



**July 2008**

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

**Integrated Waste Management Board (CIWMB)**

## HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM GUIDELINES AND INSTRUCTIONS

17<sup>th</sup> Cycle – FISCAL YEAR (FY) 2008/09

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## **GRANT PROGRAM OVERVIEW AND GUIDELINES**

The California Integrated Waste Management Board (CIWMB) offers the Household Hazardous Waste (HHW) Grant Program pursuant to Section 47200(b)(2) of the Public Resources Code (PRC). The purpose of this Household Hazardous Waste Grant is to assist local governments to establish safe HHW programs in order to reduce the amount of Household Hazardous Waste disposed at landfills.

Applications must be received or postmarked by the CIWMB by 9/228/2008 or will be disqualified.

### **ELIGIBILITY**

#### **Applicants and Partnerships**

Eligible applicants are:

- California cities, counties, and other local government agencies with direct responsibility for HHW management;
- Joint Powers Authorities (JPA) if the JPA agreement includes solid and/or hazardous waste management responsibilities; and
- Indian reservations and rancherias that recognize themselves as local government agencies with direct responsibility for HHW management.

Grantees with open CIWMB grants (e.g., Used Oil Block Grants and Competitive Grants) must have current and approved grant reports on file before they will receive their HHW Grant.

#### Partnerships

An eligible applicant may partner with: 1) other eligible applicants (regional /multijurisdictional application), or 2) other entities (e.g., commercial businesses, nonprofit entities), who may partner on the delivery of project elements (private partnership application). To qualify as a grant partner, the designated partner(s) must submit a Letter of Partnership (*see Required Documents, Resolution & Letter of Authorization Section*) that includes authorization to the State to audit all documents related to performance of the grant.

For both types of partnership, if awarded a grant, the applicant/grantee becomes the “lead jurisdiction” and is responsible for the performance of the grant, including but not limited to, recordkeeping and submission of all required documentation. Partners will not receive funds directly from CIWMB and they are not parties to the Grant Agreement.

An applicant may submit and be a party to only one application. If more than one application is submitted by an applicant, it will be the applicant’s responsibility to decide which application should go forward. If the additional applications are not withdrawn, all applications from that local public agency, including any submitted in partnership with public or private entities, will be disqualified.

#### **Eligible Projects**

This offering has been designed to fund projects that establish or expand HHW programs, especially those that provide collection opportunities for additional types of waste, innovative or more cost-effective collection methods, and expanded public education opportunities. Eligible projects include planning/design or construction/expansion of facilities for HHW collection, the development of more cost-effective HHW collection methods, and targeted HHW behavioral change through public education. Programs and projects must be innovative rather than simply provide financial support for existing or ongoing operations to receive points.

Detailed permanent HHW facility planning, site analysis, conceptual design, and local approvals may be separated from facility construction in recognition of the complexity involved in siting and designing HHW facilities. The award of a grant for HHW facilities planning and design in this cycle does not guarantee construction grant funding in any subsequent cycle.

All proposed activities should complement existing and/or regional HHW programs in California.

## FUNDING AND ELIGIBLE/INELIGIBLE COSTS

The CIWMB reserves the right not to award any grants. The CIWMB reserves the right to partially fund individual phases of selected proposals and, with the Applicant's prior approval, the CIWMB may fund an amount less than requested. All awards are subject to funding availability.

- The CIWMB anticipates that approximately \$5,000,000 will be available for the HHW Grant (17th cycle) FY 2008/09.
- \$250,000 is the maximum award for single jurisdiction grants and for single jurisdiction/private partner grants (partners are entities other than eligible applicants as defined above).
- \$400,000 is the maximum award for regional/multijurisdictional grants (partners are eligible applicants).

### Eligible Costs

Costs must be used to establish or expand HHW programs, especially those that provide collection opportunities for additional types of waste, innovative or more cost effective collection methods, and expanded public education opportunities. All proposed activities should complement existing and regional HHW programs in California. Costs must be reasonable and focused on local needs as described in the application. Costs are limited to those identified in applicant's approved Budget and directly associated with the activities and products identified in applicant's approved Work Plan. Costs must be reasonable and must be incurred during the "Grant Performance Period" which starts when the Grantee receives a "Notice to Proceed" letter from CIWMB and ends on 4/30/2011. (The Notice to Proceed letter, issued after the Grantee and CIWMB execute the Grant Agreement, formally authorizes the Grantee to begin the Grant project and incur costs.)

Eligible costs include, but are not limited to, the following:

- Construction of Permanent Household Hazardous Waste Collection Facilities (PHHWCF) including construction/expansion, equipment and service;
- Design of Permanent Household Hazardous Waste Collection Facilities (PHHWCF) including facility planning, site analysis, conceptual design and the local approval process;
- Expenses that provide an opportunity for the collections of HHW that would not otherwise exist, e.g., private/public partnerships;
- Publicity and educational activities, particularly those that utilize community-based social marketing, that support HHW collection, take-back and Extended Producer Responsibility (EPR) including mail back, recycling, use of recycled products, and/or pollution prevention programs;
- Set-up and operation of temporary facilities for one-day or multi-day collection events;
- Sharps containers that provide disposal instructions. The containers must be collected at an established HHW collection facility in order for the grant funds to cover transportation and disposal costs. The cost of this portion of a program is not to exceed \$40,000;
- Grantee overhead/indirect costs up to 10% of the grant funds reimbursed if supported by a Cost Allocation Plan. For more detail on overhead/indirect costs see discussion under Budget in *Grant Application Scoring Guidelines, General Review Criteria, Budget section*.

### Ineligible Costs

Any costs not included in the approved Budget and not directly related to the approved Work Plan are ineligible for reimbursement. Ineligible costs include, but are not limited to:

- Any costs not deemed reasonable or related to the grant project by the CIWMB Grant Manager;
- Costs incurred prior to receiving the Notice to Proceed or after the grant term;
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;
- Any food or beverages (e.g., as part of meetings, workshops or events);
- Cell phones, pagers, cameras, personal digital assistants, personal computers and other similar electronic devices;
- Costs currently covered by another CIWMB loan, grant or contract;
- Costs related to the management of pharmaceutical wastes;
- Costs to maintain an existing HHW program;
- Developing a permanent facility on non-government managed property, unless specific conditions are met and cost is pre-approved in writing by the CIWMB Grant Manager;

- Development or customizing of school curricula;
- Enforcement activities;
- Expenses for audits of the Grantee's entire organization, or portions thereof;
- Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) 40-hour and 24-hour courses;
- Purchase or leasing of vehicles;
- Management, handling, disposal, or treatment of radioactive explosive or medical wastes, and other extremely hazardous waste;
- Movie theater screen advertising;
- Out-of-state travel;
- Overhead/indirect costs in excess of the allowable percentage (10%) as defined under *Eligible Costs* above;
- Overtime costs/Compensated Time Off (except for local government staffing during specially scheduled evening or weekend events that are pre-approved in writing by the CIWMB Grant Manager when law or labor contract requires overtime compensation);
- Personnel costs incurred while an employee assigned to the project funded by the grant does not work on the project (e.g., use of accrued time such as sick leave, vacations);
- Premiums or promotional items that contribute to the solid or hazardous waste stream;
- Pre-paid expenditures for future goods or services delivered beyond the end of the grant term. (Exemption: The CIWMB Grant Manager may consider approving products purchased in full before the end of the Grant Term but delivered after the Grant Term if the delay is caused solely by the supplier, and not by the Grantee. The Grantee must request an exemption in writing and receive written pre-approval from the Grant Manager);
- Profit or mark-up by the Grantee ;
- Promotional items or premiums that exceed \$6 per item if no written pre -approval was obtained;
- Promotional items or premiums that are not related to the grant or target audience;
- Promotion of brand-name product(s) or private businesses with grant funds;
- Purchase or lease of land or buildings;
- Public education costs not directly tied to household hazardous waste collection;
- Revisions of the County Integrated Waste Management Plan or its elements;
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.;
- Remediation (any cleanup or restoration of polluted areas).

Prior to award, all questions regarding eligible/ineligible costs should be raised in the Question and Answer phase of the application period. After award all questions should be directed to the CIWMB Grant Manager.

Detailed cost information is described in Exhibit B – Procedures and Requirements of the Grant Agreement.

### **QUESTION AND ANSWER PROCESS**

Questions regarding the Application and its requirements must be submitted in writing and received by **7/31/2008**:

Via email at: [enovak@ciwmb.ca.gov](mailto:enovak@ciwmb.ca.gov)

or mail to:

California Integrated Waste Management Board  
 ATTN: Household Hazardous Waste Grant Program  
 Financial Assistance Division, 9<sup>th</sup> floor  
 P.O. Box 4025  
 Sacramento, CA 95812-4025

Questions received by any other method or after **7/31/2008** will not be accepted.

