

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

California Integrated Waste Management Board

**Unified Education Strategy Grants Application
Phase One**

**Application Delivery Deadline:
April 11, 2003 at 2:00 PM
Postmarks will not be considered.**

Applications must be received by the Board by 2:00 p.m. on Friday, April 11, 2003. Applications delivered on the day of the deadline must be received at the Environmental Services Center at the California Environmental Protection Agency's headquarters building located at 1001 "I" Street, 1st Floor, Sacramento, CA. Mailed applications must be sent to the address below:

**California Integrated Waste Management Board
Attention: Grants Administration Unit, MS-10
UNIFIED EDUCATION STRATEGY GRANT APPLICATION
P.O. Box 4025
Sacramento, CA 95812-4025**

**Applications received after 2:00 p.m. on Friday, April 11, 2003
will be disqualified.**

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Proposed Schedule:

| DATE | ACTIVITY |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| March 21, 2003 to April 11, 2003 | Application period |
| March 21, 2003 to April 8, 2003 | Question and Answer Period. Questions and Answers will be continually posted on the CIWMB's web site at www.ciwmb.ca.gov/Schools/Grants/FY200203/ |
| April 8, 2003 | Question and Answer Period Deadline |
| April 9, 2003 | Final set of all Questions and Answers will be posted on the web site |
| April 11, 2003 at 2:00 p.m. | Applications due for Phase One funding |
| April 14, 2003 to April 30, 2003 | Review of applications by CIWMB staff |
| May 2003 | CIWMB consideration of Phase One Funding |
| June 2003 | Grant Agreements sent to Grantee and returned to CIWMB |
| June-July 2003 | Notice to Proceed issued to Grantees |
| July 2003 (upon receipt of Notice to Proceed) | Grantees begin work on Phase One |
| March 31, 2004 | Implementation Plans for Phase Two due from Grantees |
| April 2004 | CIWMB staff reviews Implementation Plans |
| May 2004 | CIWMB consideration of Phase Two funding |
| June 30, 2004 | Close of Phase One term; Final Payment Request and Final Report due |
| June 2004 | Phase Two Agreements sent to Grantees and returned to CIWMB |
| June-July 2004 | Notice to Proceed issued to Grantees |
| July 2004 (upon receipt of Notice to Proceed) | Grantees begin work on Phase Two |
| June 30, 2005 | Close of Phase Two term, Final Payment Request and Final Report due |

I. GRANT SUMMARY AND GUIDELINES

A. BACKGROUND

Effective January 1, 2002, Senate Bill 373 (Torlakson, Chapter 926, Statutes of 2001) (legislation), created a series of integrated waste management and environmental education related mandates for the California Integrated Waste Management Board (CIWMB). One of six boards, departments, and offices within the California Environmental Protection Agency (CalEPA), the CIWMB is guided by its mission to reduce waste, promote the management of all materials to their highest and best use, and protect public health and safety and the environment, in partnership with all Californians.

The legislation, now referred to as the School Diversion and Environmental Education Law (School DEEL), contains broad requirements to:

- integrate the environment into standards-based education in the state's K-12 classrooms as part of a Unified Education Strategy (UES);
- establish the Office of Integrated Environmental Education (OIEE) that is responsible for developing and implementing the UES; and,
- increase the presence of resource management programs, such as waste reduction, recycling, composting, and other resource conservation programs, on school district campuses statewide.

At its September 17, 2002 meeting, the CIWMB approved the School DEEL Implementation Plan (Plan). This Plan describes the approaches that will be used to fulfill the mandates found in the legislation. A copy of the Plan can be found at <http://www.ciwmb.ca.gov/Schools/sb373>. The Plan includes a thoughtfully designed UES that promotes coordination of instructional resources and strategies for:

- A. Service learning (active pupil participation) with school site waste diversion and resource conservation efforts; and,
- B. Assessment of the impacts of the UES on the academic achievement of participating pupils and school site waste diversion and resource conservation.

UES Grant Program

The UES Grant is a competitive grant. California public school districts with sixth grade(s) are eligible to apply for grant funding, educational materials, professional development, and technical support. The term of the Grant is approximately two years. The UES Grant program will focus on sixth grade programs and will be organized in two phases: Phase One - Audit and Planning, and Phase Two - Implementation Phase.

It is critical that the Applicants for this grant program have a strong desire and commitment to embrace and implement all the program components of the UES including all of the elements represented in Phase One and Phase Two, as described in this UES Grant Application package.

Phase One - Audit and Planning Phase

Phase One funding for audits and educational planning is anticipated to commence in June/July 2003 and will end in June 30, 2004. The maximum amount available per UES Grantee for Phase One is twenty-seven thousand dollars (\$27,000).

During Phase One, in addition to grant funding, the UES Grantees will receive professional development and technical support so that they can:

1. implement waste diversion and resource management audit modules that are aligned with adopted content standards and that work effectively with adopted instructional materials programs in use at school sites;
2. use the audit modules to provide hands-on learning experiences and problem-solving skills;
3. develop an implementation plan that encompasses:
 - school-site waste diversion and resource management projects;
 - integration of these activities with standards-based instructional practices; and,
 - potential service-learning site-based waste diversion and resource conservation projects that provide for active student participation and are aligned with adopted content standards; and,

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4. begin the process of working with the EIC Model.¹

The initial professional development will take place during the summer of 2003. Each Grantee will be required to send a team to one of the three, two-day Audit and Planning Workshops (Workshop). These Workshops will be held July and/or August 2003. Each Workshop will accommodate teams of five to seven individuals from the participating UES Grantees. [Grantees may allocate funding within their budgets to send more than one team to the Workshop. Funding may be allocated separately to provide participants with stipends.]

UES Grantee teams must be comprised of at least four teachers, at least one administrator, at least one school district business official, and a representative of the local waste management agency. Additional participants may include other community partners like local waste haulers, or representatives of water or utility agencies. Ideally, school district officials will participate in the entire Workshop. At a minimum, however, school district officials and representatives of local agencies will be required to attend one day of the Workshop. The school districts are encouraged to send teachers who represent at least three disciplines, grades and/or specialties.

Of the \$27,000 in grant funding for Phase One, the Grantee is required to allocate approximately \$3-7,000 for travel and lodging expenses related to the summer 2003 Workshop and \$5,000 for technical support site visits by the State Education and Environment Roundtable (SEER). [See Section F. Eligible Project Costs, 1. Fixed Training and Technical Assistance Costs for more details.] These costs must be included in your proposed Budget [See Exhibit E].

Phase Two - Implementation Phase (applicable only if awarded Phase One funding)

No later than March 31, 2004, Grantees will be required to submit an Implementation Plan for Phase Two to the CIWMB. If the Grantee's Implementation Plan is approved, the Grantee will be proposed for funding to implement its plan.

Phase Two funding of approved Implementation Plans is anticipated to commence in June/July 2004 and conclude June 30, 2005. The maximum amount available per Grantee for Phase Two is thirty-eight thousand (\$38,000).

