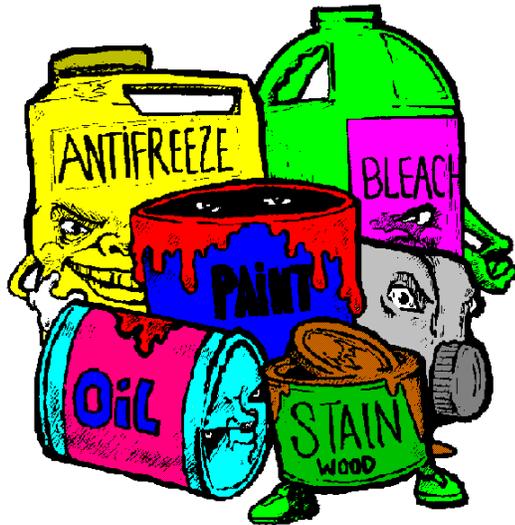


**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**



**LOCAL GOVERNMENT
HOUSEHOLD HAZARDOUS WASTE GRANT
FISCAL YEAR 2001/02**

This Grant application is for Fiscal Year 2001/2002 and is separate and apart from the Fiscal Year 2000/2001 Application issued in January 2001.

The Award of Fiscal Year 2001/2002 Household Hazardous Waste Grants is contingent upon and subject to the availability of funds appropriated for the Grant.

Application Instructions

California Integrated Waste Management Board
Household Hazardous Waste Grant Program
1001 I Street
P.O. Box 4025
Sacramento, CA 95812-4025
(916) 341-6457

GRANT APPLICATION SUBMITTAL CHECKLIST

- Application Cover Sheet (Exhibit A).
- Table of Contents.
- Resolution(s) (Exhibit B).
- Proposal Narrative (not to exceed 15 pages, exclusive of the required attachments).
- Work Statement Form(s) (Exhibit C).
- Budget Itemization (Exhibit D).
- Summary of Used Oil and HHW Grants (Exhibit E).
- 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 stapled in upper left-hand corner.

Applications must be postmarked by Friday, May 4, 2001. Applications postmarked after that date will not be considered. Hand delivered applications will not be accepted. Mail applications to:

**California Integrated Waste Management Board
Attn: Kelley Tyack, Grants Administration Unit
1001 I Street, MS#10
P.O. Box 4025
Sacramento, CA 95812-4025**

TENATIVE DATES	ACTIVITY
February 26, 2001 to May 4, 2001	Application period
March 12, 2001 to April 6, 2001	Question and Answer Period
May to June 2001	Panels review applications and prepare recommendations
August 2001	CIWMB approves grants
August 2001	Grant agreements developed and signed
September 2001	Grant recipients begin grant projects.
March 31, 2004	Close of grant term
May 15, 2004	Final report and payment request due

HOUSEHOLD HAZARDOUS WASTE GRANT FY 2001/2002

I. GRANT SUMMARY AND GUIDELINES

This Grant Application is for Fiscal Year 2001/2002 and is separate and apart from the Fiscal Year 2000/2001 Application issued in January 2001.

The Award of Fiscal Year 2001/2002 Household Hazardous Waste Grants is contingent upon and subject to the availability of funds appropriated for the Grant.

■ BACKGROUND

Public Resources Code Section 47200 authorizes the California Integrated Waste Management Board (CIWMB or Board) to award competitive grants to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills. Evaluation preference points will be given to projects for the establishment of permanent HHW collection facilities and for those that have not received a HHW grant during the previous 2 HHW cycles. **If you have questions or need additional information, contact Pat McDermott at (916) 341-6452.**

■ APPLICANT ELIGIBILITY

Eligible applicants are limited to cities, counties, and local agencies, including Indian reservations and rancherias that recognize themselves as local agencies, responsible for waste management. Commercial businesses and nonprofit groups are not eligible to apply for this grant. Only one application may be submitted by a jurisdiction. If you apply as part of a regional group, you cannot submit an individual application.