Questions and Answers (Q & A) will be posted periodically during the Q & A period at: <http://www.ciwmb.ca.gov/HHW/Grants/17thcycle/Apply/QandA.htm>. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q & A will be posted on

or about **8/15/2008**, and are subject to updates. It is the Applicant's responsibility to check this website for the latest information regarding this grant cycle.

### **GRANT APPLICATION DEADLINE AND SUBMITTAL**

Mailed applications must be postmarked no later than **9/228/2008**. Hand delivered applications must be received and date stamped by CIWMB staff by **3:00 p.m.** on **9/228/2008**. Faxed or emailed applications will not be accepted. Late applications will not be considered for grant funding.

#### U.S. Postal Service:

California Integrated Waste Management Board  
ATTN: Household Hazardous Waste Grant  
Program  
Financial Assistance Division, 9<sup>th</sup> floor  
P.O. Box 4025  
Sacramento, CA 95812-4025

#### Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building  
California Integrated Waste Management Board  
ATTN: Household Hazardous Waste Grant Program  
Financial Assistance Division, 9<sup>th</sup> floor  
1001 "I" Street  
Sacramento, CA 95814

*Applications sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the Applicant and if delivery is delayed or the application is lost by the Post Office or delivery service, the burden is on the Applicant to demonstrate timely mailing or delivery of the application.*

### **GRANT APPLICATION REVIEW AND SCORING PROCESS**

After the close of the application period, CIWMB staff will review the applications for completeness and eligibility. Only complete applications can be considered for award. Double-check the list of required forms and documents for the **HD17 HHW Cycle** at:

<http://www.ciwmb.ca.gov/Grants/HHW/17thcycle/default.htm>. Make sure all the relevant documents are included, signed and/or the appropriate boxes checked.

Grant applications will be evaluated and scored by a review panel of three CIWMB staff based on the Board approved General Review and Program Criteria. For detailed information about specific evaluation questions and point breakdown see *Grant Application Scoring Guidelines, Scoring Criteria section*.

### **GRANT AWARD PROCESS**

For passing applications, CIWMB staff will develop funding recommendations based on rank order of scores to present to the CIWMB governing body's (Board) for its consideration and approval during its monthly Committee and Board meetings tentatively scheduled for **November 12, 2008 and November 18, 2008, respectively**.

CIWMB reserves the right not to award any Grant funds under this cycle.

### **GRANT AWARD CONDITIONS**

The Board awards this Grant subject to two conditions:

- the proposed grantee's Signature Authority, or where delegation is authorized his/her Designee, must sign and return the Grant Agreement to the CIWMB within 90 days from the date of mailing by the CIWMB; and
- where applicable, the proposed grantee must, within 90 days from the date the Board conditionally awards the Grant:
  - pay all outstanding debts due the CIWMB, or
  - bring current outstanding payments owed to the CIWMB.

**Failure to comply with either requirement will render the conditional award null and void.**

## TENTATIVE TIMELINE

Date	Activity
7/18/08-7/31/08	<b>Question and Answer Period</b> <ul style="list-style-type: none"> <li>• Questions must be submitted <u>only</u> by email or mail</li> </ul>
8/13/2008	<ul style="list-style-type: none"> <li>• All answers will be posted (tentative)</li> </ul>
9/ <del>22</del> 8/2008	<b>Application Deadline</b> <ul style="list-style-type: none"> <li>• Mailed applications must be postmarked by this date</li> </ul>
9/ <del>22</del> 8/2008 3:00 P.M.	<ul style="list-style-type: none"> <li>• Hand delivered applications must be received and date stamped by the CIWMB by this date and time</li> </ul>
<del>109/06</del> 29/2008	<b>If Resolution is not submitted with the Application</b> Resolution must be <u>received</u> by the CIWMB by this date <b>If Applicant does not have a EPPP Policy at time of application</b> <ul style="list-style-type: none"> <li>• EPPP Policy must be adopted and Notification must be <u>received</u> by the CIWMB by this date</li> </ul>
11/18/2008	<b>Grants Awarded</b> <ul style="list-style-type: none"> <li>• Board considers funding recommendations, and if approved, awards grants</li> </ul>
Notice to Proceed – 4/30/2011	<b>Grant Performance Period – may incur costs</b>
4/15/2011	<b>Final Report, Final Payment Request and Request for 10% Withhold Deadline</b>

## GRANT APPLICATION SCORING GUIDELINES

The following describes the Board approved scoring criteria. The criteria are divided into General Review Criteria and Program Criteria. A proposal must receive a **minimum of 70 points** of a possible 104 points to be recommended for funding. Grants will be funded by rank order.

### General Review Criteria – 88 Points Possible

1. Need	20 Points
2. Goals and Objectives	10 Points
3. Work Plan	18 Points
4. Budget	18 Points
5. Evaluation	15 Points
6. Application Completeness, Letters Of Support Experience, Etc.	7 Points

### Program Criteria – Priority Preference Points

1. Statutory Requirements	up to 6 points
2. Discretionary Criteria	up to 6 points
3. Bonus Points	2 or 4 points

A well-prepared application concisely addresses each applicable criterion question, paying specific attention to the points listed in the Scoring Criteria. The questions are designed to help the applicant provide information that is most relevant to the evaluation and scoring of its application. Responding narrowly to these questions may not provide all that is necessary for a competitive application. The applicant is responsible for supplying sufficient and reliable detail for the review panel to fully evaluate the proposal. To help you identify relevant detail, additional questions/statements and tips are included with each criterion below. Do not assume the review panel has knowledge of your organization or its previous program experience.

**The application is limited to 13 pages. Attachments are required as part of the application but are not included in the 13 page limit.**

#### **Tips for Application Writing:**

Respond to each applicable question succinctly and completely. If you have addressed an issue elsewhere in your application, reference the page as this will make it easier for the review panel to score your application.

The bulleted points under each bolded criterion subsection below provide prompts for information that the scoring panel will use to evaluate and score your application.

## GENERAL REVIEW CRITERIA

### **Need: Justification Narrative – 1-3 pages (20 points)**

#### **(8) Program Background and Context**

- (4) Describe existing HHW program including volume collected, number of households served compared to total number of households, number of events, hours of facility operation, materials accepted, funding, etc. Includes map(s) of the jurisdiction's current HHW facilities and contiguous jurisdictions showing underserved areas.
- (4) Document gaps in and/or barriers to HHW collection opportunities with surveys, other research, or data that result in the need for this project.

#### **(12) Proposed Project**

- (3) Demonstrate, using both narrative and data, how the proposed project will address identified need. Includes site plans as necessary.
- (3) Demonstrate, using both narrative and data, the rationale for this proposed project as compared to other approaches for meeting the identified need or barriers.

- (3) Describe jurisdiction need for grant funding. Estimates total funding for the project, including CIWMB contribution, and describes the agency's current funding capabilities to supply matching funding for the project. Describes available funding sources, if any.
- (3) Provide evidence that stated need has not been addressed in the same communities with previous grant funding.

The *Need* criterion provides the foundation for your proposed project/program. A well written proposal identifies the public need and its significance. It is important to provide a compelling argument based on reliable information.

### **Nature of Request/Justification**

Present a compelling narrative that describes and justifies each task/activity presented in the proposal and explain why it is the best approach to meeting the identified need, barriers, or gaps in service. Document needs/problems/barriers/opportunities, and support them with quantitative data. Your narrative should persuade the grant reviewer that you understand the current barriers that exist which impede or prohibit the collection of HHW in your jurisdiction.

### **Questions to consider:**

- What is the nature and extent of the gap in HHW services that you need to fill? Did you document the gaps with local population statistics, surveys, maps, or other research or data?
- How will this program/project affect the local population? How many more residents or percent of residents will this project serve than your current program?
- Are there any special or targeted populations affected by this lack of services (rural, low income, traditionally underserved, handicapped, etc.)?
- What are the barriers to properly disposing of HHW materials for your target population? Which barrier(s) does the proposed project/program address and how will it overcome the barrier?
- What efforts have been previously made to solve this services problem? Have you considered alternatives? Why is your current proposal the best way to solve it?
- How are HHW services currently funded?
- Why should your project be funded (e.g., benefits, end products, problems solved)?
- What will be the consequences if the proposal is not funded?
- How will your project promote private/public partnerships through take-back and/or Extended Producer Responsibility programs?