During Phase Two in addition to grant funding, the UES Grantees will receive professional development and technical support so that they can:

1. begin to incorporate the EIC Model into their instructional practices;
2. successfully complete their approved implementation plans;
3. identify environmental (management) issues related to their school site that can be used as real-world contexts for their integrated instructional programs;
4. undertake, with their students, active student participation waste diversion and resource conservation projects that are aligned with adopted content standards; and,
5. participate in the evaluation of impacts on student achievement and resource conservation.

The Phase Two professional development institute will take place during the summer of 2004. Each UES Grantee will be required to send at least one team to one of the three, five-day EIC Implementation Institutes (Workshop). These Workshops will be held July and/or August 2004. Each Workshop will accommodate teams of five to seven from the participating UES Grantees. UES Grantee teams must be comprised of at least four teachers, at least one administrator, at least one school district business official, and a representative of the local waste management agency. Additional participants may include other community partners like local waste haulers, or representatives of water or utility agencies. The

¹ The OIEE staff has selected the EIC Model (Environment as an Integrating Context for learning) as the core of the instructional program within the UES. The EIC Model was developed by the State Education and Environment Roundtable (SEER), one of the consultants serving this program. Adopted as a school improvement program by over 100 schools across the U.S., EIC is a school improvement model that can be used to address content standards from multiple disciplines. Further information is available at www.seer.org/ues/ or by contacting sb373@seer.org.

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school districts are encouraged to send teachers who represent at least three disciplines, grades, and/or specialties. Ideally, school district officials will participate in the entire Workshop. At a minimum, however, school district officials and representatives of local agencies must attend one day of the Workshop. [Grantees may allocate funding within their budgets to send more than one team to the Workshop. Grantees may allocate additional funding within their budgets to provide participants with stipends].

Of the \$38,000 in grant funding, the Grantee is required to allocate approximately \$7-10,000 for travel and lodging expenses related to the summer 2004 professional development program and \$5,000 for technical support site visits by SEER.

A Progress Report will be due from the Grantee, by January 31, 2005, to provide an update to the CIWMB for inclusion in a required report to the Legislature in June 2005.

Phases One and Phase Two - Other Support and Assistance

In addition to the grant funding, professional development, and technical support, OIEE will provide the UES grantees with:

- educational resources and technical materials that support program implementation²;
- opportunities to develop service-learning site-based waste diversion and resource conservation projects for students through partnerships with community groups and, state and local agencies;
- access to the resources of all of the boards, departments, and offices within Cal/EPA; and,
- support in the evaluation of impacts on student achievement and resource conservation.

SEER's staff will be available throughout the implementation of the program for ongoing technical support to the UES Grantees. They will visit and observe the Grantee's site at least twice each year and guide the Grantee's teams as they work to integrate their waste diversion and resource management issues with California's educational standards and adopted instructional materials.

B. APPLICANT ELIGIBILITY

This UES Grant is designed to support the development of programs focused on the sixth grade, therefore, these grants are available only to California public school districts with sixth grade(s).

Geographic Distribution

The CIWMB will award sixty-one percent (61%) of the total funding available for projects submitted from southern California and thirty-nine percent (39%) for projects submitted from northern California. Southern California counties are defined as those counties including and south of San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties including and north of Monterey, Kings, Tulare, and Inyo. The division of funds in 61-39 percent split mirrors the percent of people living in

² OIEE will be developing three types of education materials to support the planning and implementation work of the UES grants. These materials will include:

- a standards-based audit module that encourages active student participation in the assessment of practices at their school sites related to waste management and other resource conservation matters;
- two technical manuals that enable school district administrators, business officials, and local agencies to implement integrated waste management programs and incorporate recycled-content materials and environmentally-preferable products into construction and modernization programs;
- three educational resource manuals that address appropriate instructional practices, identify existing curricula, and provide background information on issues relevant to key waste management and resource conservation topics; and,
- an educators' manual on the EIC Model (using the Environment as an Integrating Context for learning) that articulates the process of integrating environmental content and issues with California's educational standards and adopted textbooks, managing service-learning opportunities, and applying the EIC Model to classroom practices.

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the two respective areas. The northern/southern California distribution is based on the estimated population of each county as of the 2000 Census.

Environmental Justice

“Environmental Justice” is defined as “the fair treatment of people of all races, cultures, and income with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies.” (Government Code § 6540.12(c)) Compliance with the tenets of Environmental Justice is an eligibility requirement (see Exhibit A).

Partnering

Partnering with local agencies, services providers, other grantors, and community groups

The UES grant program is intended to result in a blending of standards-based instructional strategies with school site waste diversion and resource conservation projects that produce resource efficiencies for the school campus. For example, using the audit materials provided to Grantees, students would utilize standards-based teaching tools to perform a waste stream audit. The findings from the students’ audit would serve two purposes: 1. baseline data would be collected for use in subsequent evaluation; and, 2. recommendations would be made by students to reduce the volume of waste collected for landfill disposal. These recommendations might eventually be used to develop a District-wide Implementation Plan. This is just one example, but the same type of process (audit → findings → recommendations → plan) could be used to assess energy usage and water consumption practices as well.

In order for a district to successfully complete this grant, and to fulfill Phase One and Phase Two Workshop team requirements (see A. Background) it is necessary to partner with a local government entity responsible for waste management.

Any entity(ies) (e.g., applicant’s waste hauler, recycler, or any other services providers) that might support the Applicant’s efforts with the UES grant program should be solicited as a potential partner. By forming partnerships, the Applicant may fulfill the matching requirement of this program (see H. Matching Fund Requirement). It is up to the Applicant to exercise its discretion in determining the most appropriate partnerships.

Applicants may want to consider connecting this grant to other grants they already have or intend to seek. For example, a CalServe grant for service-learning could be an appropriate complement to the UES grant, whereby each grant strengthens what the other is intended to achieve.

C. ELIGIBLE PROJECTS

The UES Grants are intended to foster projects that incorporate all of the elements of the UES program (see A. Background) into the school district’s operational and instructional infrastructures. The CIWMB is seeking Applicants that are committed to use environment-based and standards-aligned teaching tools to analyze the current resource management practices in place on school campuses within their school districts.

Applicants with existing resource management programs can use the UES grant opportunity to expand on their existing programs and/or explore other areas that are not currently being addressed. For example, if a school district has a recycling program in place for white paper, but no other material types, the Applicant might propose an audit of other campus waste streams to identify other possible waste prevention programs. Proposals might include similar activities in the areas of energy and water resources.

D. INELIGIBLE PROJECTS

Projects that do not incorporate the UES into the overall project proposal do not qualify for funding. An example of an ineligible project is one that is focused solely on waste diversion or recycling but does not intend to incorporate these efforts into a standards-based, integrated, interdisciplinary program or involve students in waste diversion and resource conservation projects at their schools.

