



June 2013

Department of Resources Recycling and Recovery (CalRecycle)

HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM
APPLICATION GUIDELINES & INSTRUCTIONS
HD21 Cycle – Fiscal Year 2013/14
Revised 6/27/13

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GRANT CYCLE OVERVIEW

This resource document provides applicants with a cycle overview, instructions about how to access and complete the application online, and information about grant administration. The online application can be accessed on the Grant Management System Web (GMSWeb) webpage www.calrecycle.ca.gov/Grants/GMS/default.htm

The Department of Resources Recycling and Recovery (CalRecycle) offers the Household Hazardous Waste (HHW) Grant Program pursuant to 47200(a) of the Public Resources Code. The purpose of the grant program is to assist local governments with the cost of construction or expansion of HHW facilities.

TIMELINE FOR HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM FY 2013/14

Date	Activity
June 14, 2013	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions may be submitted from application release date to this date • Questions must be submitted by email
June 28, 2013	<ul style="list-style-type: none"> • All answers will be posted (tentative)
July 11, 2013	<p>Application Due Date</p> <ul style="list-style-type: none"> • Applications must be submitted in GMSWeb by this date • Customer service will only be available until 5:00 p.m. on this date
August 15, 2013	<p>Secondary Due Date</p> <p>If Resolution not submitted with the application Approved Resolution must be uploaded in GMSWeb by this date</p> <p>If Applicant does not have an Environmentally Preferable Purchases and Practices (EPPP) policy at time of application EPPP Policy must be adopted and Notification must be uploaded in GMSWeb by this date</p>
October 2013	<p>Grants Awarded CalRecycle considers funding recommendations, and if approved, and conditionally awards grants during this month (tentative)</p>
Notice to Proceed through April 1, 2016	<p>Grant Term Begins with the Notice to Proceed date through April 1, 2016. All costs must be incurred within the Grant Term. Last day to incur costs April 1, 2016.</p>
April 1, 2016	<p>Final Report, Final Payment Request and Request for 10% withhold Deadline</p>

ELIGIBLE APPLICANTS

Only one application per qualifying entity will be accepted. Eligible applicants may submit an individual or regional application. Grants are available to:

- 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
- Qualifying Indian Tribes with direct responsibility for HHW management. A “Qualifying Indian Tribe” is defined as an Indian tribe, band, nation or other organized group or community, residing within the borders of California, which:
 - (1) is recognized for special programs and services provided by the United States to Indians because of the status of its members as Indians; or
 - (2) can establish that it is a government entity and which meets the criteria of the grant program.

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 application(s) are not withdrawn, all applications from that local public agency will be disqualified, and that local public agency will be eliminated from any regional application of which it is a part. Applicants with open CalRecycle grants must be in good standing and comply with grant reporting requirements before they can receive an HHW Grant.

REGIONAL APPLICATION REQUIREMENTS

A multi-jurisdictional or regional group is comprised of two or more eligible applicants, (i.e., cities, counties, or Qualifying Indian Tribes, with a lead jurisdiction designated to act on behalf of all participating jurisdictions). If awarded a grant, the Grantee becomes the Regional Lead and is responsible for the performance of the grant, including but not limited to, recordkeeping and submission of all required documentation. Participating jurisdictions will not receive funds directly from CalRecycle and they are not parties to the Grant Agreement.

ELIGIBLE PROJECTS

This grant cycle offering is designed to fund construction projects that establish new or expand an existing HHW facility in California. HHW construction projects do not qualify for CalRecycle grant funding unless they are past the design phase of the project and are prepared for construction. Applicants must have completed proper site analysis, conceptual design and most of the local approval processes. The permitting, licensing and siting approval process must be well underway. Applicants must provide documentation by providing a completed General Checklist of Business Permits, Licenses and Filings form (CalRecycle 669). The applicant must convincingly indicate that they are beyond the planning phase of the construction project and can successfully complete the HHW facility project before the Grant Term ends (date of Notice to Proceed letter to April 1, 2016).

