participating Jurisdiction) authorizes the (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Deconstruction Grant on its behalf. The (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Deconstruction Grant

Exhibit C: WORK STATEMENT

Applicant _____ Date: _____

Project Title: _____

Task #	Description	Results	Budget	Staff/Contractor	Time Period

See next page for completion instructions

Deconstruction Grant

INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name, reporting and expenditure category and date the work statement was written in the appropriate spaces. Start the Work Statement for each reporting and expenditure category on a new piece of paper.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor and the time period in which the activity will occur

Deconstruction Grant

Exhibit D: DECONSTRUCTION GRANT PROGRAM SCORING CRITERIA	
<p>Applicants must score at least 70 points to qualify for grant funding.</p> <p>Awards will be offered to the highest scored proposal first and subsequent awards being given to the second highest and so on depending on availability of the remaining fund. If a proposal is at the top of the list, yet there are insufficient funds to make a complete award, the CIWMB will award the grant to highest rank proposal whose funding request can be met.</p> <p>The Board reserves the right to accept or reject any, or all, the proposals submitted in response to this solicitation.</p>	
Maximum	General Review Criteria
15	<p>1. NEED – Grant proposal clearly describes and demonstrates the local or statewide needs for the project and the benefits from the project. For example, proposal:</p> <ul style="list-style-type: none"> ▪ Provides convincing reasons why the project should be funded ▪ Addresses identified gap in service availability or current need ▪ Describes potential impact of the project on other building projects
10	<p>2. OBJECTIVES – Work Statement and grant narrative are sufficiently detailed to determine that the project:</p> <ul style="list-style-type: none"> ▪ Is based on the identified need described in the narrative ▪ Describes specific and measurable goals and objectives that appear to be achievable and realistic ▪ Demonstrates that objectives can be achieved by December 2001
15	<p>3. METHODOLOGY – Grant proposal describes by task the activities to be undertaken to achieve the objectives. For example, proposal:</p> <ul style="list-style-type: none"> ▪ Identifies staffing required to carry out the proposed project ▪ Identifies the potential challenges for this project and the back-up plans ▪ Describes involvement of cooperating organizations
10	<p>4. EVALUATION – Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. For example, if appropriate the proposal:</p> <ul style="list-style-type: none"> ▪ Describes clearly the criteria for determining success ▪ States who will be responsible for the evaluation ▪ Explains any rating systems, statistical tests or questionnaires to be used ▪ Describes any evaluation reports to be produced
5	<p>5. BUDGET – Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes or other goals. For example:</p> <ul style="list-style-type: none"> ▪ Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable ▪ All program tasks described in the Work Statement and narrative are itemized in the budget ▪ Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options ... etc. ▪ Budget items for miscellaneous, contingency, or managerial costs are clearly described and kept to a minimum
5	<p>6. COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC. – 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"> ▪ Includes letters of support for the project ▪ Addresses ability of the applicant to coordinate contracted activities, if applicable ▪ Includes resumes, endorsements, references, ... etc. ▪ Describes past grants received from CIWMB and relationship to current proposal

Continued next page

	Preference Criteria
15	<p>7. EVIDENCE OF ESTABLISHED C&D MANAGEMENT PRACTICES – Grant Proposal describes the action taken to address the C&D material by the local jurisdiction. For example, proposal:</p> <ul style="list-style-type: none"> ▪ Provides evidence of a C&D ordinance/policy for the local jurisdiction ▪ Provides evidence of deconstruction/construction training program for the local jurisdiction ▪ Provides evidence of programs to market recovered C&D materials
10	<p>8. POTENTIAL LEVERAGE FOR WIDER APPLICATION – Grant proposal has the potential to be leveraged for wider application that can result in widespread use of sustainable deconstruction building practices. For example, the project will:</p> <ul style="list-style-type: none"> ▪ Be highly visible and educational ▪ Keep significant amounts of materials out of landfills ▪ Enhance markets for secondary materials collected through recycling collection programs ▪ Assist in market transformation ▪ Demonstrate sustainable building practices or programs that can be easily replicated ▪ Result in new educational materials such as case studies or guidelines
15	<p>9. EVIDENCE OF A GREEN PROCUREMENT POLICY – Grant Proposal describes the action taken by the local jurisdiction to use recycled content products, recycled or reusable products, or other waste reduction measures where appropriate and feasible. For example:</p> <ul style="list-style-type: none"> ▪ Using re-refined oil in the local vehicle fleet ▪ Using recycled content paper