■ GRANT FUNDING

Grant funds must be used to establish or expand HHW programs that provide permanent collection opportunities, with corresponding and effective publicity campaigns. Proposed activities should complement local and regional HHW management and used oil programs. It is anticipated that three (3) million dollars will be available for this fiscal year's (FY 2001/02) HHW Grant Program. The anticipated maximum award is \$200,000 per individual applicant and \$300,000 per regional application.

Public Resources Code Section 47200 directs the CIWMB to focus funding priorities toward:

- ◆ New programs for rural areas, underserved areas, and for small cities;
- ◆ Expansion of existing programs to provide for collection of additional waste types, innovative or more cost-effective collection methods, or expanded public education services; and
- ◆ Regional HHW programs.

In addition to the statutory priorities, FY 2001/02 HHW Grants, the program criteria will be weighted towards jurisdictions that:

- ◆ Did not receive a HHW grant during the last two cycles;

- ◆ Propose to establish a permanent HHW collection facility.

- **GRANT TERM**

The anticipated term of the grant is from September 1, 2001 through March 31, 2004. All costs must be incurred during this term.

- **QUESTION AND ANSWER PERIOD**

Questions about the FY 2001/02 application may be submitted in writing to CIWMB, Attn: Pat McDermott, Used Oil and HHW Grants, MS-#21, 1001 I Street, P.O. Box 4025, Sacramento, CA 95812-4025. Staff will use the questions submitted to develop a question and answer sheet that will be distributed on or about April 16, 2001. Responses will be posted on the CIWMB's grants website and mailed to everyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered. The tentative dates for the Question and Answer period are from March 12 to April 6, 2001.

- **APPLICATION FILING PROCEDURES**

Applications must be mailed to the CIWMB's Sacramento office, and postmarked by **Friday, May 4, 2001**. Applications postmarked after May 4, 2001 will be returned to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is postmarked on time. **Hand delivered applications will not be accepted.**

- **ELIGIBLE COSTS**

All costs must be directly related to the development and/or management of the approved grant project. Such costs may include materials, services, equipment, and facilities that increase opportunities for the proper collection and management of unwanted household hazardous products provided that they are reasonable, cost-effective, and focused on local and/or regional, or statewide needs as described in the application. All costs must be incurred during the grant term.

- **INELIGIBLE COSTS**

Any costs not directly related to the approved grant project are ineligible for grant funding. These include but are not limited to the following costs:

- ◆ Costs incurred prior to or after the grant term;
- ◆ Costs currently covered by another CIWMB loan, grant or contract;
- ◆ Purchasing or leasing of land;
- ◆ Purchasing or leasing of vehicles by non-governmental agencies;
- ◆ Remediation;
- ◆ Enforcement activities;
- ◆ Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste;
- ◆ 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);
- ◆ Preparation of HHW Elements;

- ◆ Public education costs not directly tied to HHW collection;
- ◆ Profit or mark-up by the grantee;
- ◆ Any costs that are not consistent with local, state, and federal guidelines and regulations;
- ◆ Cell phones and pagers; and
- ◆ Development of school curricula.

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 discussed below and listed in Exhibit F. Applicants must attain at least 70 out of the 100 possible points to be considered for funding. **The panels will score applications based solely on the information provided in the application.**

■ PARTIAL FUNDING OF PROPOSALS

The review panels may recommend partial funding of some or all proposals. CIWMB staff will consult with applicants to determine the feasibility of the recommended reductions.

■ CIWMB AWARD OF GRANTS

The Award of Fiscal Year 2001/2002 Household Hazardous Waste Grants is contingent upon and subject to the availability of funds appropriated for the Grant.

The Board is expected to consider the grant funding recommendations at its August 2001 Board meeting. You will be notified of staff recommendations prior to the Board meeting.

III. APPLICATION INSTRUCTIONS

The application must be printed on double-sided 8 ½" x 11" recycled paper with all pages numbered consecutively. An original and three copies of the application package must be submitted. For ease of review, applications should be stapled in the upper left-hand corner rather than bound. All application materials become the property of the CIWMB.