### **Tips for Need:**

If the project proposes expanded physical coverage or new site locations, provide a simple map of the service area showing current coverage areas, service gap areas, and proposed new coverage areas. If relevant, identify the nearest facilities or programs in adjacent jurisdictions to demonstrate why they cannot service your areas.

**Provide local, pertinent data focused on your jurisdiction's concerns.** Types of local demographic studies/statistics that might be useful include: hazardous waste data from the jurisdiction's Form 303 report; percentage of total population targeted; ethnicity; age; distribution; median household income; number of single family homes and multiple family housing units; size and ethnicity of immigrant populations; etc. The websites - [www.ciwmb.ca.gov/profiles](http://www.ciwmb.ca.gov/profiles) and [www.dof.ca.gov](http://www.dof.ca.gov) contain the latest population statistics and other demographic information.

### **Goals and Objectives – 1-2 pages (10 points)**

Describe in detail what will be accomplished by completing this grant project. Identify measurable target(s) that must be met to accomplish your project.

- (5) Quantify goals – (how many people will be served, volume of waste collected, etc.) and demonstrates the extent to which these goals/objectives address need and overcome identified barriers.
- (5) Explain extent to which project goals and objectives, including desired results, are realistic and achievable in comparison to baseline data.

Your Goals and Objectives should be realistic and justifiable in comparison to similar programs and your baseline collection data should be designed to result in long term improvements in your HHW program. (Note: Baseline information refers to your achievements to date.)

**Goal(s):**

State the specific goal you wish to accomplish. A goal is a general, idealized statement of how your target audience will be positively changed as a result of the program. When stating a goal, be sure to describe what will happen, to whom, and where. A goal does not usually include detail such as percentages, dates, and numbers. That level of detail should be included as part of the Objectives and in the text of the Work Plan. Frame your goals in terms of outcomes.

For example:

Goal: Increase residential HHW handling capacity at existing facilities in Rio Blanco.

**Questions to consider:**

Explain the significance of goals relative to how the project/program will address both need and baseline data:

- What do you want to accomplish and how do you plan to implement the program?
- How are the outcome goals relative to baseline information and how does this relate to the identified need of your target population?
- What is the evidence that the program will lead to your desired outcome?
- Are the goals reasonable, realistic, and achievable based on previous studies, pilot projects, etc.?

**Objective(s):**

An objective flows from a goal. It is a specific action-oriented statement, which is focused on a specific period of time and outlines all eligible activities/tasks that will be undertaken to achieve your goals in completing the grant program. Include at least one measurable objective for each goal. The objective should provide the details and answer the questions of: who, what, when, where, and how much.

For example:

Objective: Add equipment to handle two new materials and increase peak load capacity by 40% for existing materials at three existing HHW facilities.

**Questions to consider:**

How will the Objectives of your program lead to the desired outcome and are they realistic/achievable?

- How much (estimated increase) will be collected with each activity in a specified time period? Is that enough to meet objectives?
- Have you determined the current level (baseline) of the activity so that the impact of the proposed program can be measured?
- To what target population will each activity be directed?
- How many people will each activity serve?
- Given the needs of the target population, are the objectives reasonable and significant?
- How do the activities relate to the identified problems you want to address?
- How will you track the progress of the program?

**Activities:**

Describe the specific activities/tasks to be performed that will lead to the achievement of the objective(s) and ultimately to a goal(s). It should include your step-by-step plan in getting from the beginning to the end result of your objective.

For example:

Objective: Add equipment to handle two new materials and increase peak load capacity by 40% for existing materials at three existing HHW facilities.

Activity 1- Revise site plan

Activity 2 - Complete review and approval of environmental documents

Activity 3 - Prepare construction contract and go out to bid

- Activity 4 - Award contract
- Activity 5 - Construct new pads, install equipment
- Activity 6 - Obtain inspections, clearances, and operating permits
- Activity 7 - Hire and train new staff
- Activity 8 - Open facility and field test operations
- Activity 9 - Evaluate performance, compare baseline to post-project results

**Questions to consider:**

Why are the proposed activities the best way to address the need?

- Do the activities overcome the barriers identified that inhibit individuals from properly disposing of HHW materials?
- Have you considered a pilot program before you launch the entire program? If so, what variables will be tested and applied to the design of your program?
- If you are using a program model/experience that is not your own, have you thoroughly reviewed and evaluated it? How will it be replicated in your program? Was the target population similar to that in your target group?

**Work Plan – 2-3 pages (18 points)** Use template form (*see Required Documents, Work Plan section*).

- (6) Include a detailed Work Plan that sufficiently describes proposed tasks and activities required to achieve the goals/objectives.
- (4) Demonstrate that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete project.
- (5) To what extent are activities and tasks delineated in the Work Plan well thought through, achievable within the grant term, and achievable with available resources?
- (3) Convincingly demonstrate how operation and maintenance costs are sustainable beyond the term of the grant.

The Work Plan provides the structural framework for the development of Goals, Objectives, and the corresponding Activities. The Work Plan should clearly describe what you wish to accomplish with the grant funding. It should link directly with the Goals and Objectives section. Be realistic about what can be accomplished within the term of the grant. Explain the significance of the desired outcomes, particularly in relation to cost per pound of material collected.

**Staffing:** In order to be effective, activities need to be implemented by the appropriate individuals, whether they are internal staff or external consultants/contractors. It is neither necessary nor encouraged to provide resumes of staff, but a summary of the skills and experience they bring that is relevant to the program should be described in narrative form. Staff should be “named” on the Work Plan along with their title.

**Questions to consider:**

- Are individuals responsible for each activity/task listed? Indicate if they are staff members or contracted employees. Include both name and title for each individual.
- Are staff and/or contractor’s technical qualifications sufficient to effectively complete each activity of the project?
- Is there evidence that staff has successfully managed government grant programs, including previous Used Oil or HHW grants?
- How will other organizations be involved in this program? Who are they?
- What is the role of each organization? What are they responsible for?
- Why were these organizations selected? (If other organizations will be involved, indicate why.)
- What is their credibility with the target population?
- Are the activities/tasks delineated in the Work Plan well thought through and achievable within the time frame of the grant and with the amount of available resources?
- Does each activity relate directly to a Work Plan goal, objective and need?

- Do the activities help you to achieve your desired goal?
- Are evaluation tasks included?
- Are the time frames realistic to accomplish each task?
- Can the project be implemented within the approximately thirty (30) month Grant term?

**Budget – Narrative and Form – 1-2 pages for narrative (18 points)**

Discuss the costs (dollar figures) associated with activities necessary to complete the project. Use template form (*see Required Documents, Budget Narrative section*).

- (6) Costs are broken down for the entire project into very detailed cost categories, and account for all items outlined in the Work Plan and needed to complete project. All budget backup documentation including quotes, estimates, equipment details are attached, clearly marked and support proposed budget costs.
- (2) Adequately describe source and amount of matching local funds, in kind services, other grants, or other additional project funding (if any) to complete project.
- (6) Proposed budget is reasonable and complete relative to costs associated with activities/tasks and personnel outlined in the narrative and Work Plan.
- (4) Proposed budget is cost effective relative to proposed activities and outcomes. Includes costs savings from leveraging other funding, in-kind services, etc.

The detail provided in this criterion should support why and how your identified activities will achieve the program’s objectives and goals. With the decline in resources available for competitive grants, it is increasingly important that each program be cost effective.

**Long Term Funding:** The HHW Grant provides funding to address unmet needs, so it is important that the facilities or programs be sustained after grant funds are spent. Identify a committed funding source (e.g., tipping fee, county funds) and not a source that only may be available.

**Personnel:** Each budget category that relates to a particular task/activity includes both non-personnel costs and personnel costs so that the review panels can better understand the proposed task/activities and their relative level of emphasis within the context of the entire project. For example, personnel time related to household hazardous waste collection or publicity and education should be detailed in these categories (Permanent Collection Facility, Temporary or Mobile Collection, Residential Collection or Publicity Education), if appropriate. There should be a separate category for personnel costs related to project planning, management, and administration.

**Overhead Costs:** Grantee may claim overhead/indirect costs up to 10% of the grant funds reimbursed, if supported by a Cost Allocation Plan. Overhead/indirect 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 program. Examples include the cost of operating and maintaining facilities, accounting services, and administrative salaries not directly related to grant activities.