Grant applications must include one or more of the following types of projects:

- Construction of a new HHW facility
- Expansion of an existing HHW facility

AVAILABLE FUNDS

- \$1,500,000 is available for the HD21 grant cycle, FY 2013/14, subject to funding availability
- \$350,000 is the maximum award per applicant

GRANT TERM

The Grant Term begins on the date indicated in the Notice to Proceed letter that the Grantee will receive from CalRecycle. Eligible Grant expenditures may start no earlier than the indicated date.

The Grant Term ends on April 1, 2016. All eligible costs must be incurred no later than April 1, 2016. The Final Report and Final Payment Request are due to CalRecycle on April 1, 2016.

ELIGIBLE COSTS

Eligible costs for the HHW facility construction and expansion grant include, but are not limited to, the following:

- Construction costs for a new HHW facility (i.e., construction related costs, HHW equipment necessary to increase program services, *signage, personnel and/or grant administration related to the construction.)

- Construction costs for the expansion of an existing HHW facility that will increase program services (i.e., construction related costs, HHW equipment necessary to increase program services, *signage, personnel and/or grant administration related to the construction.)
- Certain costs associated with overhead and indirect costs as indicated in the Overhead/Indirect Cost section of the Procedures and Requirements.

*HHW Facility projects are required to acknowledge that the project was funded by a grant from CalRecycle and can include the cost of the sign in their budget. Details of the requirements are provided in the Procedures and Requirements.

INELIGIBLE COSTS

Any costs not specifically included in the approved Budget and not directly related to HHW and the approved grant project are ineligible for reimbursement. Ineligible costs include, but are not limited to:

- Costs incurred prior to the date of the Notice to Proceed letter or after April 1, 2016
- Costs for planning and/or design of HHW facilities
- Costs to maintain an existing HHW program
- Developing or expanding a permanent facility on non-government owned property, unless the specific conditions listed in the “HHW Facilities on Private Property” section of the Procedures and Requirements are met and pre-approved in writing by the Grant Manager
- Equipment or services not related to the project
- Management, handling, disposal, or treatment of radioactive explosive or medical wastes, ~~and other extremely hazardous waste~~
- Personnel costs not related to the project
- Public education and outreach not related to the project
- Purchase or lease of land
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Costs deemed unreasonable or not related to the grant project by the Grant Manager

QUESTION-AND-ANSWER PROCESS

All questions regarding the application requirements, and eligible/ineligible costs, must be submitted in writing and received by **June 14, 2013 via email at: grants@CalRecycle.ca.gov**. Questions received by any other method or after June 14, 2013 will not be accepted.

Questions and Answers (Q&A) will be posted periodically during the Q&A period at: <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/21stCycle/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 approximately two weeks after the corresponding deadline and are subject to updates. It is the Applicant’s responsibility to check this website for the latest information.

APPLICATION INSTRUCTIONS

APPLICATION ACCESS

The application is available in CalRecycle's web-based Grants Management System (GMSWeb). Access to GMSWeb is secure; therefore you must have a CalRecycle WebPass in order to log into the system. Applicants who have not previously obtained a CalRecycle WebPass can create an account at <https://secure.calrecycle.ca.gov/WebPass/>.

After logging into GMSWeb <https://secure.calrecycle.ca.gov/Grants/SignIn>, select "Grant Application Search" on the left. Open grant cycles are displayed in a table. Find Household Hazardous Waste HD21 and select "Apply."

APPLICATION CONTENTS AND INSTRUCTIONS

Summary **Applicant/Participant** **Detail** **Contacts** **Budget** **Site(s)** **Documents**

The online application is divided into tabs. To fill out an application, click on each tab and fill out the sections as required. General directions are on the top of each tab and additional information is provided below.