The HHW Grant application must contain the following information:

- ◆ Application Cover Sheet Form (Exhibit A);
- ◆ Table of Contents;
- ◆ Resolution(s) (Exhibit B);
- ◆ Proposal Narrative (this may not exceed 15 pages):
 - Section 1: Need, include Summary of Used Oil & HHW Grants Form (Exhibit E);
 - Section 2: Objectives;
 - Section 3: Methodology, including Work Statement Form (Exhibit C);
 - Section 4: Evaluation;
 - Section 5: Budget, including Budget Itemization (Exhibit D);
 - Section 6: Completeness, Letters of Support, Experience, etc.;
 - Section 7: Recycled-content purchasing policy;
 - Section 8: Programs for Rural, Underserved Areas, or Small Cities: address if

- applicable;
- Section 9: Multi-jurisdictional HHW Programs: address if applicable;
- Section 10: Collection of additional waste types, innovative or more cost-effective collection methods: address if applicable;
- Section 11: No HHW Grant funding during last two cycles; and
- Section 12: Establish a permanent HHW collection facility.

▪ **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.

▪ **RESOLUTION (Exhibit B-1 & B-2)**

The approved resolution and, if required, supporting documentation **MUST BE SUBMITTED WITH THE APPLICATION PACKAGE. Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement and Payment Request Form.**

The grant application package must include either:

- ◆ **B-1:** An approved resolution from the applicant's governing body which authorizes submittal of an application for the FY 2001/02 HHW Grant and identifies the **title** of the individual authorized to execute all associated agreements, and requests for payment (see Sample Exhibit B-1); **OR**
- ◆ **B-2:** An approved resolution which authorizes the submittal of grant applications to the CIWMB for all available HHW and Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, and identifies the **title** of the individual authorized to execute all associated agreements and requests for payment (see Sample Exhibit B-2).

Regional Programs – Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions. The lead agency must submit a resolution as described in B-1 or B-2. In addition, each participating jurisdiction in a regional application must submit with the grant application 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 its behalf as both applicant and grant administrator; or,
- ◆ A resolution from the governing body stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or, authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,
- ◆ A copy of a Joint Powers Authority (JPA) agreement authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or,

- ◆ 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.

- **PROPOSAL NARRATIVE**

The proposal narrative must clearly and concisely describe and justify each task presented in the proposal. The proposal narrative should address the project summary as well as the twelve scoring criteria, discussed below and set out in Exhibit F. In the following section, we have provided questions for each criterion that should help you develop your proposal. The tip boxes after the questions should help you focus on information that is important to include. Criteria 1 – 7 comprise the General Review Criteria and Criteria 8 –12 are considered the Program Criteria. **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 Summary of Used Oil and HHW Grants Form (Exhibit E), Work Statement Form (Exhibit C), and the Budget Itemization (Exhibit D). Instructions for completing the Work Statement and the Summary of Used Oil and HHW Grants Forms are on the reverse side of each form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

Briefly address each question below, remembering to note the information requested in the boxes and the application preparation tips. The proposal narrative is limited to 15 pages not including exhibits and other attachments.

GENERAL REVIEW CRITERIA (75 points possible)

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

- What is the problem you are addressing? Briefly describe your project.
1. **Need (25 points)** - Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project.
 - Clearly describes the problems or issues accurately & precisely that the project will address, including the local &/or state impact of the project.
 - Identifies clearly the targeted audience & why they need the project.
 - Addresses identified gap in service availability or current unmet need.
 - Supports the existence of the issue with surveys, studies.
 - Adequately describes any health and safety threats or environmental concerns.
 - Identifies existing & previous grant work on HHW to support the project or to justify a different approach; explain why any past CIWMB grants were not completed or only partially completed.

TIP: Make sure to include Grants Summary Worksheet form (**Exhibit E**). Proposal narrative describes the local or statewide need for the project and the benefits resulting from the project. Local Demographic Studies/Statistics include: Target population size; % population targeted; service area; illegal dumping documentation; available collection opportunities; frequency of collections; # and location of permanent facilities; waste types collected, map of collection opportunities, amount of HHW collected (past CIWMB Form 303 information) and estimated amount collected with future program.