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E. GRANT FUNDING

The CIWMB reserves the right to not award this Grant. Award is contingent upon funding availability. The CIWMB reserves the right to reduce the amount of any grant request.

Only Applicants who receive Phase One funding will be eligible for Phase Two funding.

Phase One Funding

Applicants may request a maximum of twenty-seven thousand dollars (\$27,000) for Phase One of the Grant, which is approximately one (1) year, commencing June/July 2003 and concluding June 30, 2004. Phase One funds must be expended by June 30, 2004. Grant funds may be used only for activities directly related to the approved proposal (see "F. Eligible Project Costs").

Phase Two Funding (applicable only if awarded Phase One funding)

The UES grant program is designed to provide in June/July 2004, a second phase of funding to successful Phase One Grantees to allow them to build on and/or expand their Phase One activities. The second phase of funding, up to a maximum of thirty-eight thousand dollars (\$38,000) per Grantee, is contingent upon the Grantee's satisfactory completion of Phase One of the program and approval of its Implementation Plan. Refer to Appendix A for *Criteria and Process for Approving Phase Two Funding*.

F. ELIGIBLE PROJECT COSTS

All costs, whether paid for with grant funds or matching funds, must be directly related to the approved proposal, and included in the Grantee's approved budget. Materials, services, equipment, or facilities that directly increase opportunities for achieving the objectives of the UES, as described in the approved proposal, may be eligible project costs. Costs must be reasonable, cost-effective, and focused on local needs. If an Applicant proposes a project that could be completed for less than the amount requested, the application may be docked points in the Budget portion of the Evaluation and Scoring Criteria.

1. Fixed Training and Technical Assistance Costs

Within each Applicant's proposed budget, the following budget allocations **must** be included:

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Two-day Audit Implementation and Program Planning Institute | \$3,000-\$7,000 |
| • Summer 2003 Institute (regionally located) | |
| • Approximately \$700 per person for the travel, lodging, and meal expenses of each of the team members participating in the institute (minimum of 5 team members-maximum of 10 team members) | |
| Site Visits and Technical Support by the State Education and Environment Roundtable | \$5,000 |

Note For Future Funding: For Phase Two funding, similar budgetary allocations will be required, however, budgets for Phase Two funding (Implementation phase) should not be submitted with this application, as they are applicable only to Grantees who receive Phase One funding. Phase Two budget allocations will require:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Five-day Implementation Institute | \$7,000-\$10,000 |
| • Summer 2004 Institute (regionally located) - four days focused on EIC and one day focused on diversion/conservation technical methods | |
| • \$1,000 per person for the travel, lodging and meal expenses of each of the team members participating in the institute (minimum of 7 team members-maximum of 10 team members) | |
| Site Visits and Technical Support by the State Education and Environment Roundtable | \$5,000 |

2. Travel Costs

Travel costs within California are eligible costs, as long as they are reasonable, directly tied to the implementation of the project, and are CIWMB pre-approved. Travel costs, like all other costs, must be line-itemed in the Budget portion of the application (Exhibit E). Expenses will be reimbursed according to the guidelines set forth in the State Administrative Manual Sections 0700-0741 and the current Department of Personnel Administration memorandum. For example: mileage expenses may not exceed \$0.34 per mile; per diem may not exceed \$84.00 plus tax per night for lodging; meal allowances may not exceed \$6.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner and are only allowable for a

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trip of 24 hours or longer; transportation must be the most economical possible taking into consideration employee time and direct costs. Grantees must book trips far enough in advance to obtain the best rate possible. In addition to the required travel allocations, Grantees have a \$3,000 maximum allowance for any additional travel expenses anticipated during Phase One of the grant. Any changes that will affect the approved budget for travel expenses must receive prior approval by the CIWMB grant manager before any expenditure is made.

3. Staff Costs

The Grantee may claim the staff costs directly associated with implementing and overseeing the grant. Any implementation and overseeing of the grant must be identified as an allowable direct cost to the grant as opposed to overhead/indirect cost of administration. For example, direct costs could include time to review reports, work on the grant program, submit reports, and submit payment requests.

4. Purchase of Materials, Equipment, Supplies

Materials, equipment, and/or supplies needed to carryout the objectives of the UES grant are eligible expenses, but must have a direct correlation to the work plan activities. These expenses should be budgeted for in the pre-approved budget. Grantees shall consult with the CIWMB grant manager for pre-approval of changes in budget items for materials, equipment, and supplies.

G. INELIGIBLE PROJECT COSTS

Any costs not directly related to promoting the UES concept are ineligible for grant funding or as matching funds. Ineligible costs include, but are not limited, to the following:

- **Costs incurred prior to receipt of the Notice to Proceed or after the grant term;**
- Costs currently covered by another CIWMB loan, grant, or contract;
- Overtime costs (except for local public agency 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) except as provided above under F. 2. Travel Costs;
- Profit or mark-up by the Grantee or partner;
- Cell phones and pagers;
- Overhead and indirect costs above ten percent (10%) of the grant award. [These costs are expenditures not capable of being assigned and not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the grant. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of overhead and indirect costs.] All overhead and indirect costs charged to the grant must be associated with grant related activities; and,
- Any costs that are not consistent with local, state, and federal guidelines, regulations, and laws.

Grantees are bound by the State Administration Manual, which is available through the Department of General Services' Web site at <http://sam.dgs.ca.gov/sam.htm>.

H. MATCHING FUND REQUIREMENT

All Applicants are required to provide matching funds equal to twenty-five percent (25%) or greater than the amount of the requested grant; the matching funds must be clearly identified in the Budget (Exhibit D). Matching fund expenses are subject to the same restrictions and limitations as grant funds. **A letter of intent confirming that the matching funds will be available upon award is required with this application.** Upon award, the proposed Grantee must provide evidence of matching funds before the Grant Agreement is executed.

1. Eligible Matching Funds

Matching funds may be used only for eligible expenses, including staffing or consultant costs that are directly related to the project.

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Money already budgeted by the Grantee (i.e., district funds) or a partner may be considered matching funds as long as the work/funds are incurred during the grant term, directly support the objectives of the grant, and are eligible expenses.

The value of staff time of local public agencies, nonprofits, commercial businesses, private contractors/subcontractors, or volunteers may be used as matching funds as long as the time is dedicated solely to the performance of the grant project. Documentation evidencing staff salaries is required. The value of the volunteers' labor must be comparable to the salaries of the staff in similar positions. Supporting documentation showing that the salaries are comparable must be included with the application.

Matching funds may come from donations from the public, fundraisers, monies from the budgets of local public agencies, nonprofits, commercial businesses, etc. In-kind contributions are allowable, but must be itemized and supporting documentation from the donor validating the value of the in-kind products/services must be included with the application.

Other grants, if authorized, may be used as the matching funds to apply towards eligible project costs.

2. Ineligible Matching Funds

Matching funds may not come from other CIWMB grants, loans, or contracts.