Summary *Tab*

This tab provides a summary of the application, directions, and resources. In addition, it contains several checklists to assist Applicants with completing the application:

- Application Checklist
- Required Document(s) By Application Due Date
- Other Supporting Document(s) as applicable for your Application/Project
- Required Document(s) By Secondary Due Date

The checklists are provided for the Applicant's convenience and not intended to be all inclusive. It is the Applicant's responsibility to ensure that all required documents, based on the individual grant application/project, are submitted by the appropriate date.

Applicant/Participant *Tab*

The Applicant's name is entered in this tab. The Applicant name is the legal name of the jurisdiction/organization that is legally responsible for grant administration, if awarded.

- Department or unit names are not included in the Applicant name.
- County names must be listed with the name first followed by the word "County," e.g., "Sacramento County."
- City names must be listed as "City of" followed by the city's name, e.g., "City of Sacramento."
- Every application must have a Lead Applicant even if it is an individual application with no participating jurisdictions. ~~Setting the Lead Applicant is a separate step in the application process.~~ See GMSWeb instructions for more information.
- For Regional Applications add the name of each eligible participating jurisdiction.

Detail *Tab*

This tab contains several required elements of the application.

- Enter a dollar amount in the Grant Funds Requested field. Do not exceed the maximum grant award amount of \$350,000. Round all amounts to the nearest whole dollar.
- The Matching Funds field does not need to be completed because matching funds are NOT required for this grant.
- Enter the Applicant's department name, e.g., "General Services." If the Applicant does not have a department the Applicant's name may be entered.

- Enter the Assembly District(s) and Senate District(s). To select more than one district, hold the “Ctrl” key while selecting the numbers.
- Project Summary/Statement of Use: type a brief description of your construction project (3-5 sentences).
- Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
- Select the appropriate option for Environmentally Preferable Purchases and Purchases Policy. See documents section for more information regarding EPPP Policy requirements.

Contacts Tab

The application must include only one Primary Contact and at least one Signature Authority. Each contact entered into the application may be granted access by checking the box on the bottom of the contact’s detail screen. The contact will be able to log into GMSWeb using his/her own CalRecycle WebPass to access the application.

Primary Contact	One person who has been authorized by the Signature Authority/Designee to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
Secondary Contact	A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the Grant Manager will communicate. (Not required).
Signature Authority	The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable). <i>Please see Applicant’s Documents section for more information about documentation for Signature Authorities.</i>
Consultant	A professional who provides advice in a particular area of expertise. If the Applicant is awarded a grant, the consultant may manage the grant, or only conduct specific activities based on a written agreement between the Applicant and the consultant outlining work to be performed. (Not required)

Budget Tab

Enter a dollar amount in each applicable category by selecting the category name. In the Budget detail screen, enter the total budget amount and enter itemized costs in the Budget Detail section. The itemized costs should support expenditures for each activity identified in your Work Plan.

HHW Facility projects are required to acknowledge that the project was funded by a grant from CalRecycle and can include the cost of the sign in their budget. Details of the requirements are provided in the Procedures and Requirements.

Admin Costs – Budget Category

In the Budget Detail section, type in the amount of Administration Costs and Overhead/Indirect Costs. Eligible costs are more fully explained in the Overhead/Indirect Cost section of the Procedures and Requirements.

Budget Category: Admin Costs
* <input type="checkbox"/> Budget Amount: <input style="width: 150px;" type="text" value="3000.00"/>
Budget Detail: Administration Costs = \$2,000 Overhead/Indirect Costs = \$1,000

Site(s) Tab

All applications must contain a payment address. Enter the **department name only** (do not include the Applicant name in this field). Choose **Payment Address** as the Address/Site Type. Enter the complete mailing address. The budget amount or summary fields are not required for the payment address entry. See the following example:

All applications must contain project site(s) information. Enter the **Site Name**. Use the drop down arrow of the **Site Type** and select **HHW Facility**. Type in the complete address and select the County. Enter the **Budget Amount** for this site and type a brief **Summary** of the project in the space provided. Repeat the steps above if you have multiple project sites. See the following example:

* Department/Site Name: Roseville HHW Facility

* Address/Site Type: HHW Facility

? Address Line 1: 500 Main Street

? Address Line 2:

City: Roseville

State: CA

Zip Code: 95678

* County: Placer

? Budget Amount: 100000

Summary: Expansion of an existing facility in the City of Roseville

See Grant Cycle Overview section for “Eligible Projects” information.