2. **Objectives (5 points)** - Work Statement and Proposal Narrative are sufficiently detailed to determine that the project is based on the identified need described in the narrative, describes specific and measurable goals and objectives, and demonstrates that objectives can be achieved within the indicated time frame.
 - Is based on the identified need described in the Proposal Narrative.
 - Specifies realistic and measurable goals and objectives.
 - Demonstrates specific objectives & how they will be achieved within indicated time frame.

TIP: Make sure to include Work Statement (**Exhibit C**). The term of this grant is anticipated to be 31 months, demonstrate that your project is ready to begin.

3. **Methodology (10 points)** – Proposal Narrative describes by task the activities to be undertaken to achieve the objectives.
 - Describes in detail all proposed tasks & activities included in Work Statement and Budget.
 - Identifies any products that will be used or produced and how they will be distributed.
 - Describes why the proposed activities are the best way to address the identified need.
 - Describes in detail how the proposed activities will be accomplished with available time and resources.
 - Identifies staffing required to carry out the proposed project.
 - Describes involvement of cooperating organizations.
 - Presents a specific plan for future funding, how will your proposal be financed after the grant.

TIP: List tasks; sequenced timeline -- the grant term is 31 months; explain how you will achieve the objectives. Permits & variances needed? Cost of continuing program, list funding priorities and give reasons. Work Statement and Grant Narrative describe by task the activities to be undertaken to achieve the project tasks.

4. **Evaluation (5 points)** – Proposal Narrative describes a method to evaluate the success of the project and determine whether objectives were accomplished.
- Includes both process and outcome evaluation.
 - Describes a method for evaluating and modifying methods during project implementation.
 - Identifies the strategies, milestones, and tools (for example, measure of success) that you will use to monitor the project.
 - States who will be responsible for the evaluation.
 - Explains any statistical tests or questionnaires to be used.
 - Describes any evaluation reports to be produced.

TIP: Describe statistical tests/questionnaires. What is the desired project outcome? Proposal Narrative describes a method to evaluate the success of the project and determine whether objectives were accomplished. **Don't confuse tracking with evaluation.**

5. **Budget (10 points)** – Proposal Narrative sufficiently demonstrates that the proposed expenses are reasonable. All program elements described in the Proposal Narrative and Work Statement are itemized in the budget.
- Budget itemization is sufficiently detailed.
 - Quotes, estimates, or other documentation to support the costs claimed are provided.
 - All program tasks described in the Work Statement and Proposal Narrative are itemized in the budget.
 - Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.
 - Budget items for miscellaneous, contingency, or managerial (including consultant) costs are clearly described and kept to a minimum.
 - Budget is clear & concise and arranged by approved budget categories.
 - Arrange **Budget Itemization** by these categories:

Permanent Collection Facilities: Costs for the establishment, expansion, and operation of a permanent HHW collection facility. Costs for recycle-only facilities should also be included here.

Temporary or Mobile Collection: Costs for one-day, intermittent events, or mobile collection (other than residential collection) of HHW.

Residential Collection: Costs for establishment, continuation, or expansion of curbside or door-to-door collection of HHW.

Publicity and Education: Costs for the development, printing, and distribution of used oil or HHW publicity or educational materials that promote the HHW collection opportunities.

Load Checking: Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

Personnel/Other: Costs for personnel and any other eligible expenditure that cannot be assigned to another category.

TIP: Be sure to include Budget Itemization (Exhibit D). Reference the ineligible and eligible cost sections of this application package to determine eligible costs. Reference the page # of your quotes; provide details for equipment, services & supplies requested; justify all non-specific costs such as overhead & miscellaneous. Proposal Narrative and Budget Itemization demonstrates that the project is cost effective and makes judicious use of the requested grant funds. **Make the budget clear and concise; present the budget in such a manner that someone unfamiliar with your organization will understand it. Carefully check the accuracy and cost-effectiveness of all budget items, extraneous and unsupported budget items will count against you! Items in which there are no quotes may be eliminated.**

6. **Completeness, Letters of Support, Experience (10 points)** - Grant application 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.
- Includes letters of support for the project.
 - Addresses ability of the applicant to coordinate contracted activities.
 - Includes resumes, background statements for key project personnel, references, etc.
 - Application is double-sided & Proposal Narrative does not exceed 15 page limit.