3. Extreme Financial Hardship

Applicants that can demonstrate extreme financial hardship based on the guidelines found in Appendix B *Extreme Financial Hardship and Calculation* qualify for a Reduced Match of ten percent (10%) of the Grant amount.

I. GRANT TERM FOR PHASE ONE

The grant term for Phase One is approximately one (1) year. The term will end on June 30, 2004. **All invoices must be received by the CIWMB prior to June 30, 2004.**

NOTE: Should the Grantee be awarded Phase Two funding, the term would be for one additional year for implementation.

J. QUESTIONS AND ANSWERS

Questions about this application must be submitted in writing via fax (916-319-7417), mail (UES Grants Program, MS-14A, P.O. Box 4025, Sacramento, CA 95812-4025), or e-mail (UESGrants@ciwmb.ca.gov) by February 1, 2003. Questions will not be taken via phone. CIWMB staff will use the questions submitted to develop a Question and Answer sheet that will be continually posted on the CIWMB's web site at <http://www.ciwmb.ca.gov/Schools/Grants/FY200203/>. To the extent possible, similar questions will be grouped together. Please note that no specific project questions will be answered, nor will questions be answered after February 1, 2003. On or about February 5, 2003, the final set of Questions and Answers will be posted on the CIWMB's web site. Individual responses will not be provided.

K. COMPLIANCE RESPONSIBILITY

The Grantee is responsible to comply with all applicable local, state and federal laws, guidelines, or regulations that may apply to its grant project. The Applicant must complete and submit with its application the General Checklist of Business Permits, Licenses, and Filings (Exhibit I). Grantees will be required to update this list upon execution of the Grant Agreement and with the submittal of each Payment Request.

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

A. APPLICATION REVIEW

After the close of the application period, CIWMB staff will evaluate applications using the Evaluation and Scoring Criteria below. **To be considered for a UES Grant, Applicants must receive a minimum total**

score of seventy (70) points in the General Scoring Criteria. Scores will be based solely on the information provided in the application.

All applications will be evaluated according to the following Criteria and ranked according to the final score received. Grant award recommendations will be made based upon the order of ranking. The higher the score, the better the chance of funding.

B. EVALUATION AND SCORING CRITERIA

Grant Scoring Criteria (100 possible points)

(Applicants must receive a minimum of 70 points to be considered for a UES Grant.)

1. Need (10 points)

Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).

- Why does your school district need this grant? If you received this grant, how would this grant benefit your organization? Describe and document your need.
- What will happen if your organization does not receive this grant?
- Please address any additional "Need" requirements identified in the grant application.

2. Goals and Objectives (10 points)

Describe what you wish to accomplish by completing this grant project. Measurable target(s) that must be met on the way to attaining your goal. When developing your application information, please keep in mind the goal of this grant program is to provide funds to school districts and schools to assist in the development and implementation of educational programs that teach the concepts of source reduction, recycling, and composting, and other resource management issues such as energy conservation and water conservation [in an integrated, standards-based manner with opportunities for student participation in campus-based conservation programs].

- How does your proposal achieve this goal?
- How does this effort fit with the overall objectives of the school district?

3. Work Plan (35 points)

Specific list of all grant eligible procedures or tasks used to complete your project. When developing your application information, please keep in mind the work plan should contain a detailed description of the tasks necessary to complete the proposed program. It should convey a clear commitment to:

1. forming and sending a team to the professional development workshops (summer 2003) and institutes (summer 2004) described in the grant application materials;
 2. incorporating service-learning activities into instructional programs, through partnerships with community groups, and state and local agencies; and,
 3. ensuring that educational materials used in the program are consistent with and specifically designed to complement state-adopted basic instructional materials (in science, English/language arts, and mathematics).
- What activities, steps or tasks will you take to implement your Work Plan?
 - What is your timetable for completing these tasks?
 - Explain how your project will work toward a district policy or program that addresses:
 1. The adoption of waste reduction and recycling programs and practices.
 2. The adoption and implementation of the unified education strategy.
 3. The allocation of adequate space for the safe collection, storage, and loading of recyclable materials.
 4. The coordination with city or county representatives to implement solid waste management programs (e.g., partnering with the city or county recycling coordinator to assess the district's solid waste and diversion needs and to develop new or expand existing integrated waste management programs).

The Work Plan must be submitted using the template provided in Exhibit C.

4. Evaluation (15 points)

Measures the outcome of the Applicant's project. When developing your application information, please keep in mind the evaluation will measure the outcome of the Applicant's program and should reflect commitment to participate in the program evaluation efforts described in the grant application materials. It should convey a clear commitment to:

1. work with the CIWMB and resource agency partners to design data collection procedures related to the impacts of the program on resource management issues, such as waste diversion rates, energy conservation and water management;
 2. work with the CIWMB consultants to collect student achievement and behavioral data, such as classroom discipline and attendance rates; and,
 3. assess the degree to which the educational materials developed for the program align with state-adopted basic materials.
- How will you determine if your program is meeting your goal(s) and objective(s)?
 - How will you evaluate the interim progress and final outcomes of your program?
 - Who will be responsible for collecting these data?

5. Budget (5 points)

Cost (dollar figure) associated with activities necessary to complete the project.

- Provide an itemized cost breakdown associated with each activity, task or subtask as identified in the work plan.
- List any additional resources derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc. (In-kind services should be identified in your budget).

The Budget must be submitted using the template provided in Exhibit E.

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

- Is the proposal clearly presented and complete?
- Provide evidence that the applicant or his/her contractor(s) have sufficient staff resources, technical expertise, and experience to successfully manage this grant project.
- Provide letters of support and/or commitment for your grant project from local governments (employees/officials), Board members, Board of Supervisors, etc., from entities other than your agency.
- Include current resumes, endorsements, and references.

7. Evidence of a Recycled-Content Purchasing Policy or Directive (15 points)

- Provide evidence that a recycle-content purchasing policy is in place or evidence to show that the policy will be adopted during the application period requiring the Grantee to purchase recycled content products, recycled or reusable products, or engage in other waste reduction activities where appropriate and feasible.
- Provide evidence, to the maximum extent feasible, of the use of recycled materials and environmentally preferable products in the construction or modernization of public school facilities.

Program Scoring Criteria (5 possible points)

8. Statement of Institutional Commitment (5 points)

- Inclusion of signed agreement titled "Statement of Institutional Commitment" (see Exhibit H), which is a testament to the applicant's willingness to "assist in the development and implementation of educational programs and to promote the use of existing educational programs, to teach the concepts of source reduction, recycling, and composting."
- A statement of commitment to reinvest and motivate schools to sustain a high level of participation in the proposed programs.

C. CIWMB AWARD OF GRANTS

It is anticipated that the CIWMB will consider staff funding recommendations for award at its May 2003 regularly scheduled meeting. CIWMB staff will notify all Applicants of its recommendations prior to the CIWMB meeting.