Documents Tab

All application documents must be uploaded to the Documents tab to complete the application. When uploading a document, enter a unique title, select the appropriate document type from the drop down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

After all the application documents are uploaded print the Application Certification from the Application Submission section in the Summary tab. The Applicant must obtain a signature from the authorized Signature Authority, scan the document, upload it, and retain the original hard copy document in your cycle file. After the Application Certification document is uploaded the Submit Application button will be enabled.

See the section entitled “Application Documents” for more information about document requirements.

APPLICATION DEADLINE

Applications must be submitted in GMSWeb no later than **July 11, 2013**. Customer service will only be available until 5:00 p.m. on the application due date.

APPLICATION DOCUMENTS

Each applicant must upload certain documents in addition to filling out the application. The application is not complete until all required documents have been uploaded to the Documents tab of the GMSWeb application.

CALRECYCLE DOCUMENTS



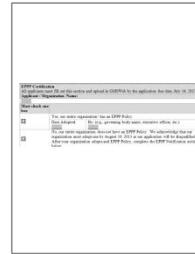
Grant Proposal
(with supporting documentation)



Work Plan



CalRecycle 669



EPPP
Certification



EPPP
Notification

You can locate the CalRecycle documents on the Summary tab, in the Application Documents section. To access the document, you must click on the link, open it up, fill it out, save it to your computer, and then upload it to the Documents tab. Elements of each required document is explained below.

Grant Proposal (50 Points)

The Grant Proposal document is used to describe the details of your proposed project. The response size is limited and cannot be expanded. Grant Proposals must score a minimum of 35 points of the possible 50 points to be considered for funding. For additional assistance, use “HD21 Application Tips and Resources” under the Resource Documents section.

I. Project Eligibility

Select one or more of the eligible activities for your proposed project.

II. Need (27 points)

Project Background and Context

- Describe your 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. Include map(s) of the jurisdiction’s current HHW facilities, contiguous jurisdictions and underserved areas.
- Describe gaps in and/or barriers to HHW collection opportunities. Include surveys and other research or data that demonstrate the need for this project.
- Explain why the location is an underserved area (an area having less access to HHW collection facilities and/or lacks HHW collection service when compared to other areas served by their jurisdiction or neighboring jurisdictions with comparable or similar population density and socioeconomic status. At a minimum, the optimum number is one certified HHW center per 100,000 people.)

Proposed Project

- Demonstrate, using both narrative and statistical data, how the proposed project will address identified need. Include site plans as necessary.
- Describe and provide documentation showing what phase of construction your project is in.
- Demonstrate, using both narrative and data, the rationale for this proposed project as compared to other approaches for meeting the identified need or barriers.

- Estimate total funding for the project, including CalRecycle’s contribution, and describe the agency’s current funding capabilities to supply funds for the project.
- *Goals, Objectives, Activities.* Describe and quantify what will be accomplished by completing this grant project (how many people will be served, volume of waste collected, etc.) and demonstrate the extent to which these goals/objectives address need and overcome identified barriers.
- Identify measurable targets that must be met to accomplish your project with specific dates.
- Explain how the operation and maintenance costs of the project will be sustained beyond the term of the grant. Describe available funding sources, if any.
- If CalRecycle grants were awarded for HHW projects in the past, describe what the funding was used for and why there is a need for additional grant funding.

III. Work Plan (10 points)

Grant Proposal: Complete section III of the Grant Proposal along with the Work Plan document.

