

Household Hazardous Waste Grant Program

APPLICATION

19th Cycle – Fiscal Year (FY) 2010/11



Table of Contents

Application Form	2
Project Description.....	2
Environmental Justice Certification.....	3
Resolution Or (Letter Of Commitment) Requirement.....	3
Environmentally Preferable Purchases And Practices Policy Certification.....	3
General Checklist Of Business Permits, Licenses, And Filings	4
Acceptance Of Grant Provisions.....	4
Application Certification	4
Need Narrative	5
Work Plan	6
Budget.....	7
Application Checklist.....	8

Mailed Applications must be postmarked no later than **April 15, 2011**. Hand delivered Applications must be received and date stamped by CalRecycle staff no later than **3:00 p.m. on April 15, 2011**. Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

Please follow instructions in the Application Guidelines and Instructions when completing this Application. The Application Guidelines and Instructions are critical to properly completing and submitting this Application.

Applications become the property of CalRecycle and are subject to disclosure under the Public Records Act. Do not submit confidential information.

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.

HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM, 19th CYCLE (FY 2010/11)

Complete and submit all sections.

APPLICANT / ORGANIZATION INFORMATION			
APPLICANT / ORGANIZATION NAME (MUST MATCH RESOLUTION OR LETTER OF COMMITMENT):		TOTAL AMOUNT REQUESTED: <i>(ROUND AMOUNT TO THE NEAREST WHOLE DOLLAR)</i>	
PARTICIPATING JURISDICTIONS (FOR REGIONAL PROGRAMS ONLY):			
MAILING ADDRESS:		PROJECT ADDRESS:	
CITY:		CITY:	
COUNTY:	ZIP CODE:	COUNTY:	ZIP CODE:
PRIMARY CONTACT NAME:	SIGNATURE AUTHORITY NAME: <small>(AS AUTHORIZED IN RESOLUTION OR LETTER OF COMMITMENT)</small>	AUTHORIZED DESIGNEE NAME: <small>(IF APPLICABLE, AS AUTHORIZED IN LETTER OF DESIGNATION-LOD)</small>	
TITLE:	TITLE:	TITLE:	
TELEPHONE NUMBER:	TELEPHONE NUMBER:	TELEPHONE NUMBER:	
FAX NUMBER:	FAX NUMBER:	FAX NUMBER:	
EMAIL ADDRESS:	EMAIL ADDRESS:	EMAIL ADDRESS:	
INDICATE WHICH TYPE OF ENTITY YOU ARE (CHECK ONLY ONE):			
<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY & COUNTY <input type="checkbox"/> QUALIFYING INDIAN TRIBE <input type="checkbox"/> OTHER (LIST TYPE) _____			
HHW Materials or area of Grant Focus <i>(click all boxes that apply)</i>			
<input type="checkbox"/> HHW Facility <input type="checkbox"/> HHW Fac./Expansion <input type="checkbox"/> Sharps (limit \$20,000) <input type="checkbox"/> Batteries <input type="checkbox"/> Fluorescent Lights <input type="checkbox"/> Cost Effective Collection <input type="checkbox"/> Public Education <input type="checkbox"/> Operational Efficiencies <input type="checkbox"/> Other			
LEGISLATIVE DISTRICT NUMBERS (TO FIND YOUR DISTRICT, USE MAILING ADDRESS ABOVE AND GO TO http://www.calrecycle.ca.gov/Profiles/Juris/)		FEDERAL TAX IDENTIFICATION NUMBER:	
ASSEMBLY:	SENATE:		

PROJECT DESCRIPTION
Provide a brief description of the project below (3-5 sentences):

ENVIRONMENTAL JUSTICE CERTIFICATION

CalRecycle Grantees must in the performance of the Grant Agreement conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Govt. Code §65040.12(e))

Must check box

We acknowledge that our organization will comply with these principles of Environmental Justice.

RESOLUTION or (LETTER OF COMMITMENT) REQUIREMENT

Submit either an approved Resolution or Letter of Commitment, valid up to 5 years, with your application or the following acknowledgement *(If applicable, submit a current Letter of Designation (LOD) for signature designee)*

Must check one

Note: See Application Guidelines & Instructions for Resolution, Letter of Commitment, and Letter of Designation information and examples.