III. APPLICATION INSTRUCTIONS

All requested information must be provided in a clear and succinct manner. The application must:

- Be typed with a minimum 10-point font;
- Be double-sided;
- Be single-spaced on 8 ½" x 11" paper;
- Be submitted on paper with a minimum thirty percent (30%) post-consumer content that bears a recycled logo or text confirming the use of recycled paper;
- Have pages numbered consecutively;
- Have one-inch margins all around; and
- Be prefaced with a Table of Contents identifying each section and its page number.

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

- A. Application Cover Sheet Form (Exhibit A)
- B. Proposal Narrative Need and Goals and Objectives (Exhibit B)
- C. Work Plan Form (Exhibit C(2))
- D. Proposal Narrative Evaluation (Exhibit D)
- E. Budget Itemization Form (Exhibit E)
- F. Checklist for Application Completeness, Letters of Support, Experience, Etc. (Exhibit F)
- G. Applicant's Green Procurement Policy, Documentation of Policy, and Sustainable Practices (Exhibit G)
- H. Statement of Institutional Commitment (Exhibit H)
- I. Resolution (Exhibit I(2)) (This may be submitted after April 11, 2003 only if the school district can show good cause in its application as to why the Resolution was not turned in on time; however, the Resolution must be received by May 1, 2003.)
- J. General Checklist of Business Permits, Licenses and Filings (Exhibit J).

Please note that:

- One (1) original and three (3) copies of the application package must be submitted (the three (3) copies must follow the same requirements as the original application);
- Applications must be stapled in the upper left-hand corner and not submitted in covers, binders, or folders;
- No applications submitted using e-mail or faxes are allowed;
- Applications must be received by the Board by 2:00 p.m. on Friday, April 11, 2003;
- Applications delivered on the day of the deadline must be received at the Environmental Services Center at the California Environmental Protection Agency's headquarters building located at 1001 "I" Street, 1st Floor, Sacramento, CA.
- The mailing address is: California Integrated Waste Management Board, Grants Administration Unit, MS-10, UES GRANT APPLICATION, P.O. Box 4025, Sacramento, CA 95812-4025;
- Postmarks will not be considered.
- All application materials will become the property of the CIWMB; and
- Late or incomplete applications will be returned to the Applicant and will not be considered for grant funding.

A. ATTACHMENTS

Attachments may be included in the application, provided they are relevant to the proposal and assist in evaluating the application and have a direct correlation to the Grant Scoring Criteria. Attachments that do not directly correlate to the criteria will be disregarded, and the application will be scored accordingly.

B. APPLICATION LENGTH

There is no minimum or maximum number of pages allowed for the grant application; however, the Applicant must follow the instructions listed above for submitting the application. The application must be the appropriate length to provide the information requested, keeping in mind the importance of waste reduction.

C. REVIEW OF APPLICATIONS BEFORE SUBMITTAL

It is not possible for applications to be reviewed by the CIWMB staff before official submittal.

IV. GRANT ADMINISTRATION

A. GRANT AGREEMENT

Following the award of grants by the CIWMB, which is expected to occur at its May 2003 meeting, Grantees will receive a Grant Agreement, which is comprised of the Terms and Conditions, Procedures and Requirements and the Applicant's approved Budget Itemization and Work Plan. The signature authority designated in the Applicant's Resolution is required to sign the Grant Agreement. The Phase One term will be approximately one (1) year.

A grant may not be funded unless the following two (2) conditions occur within ninety (90) days from the mailing of the Grant Agreement by the CIWMB: 1) the return of a complete and signed Grant Agreement; and 2) the full payment of all outstanding debt(s) owed by the proposed Grantee to the CIWMB.

The following sets forth a summary of certain provisions contained in the Grant Agreement:

B. 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 Grantee's approved Budget Itemization (Exhibit E). All payment requests must include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, Grant Payment Request Forms, Travel Log Form, etc.). The forms can be found on the CIWMB's Web site at <http://www.ciwmb.ca.gov/Grants/Forms/Default.htm>. The CIWMB will withhold ten percent (10%) of each approved payment request until all conditions stipulated in the Grant Agreement have been satisfied.

C. REPORTING REQUIREMENTS AND GRANT CLOSING

Grantees must submit a Progress Report with each payment request, or after six (6) months (December 31, 2003), whichever comes first. At the end of the Phase One term, Grantees must submit a Final Report. The final payment for the Phase One program including the 10% withholds will not be released until the Final Report is received and approved by the CIWMB's grant manager. Included with the Final Report, Grantees will provide copies of all products and materials produced with the grant funds.

Note: during Phase One, no later than March 31, 2004, the Grantees will be required to submit an Implementation Plan to the CIWMB for evaluation for Phase Two funding.

If requested, Grantees must make an oral presentation to the California Integrated Waste Management Board and/or the Legislature.

Note for Phase Two Reporting: If a Grantee is awarded Phase Two funding, a progress report will be required by January 31, 2005 for use by the CIWMB's staff in preparing the required report to the Legislature by June 30, 2005.

D. RECYCLED CONTENT CERTIFICATION

Applicants must submit a Recycled Content Certification Form with all payment requests documenting their purchases of materials and goods, regardless of recycled content. Please note that the Public Contract Code §12210 requires that “fitness and quality being equal, all local and state public agencies shall purchase recycled products instead of non-recycled products whenever available at no more than the total cost of the non-recycled products.” The Recycled Content Certification Form is available for review by the Applicants on the CIWMB’s Web site at <http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/Certify.htm>. At this page scroll down to the section titled “**Use the Recycled-Content Certification form**”, where you can download the Certification form, complete it and attach it to Payment Requests whenever you have made purchases using grant dollars.

E. COPYRIGHT ACKNOWLEDGEMENT

Applicant acknowledges that the CIWMB shall have exclusive title to all copyrightable and trademarkable materials developed as a result of this grant.

F. AUDIT REQUIREMENTS

Grantees shall agree that the CIWMB, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Grant Agreement. Further, Grantees shall agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. Further, Grantees shall agree to allow the designated representative(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, Grantees shall agree to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of the Grant Agreement.

V. INSTRUCTIONS FOR APPLICATION COVER SHEET

The form may be adapted to each Applicant's computer software; however, the format must be followed exactly.

Applicant

This is the name of the school district that is submitting the proposal.

Participating School(s) Within the District

List the names of all schools that will be actively participating in the UES project.

Partners in the Project

List name(s) of participating partner(s), (i.e., local government agency, waste hauler, community group), or collaboration with any other grant funded programs that the Applicant is participating in.

Primary Contact

This individual is responsible for carrying out the day-to-day management and implementation of the grant. All CIWMB correspondence will be directed to this individual. **The Primary Contact must be a school district representative.**

Finance Officer

This individual 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., School District Superintendent or his/her delegate).