- Describe and provide in further detail the tasks and activities from you Work Plan document, required to achieve the goals/objectives in the proposed project narrative.
- Demonstrate that the applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the proposed project.
- Delineate activities and tasks. Demonstrate they are logical and achievable within the grant term, and with available resources.
- Include an evaluation component to measure success of the project and to determine whether the goals/objectives were accomplished.

Work Plan Document: Complete the Work Plan document provided in the Summary tab under Application Documents section.

- List of all grant eligible activities and tasks that will be undertaken to achieve your goals and complete your project.
- Include a detailed Work Plan that effectively describes the tasks and activities required to achieve the goals/objectives in the proposed Grant Proposal document.

IV. Budget (6 points)

Grant Proposal: Complete section IV of the Grant Proposal document.

- Describe source and amount of local funds, in-kind services, other grants, or other additional project funding (if any) to complete the proposed project.

Budget Tab: Enter the required budget information in the budget tab provided in GMSWeb.

- Discuss the costs (dollar figures) associated with activities necessary to complete the project. Costs are itemized into cost categories and are consistent with the activities included the Work Plan.
- All budget backup documentation including quotes, estimates, and equipment details are uploaded, clearly marked and support proposed budget costs.
- Includes cost savings from leveraging other funding, in-kind services, etc. Adequately describe source and amount of local funds, in-kind services, other grants, or other additional project funding (if any) to complete the proposed project.

V. Application Completeness, Letters of Support, Experience, etc. (2 points)

- Supporting documents are included and submitted electronically by the deadline.
- All documents were furnished using a systematic naming and numbering system.
- 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.

Letters of Support: Letters of support for the 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 - both during the grant term and after, in order to ensure 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. 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.

VI. Bonus Points (up to 5 points)

Bonus points will be available as follows:

(3 points)

- Applicant did not receive an HHW Grant during either the 18th or 19th HHW Grant cycles (FY 2009/10 and FY 2010/11) (2 points), or
- Applicant did not receive an HHW Grant during the 17th, 18th, or 19th HHW Grant cycles (FY 2008/09, FY 2009/10 and FY 2010/11) (3 points).

(2 points)

A project that establishes an HHW facility construction project for:

- Rural areas (county having a population of 200,000 or less)
- Small cities (population of less than 35,000)
- Regional applicants (joint proposal from two or more eligible applicants)

General Checklist of Business Permits, Licenses and Filings (CalRecycle 669)

The General Checklist of Business, Licenses and Permits (CalRecycle Form 669) is a required application document. It can be found on the Summary tab under Application Documents. Check the appropriate box on **each** line. It must be signed by the Signature Authority, scanned, and uploaded to the Documents tab along with copies of any documentation related to this form (i.e. permits, licenses and filings, letter describing what has been done to achieve full compliance). CalRecycle staff will use this information to determine how far along you are in the process of your project.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, all grant Applicants are required to develop, adopt and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organization. The EPPP Policy must be in place by the secondary due date.

Applicants who have an EPPP Policy in place prior to submitting their application must certify to this fact in the ~~application EPPP Policy Certification/Notification document~~. Any Applicant who does not have an EPPP Policy in place when it submits its application may certify ~~in the EPPP Certification/Notification document~~ that it will adopt one and upload the Notification in GMSWeb. CalRecycle must receive the Notification by the secondary due date or the application will be disqualified.

~~The portion of the EPPP Policy Certification/Notification document that is required to be completed with application submittal is shown below. Enter the Applicant name select the appropriate box in the EPPP Certification section of the document. If you have an EPPP Policy in place, you do not need to upload a copy; only upload the EPPP Policy Certification/Notification document.~~

EPPP Certification

All applicants must fill out this section and upload in GMSWeb by the application due date, July 11, 2013.