Overhead/indirect cost issues:

- Time spent by a manager or supervisor performing an activity directly related to the execution of the grant (not supervision), such as chairing regional meetings, speaking at events, drafting program materials, etc. is a direct cost and should be charged to the appropriate activity or category. However, note that the manager or supervisor’s time must be clearly supported by appropriate documentation.
- Any cost charged to the grant as a direct cost may not be charged to the grant as an indirect cost.
- Overhead/indirect costs must be supported by a Cost Allocation Plan approved by an appropriate supervisor/manager in your agency.
- The Cost Allocation Plan must identify program elements included in the overhead/indirect cost calculation. For example: “Total department indirect cost divided by total department direct cost base equals indirect cost rate.”

- Applicants need not submit their Cost Allocation Plan to the CIWMB; however, grantees are subject to audit and if audited this document will be a required audit document.

If your initial overhead or indirect rate exceeds 10%, double check to see if certain costs can be readily itemized to a particular project or activity and whether they are necessary for the operation of the organization and the performance of the program.

**Questions to consider:**

Is an itemized cost breakdown associated with each activity, task or subtask contained in the Work Plan included?

- Have you included all costs associated with all items and costs described in the grant narrative and/or Work Plan?
- Have you used only the budget categories that are specified in the Application Instructions?
- Have you verified that only costs eligible for HHW Grant (17th cycle) grant funding are included?
- Did you explain the type and use of equipment or supplies to be purchased, such as “safety clothes/gloves”?

Do quotes, estimates, or other documents support the costs you are claiming?

- Does each major item listed on the Budget Itemization form have a corresponding quote and/or supporting documentation? If a quote lists more than one item, are applicable items highlighted?
- Are supporting documents numbered and arranged in the same order as listed in the Budget Itemization form?
- Are the costs of the activities/tasks reasonable?

Does your proposal include cost saving examples?

- Did you describe what measures you have utilized to minimize costs?
- Have you kept the budget items for managerial, contingency or miscellaneous costs to a minimum?
- Did you describe what measures you utilized to cut costs?
- Are you providing in-kind services or do you have volunteers helping with your program?
- Are you re-using materials from another source or building upon work completed in a previous program?
- Are you using services, recycling options, use of existing promotional materials, etc. to minimize costs?

With the decline in resources available for competitive grants, it is increasingly important that each program is cost effective.

- Is your proposal cost effective relative to the work proposed?
- Justify and explain all non-specific costs such as overhead.
- Have you described any mechanisms that will be utilized to make the proposed program as cost effective as possible, including the resources, staff and equipment that will be covered by the applicant or cooperating organizations?
- Are costs per unit of collected material reasonable?

**Tips for Budget:**

Please round all budget line items to the nearest whole dollar.

The Budget Example is a sample of how a Budget should be itemized. This example may not apply directly to your program, but is included to demonstrate the level of detail expected (*see Required Documents, Budget Narrative section*).

Cost savings may not be applicable for every proposed budget but should be addressed in some manner, even if only to explain why costs cannot be trimmed. Reference the cost estimates in the Budget with an asterisk and attach copies of those bids or estimates. Those attachments do not count against the 13 page limit.

Be sure to use the Budget Sample format included in this Application (or reasonable facsimile) as it is

### **Evaluation Narrative – 1-2 pages (15 points)**

Measure the outcome of the applicant's project.

- (5) Clearly describe baseline data such that project success can be measured.
- (5) Methods for evaluating and modifying the project during implementation are thoroughly outlined on the Work Plan template.
- (5) Describe methods that will be used to evaluate the success of the project and to determine whether the goals/objectives were accomplished.

Evaluation is often a weak component of many proposals. While evaluation takes time and resources, it is a required activity and it is important that the program successes, challenges and effectiveness are documented. Evaluation methods such as activity logs, workshop evaluation forms, surveys, etc., for each activity or task must be summarized in the Work Plan.

Through the evaluation process, the CIWMB can incorporate lessons learned from each grant into subsequent programs. The results from previous grant program evaluations should be woven into the NEED and WORK PLAN sections.

### **Questions to consider:**

- Have you identified the strategies, milestones, and tools that you will use to monitor the ongoing project?
- What data needs to be collected to measure achievement of outcome and process goals?
- What measures of performance: pounds collected/reduced; satisfaction; convenience; participation; hours open; distance; driving time; what types of data: statistical, timeline, or questionnaires; what form of results: numbers, percents, ratios?
- Do you need an outside objective evaluation or can it be done by staff?
- Will interim evaluation reports be produced and how will they be used to correct the Work Plan goals or processes?
- How will evaluation data be collected? How will it be analyzed?
- Who will be responsible for conducting the evaluation and what are their titles and qualifications?
- Describe how you will evaluate and measure the achievement of your goals at the conclusion of your project?
- What methods (statistical tests or questionnaires) will be used to determine success of the program?
- Describe how you will evaluate and measure the achievement of your goals at the conclusion of your program.
- What are the per capita, per user, or per pound costs for this program? Are they reasonable?
- What will be the criteria for success and how are they related to your goals?

### **Application Completeness, Letters of Support, Experience, etc. – 1 page (7 points)**

- (4) Required forms and documentation are included: Maps, Facility Profile, Site Plans, Work Plan, Budget, Cost Estimates, Resolution, EPPP certification, etc.
- (3) Letters of support for project demonstrate the need for the project and/or active involvement of all cooperating and participating governmental agencies, businesses and organizations needed to complete the proposed project.
- Failure to include specified documents with your application may result in a reduction in points for Completeness. Note: Resolution and EPPP certification must be received by CIWMB no later than October 6~~September 29~~, 2008 or the application will be disqualified.

**Partner Organizations:** Success for many programs depends upon the involvement of other parties, whether they are local governments, haulers, or community-based organizations. Their support for your project should be memorialized in a Letter of Support for the project, and if applicable it should describe their role in the project. Issues to address:

- How will other organizations be involved in this project? Who are they?

- What is the role of each organization? What are they responsible for?
- Why were these organizations selected? (If other organizations will be involved, indicate why).
- What is their credibility with the target population?

**Letters of Support:** Letters of Support for the project demonstrate the need for the project and/or active support and involvement of local jurisdictions, cooperating businesses or organizations both during the grant term and after, in order to insure continuation of the project. You should include Letters of Support from those that are affected by the proposed Project or that are cited in the Work Plan for specific tasks/activities. Their letters should address some of the following questions:

- What is the organization's primary function and what target population is served?
- What is the role of your organization in this project?
- What tasks/activities are you responsible for?
- Are you providing in-kind or other fiscal support? If so, please describe.

**Questions to consider:**

- Are all required forms, documentation, attachments included? Are they all signed and boxes checked as appropriate?
- Are all supporting documents (if needed) included such as maps and site plans?
- Do the letters of support (from individuals, organizations, jurisdictions, etc. that would be served or affected by the proposed project) demonstrate support for the project and need for the services?
- Have letters from organizations that are cooperating organizations mentioned in the Work Plan been included to demonstrate their support and level of involvement?
- Are specific activities cited in the Work Plan referenced in the letter(s)?

**Tips for Application Completeness, Letters of Support, Etc.**

We encourage you to include letters of support that demonstrate need for your program.

**PROGRAM CRITERIA: PRIORITY POINTS**

**Statutory Requirements (6 points)**

PRC Section 47200 mandates that preference points be given for grant projects that meet categories a-c below. Two points are available for each category for a possible total of (6) six preference points.

- a. New HHW programs for:
  - Rural areas (county with a population of less than 200,000); or
  - Small cities (population of less than 35,000).
- b. Expansion of permanent HHW collection facility (ies) to accommodate increased universal waste and/or sharps collection.
- c. Establishment of a regional HHW program.

Issues to consider for projects to expand one or more permanent HHW collection facility (ies) to accommodate increased HHW collection.

- Does the facility have all needed government approvals and permits for the expansion for collection of HHW?
- Does the facility have sufficient space for additional equipment and activities for collection of HHW as well as for the-preparation for transport?
- Jurisdictions that want to expand or enhance permanent facilities on private property must prove a legally binding long term commitment between the company/private landowner and the jurisdiction that will require that the facility be operated with an emphasis on promoting the public interest similar to the activity described in this grant application, throughout the life of the facility.
- Have other options, such as waste reduction programs, retail take-back, EPR programs and initiatives, and facility sharing with nearby jurisdictions, been explored and incorporated into the plan? If not, why not?

## Discretionary Criteria (6 points)

Six points are available for Grant Projects that focus on one of the following categories:

- a. Construction of sustainable HHW collection facility (ies) or;
- b. Implementation of retail take-back and EPR programs and initiatives.