Assembly and Senate Districts

List the state and assembly district numbers for all districts affected by the proposed project. If the entire state will benefit from the grant proposal, it is acceptable to put "State of California" under the Assembly District(s) and Senate District(s) on the Cover Sheet Form (page 14). The Web site <http://www.ca.gov> provides links to the Legislature.

Brief Description of Project

Include a three to five (3-5) sentence summary of the proposed project. The CIWMB may distribute this summary to the public.

Total Grant Request

The total number of dollars being requested from the CIWMB shall not exceed \$27,000.

Total Matching Funds

This amount should be a twenty-five percent (25%) match of the total amount requested, unless extreme financial hardship is shown using the formula provided in Appendix B.

Signature

The person designated, or to be designated, in the Resolution is the "designated signature authority," and only (s)he is authorized to sign the application, the Grant Agreement, and the Payment Request Forms.

The designated signature authority must be an employee of the Applicant.

Exhibit A: Unified Education Strategy Grant Application Cover Sheet Form

| | | |
|-------------------------------------------------|---------|-----------|
| Name of Grant: Unified Education Strategy Grant | | |
| Applicant: | | |
| Participating School(s): | | |
| | | |
| | | |
| Applicant Mailing Address: | | |
| City: | County: | Zip Code: |

| |
|-----------------------------|
| Partners in Project: |
|-----------------------------|

| | | |
|----------------------------------------|------|---------|
| Primary Contact (Name & Title): | | |
| Phone: | FAX: | E-Mail: |

| | | |
|----------------------------------------|------|---------|
| Finance Officer (Name & Title): | | |
| Phone: | FAX: | E-Mail: |

| | | |
|-----------------------------------------|------|---------|
| Program Director (Name & Title): | | |
| Phone: | FAX: | E-Mail: |

| |
|-----------------------|
| Assembly District(s): |
| Senate District(s): |

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

Unified Education Strategy Grants

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

Signature of person as authorized in the Resolution: _____

Type or print name and title: _____

Date: _____

The following is an application requirement, please check and initial.

I declare to the best of my knowledge and belief that Applicant intends to comply with the principles of Environmental Justice as described below.

Environmental Justice

Public entities that receive grant funding from the California Integrated Waste Management Board for this grant program must also comply with the following principles of Environmental Justice.

Environmental Justice is defined in Government Code Section 65040.12(c) as: "...the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."

SB 115 (Solis, Statutes 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to conduct their "programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the state."

VI. PROPOSAL INSTRUCTIONS

The following exhibits and forms must be used to complete your application submittal. The proposal must be typed double-sided on 8 ½" x 11", minimum thirty percent (30%) post-consumer content recycled paper (a recycled logo or text confirming the use of recycled paper is required), with all pages numbered consecutively. For narrative pages, the text must be single-spaced, have one-inch margins and minimum 10-point font. Do not include attachments other than those requested.

Exhibit B: Need and Goals and Objectives Narrative

GRANT SCORING CRITERIA

NEED

(Criterion #1 - 10 points)

Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).

- **Why does your school district need this grant? If you received this grant, how would this grant benefit your organization? Describe and document your need.**
- **What will happen if your organization does not receive this grant?**
- **Please address any additional "Need" requirements identified in the grant application.**

**GRANT SCORING CRITERIA
GOALS AND OBJECTIVES
(Criterion #2 - 10 points)**

Describe what you wish to accomplish by completing this grant project. Measurable target(s) that must be met on the way to attaining your goal.

When developing your application information, please keep in mind the goal of this grant program is to provide funds to school districts and schools to assist in the development and implementation of educational programs and to promote the use of existing programs to teach the concepts of source reduction, recycling, and composting, and other resource management issues such as energy conservation and water conservation.

- **How does your proposal achieve this goal?**
- **How does this effort fit with the overall objectives of the school district?**

**GRANT SCORING CRITERIA
WORK PLAN
(Criterion #3 - 35 points)**

INSTRUCTIONS FOR COMPLETING THE WORK PLAN FORM:

The Work Plan Form must list all activities described in the Proposal Narrative that are necessary to complete the proposed project.

1. Use the Work Plan Form (Exhibit C(2)) to detail your Work Plan. A sample format (Exhibit C(1)) is provided. **This format must be used**, as adjusted to fit your project, (e.g. different, fewer or more tasks).
2. The Work Plan should contain a detailed description of the tasks necessary to complete the proposed program. It should convey a clear commitment to:
 - a. forming and sending a team to the professional development Workshops and institutes described in the grant application materials;
 - b. incorporating opportunities for students to be actively involved in implementing waste diversion activities into instructional programs, through partnerships with community groups, and state and local agencies; and,
 - c. ensuring that educational materials used in the program are consistent with and specifically designed to complement state-adopted basic instructional materials (in science, reading/language arts, mathematics).
3. What activities, steps or tasks will you take to implement your Work Plan? Use a numbering system correlated to a description of the proposed activities/tasks to be undertaken.
4. What is your timetable for completing these tasks? Identify who will perform the activity/task and the start and ending dates for the activity.
5. Describe how your project will work toward a district policy or program that addresses;
 - a. The adoption of waste reduction and recycling programs and practices;
 - b. The adoption and implementation of the unified education strategy;
 - c. The allocation of adequate space for the safe collection, storage, and loading of recyclable materials; and,
 - d. The coordination with city or county representatives to implement solid waste management programs (e.g., partnering with the city or county recycling coordinator to assess the district's solid waste and diversion needs and to develop new or expand existing integrated waste management programs).

Please note that the sample Work Plan below provides only a few sample task categories and sub-tasks. Your Work Plan should include all your project activity categories with detailed sub-tasks, the person performing the task, and relevant dates.

Exhibit C (1): Work Plan Form (Sample)

| Task Number | Description of Activity | Who is Performing Task | Start and End Dates |
|--------------------|---------------------------------------------------------------------------------------------|-------------------------------|----------------------------|
| Task 1 | General Activities | | |
| Task 1.1 | Convene UES lead team, identify UES site teams, plan and conduct project orientation | | |
| Task 1.2 | Monitor progress of project | | |
| Task 2 | Audit Activities | | |
| Task 2.1 | Participate in two-day Audit and Planning Workshop | | |
| Task 2.2 | Oversee progress and guide waste, water and energy audits at all participating school sites | | |
| Task 3 | Implementation Plan Activities | | |
| Task 3.1 | Develop Implementation Plan based on audit findings | | |
| Task 3.1 | Submit Implementation Plan to CIWMB | | |

Exhibit D: Evaluation Narrative

GRANT SCORING CRITERIA EVALUATION (Criterion #4 - 15 points)

Tip: Describe the methods that can be used to evaluate: 1) the outcome of the Applicant's project, and 2) the extent to which the objectives were accomplished at the conclusion of Phase One.

Measures the outcome of the Applicant's project. When developing your application information, please keep in mind the evaluation will measure the outcome of the Applicant's program and should reflect commitment to participate in the program evaluation efforts described in the grant application materials.