For entities with governing bodies:

We acknowledge that an approved Resolution and, if applicable, LOD designating additional signature authority is enclosed in the application.

For entities without governing bodies:

We acknowledge that a letter bearing entity's letterhead, signed by person with authority to contractually bind entity, authorizing application and designating signature authority is enclosed in the application.

We acknowledge that our approved Resolution must be received by CalRecycle no later than May 16, 2011. We further acknowledge that if our Resolution is received after this date, our application will be disqualified.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY CERTIFICATION

Environmentally preferable purchasing protects human health and environmental well-being by reducing the procurement of goods and services that result in larger volumes of waste and pollutants. The Legislature declares that the responsibility of environmentally preferable purchasing shall be that of any agency that does procuring on behalf of the state (Chan, Statutes of 2002, Chapter 575), and this extends to grantees using state funds. "Environmentally preferable purchasing (EPP)" as defined in PCC section 12400 means "the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. This comparison shall take into consideration, to the extent feasible, raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal, energy efficiency, product performance, durability, safety, the needs of the purchaser, and cost." In other words, EPP considers, among other things, the environment, performance and cost."

Acknowledgement that your organization has an Environmentally Preferable Purchases and Practices Policy

Must check one

Note: See Application Guidelines & Instructions for Environmentally Preferable Purchasing and Practices Policy information and Notification

Yes, our entire organization¹ has an Environmentally Preferable Purchasing and Practices Policy.
Date adopted: _____

No, our entire organization does not have an Environmentally Preferable Purchasing and Practices Policy. We acknowledge that our organization must adopt one by **May16, 2011** and send notification to the CalRecycle of such adoption by secondary deadline; **May16, 2011**, or our application will be disqualified.

¹ "Entire organization" refers to the entire city, county or Qualifying Indian Tribe applicant, not an individual office or subunit of the larger entity.

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES, AND FILINGS	
This section is for HHW Construction Projects Only	
Must check box	
<input type="checkbox"/>	We acknowledge that the General Checklist of Business Permits, Licenses, and Filings form (CalRecycle 669) is enclosed in the application. To download the Checklist of Business Permits, Licenses, and Filings form (CalRecycle 669) use the following link, http://www.calrecycle.ca.gov/Grants/Forms/General/CalRecycle669.pdf .
ACCEPTANCE OF GRANT PROVISIONS	
<input type="checkbox"/>	By checking this box, Applicant acknowledges that submittal of this application constitutes acceptance of all Grant Agreement provisions as contained in the Terms and Conditions and Procedures and Requirements. To download these documents see: http://www.calrecycle.gov/HomeHazWaste/Grants/19thCycle/default.htm
APPLICATION CERTIFICATION	
<i>Certification: I declare, under penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and accurate to the best of my knowledge.</i>	
X	
<i>Signature Authority - as authorized in Resolution or Letter of Commitment; or Authorized Designee - as authorized in submitted Letter of Designation</i>	<i>Date</i>
<i>Print Name</i>	<i>Print Title</i>

NOTE: In addition to completing the information on pages 2-4 of this application, Applicants must also complete the NEED Narrative, a Work Plan form, and a Budget form. The entire application proposal, excluding Letters of Support and other attachments, should not exceed **13** pages.

NEED NARRATIVE

This part of the grant proposal should clearly and convincingly describe why the proposed project should be funded. *See Application Guidelines and Instructions for additional tips on preparing this narrative.*

WORK PLAN

Use this Work Plan template form for each Goal of your proposed project. If your project has more than one goal, complete this template for each one. The Work Plan narrative should include additional information as suggested in the Application Guidelines & Instructions.

GOAL					
OBJECTIVE					
TASK #	TASK DESCRIPTION	RESPONSIBLE PERSON (contractor or staff, include name & title)	EVALUATION METHOD (survey, workshop, etc.)	TIMEFRAME (month/year-month/year)	BUDGET CATEGORY

BUDGET

As applicable to your project, indicate proposed costs for each Budget Category identified in your Work Plan. Total each Budget Category in which you plan to expend grant funds; however, delineate non-personnel costs from personnel costs (note general guidelines in row 1 below). Costs 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. *Note: See Application Guidelines and Instructions for additional tips on preparing this Budget. This document may be reproduced, enlarged, and customized as necessary.*