The above category, *Construction of sustainable HHW collection facility (ies)* includes projects for planning and design of future HHW facilities.

### Planning and Design

Projects to research, plan, design, and complete government approvals for the future construction of one or more HHW facility (ies) to provide greater convenience to users, or to ensure adequate capacity for increased amounts of household and Conditionally Exempt Small Quantity Generator (CESQG) materials should consider/address the following:

- See the definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1.
- Describe the type and purpose of the facility and its potential to increase HHW collection. Summarize the facility in this section, but include more details in the Need, Work Plan and Budget sections;
- You must have identified the site for the facility and have governmental commitment or direction to build before submitting the application. A change of location could cause extensive additional planning and could cause the delay of completion of the project. A subsequent change in location or redesign would not be fundable by a future HHW or other CIWMB grant;
- Summarize the steps the applicant will accomplish to plan the facility and the resulting pre-construction products. Discuss this issue in more detail in the Work Plan;
- Applicant must describe the land use and permitting obstacles that they have faced or will face, and what steps they will take to ensure that facility location and conceptual approvals will be obtained by the end of the grant term. Discuss this issue in more detail in the Work Plan.

### Construction

Projects to construct and open one or more HHW facility (ies) to provide greater convenience to users, or ensure adequate capacity for increased amounts of household and CESQG materials should consider/address the following:

- See the definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1.
- Keep in mind that you must be fairly well along in your project planning to obtain all points for construction of a facility.
- Describe the type and purpose of the facility and its potential to increase HHW collection. Summarize the facility in this section, but include more details in the Need, Work Plan and Budget sections;
- Some problems have occurred in the past with timely completion of grant funded facilities. Describe the planning done to ensure that your facility will be built and opened within the grant term;
- Include the “Facility Description Profile” (**see sample, Attachment 1 to Work Plan**);
- Has the facility site been identified and approved by your local authorities for its use as an HHW facility? Jurisdictions that want to establish permanent facilities on private property must prove a legally binding long term commitment between the company/private landowner and the jurisdiction that will require the facility to be operated with an emphasis on promoting the public interest similar to the activity described in this grant application, throughout the life of the facility;
- Where will the funds come from to fund the operation of the facility and what share of the construction costs will be provided by local sources? Discuss this in more detail in the Budget section;
- Have other options such as waste reduction programs, take-back and other public/private partnerships programs, and facility sharing with nearby jurisdictions been explored and incorporated into the plan. If not, why not?

### **Implementation of retail take-back and/or EPR programs and initiatives**

Projects to try out a pilot program or new technique using retail take-back and/or EPR programs including mail back and initiatives to: reduce the amount of HHW generated, expand household or CESQG participation in HHW collection, reduce the cost of collection, or increase the types or amounts of HHW collected should address the following:

- Summarize the strategy in this section, but include more details in the Need, Work Plan and Budget sections. Include the “Program Description Profile” (**see sample, Attachment 2 to Work Plan**).
- How does this project provide an innovative HHW solution or demonstrate a more cost effective collection method?
- How will it promote or further the concept of public-private partnership(s) via retail take-back and/or EPR programs and initiatives?
- Is this activity or strategy model unique to the jurisdiction, or can it be expanded to other jurisdictions having varying local conditions?
- Will this project/program result in documented transferable best practices, case studies, or waste educational materials that can be used by other jurisdictions?

### **Bonus Points (2 or 4 points)**

Bonus points will be available to:

- a. Applicants who did not receive an HHW Infrastructure Grant during the 16<sup>th</sup> HHW Grant cycle (FY 2007/08) (2 points); or
- b. Applicants who did not receive an HHW Infrastructure Grant during the 15<sup>th</sup> and 16<sup>th</sup> HHW Grant cycle (FY2006/07 and FY 2007/08) (4 points).

**Program or project proposals addressing topics related to HHW prevention or collection other than the three Program Priority categories mandated by PRC 47200 listed above will still be eligible for funding but will not receive the additional priority/bonus points when their applications are scored.**

**SCORING CRITERIA**

**HOUSEHOLD HAZARDOUS WASTE GRANT (17th cycle)  
FY 2008/09**

Applicants must score at least 70 points of the total possible 104 points to be considered for funding.

**GENERAL REVIEW CRITERIA**

Points	Description – Points per bulleted item are in parentheses
20	<p><b>1. NEED</b> - Grant proposal clearly and convincingly describes and demonstrates why the project should be funded.</p> <ul style="list-style-type: none"> <li>• <b>(8) Program Background and Context</b> <ul style="list-style-type: none"> <li>◦ (4) Describes existing HHW program including volume collected, number of households served compared to total number of households, number of events, hours of facility operation, materials accepted, funding, etc. Includes map(s) of the jurisdiction’s current HHW facilities and contiguous jurisdictions showing underserved areas.</li> <li>◦ (4) Documents gaps in and/or barriers to HHW collection opportunities with surveys, other research or data that result in the need for this project.</li> </ul> </li> <li>• <b>(12) Proposed Project</b> <ul style="list-style-type: none"> <li>◦ (3) Demonstrates, using both narrative and data, how the proposed project will address identified need. Includes site plans as necessary.</li> <li>◦ (3) Demonstrates, using both narrative and data, the rationale for this proposed project as compared to other approaches for meeting the identified need or barriers.</li> <li>◦ (3) Describes jurisdiction need for grant funding. Estimates total funding for the project, including CIWMB contribution, and describes the agency’s current funding capabilities to supply matching funding for the project. Describes available funding sources, if any.</li> <li>◦ (3) Provides evidence that stated need has not been addressed in the same communities with previous grant funding.</li> </ul> </li> </ul>
10	<p><b>2. GOALS AND OBJECTIVES</b> - Describes in detail what will be accomplished by completing this grant project. Identifies measurable target(s) that must be met to accomplish your project.</p> <ul style="list-style-type: none"> <li>• (5) Quantifies goals – (how many people will be served, volume of waste collected, etc.) and demonstrates the extent to which these goals/objectives address need and overcome identified barriers.</li> <li>• (5) Explains extent to which project goals and objectives, including desired results, are realistic and achievable in comparison to baseline data.</li> </ul>
18	<p><b>3. WORK PLAN</b> - Specific list of all grant eligible activities and tasks that will be undertaken to achieve your goals and complete your project. Use template form.</p> <ul style="list-style-type: none"> <li>• (6) Includes a detailed Work Plan that sufficiently describes proposed tasks and activities required to achieve the goals/objectives.</li> <li>• (4) Demonstrates that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the proposed project.</li> <li>• (5) Delineates activities and tasks and demonstrates that they are well thought through, achievable within the grant term, and achievable with available resources.</li> <li>• (3) Convincingly demonstrates how operation and maintenance costs are sustainable beyond the term of the grant.</li> </ul>

<b>18</b>	<p><b>4. BUDGET</b> - Discuss the costs (dollar figures) associated with activities necessary to complete the project. Use template form.</p> <ul style="list-style-type: none"> <li>• (6) Costs are broken down for the entire project into very detailed cost categories, and account for all items outlined in the Work Plan and needed to complete project. All budget backup documentation including quotes, estimates, equipment details are attached, clearly marked and support proposed budget costs.</li> <li>• (2) Adequately describes source and amount of matching local funds, in kind services, other grants, or other additional project funding (if any) to complete the proposed project.</li> <li>• (6) Proposed budget is reasonable and complete relative to costs associated with activities/tasks and personnel outlined in the Narrative and Work Plan.</li> <li>• (4) Proposed budget is cost effective relative to proposed activities and outcomes. Includes costs savings from leveraging other funding, in-kind services, etc.</li> </ul>
<b>15</b>	<p><b>5. EVALUATION</b> - Measures the outcome of the applicant's project.</p> <ul style="list-style-type: none"> <li>• (5) Clearly describes baseline data such that project success can be measured.</li> <li>• (5) Methods for evaluating and modifying the project during implementation are thoroughly outlined on the Work Plan template.</li> <li>• (5) Describes methods that will be used to evaluate the success of the project and to determine whether the goals/objectives were accomplished.</li> </ul>
<b>7</b>	<p><b>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b></p> <ul style="list-style-type: none"> <li>• (4) Required forms and documentation are included: Maps, Facility Profile, Site Plans, Permits, Work Plan, Budget, Cost Estimates, Resolution, etc.</li> <li>• (3) Letters of support for project demonstrate the need for the project and/or active involvement of all cooperating and participating governmental agencies, businesses and organizations needed to complete the proposed project.</li> </ul>
<b>88</b>	<b>Total Possible General Review Criteria Points</b>