It should convey a clear commitment to:

1. work with the CIWMB and resource agency partners to design data collection procedures related to the impacts of the program on resource management issues, such as waste diversion rates, energy conservation, and water management;
2. work with the CIWMB consultants to collect student achievement and behavioral data, such as classroom discipline and attendance rates; and,
3. assess the degree to which the educational materials developed for the program align with state-adopted basic materials.
 - How will you determine if your program is meeting your goal(s) and objective(s)?
 - How will you evaluate the interim progress and final outcomes of your program?
 - Who will be responsible for collecting these data?

**GRANT SCORING CRITERIA
BUDGET
(Criterion #5 - 5 points)**

INSTRUCTIONS FOR COMPLETING THE BUDGET ITEMIZATION FORM:

- Use the Budget Itemization Form (Exhibit E) to detail your projected expenditures. If necessary you may add more budget categories to the Form.
- The Budget must include the requested grant amount and the matching funds for the project. Matching funds must equal twenty-five percent (25%) of the total grant funds requested, unless the Applicant is claiming Extreme Financial Hardship using the formula provided in Appendix B..
- The Budget must be highly detailed to determine that the proposed expenses are reasonable.
- All Budget items listed in this proposal must be reflected in your Work Plan.
- Budgeted items for miscellaneous, contingency, or managerial costs must be clearly described, justified, and kept to a minimum.
- Reference the Eligible and Ineligible Project Costs sections of this application package (pages 8-9) to determine eligible and ineligible costs.
- Provide specific details to the extent possible for equipment, services, and supplies requested.
- Provide recent quotes and estimates for all costs and indicate on each quote/estimate the Budget item to which they belong. Attach these quotes to your Budget. For work to be done by the District, attach the cost estimate from the department performing the work (e.g., 20 staff hours @ \$50/hour).
- All costs must add up correctly.

If an Applicant proposes a project that could be completed for less than the amount requested, the application may be docked points under the Budget category.

Exhibit E: Budget Itemization Form

| School District: | | | |
|----------------------------------------------------------|----------------------------------|---------------------------|---------------------------|
| Program Coordinator: | | | |
| Phone: | | | |
| Financial Officer: | | | |
| Phone: | | | |
| Budget Category | Budget Detail | Matching Funds | Total For Category |
| Certificated Salaries | | | |
| Classified Salaries | | | |
| Employee Benefits | | | |
| Books and Supplies | | | |
| Special Services | | | |
| Operating Expenses | | | |
| Training (Summer 2003 Professional Development Program) | \$3,000-\$7,000 | | |
| Other Training/Conferences | | | |
| Travel (\$3,000 total budget cap) | | | |
| Technical Support by SEER (site visits and tech support) | \$5,000 | | \$5,000 |
| Equipment (10% total budget cap) | | | |
| Indirect Costs (10% total budget cap) | | | |
| Total Grant Amount Requested: | | | |
| | Total for Matching Funds: | | |
| | | Total For Project: | |

Exhibit F: Checklist for Application Completeness, Letters of Support, Experience, Etc.

(Criterion #6 - 5 points)

The following table is a checklist that serves as a reminder to include the elements that comprise Criterion #6. Placing a checkmark next to each line item does not guarantee an automatic five points. Points given will be based on the quality of the items provided as part of Criterion #6.

| Verify compliance with the following application requirements by using this checklist. | ✓ Check if Completed |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Is the proposal clearly presented and complete, (e.g., matching fund commitment letter)? | |
| Did you provide evidence that the applicant or his/her contractor(s) have sufficient staff resources, technical expertise, and experience to successfully manage this grant project? | |
| Did you provide letters of support and/or commitment for your grant project from local governments (employees/officials), Board Members, Board of Supervisors, etc.? (Entities other than school district staff.) | |
| Did you include current resumes, endorsements, and references? | |

Exhibit G: Attach Applicant's Green Procurement (Recycled Content Purchasing) Policy and Sustainable Practices

Verification Form (Criterion #7 - 15 points)

Directions:

- Check with your district office's purchasing department and/or County Office of Education purchasing department for a Green Procurement Policy and/or Sustainable Practices.
- Attach, to this form, a copy of the school district's Green Procurement Policy, which requires the school district to use recycled-content, recyclable, or reusable products, or other waste reduction measures where appropriate and feasible (or the County Office of Education's policy IF it requires compliance by your school district).
- Attach, to this form, documentation of the use of re-refined oil in vehicles or evidence of Sustainable Practices such as grasscycling, composting, water-efficient landscaping, energy efficiency, etc.

| | | | |
|------------------------------------------------------------|------------------------------|-----------------------------|---------------------------------------|
| Have a Green Procurement Policy: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date Policy was Adopted: _____ |
| Have Sustainable Practices: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Attach copy of Policy. | | | |
| Evaluate your Green Procurement Policy: | | | |
| 1) What aspects have been successfully implemented? | | | |
| | | | |
| 2) What areas need improvement? | | | |
| | | | |

Discuss your use of re-refined oil in vehicles or evidence of Sustainable Practices such as grasscycling, composting, water-efficient landscaping, energy efficiency, etc. Attach documentation.

Provide evidence, to the maximum extent feasible, of the use of recycled materials and environmentally preferable products in the construction or modernization of public school facilities.

EXHIBIT H - PROGRAM CRITERIA
Statement of Institutional Commitment
(Criterion #8 - 5 points)

In the event the _____ School District receives a UES Grant, it is committed to:

- assist in the development and implementation of educational programs;
- promote the use of existing educational programs;
- teach the concepts of source reduction, recycling, and composting;
- reinvest and motivate schools to sustain a high level of participation in the proposed programs;
- work closely with OIEE, CIWMB and its representatives, as well as the project consultants on all elements of their program plan;
- send complete teams to participate in the specified professional development program;
- allow and assist with the collection and analysis of program evaluation and student assessment data;
- serve as mentors to other schools and districts that are working to adopt the same or similar programs;
- use, to the maximum extent feasible, recycled materials and environmentally preferable products in the construction or modernization of public school facilities;
- increase efforts to adopt waste reduction and recycling programs and practices; and,
- assure the allocation of adequate space for the safe collection, storage and loading of recyclable materials.

Signature and Title Of Authorized Agent

Date

Print Name

Exhibit I(1): Instructions For Resolution

Applications must include a signed and dated Resolution from the Applicant's governing body. The Resolution must authorize submission of the application and designate the job title of the individual authorized to sign the Grant Agreement and other grant-related documents. The designated signature authority must be an employee of the Applicant.

The Resolution may be submitted after April 11, 2003 if in the application the Applicant sets forth good cause as to why the Resolution was not turned in on time (e.g., "The Applicant's Board of Directors meets quarterly. Its next meeting will not occur until March 1, 2003."). **Note: the Resolution must be received no later than May 1, 2003. Failure to meet this deadline will result in an ineligible application.**

Exhibit I(2): Sample Resolution for United Education Strategy Grant

The following is for sample purposes only, consult your attorney.