Budget Category	Amount
Construction of an HHW Collection Facility : <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (List budget item and corresponding Work Plan Objective. For example: Storage unit for drums* , safety equipment* – Objective #1) ○ <u>Personnel:</u> (Include both internal staff and/or external resources) 	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Expansion of an Existing HHW Collection Facility : <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs</u> ○ <u>Personnel:</u> 	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Public Education and Outreach: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> ○ <u>Personnel:</u> 	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Temporary or Mobile Collection Program: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> ○ <u>Personnel:</u> 	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Residential Collection: <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> ○ <u>Personnel:</u> 	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Personnel: (Program Planning, Management, and Administration)	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Other: (Include any costs not directly attributed to above categories - e.g. travel, etc.)	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Indirect Costs: (Not to exceed 10% of budget total)	<hr style="width: 100px; margin: 0 auto;"/> (category total)
Budget Total	<hr style="width: 100px; margin: 0 auto;"/> (Total)

APPLICATION CHECKLIST

This application checklist is provided for your convenience and is not intended to be all inclusive. Prior to submitting your application, check the Q&A website at <http://www.calrecycle.gov/HomeHazWaste/Grants/19thCycle/Apply/QandA.htm> for additional information. You are responsible for completing and submitting all required documentation.

Grant Application Form (CalRecycle 243)	
<input type="checkbox"/>	All applicable information and documents are provided; applicable boxes are checked.
<input type="checkbox"/>	Application Certification is signed by the: <ol style="list-style-type: none"> 1) Signature authority as authorized in Resolution or Letter of Commitment, or 2) Authorized Designee. <p style="margin-left: 40px;"><i>Authorized Designee may sign only if the Letter of Designation has been submitted to CalRecycle.</i></p>
Environmental Justice Certification	
<input type="checkbox"/>	Box is checked.
Resolution or (Letter of Commitment) Requirement— <i>See Application Guidelines & Instructions for Resolution, Letter of Commitment, and Letter of Designation (LOD) information and examples</i>	
<input type="checkbox"/>	Approved Resolution or Letter of Commitment is included with Application; box is checked, or
<input type="checkbox"/>	If applicable, approved Resolution not submitted with Application but will be submitted to the CalRecycle for receipt by May 16, 2011 ; box is checked.
<input type="checkbox"/>	If applicable, Letter of Designation (LOD) is included with Application. <i>A LOD is not required to be submitted with the Application; however, it must be submitted prior to Designee's exercise of his/her authority.</i>
Environmentally Preferable Purchases and Practices Policy Requirement— <i>See Application Guidelines & Instructions for example & notification</i>	
<input type="checkbox"/>	Signature Authority has certified that Applicant has an Environmentally Preferable Purchases and Practices Policy (EPPP Policy); box is checked, or
<input type="checkbox"/>	Applicant does not have an EPPP Policy but will adopt one by May16, 2011 and submit a Notification to CalRecycle for receipt by May16, 2011 ; box is checked.
Acceptance of Grant Provisions	
<input type="checkbox"/>	Box is checked.
Need — <i>See Application Guidelines & Instructions for tips</i>	
<input type="checkbox"/>	Goals and objectives directly relate to your project
Work Plan — <i>See Application Guidelines & Instructions for tips</i>	
<input type="checkbox"/>	Work Plan directly links to the Goals and Objectives and links to the budget
Budget— <i>See Application Guidelines & Instructions for tips</i>	
<input type="checkbox"/>	Budget is completed appropriately (double check calculations and totals)
Additional Forms — <i>See Application Guidelines & Instructions</i>	
<input type="checkbox"/>	General Checklist of Business Permits, Licenses, and Filings (CalRecycle Form 669) <i>Note: Only for construction projects</i>
Application Format & Submittal	
<input type="checkbox"/>	Copies: One application with original signature (blue ink preferred), and three copies
<input type="checkbox"/>	Paper: 8½ X 11, printed double-sided, single spaced, on 100% post consumer fiber, and numbered consecutively Narrative does not exceed 13 pages (not including letters of support or other attachments)
<input type="checkbox"/>	Stapled, not bound: upper left-hand corner
<input type="checkbox"/>	Font: Comparable to 12 pt. Times New Roman
<input type="checkbox"/>	Letters of Support are included
<input type="checkbox"/>	Addressed to the appropriate mailing address of CalRecycle