Applicant / Organization Name:

Must check one box

<input type="checkbox"/>	Yes, our entire organization ¹ has an EPPP Policy.
	Date Adopted: _____ By: (e.g., governing body name, executive officer, etc.) _____
<input type="checkbox"/>	No, our entire organization does not have an EPPP Policy. We acknowledge that our organization must adopt one by August 15, 2013 or our application will be disqualified. After your organization adopts an EPPP Policy, complete the EPPP Notification section below.

If the applicant adopts an EPPP Policy after application submittal, complete the Notification section of the EPPP Policy Certification/Notification shown below and upload it by the secondary due date. **Do not upload a copy of the EPPP Policy.**

EPPP Notification

For applicants who adopt an EPPP Policy after the application due date and marked **No** in the section above, complete this section below. Upload the signed EPPP Notification to GMSWeb by August 15, 2013 or the application will be disqualified.

Must check box

<input type="checkbox"/>	Yes, our entire organization has an EPPP Policy.
	Date Adopted: _____ By: (e.g., governing body name, executive officer, etc.) _____

Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and correct to the best of my knowledge.

X

Signature Authority - as authorized in Resolution or Letter of Commitment; or **Date**
Authorized Designee - as authorized in submitted Letter of Designation

Print Name

Print Title

The list below contains concepts/policies that CalRecycle encourages organizations to include in their EPPP Policies. To see examples of existing Environmentally Preferable Purchasing and Practices Policies, visit: www.responsiblepurchasing.org/purchasing_guides/all/policies/.

Producer Responsibility and Source Reduction

1. California's Guide for Sustainable Purchasing: (See www.dgs.ca.gov/buyinggreen/Home/BuyersMain.aspx for product-specific information).
2. Vendors or manufacturers agree to take back old product or packaging or cover the cost of recycling/disposal.

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

Recycled Content

3. Products contain recycled content that meet or exceed the California [State Agency Buy Recycled Campaign requirements](#)
4. Products contain recycled content that meet or exceed the guidelines in the [US EPA's Comprehensive Procurement Guidelines](#), if higher than SABRC requirements
5. Products contain recycled content as recommended in the [California Environmentally Preferable Purchasing Best Practices Manual](#)

Energy and Water Savings

6. Products are Energy Star certified, if a US EPA Energy Star certification is available, or products are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
7. Products are Water Sense certified, if a US EPA Water Sense certification is available.

Toxicity and Pollution

8. Materials used in products are non-hazardous to the extent feasible.
9. Products do not emit harmful air emissions or volatile organic compounds to the extent feasible.
10. Products are readily bio-degradable and non-persistent in the environment after use, where practicable.

Buildings and Grounds

11. All building and renovations follow the green building practices for design, construction and operation, where appropriate, as described in the LEED TM Rating System.

Habitat Preservation

12. Raw materials used in products are sustainably harvested or contain recycled content, to the extent feasible.
13. Raw materials used in products are renewable resources (e.g., not based on a fossil fuel), to the extent feasible.

Continual Improvement

14. Training is provided to new and existing employees.
15. Organization regularly evaluates and/or improves implementation of EPP policy.

APPLICANT'S DOCUMENTS

The following provides information and examples of documents that you, as the Applicant, must provide. It is the Applicant's responsibility to ensure that the documents necessary to complete the application are uploaded to the Documents tab of GMSWeb.

Resolution Information

-for Applicants subject to a governing body, e.g., City Council, Board of Directors

A copy of the authorizing Resolution is a required application document. However, if Applicant needs additional time to obtain the Resolution, it must be uploaded no later than the secondary due date or the application will be deemed incomplete and will be disqualified.

Applicants that are subject to a governing body must submit a Resolution that specifically authorizes certain grant-related matters. The following identifies the required Resolution provisions.

- The Resolution must authorize submittal of an application for one or more specifically named CalRecycle grant(s) or for all CalRecycle grants for which the Applicant is eligible.
- The Resolution must identify the period of time, up to five years, during which the authorizations are valid. Five years is encouraged; however, periods of less than 5 years are acceptable. If a Resolution submitted to CalRecycle does not specifically identify a period of time, it will be considered valid for one year from the date of adoption.
- The Resolution must identify the job title of the person authorized to sign all grant-related documents necessary to implement and close-out the grant(s) (Signature Authority).