<b>PROGRAM CRITERIA</b>	
Points	Description
<b>Statutory Requirements:</b> As authorized by Public Resources Code (PRC) Section 47200	
<b>2</b>	If applicant qualifies for either A, B, or C, they receive 2 points each. A. Establish new HHW programs for: <ul style="list-style-type: none"> <li>• Rural areas (county having a population of 200,000 or less); or</li> <li>• Small cities (population of less than 35,000)</li> </ul>
<b>2</b>	B. Expansion of permanent HHW collection facility (ies) to accommodate increased universal waste and/or sharps collection.
<b>2</b>	C. Establish a regional HHW program
<b>Discretionary Criteria</b>	
<b>6</b>	Applicant may select only one category as the focal point for the project to receive 6 points. A. Construction of sustainable HHW collection facility(ies); or B. Implementation of retail take-back and EPR programs and initiatives.
<b>Bonus Points</b>	
<b>2 or 4</b>	A. Applicant did not receive an HHW Infrastructure Grant during the 16 <sup>th</sup> HHW Grant cycle (FY 2007/08); (2 points) or B. Applicant did not receive an HHW Infrastructure Grant during the 15 <sup>th</sup> and 16 <sup>th</sup> HHW Grant cycle (FY2006/07 and FY 2007/08) (4 points).
<b>16</b>	<b>Total Possible Program Criteria Points</b>
<b>104</b>	<b>TOTAL POSSIBLE SCORE (Total of General Review, Program Criteria, and Bonus Points)</b>

## **GRANT PROGRAM ADMINISTRATION**

The term of the grant is approximately three years. The official start date for each grant will be stated in a formal letter called a “Notice to Proceed” (NTP) from the CIWMB. All eligible expenditures must be completed by **4/15/2011**.

## **GRANT AGREEMENT PACKAGE**

Following the Board’s conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. The grant agreement contains the following items:

Grant Agreement Form (CIWMB 110).

- Exhibit A—Terms and Conditions: <http://www.ciwmb.ca.gov/Grants/HHW/17thcycle/default.htm> contains CIWMB’s standard legal requirements for Grants.
- Exhibit B—Procedures and Requirements: <http://www.ciwmb.ca.gov/Grants/HHW/17thcycle/default.htm> contains specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C—Work Plan (as approved by the CIWMB Grant Manager)
- Exhibit D—Budget (as approved by the CIWMB Grant Manager)

## **REPORTING, PAYMENT REQUESTS, AND WITHHOLD**

See Exhibit B, *Procedures and Requirements* of the Grant Agreement for detailed information on reporting and Payment Request processes.

Grantees are required to report on the progress of their Household Hazardous Waste Grant projects on an annual basis. The Final Report is due **4/15/2011**.

Eligible costs are authorized for reimbursement upon the CIWMB Grant Manager’s approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices).

Failure to submit these final documents by the deadline specified in the Procedures and Requirements or failure to receive CIWMB Grant Manager’s approval of these documents by **4/15/2011** may result in the nonpayment of otherwise eligible costs.

Ten percent (10%) of each approved Payment Request amount will be retained by the CIWMB until all requirements stipulated in the Grant Agreement have been satisfactorily completed and the CIWMB Grant Manager approves the Final Report, the Final Payment Request and all required supporting documentation.

## **GRANT TERMS**

Submittal of an application constitutes acceptance of the Terms and Conditions (Ts&Cs) (Exhibit A) and the Procedures and Requirements (Ps&Rs) (Exhibit B) of the Grant Agreement, including provisions regarding Audit Requirements and Waiver of Personal Jurisdiction

The Ts&Cs and the Ps&Rs can be viewed at:

<http://www.ciwmb.ca.gov/Grants/HHW/17thcycle/default.htm>. These provisions are non-negotiable and include the following:

1. Audit/Records Access. The Grantee agrees 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 this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, 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. 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. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

2. Waiver of Personal Jurisdiction: Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.

## **REQUIRED DOCUMENTS: INFORMATION AND EXAMPLES**

This section contains information and examples for the following required Application Package documents. See Application Package for additional documents.

- Resolution
- Letter of Authorization
- Letter of Partnership
- Environmentally Preferable Purchases and Practices (EPPP) Policy
- Work Plan form
  - Facility Description Profile
  - Program Description Profile
- Budget form

## **RESOLUTION AND LETTER OF AUTHORIZATION: INFORMATION AND EXAMPLE**

The Grant Application requires an approved Resolution, dated and attested to/certified which:

1. Authorizes the submittal of the Application(s):
  - for all CIWMB grants for which Applicant is eligible; or
  - for this Grant and other specifically identified CIWMB Grants; or
  - for this Grant only.
2. Identifies the job title of the person authorized to execute applications, agreements, amendments, requests for payment and all grant documents necessary to secure grant funds and implement the approved Grant Project (Signature Authority). (*The authorized signatory must be an employee of the local public agency.*)
3. Authorizes the Signature Authority to delegate this authority (*not required but encouraged*).
4. Authorizes application submittal and Signature Authority for a period up to five (5) years from the date of adoption.

A copy of the authorizing Resolution is a required Application document. If the Applicant needs additional time to obtain the Resolution, it may be sent after the application deadline but it must be received by the CIWMB no later than ~~October 6~~ September 29, 2008. (Please see Tentative Timeline).

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the Application. Other examples are available online.

<http://www.ciwmb.ca.gov/Grants/ResExample.htm>

### RESOLUTION EXAMPLE

WHEREAS, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority the CIWMB is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of the Grant Application(s) identified below, and the designation by job title of the individual authorized to execute all Grant documents on behalf of **(Name of Applicant)**; and

WHEREAS, if awarded, **(Name of Applicant)** will enter into a Grant Agreement with the CIWMB for implementation of said Grant(s).

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to the CIWMB for all grants for which **(Name of Applicant)** is eligible.

BE IT FURTHER RESOLVED that this authorization is effective for **(Insert Time Period: from Month, Day, Year through Month, Day, Year)**; time period not to exceed five (5) years;

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

### **For Applicants who authorize their Signature Authority to delegate his/her authority**

When authorized a Signature Authority may delegate his/her authority. This delegation authority must be communicated to the CIWMB in a Letter of Authorization for Delegation. This letter is not an Application requirement; however, it is required prior to a Designee's exercise of his/her authority. The letter must be on the Applicant's letterhead, dated, and signed by the Signature Authority. The letter must:

- identify the job title of the Designee; and
- identify the scope of the Designee's authority.

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the Application.

### LETTER OF AUTHORIZATION EXAMPLE

I am the designated Signature Authority for **(name of Applicant/Grantee)**. I am authorized to execute on behalf of **(name of Applicant/Grantee)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project. I am authorized to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**, who is specifically identified below.

Name Job Title  
Mailing Address  
City, State, Zip Code  
Telephone Number

## LETTER OF PARTNERSHIP

For Applications proposing a partnership grant project, a “Letter of Partnership” is required from the Partner. The letter must be on the Partner(s)’ letterhead, dated, and signed by a person with authority to contractually bind the Partner (Partner Signature Authority) and the Letter must:

- state that the Partner Signature Authority has read the Application and that **(name of Partner)** is committed to participating in the grant project; and
- authorize the Applicant to submit a Household Hazardous Waste Grant on behalf of **(name of Partner)** as a partner in the proposed grant project; and
- identify the Applicant as the Grant Lead for all purposes including, but not limited to, execution of all grant documents necessary to secure grant funds and implement the approved grant project; and
- acknowledge that **(name of Partner)** is subject to the following audit provision:
  - Audit/Records Access. 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. The Grantee and Partner(s) agree to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, 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. The Grantee and Partner(s) 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. **(Failure to include this provision will result in disqualification of the Application.)**

*The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for your entity. Note: the above requirements must be stated in the Letter of Partnership.*

### LETTER OF PARTNERSHIP

I am **(job title)** of **(name of Partner)**. I am authorized to contractually bind **(name of Partner)**. Pursuant to this authority, I have read the Household Hazardous Grant Application and Guidelines and Instructions and am familiar with its contents and the project described therein. I hereby 1) authorize **(name of Applicant)** to submit a Household Hazardous Grant application on **(name of Partner’s)** behalf as a partner in the proposed grant project; and if awarded the grant, **(name of Partner)** recognizes **(name of Applicant)** as the Grant Lead for all purposes including, but not limited to, execution of all grant documents necessary to secure grant funds and implementation of the approved grant project. Further I acknowledge that if **(name of Applicant)** receives a grant, **(name of Partner)** is subject to audit as it relates to the performance of the Grant, specifically:

- Audit/Records Access. 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 this Agreement. The Grantee and Partner(s) agree to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, 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. The Grantee and Partner(s) 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.