TIP: Double check your application & make sure everything asked for is included, and in the order prescribed. Avoid assumptions that the application is the same as last year or that reviewers have access to outside information. Include 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.

7. **Evidence of a Recycled-Content Purchasing Policy or Directive (10 points)** – Documentation of a policy or directive regarding the purchase of recycled-content products, recycled or reused products (such as re-refined oil and recycled-content paper), the use of compost and mulch, and other “green” products or materials, and/or other waste reduction activities.

TIP: Documentation can be in the form of an agreement, recent invoice(s), or policy/directive statement. Check your local jurisdiction General Services Agency or Administrative Services Department for a recycled-content purchasing policy or directive.

PROGRAM CRITERIA (25 points possible)

8. **New Programs for Rural Areas, Underserved Areas, or Small Cities (2 points)** -
- A Rural Area is a county having a population of 200,000 or less.
 - An Underserved Area is a jurisdiction that does not have an existing HHW program serving all of its residents. (Jurisdictions are cities, Counties, and local agencies, including Indian reservations and rancherias that recognize themselves as local agencies, responsible for waste management.)

- A Small City is a city with a population of less than 35,000.

TIP: Check the Dept. of Finance, Demographics Unit, latest population statistics for cities and counties populations prior to completing this section. Their web address is <http://www.dof.ca.gov>.

9. Establishes Multi-Jurisdictional HHW Programs (2 points) -

- What regional needs will the proposed program meet?
- Which jurisdictions will be participating?
- Why is each jurisdiction participating in the program, consider cost efficiency, geographical boundaries, economies of scale, etc.?

TIP: A jurisdiction is defined as a city or county, a city and county, or regional agency.

10. Expand Programs to include additional waste types, innovative or more cost-effective collection methods or expanded public education services. (1 point) -

- How will program expand HHW collection opportunities?
- What additional waste types will be collected?

TIP: If additional waste types are being added, please be sure they are describe in the need, objective, etc.

11. No HHW Grant Funding during last two cycles (5 points) -

- Grant Proposal is from an applicant who did not receive a HHW Grant award during the last two cycles – HD7A & B, and HD8.

TIP: Was your jurisdiction the lead in a program that was awarded a HHW grant during the last 2 cycles? If so, you will not receive credit. However, if you were a member of a regional group, you can get credit.

12. Establishes a Permanent HHW Collection Facility (15 points) -

- You must be establishing a permanent HHW collection facility and be committed to funding facility operations after the grant term.

TIP: How will your program be financed after the grant is over; Tipping fees, service charges, user fees? **Please provide the funding plan in a letter from your designated signature authority.**

IV. GRANT ADMINISTRATION

▪ **GRANT AGREEMENT**

Following the Board's approval of the proposed grantees, tentatively scheduled for August 2001 Board meeting, the proposed grantees will receive a Grant Agreement that includes Terms and Conditions and Procedures and Requirements. Copies of these documents in draft form are available for review by grant applicants. Call the CIWMB at (916) 341-6457 to request these documents or review our website (<http://www.ciwmb.ca.gov/HHW/Grants/default.htm>). The Grant Agreement incorporates

the applicant's Budget Itemization and Work Statement. The signature authority, designated by resolution, is the only person authorized to sign the Grant Agreement.

Award of the grant is conditional upon 1) the return of the executed agreement to the CIWMB and 2) full payment of all outstanding debts due the CIWMB within 90 days from date of CIWMB's mailing of the agreement package. The grant may not be made if the proposed grantee fails to comply with these requirements.

The grant agreement is tentatively scheduled for a term of 31 months beginning September 1, 2001 and terminating March 31, 2004.

▪ **PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved project. Payment will be made only for costs described in the applicant's approved 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.) Ten percent (10%) of each approved payment request will be withheld until completion of the grant terms.