WHEREAS, the people of the State of California (State) have enacted Senate Bill 373 (Torlakson, Chapter 926, Statutes of 2001) that provides, among other things, grants to school districts to promote integrated waste management and environmental education; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the grant program for the State, which includes setting up necessary procedures governing program applications and awards; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the Applicant to certify by resolution approval of the application and authorization of the official, by job title, empowered to execute required grant documents in the event the Applicant is awarded the grant;

NOW, THEREFORE, BE IT RESOLVED that (Title of governing body of District) authorizes the submittal of an application to the California Integrated Waste Management Board for the Unified Education Strategy Grant . The (Title [not name] of Official), or his/her authorized designee, of the (Name of District or School) is hereby authorized and empowered to execute in the name of the (Name of District) all necessary documents, including but not limited to, applications, agreements, amendments and payment requests necessary to secure grant funds and to implement and carry out the purposes of the grant program.

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

ATTEST:

Signed: _____ Date: _____
(Name and Title of Official Authorized to Sign)

Exhibit J: General Checklist of Business Permits, Licenses and Filing^(a)

| |
|-----------------------------------------|
| Applicant Name _____ |
| Date Submitted _____ Date Updated _____ |

Depending on the nature of the proposed project, please check the appropriate box for each permit, license, and filing required. The checklist must be signed by the designated signatory and submitted with the application. **Failure to do so will result in an ineligible application.** DO NOT attach or include copies of the permits/licenses/filings. Keep all permits/licenses/filings available in grant file for audit.

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------|
| Applicant has this current valid Permit/License/Filing. | | |
| Applicant will obtain and/or modify this Permit/License/Filing. | | |
| This Permit/License/Filing is not applicable for the business or the proposed project. Insert "N/A" in each applicable green box. | | |
| | | |
| | LOCAL GENERAL BUSINESS | REGULATOR OR ISSUER |
| | Land Use Permit/Zoning Clearance/Conditional Use Permit | City or County if unincorporated area |
| | Building Construction Permit | City or County |
| | Business License (not required for unincorporated county areas) | City |
| | Fictitious Business Name Filing | County |
| | Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events | City, County or Cal/EPA - DTSC |
| | ABOP Notification | CUPA or Cal/EPA - DTSC |
| | Waste Tire Facilities Permit | Cal/EPA - CIWMB |
| | Waste and Used Tire Hauler Registration | Cal/EPA - CIWMB |
| | Hazardous Waste Haulers Permit | Cal/EPA - DTSC |
| | Waste Hauler Permit | City or County |
| | STATE PERMITS AND FILINGS | |
| | Solid Waste Facilities Permit | Cal/EPA - CIWMB |
| | State EPA Identification Number | Cal/EPA - DTSC |
| | Industrial Activities Storm Water General Permit | Cal/EPA - WRCB |
| | Waste Discharge Requirements | Cal/EPA - WRCB |
| | Corporate, Company or Partnership Filings | Ca. Secretary of State |
| | Authority to Construct/Permit to Operate | Air Quality Management District |
| | Non-Profit Organization 501(C)(3) | Secretary of State |
| | Prop. 65 Safe Drinking Water & Toxic Enforcement Act | State Health & Safety Code 25249.10 |
| | FEDERAL PERMITS AND FILINGS | |
| | US EPA Identification Number | US EPA |
| | US EPA - NPDES and/or NSR Permits | US EPA |
| | OTHER PERMITS | |
| | | |
| | | |

^(a) This list is not intended to be all-inclusive. Grant applicant may attach additional information for other critical permits/licenses/filings not listed above.

Unified Education Strategy Grants

PRIVATE ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed Grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.

PUBLIC ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed Grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at _____ on _____
City and State Date

Grant Applicant/Authorized Signatory Name and Title (print)

Signature of Grant Applicant/Authorized Signatory

Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the Grantee; relinquishment by the Grantee of funds previously paid; termination of the grant; and/or placing the Grantee on the Board's Unreliable Contractors List.

Appendix A

Criteria and Process for Phase Two Funding for UES Grants

UES Grants will provide two years of funding. The Grantee's work during Phase One will be focused on completion of waste diversion and conservation audit modules, professional development for their teams, and the development of an implementation plan. Work during Phase Two is to be directed at implementing the program plan. Continued funding will be determined through a formal review by the CIWMB and based on satisfactory performance on program goals and objectives.

The CIWMB's Review Team will evaluate each Grantee's Implementation Plan and other related materials from Year One and make a recommendation to the CIWMB for approval of Phase Two grant funds.

The CIWMB's review will include, but is not limited to, the following elements to determine the appropriateness of continued funding:

- Effective completion of the Grantee's waste diversion and conservation audit activities.
- Active participation in the professional development and technical support programs provided by the CIWMB and its consultants.
- Clarity and completeness of an implementation plan that provides detailed explanation of plans for establishing a program that integrate educational strategies involving standards and adopted textbooks programs for waste diversion, recycling and other resource conservation measures, on the school campus or in the school district.
- Success in developing partnerships with state and local agencies, and community organizations.
- Indications of the potential for sustaining the program.
- Evidence that Grantees have: exercised due diligence in undertaking the project; completed the work described in their original grant proposal; provided accountability for expended funds; and, communicated the results to CIWMB staff and its consultants.
- Demonstrated willingness to work in active partnership with CIWMB staff and program consultants.

Additional instructions and guidance will be provided to Grantees during Phase One grant term to help Grantees achieve success with receiving Phase Two grant funds.

Appendix B

Extreme Financial Hardship Criteria and Calculation

Based on Census 2000 data, the median household income for California is \$47,493. To demonstrate extreme financial hardship and be eligible for the reduced match, a school district's project must include at least one school in a zip code area with a median household income of \$23,747 or less (fifty percent (50%) of \$47,493).

To find the median household income for the zip code(s) within the School District:

1. Go to www.census.gov
2. Select "American Factfinder" from the left Navigation Bar.
3. Under "Data Sets" for Census 2000, select "2000 Summary File 3".
4. From the menu on the right select "Select a Table" and enter "P53".
5. Under "Select a geographic type" select "5-digit zip code tabulation area".
6. On the next screen, select the 3-digit area that corresponds to the zip code you want.
For example select "956" for "95638".
7. On the next screen, select the 5-digit area(s) and hit the add button for each. Then hit show table.

The site will display the Median Household Income for the zip code submitted.

Applicants unable to determine the median household income for the project's zip code may contact CIWMB via the Office of Integrated Environmental Education at 916-341-6769 or E-mail: UESGrants@ciwmb.ca.gov and ask for assistance.

If the Applicant qualifies for the reduced Matching Funds rate, the Applicant must make such a statement in the budget form, indicate the zip code(s) located within the School District's boundaries that qualify the School District for the reduced matching funds amount, and provide matching funds budget detail at the ten percent (10%) rate.