Job Title

Name

Mailing Address

City, State, Zip

Phone Number

## **ENVIRONMENTALLY PREFERABLE PURCHASES and PRACTICES POLICY: INFORMATION AND EXAMPLE**

Applicants who adopt an EPPP Policy prior to submitting their Application need only certify this fact in the Application.

Applicants, who do not have an EPPP Policy in place when they submit the Application, may certify in the Application that they will adopt one, and that they will send the EPPP Policy Secondary Deadline Notification (Notification) to the CIWMB. CIWMB must receive the Notification by **109/0629/2008** or the Application will be disqualified. This notification is provided in the Application Package.

*The following EPPP Policy is for example purposes only.*

### **EPPP POLICY EXAMPLE**

#### **ENVIRONMENTALLY PREFERABLE PURCHASES**

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

#### **PURCHASE POLICIES**

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

#### **PURCHASE RESPONSIBILITIES OF RECYCLED PRODUCTS AND MATERIALS COORDINATOR**

The **(title of person responsible)** shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all **(Applicant name)** departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available. Specifications of these new products and their suggested uses will be made available to all **(Applicant name)** departments. The **(title of person responsible)** will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition. The **(title of person responsible)** will also be responsible for annual policy review.

#### **ENVIRONMENTALLY PREFERABLE PRACTICES**

The **(Applicant name)** will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the **(Applicant name)** facilities is wasteful of natural resources, energy, and money.

#### **PRACTICE POLICIES**

1. The **(Applicant name)** will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
2. The **(Applicant name)** will decrease the amount of waste of consumable materials by: a) reducing the consumption of consumable materials wherever possible; b) fully utilizing all materials prior to disposal; and c) minimizing the use of non-biodegradable products wherever possible.
3. The **(Applicant name)** will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for recovering waste and recycling develop within the **(Applicant name)** will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The **(Applicant name)** will purchase, where financially viable, recycled products. The **(Applicant**

**name)** will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.

5. Representatives of the **(Applicant name)** will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

### **WORK PLAN NARRATIVE AND FORM: INFORMATION AND EXAMPLE**

The Grant Application Package requires a Work Plan form and attachments, if applicable (see below). It should correspond to the Goals and Objectives, and the Work Plan, Budget and Evaluation Narratives.

The Work Plan form is essentially, a list of all grant-eligible tasks/activities needed to complete the proposed project. The Work Plan should:

- List the goals, objectives, tasks/activities, and sub-tasks for all proposed activities
- Describe the task/activity in sufficient detail to convince the review panel that the project is well thought through and will achieve the stated goals and objectives.
- List the staff (by title and name) or contractor responsible for each task/activity. Their experience should be summarized in the Work Plan narrative.
- Describe how each task/activity will be evaluated and what tool will be used. State the timeframe during which the task/activity will be conducted.
- Identify the appropriate budget categories that match those listed in the Budget.
- Complete attachment 1 if you are proposing a new or expanded collection facility.
- Complete attachment 2 if you are proposing new or expanded HHW reduction/collection program.

## Work Plan Example

The following Work Plan is an example to provide guidance regarding the level of detail expected. The actual goals, objectives and tasks/activities will be unique for each grant application.

<b>GOAL 1:</b> To increase HHW collection opportunities for residents living in City of Rio Blanco.				
<b>OBJECTIVE 1:</b> By (Month) 200_, the capacity for collecting HHW in the City of Rio Blanco will be increased by 30 percent.				
<b>TASK/ ACTIVITY DESCRIPTION</b>	<b>RESPONSIBLE PERSON (CONTRACTOR OR STAFF, INCLUDE NAME TITLE)</b>	<b>EVALUATION METHOD (SURVEY, WORKSHOP, ETC.)</b>	<b>TIMEFRAME (MONTH/YEAR- MONTH/YEAR)</b>	<b>BUDGET CATEGORY</b>
1. Revise collection facility and site operation plan; estimate equipment needs and costs.	Primary Contact, DR internal	Peer Engineering Review	Month/Year	Publicity/ Education
2. Obtain needed permits, reviews and authorities for site expansion and operation	Same	Legal Review	Month/Year	Publicity/ Education
	Same	Purchasing Manager Review	Month/Year	
3. Prepare construction and purchase contracts and go to bid.	Same	Purchasing Manager Review	Month/Year	Publicity/ Education
	Contractor, external	Public Works Review Activity Logs	Month/Year	
4. Award Contracts	Site manager, SL internal		Month/Year	
5. Construct site modifications and install equipment.	Primary contact	Statistical analysis	Month/Year	Temporary Collection
6. Open site and field test equipment and procedures				
7. Compare baseline information and post-intervention results and make adjustments to program				

**SAMPLE FACILITY DESCRIPTION PROFILE** (Attachment 1 to Work Plan)

**ATTACHMENT 1**

**Example Facility Description Profile  
Household Hazardous Waste Grant 17th Cycle  
Description of Proposed New or Expanded Collection Facility**

**Host Jurisdiction:** City of Rio Blanco

**Facility Name:** 4th Street HHW Facility

**Site GPS Location** (Lat & Long) (if known): 123.456 N by 67.345 W

**Site Street Address/City/Zip:** 123 Smith Street, Rio Blanco, 95800

Characteristic	Current Practices and Statistics	Proposed Changes
<b>Physical description</b>	Fenced storage units on a concrete slab. Storage units include a 40' x 10' hazmat unit, 9' x 8' auxiliary unit, 1000-gallon waste oil tank, and cardboard and trash bins	add 400 sq ft of storage area with storage bins and 600 sq feet of paved area
<b>Size of facility (footprint/square ft)</b>	60" x 40" (total footprint)/2400 sq ft	add 1,000 sq ft to footprint
<b>Type of construction (concrete/tent/storage units, etc.)</b>	Pre-fabricated storage units on fenced concrete pad	same
<b>Location of facility (transfer/landfill/city yard, etc.)</b>	At County Landfill site	same
<b>Cost of construction (total &amp; sq. ft.)</b>		
	\$96,525 or \$40/square foot	\$64,000 / \$64/sq foot
<b>Source of funds</b>	CIWMB grant funds (HD 14) \$90,000	HD 16 \$48,000 (75%)
	City funds \$ 6,525	City General Fund \$16,000 (25%)
<b>Breakdown of costs</b>	Planning/Design: \$16,125	Planning/Design: \$6,000
	Site engineering/paving \$60,000	Site engineering/paving \$20,000
	Storage Units/Building: \$58,000	Storage Units/Building: \$25,000
	Equipment: \$22,400	Equipment: \$10,500
	Overhead Misc: \$5,000	Overhead Misc: \$2,500

<b>Operational description; include number of employees, duties, and services offered (HHW, ABOP collection, swap program, etc.)</b>	Contracted firm provides site manager and two technicians for sorting and packing wastes.	add one technician half time
	All HHW accepted except medical waste and non SB 20 circuit boards.	add sharps and circuit boards as material
	Paint, solvents & antifreeze bulked for treatment/recycling.	sharps
	Materials exchange available.	same
<b>U-waste (particularly fluorescent lamps and batteries) collected?</b>	Collection of household u-waste fluorescent lamps and batteries since 2005.	add circuit boards as material, expand capacity for u-waste bulbs and batteries by 50%
<b>CESQG collection?</b>	Yes, accepted, but no special outreach effort.	add CESQG outreach on u-waste
<b>Hours of Operation—(schedule and total annual hours.)</b>	Every other Saturday, 9:00 AM – 1:00 PM	same
	96 hours per year.	same
<b>Population of serviced area, customer distance to site, number of customers served, and estimated service capacity</b>	city wide service area, approximately 30,000 pop	same
	maximum customer distance to site - 4 miles	same
	In 2005/2006 - 600 customers served p/yr	estimating 800 customers p/yr by 2010/11
	current service potential is 750 customers p/yr	potential service capacity will increase to 1,000 customers p/yr
<b>Operation Costs from last year</b>	Approximately \$64,000 for FY 2007/08.	estimating \$75,000 in 2010/11