▪ **AUDIT REQUIREMENTS**

The Grant Agreement requires the following: that the Grantee agrees that the Board, 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 grant agreement; that the Grantee agrees 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; that the Grantee agrees 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; and that the Grantee agrees to include a similar right to the State to audit records and interview staff in any contract or subcontract related to performance of the Grant agreement.

**Applications must be postmarked Friday, May 4, 2001.
Applications postmarked after that date will not be accepted.
Hand delivered applications will not be accepted. Mail
applications to:**

**California Integrated Waste Management Board
Attn: Kelley Tyack, Grant Administration Unit
1001 I Street, MS#10
P.O. Box 4025
Sacramento, CA 95812-4025**

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:		

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.

SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills, and

WHEREAS, the California Integrated Waste management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program, and

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 Local Government Household Hazardous Waste Grant – FY 2001/02. 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 Local Government Household Hazardous Waste Grant –FY 2001/02. 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 Local Government Household Hazardous Waste-FY 2001/02 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.

SAMPLE RESOLUTION FOR BOTH USED OIL AND HHW GRANTS

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of these programs within the state, setting up necessary procedures governing application by cities and counties under these programs; and

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) _____:

1. Authorizes the submittal of grant applications to the California Integrated Waste Management board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act for the period of _____ (Indicate Time Period) _____.
2. 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 _____, 19____.

ATTEST:

Signed: _____ Dated: _____

Exhibit C

WORK STATEMENT

Applicant _____

Date: _____

Reporting and Expenditure Category _____

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse for completion instructions

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.

REPORTING AND EXPENDITURE CATEGORIES

Permanent Collection Facilities: Costs for the establishment, expansion, and operation of permanent HHW collection facilities. Costs for recycle-only facilities should also be included here.

Temporary or Mobile Collection: Costs for one day, intermittent events, or mobile collection (other than residential collection of HHW).

Residential Collection: Costs for the establishment, continuation, or expansion of curbside or door-to-door collection of HHW.

Publicity and Education: Costs for the development, printing, and distribution of publicity or educational materials that promote the HHW collection opportunities funded this grant cycle.

Load Checking: Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

Personnel/Other: Include any other eligible expenditure that cannot be assigned to another category.

SAMPLE

Applicant: City of Grantrich

Date: April 1, 1999

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	Staff	May 1 – June 30, 1999
2	Release RFP with a due date of August 15, 1999	Staff	June 30 – Aug 15, 1999
3	Finalize facility permitting	Staff	June 30 – Aug 15, 1999
4	Facility Construction	Contractor	Sept 15 – Nov 15, 1999
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	Staff	Oct 15 – Nov 15, 1999
6	Train 5 County staff for 40 hour HAZWOPR certification	Staff	Dec 1 – Dec 31, 1999
...			
15	Opening Ceremony for Permanent Facility	Staff	March 1, 2000

SAMPLE BUDGET ITEMIZATION

Permanent Collection Facilities

Design & Construct 60' X 100' Concrete Pad*	\$ 15,000.00
Design & Construct Asphalt driveway*	\$ 2,500.00
Purchase and install gate around facility*	\$ 1,000.00
Storage unit for drums, safety equipment and containers*	\$ 4,500.00
Security Lighting*	\$ 500.00
Facility Signage*	\$ 400.00
10 Tyvek suits @ \$4 ea. *	\$ 40.00
50 pair neoprene gloves @ \$3.70 ea. *	\$ 185.00
20 bags absorbent @ \$ 27 bag *	<u>\$ 540.00</u>
TOTAL Permanent Collection Facilities	\$ 24,665.00

Publicity and Education

Banner for display on Main Street 2.5' x 30' *	\$ 350.00
Newspaper ads 12 @ \$125 ea. *	\$ 1,500.00
Utility Bill Insert 92,000 @ 12¢ ea. *	<u>\$ 11,040.00</u>
TOTAL Education and Publicity	\$ 12,890.00