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title. The Signature Authority must sign a Letter of Designation prior to the Designee's exercise of his/her authority.

Regional Applications:

- The Lead Applicant must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead Applicant and specifically named regional participants, and includes authorization letters with original signatures dated within the last 12 months from the participating jurisdictions authorizing the Lead Applicant to act on their behalf for this cycle. (see example below)
- If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove regional participants with each new application without the necessity of obtaining a new Resolution).
- Regional participants subject to a governing body must provide a Letter of Authorization, dated within the last 12 months, to the Regional Lead authorizing the Lead Applicant to act on its behalf for this cycle. Copies of the Letters of Authorization must be uploaded with the application by the secondary due date. Please see *Letter of Authorization* section.

Resolution Example

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

RESOLUTION OF THE **(Name Of The Governing Body)**
APPROVING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS
FOR WHICH **(Name Of Applicant)** IS ELIGIBLE

The following “Whereas” provisions are applicable to all CalRecycle grants; however, they are not required.

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), to administer various Grant Programs (grants) 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 CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an Applicant’s governing body to declare by Resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to CalRecycle for (choose one of the following options) 1) (names(s) of specific grants)) or 2) all grants for which **(Name of Applicant)** is eligible. [Note: this provision is either/or; do not include both options]; and

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; and

BE IT FURTHER RESOLVED that these authorizations are effective for (*choose one of the following options*) 1) five (5) years from the date of adoption of this Resolution **or** 2) for a period less than five years (**insert Time Period: from Month, Day, Year through Month, Day, Year**). [Note: this provision is either/or; do not include both options.].

Letter of Designation

-A Letter of Designation (LOD) is required when the authorized Signature Authority delegates his/her authority to another person. The approved Resolution must indicate the Signature Authority’s ability to delegate or designate his/her authority. The letter must be submitted prior to the Designee’s exercise of his/her authority. If the Designee signs any document in the application, the letter must be submitted with the application.

The letter must:

- be on the Applicant’s letterhead
- be dated after the effective date of the approved Resolution
- identify the job title of the Designee
- identify the scope of the Designee’s authority
- identify the period during which the Designee may exercise the authority. The Designee’s authority may not extend beyond the effective date of the approved Resolution (for example, if the Resolution is effective until December 31, 2013, then the LOD may be effective only until December 31, 2013)
- be signed by the Signature Authority.

Letter of Designation Example

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

Date

Pursuant to the Resolution authorizing an application for **the Household Hazardous Waste Grant Program**, I am the designated Signature Authority for **(Name of Applicant/Grantee)**. I am authorized by the Resolution 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 for this grant. The Resolution also authorizes me to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**. This delegation is effective as long as the Resolution is in effect.

The current **(Job Title)** is identified below:

Name & Job Title

Mailing Address

City, State, Zip Code

Telephone Number

Letter of Authorization Information

A Letter of Authorization is a letter submitted by a jurisdiction (Regional Participant) to authorize another jurisdiction (Regional Lead) to apply for and to act on its behalf in the implementation and administration of the CalRecycle Grant/Program. It must be uploaded by the secondary due date or the participating jurisdiction will be removed from the application.

The letter must be on the participating jurisdiction's official letterhead and dated within 12 months prior to the application deadline. The letter must authorize the submittal of the regional grant/program application, designate the Applicant as the lead agency, and signed by an individual authorized to contractually bind the Applicant. The document with the original signature must be maintained in Applicant/Grantee grant file.

Letter of Authorization Example

Date

I am **(Job Title)** of **(Name of Regional Participant)**. I am authorized to contractually bind **(Name of Regional Participant)**. Pursuant to this authority, I hereby authorize **(Name of Regional Lead Agency)** to submit a regional application and act as Lead Agency on behalf of **(Name of Regional Participant)**. The **(Name of Regional Lead Agency)** is hereby authorized to execute all documents necessary to implement the grant under the **Household Hazardous Waste Grant Program Cycle HD21**.