**SAMPLE PROGRAM DESCRIPTION PROFILE** (Attachment 2 to Work Plan)

**ATTACHMENT 2**

<b>Example Program Description Profile</b> <b>Household Hazardous Waste Grant 17th Cycle</b> <b>Description of Proposed New or Expanded HHW Reduction/Collection Program</b>		
<b>Host Jurisdiction:</b> City of Rio Blanco		
<b>Program Name:</b> Take Back and Education Partnership for U-waste Collection		
<b>Site Location</b> (if known): Big Box Stores Inc.- 2 locations		
<b>Site Street Address/City/Zip:</b> 123 Smith Street and 345 Jones Street, Rio Blanco		
Characteristic	Current Practices and Statistics	Proposed Changes
<b>Program description</b>	collect HHW and u-waste at one location	add self-service drop off bins at 2 retail stores that sell u-waste lamps and batteries
<b>Number of sites (permanent, mobile events, etc)</b>	one permanent site	add two locations
<b>Type of program (prevention, reuse, collection, education, etc)</b>	collection	collection site and free periodic education promo/space in company ads
<b>Location of program (permanent facility, curbside, mobile event, etc)</b>	collection at HHW facility at county landfill site	retail stores & pharmacies at major intersections
<b>Cost of providing service (estimated \$ / per pound of material reduced/collected, estimated \$ per customer served)</b>	\$75 per pound collected	estimated \$50 per pound collected
	\$54 per customer	estimated \$25 per customer
<b>Source of funds</b>	CIWMB grant funds (HD 15) \$67,000	HD 16 \$48,000 (75%)
	City funds \$ 36,525	City General Fund \$16,000 (25%)
<b>Breakdown of costs</b>	Program Planning/Design: \$16,125	Program Planning/Design: \$16,125
	Storage Units/Building: \$58,000	Storage Units/Building: \$3,000 x 2
	Equipment: \$22,400	Equipment: \$2,400 pick-up trailer
	Transportation of material \$9,000	Transportation of material \$9,000
	Overhead Misc: \$5,000	Overhead Misc: \$2,000

<b>Operational description; include number of employees, duties, and services offered (HHW, ABOP collection, swap program, etc.)</b>	Contracted firm provides site manager and two technicians for sorting and packing wastes.	add initial 30 staff hours to set up, and 2 hours per week to monitor Take Back program
	All HHW accepted except medical waste and non SB 20 circuit boards.	sharps and u-waste
	Paint, solvents & antifreeze bulked for treatment/recycling.	no
	Materials exchange available.	no
<b>U-waste (particularly fluorescent lamps and batteries) collected?</b>	Collection of household u-waste fluorescent lamps and batteries since 2004.	expand capacity for u-waste bulbs by 20% and batteries by 50%
<b>CESQG collection?</b>	Yes, accepted, but no special outreach effort.	no
<b>Hours of Operation—(schedule and total annual hours.)</b>	Every other Saturday, 9:00 AM – 1:00 PM	open store days - 7 days per week
	96 hours per year.	open store hours - 70 hours per week
<b>Population of serviced area, customer distance to site, number of customers served, and estimated service capacity</b>	city wide service area, approximately 30,000 pop	same
	maximum customer distance to site - 4 miles	maximum customer distance to site - 2 miles
	In 2005/2006 - 600 customers served p/yr	estimated 800 additional customers p/yr
	current service potential is 750 customers p/yr	potential service capacity of 1,000 additional customers p/yr
<b>Operation Costs</b>	Approximately \$64,000 for FY 2007/08.	estimating \$12,000 in 2010/11

**BUDGET NARRATIVE AND FORM: INFORMATION AND EXAMPLE**

The Grant Application Package requires a Budget that will be scored as discussed in the Scoring Criteria, and later, used by the CIWMB Grant Manager to track the progress on your grant. The Budget includes all costs (dollar figures) associated with the tasks/activity necessary to successfully complete the project. The Budget should list costs for each task/activity or sub-task identified in your Work Plan. You must assign your budget costs into the seven standard categories (Permanent, Temporary or Mobile, Residential, Publicity Education, Personnel, Other, and Indirect Costs) as indicated on the Budget form contained in the Application Package. Within each category, costs should also be broken out between Personnel and Non-personnel expenses. These categories are used for all CIWMB grant programs. Not all of them may be applicable for use with your project.

The following Budget example provides guidance regarding the level of detail expected. The actual goals, objective, categories, and dollar figures will be unique for each grant application. The personnel calculation or cost is the hourly rate multiplied by hours worked. Budget amounts should be rounded to the nearest whole dollar. Include copies of bids/estimates for all major items and indicate those items on the Budget with an asterisk.

**BUDGET EXAMPLE**

<b>Category</b>	<b>Amount</b>
<p><b>Design of Permanent Collection Facility:</b></p> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Permanent Collection Facility Design Budget category and indicate corresponding Work Plan Objective                             <ul style="list-style-type: none"> <li>○ e.g. soil percolation and ground strength testing for proposed site* – Objective #1)</li> </ul> </li> <li>○ <u>Personnel:</u> (Include all individual staffing costs related to the Permanent Collection Facility Budget category – both internal and/or external                             <ul style="list-style-type: none"> <li>○ e.g. Recycling Coordinator # hours X \$ rate - Objective #1)</li> </ul> </li> </ul>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Construction of Permanent Collection Facility :</b></p> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Permanent Collection Facility Budget Construction category and indicate corresponding Work Plan Objective                             <ul style="list-style-type: none"> <li>○ e.g. Storage unit for drums* , safety equipment* – Objective #1)</li> </ul> </li> <li>○ <u>Personnel:</u> (Include all individual staffing costs related to the Permanent Collection Facility Budget category – both internal and/or external                             <ul style="list-style-type: none"> <li>○ e.g. Recycling Coordinator # hours X \$ rate - Objective #1)</li> </ul> </li> </ul>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Upgrade/Expansion of Existing Permanent Collection Facility :</b></p> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Permanent Collection Facility Upgrade Budget category and indicate corresponding Work Plan Objective                             <ul style="list-style-type: none"> <li>○ e.g. Storage unit for drums* , safety equipment* – Objective #1)</li> </ul> </li> <li>○ <u>Personnel:</u> (Include all individual staffing costs related to the Permanent Collection Facility Budget category – both internal and/or external                             <ul style="list-style-type: none"> <li>○ e.g. Recycling Coordinator # hours X \$ rate - Objective #1)</li> </ul> </li> </ul>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>

<p><b>Innovative Public/Private Partnership Program:</b></p> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the implementation of EPR, take-back programs and initiatives or other activities and indicate corresponding Work Plan Objective)</li> <li>○ <u>Personnel:</u> (Include all individual staffing costs related to the Temporary Mobile Collection Budget category – both internal and/or external)</li> </ul>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Temporary or Mobile Collection Program:</b></p> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Temporary or Mobil Collection Budget category and indicate corresponding Work Plan Objective)</li> <li>○ <u>Personnel:</u> (Include all individual staffing costs related to the Temporary Mobile Collection Budget category – both internal and/or external)</li> </ul>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Residential Collection:</b></p> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Residential Collection Budget category and indicate corresponding Work Plan Objective)</li> <li>○ <u>Personnel:</u> (Include all individual staffing costs related to the Residential Collection Budget category – both internal and/or external)</li> </ul>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Publicity Education:</b></p> <ul style="list-style-type: none"> <li>○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Publicity Education Budget category and indicate corresponding Work Plan Objective)</li> <li>○ <u>Personnel:</u> (Include all individual staffing costs related to the Publicity Education Budget category – both internal and/or external)</li> </ul>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Personnel: (Program Planning, Management, and Administration)</b> (Include detail of individual staff costs that relate <u>only</u> to program planning, management, and administration e.g. Recycling Coordinator # hours X \$ rate for grant administration)</p>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Other:</b> (Include any costs not directly attributed to above categories - e.g. travel, etc.)</p>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Indirect Costs:</b> (Not to exceed 10% of HD 17 or HD18 total)</p>	<p>(include amounts)</p> <hr/> <p>(include category total)</p>
<p><b>Budget Total</b></p>	<p>(include Budget total)</p>

**Other required application documents**

The following documents must be submitted with the Application as applicable (*see the Application Package*)

- Reliable Contractor Declaration
- General Checklist of Business Permits, Licenses and Filings form

**Certification Provisions**

The Applicant must certify to certain provisions (*see Application Package*), including, as applicable:

- Environmental Justice – Environmental justice is defined in California statute, Government Code Section 65040.12 as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulation and policies”.
- LEED -- the Leadership in Energy and Environmental Design (LEED) Green Building Rating System is a nationally recognized system developed by the not for profit group, the U.S. Green Building Council, to provide third party verification that a building project is an environmentally responsible and healthy place to live and work. The applicant must certify that LEED building practices will be used on structures constructed using HHW Grant funds.