Personnel/Other Costs

Recycling Coordinator 10 hours @ \$46.60/hour (publicity and education)	\$466.00
Recycling Coordinator 150 hours @ \$46.60/hour (permanent collection facility)	\$ 6,990.00
Recycling Coordinator 90 hours @ \$46.60/hour (general grant administration)	<u>\$ 4,194.00</u>
TOTAL Other Costs	\$ 11,650.00

TOTAL GRANT REQUEST	\$ 49,205.00
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* Copy of bid/estimate attached

Exhibit E

SUMMARY OF USED OIL AND HHW GRANTS

Grantee	Agreement Number	Grant Award \$	Brief Project Description	% of Project Completed

See reverse for completion instructions

INSTRUCTIONS FOR COMPLETING THE SUMMARY OF USED OIL AND HHW GRANTS FORM

List any grants received from the CIWMB Used Oil and HHW grant programs between 1993 and the present.

1. Grantee: Enter the name of the lead jurisdiction and denote if the grant was for a regional program by including “(regional)” after the jurisdiction name.
2. Agreement Number: List the agreement number for the grant. Used oil grant agreement numbers begin with UOBG, UBG2, UBG3, UBG4, UBG5 (Block Grants); UOOG, UOG2, UOG3 (Opportunity Grants); or UOCP for Curbside Promotion Grants. HHW grant agreement numbers begin with HD-.
3. Grant Award \$: List the amount approved by the Board, not the amount requested.
4. Brief Program Description: Give a 1-2-sentence summary of the project.
5. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

SAMPLE

Grantee	Agreement Number	Grant Award \$	Brief Program Description	% of Project Completed
<i>City of Grantrich</i>	<i>UBG4-95-1346</i>	<i>\$ 30,479.00</i>	<i>Continued and expanded on used oil public education campaign with a direct mail piece and radio advertising.</i>	<i>95%</i>

FY 2001/2002 HOUSEHOLD HAZARDOUS WASTE GRANT SCORING CRITERIA

Applicants must score 70% (70 points) of the 100 points to be considered for grant funding

Points	Description
GENERAL REVIEW CRITERIA:	
25	1. NEED. Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project.
5	2. OBJECTIVES. Work Statement and grant narrative are sufficiently detailed to determine that the project is based on the identified need described in the narrative, describes specific and measurable goals and objectives, and demonstrates that objectives can be achieved within the indicated time frame.
10	3. METHODOLOGY. Grant proposal describes by task the activities to be undertaken to achieve the objectives.
5	4. EVALUATION. Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished.
10	5. BUDGET. Grant proposal sufficiently demonstrates that the proposed expenses are reasonable. All program elements described in the Grant Application and Work Statement are itemized in the budget.
10	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.
10	7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE. Demonstrate the purchase of recycled-content products, recycled or reused products, such as purchasing re-refined oil, recycled-content paper, use of compost and mulch, and other "green" products or materials, or engage in other waste reduction activities where appropriate and feasible.
75	TOTAL POSSIBLE GENERAL CRITERIA POINTS
PROGRAM CRITERIA	
2	8. APPLICANT PROPOSES TO ESTABLISH A NEW PROGRAM FOR HHW COLLECTION IN RURAL AREAS, UNDERSERVED AREAS, AND OR SMALL CITIES.
2	9. APPLICANT PROPOSES TO ESTABLISH A MULTI-JURISDICTIONAL HHW PROGRAM THAT ADDRESSES REGIONAL NEEDS.
1	10. APPLICANT PROPOSES TO EXPAND EXISTING PROGRAMS TO INCLUDE COLLECTION OF ADDITIONAL WASTE TYPES, INNOVATIVE OR MORE COST-EFFECTIVE COLLECTION METHODS, OR EXPANDED PUBLIC ED. SERVICES.
5	11. APPLICANT DID NOT RECEIVE A HHW GRANT AWARD DURING THE LAST TWO CYCLES – HD7 (FY 98/99 & 99/00) HD8 (FY 99/00).
15	12. APPLICANT PROPOSES TO ESTABLISH A PERMANENT HHW COLLECTION FACILITY.
25	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
100	TOTAL POSSIBLE SCORE (Total of General Criteria and Program Criteria Points)