Signature

Name & Job Title

Mailing Address

City, State, Zip

HHW Facilities on Private Property

Jurisdictions that want to establish permanent facilities or expand existing facilities on private property or non-government owned property must prove a legally binding long term commitment. This commitment must be throughout the life of the facility and 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, the application must clearly state the ownership and/or leasehold interests. A copy of any agreement between the Applicant and private owner must be described and made available to CalRecycle upon request. The following documentation and pre-approval is required if an applicant is planning to purchase or lease buildings for any part of their submitted project:

1. applicant demonstrates that this is the most cost-effective means of developing an HHW facility;
2. any lease meets the requirements for developing a permanent facility on privately owned property (e.g., long-term lease evidencing commitment to utilize facility for purpose set forth in grant; commitment to public access; commitment to utilize facility as described in the application for life of facility), and
3. any purchase or lease of a building is pre-approved in writing by the CalRecycle Grant Manager.

GRANT REVIEW AND AWARD PROCESS

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle Staff will review the applications for completeness and eligibility. Only complete applications can be considered for award.

Grant applications will be evaluated and scored by a CalRecycle review panel based on the approved *Scoring Criteria for Household Hazardous Waste Grant Program, HD21 Cycle FY 2013/14*. Scoring Criteria can be located in the Summary tab, in the Resource Documents section.

GRANT AWARD PROCESS

For qualifying applications, CalRecycle Staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or his designee; this is tentatively scheduled for October 2013. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

GRANT AWARDS CONDITIONS

When awarded, this Grant will be subject to two conditions: 1) the recommended Grantee's Signature Authority (or where delegation is authorized), his/her Designee must sign and return the Grant Agreement to CalRecycle within 60 days from the date of mailing by CalRecycle; and 2) the recommended Grantee must a) pay all outstanding debts due CalRecycle, or b) bring current outstanding payments owed to CalRecycle within 60 days from the date CalRecycle conditionally awarded the Grant.

Failure to comply with either requirement will disqualify Applicant from receiving the grant award.

CONDITION SUBSEQUENT

After the Grant Agreement has been executed by both parties, the Grant will be subject to the following condition subsequent: The Grantee may not file for protection under Chapter 9 of the U.S. Bankruptcy Code or declare a fiscal emergency any time within the Grant Term.

If you believe that either of these events are likely to occur in your jurisdiction during the Grant Term, please consult your attorney.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT

Following CalRecycle's conditional approval of the Grant awards, Grantees will be emailed the following:

- Award letter
- Grant Agreement Cover Sheet (CalRecycle 110).
- Exhibit A – Terms and Conditions: contain CalRecycle standard legal requirements for Grants.
Note: See <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/21stCycle/default.htm> to download the Terms & Conditions.
- Exhibit B – Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
Note: See <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/21stCycle/default.htm> to download a draft of the Procedures & Requirements.
- Exhibit C – Application with revisions, if any, and any amendments*
- Attachment I–Forms Guide: CalRecycle forms to be used throughout the Grant Term.
Note: See www.calrecycle.ca.gov/Grants/Forms to download the forms.

* The Work Plan and Budget are submitted with and are a part of the Grantee's Approved Grant Application, and are incorporated into the Grant Agreement by reference.

REPORTING PROCESS

Grantees are required to report on the progress of their HHW Grant - one progress report and a Final Report are required. The CalRecycle Grant Manager may request status information at any time during the term of the grant. The Final Report is due on **April 1, 2016**. Detailed reporting information is included in Exhibit B – Procedures & Requirements of the Grant Agreement.

PAYMENT REQUEST PROCESS

Detailed information on eligible costs and how to claim a Payment Request is included in the Procedures & Requirements - Exhibit B of the Grant Agreement.