

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY
INTEGRATED WASTE MANAGEMENT BOARD**



**APPLICATION INSTRUCTIONS FOR
HOUSEHOLD HAZARDOUS WASTE GRANT (15th Cycle)
FOR FISCAL YEAR 2006/2007**

Application Deadline

Applications must be **postmarked** no later than **May 31, 2006**.

Hand delivered applications must be received in the CIWMB Sacramento Office at 1001 "I" Street by **3:00 p.m. on May 31, 2006**.

Faxed or E-mailed applications will not be accepted.

Mail or deliver application to:
California Integrated Waste Management Board
Attn: Grants Administration Unit (HD15)
1001 "I" Street, MS-10
P.O. Box 4025
Sacramento, CA 95812-4025

Applications mailed or sent by U.S. Postal Service or a commercial delivery service should be sent by a means 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 SUBMITTAL CHECKLIST

Use this checklist to make sure you've included all required documents and sections in your grant application.

One original and three copies of the application must be submitted to:

California Integrated Waste Management Board
Grants Administration Unit (HD15)
1001 I Street, MS-10
P.O. Box 4025
Sacramento, CA 95812-4025

Note: Household Hazardous Waste (HHW) Grant (15th Cycle) offers two different types of grants, each with its own unique application package and rules:

County-wide Coordination Grant Package:

Coordination Cover Sheet (includes Work Plan and Budget section) (Attachment)
Resolution (Attachment)
Letters of Support (Attachment)

Infrastructure Grant Package:

Infrastructure Cover Sheet (Attachment)
Table of Contents (with page numbers)
Resolution and/or Letters of Authorization (Attachment)
Proposal Narrative and Attachments (Entire application may not exceed 15 pages, excluding Attachments)
 Introduction: Project Summary
 Section 1: Need
 Map (for facilities or collection programs) (Attachment)
 Section 2: Program Description
 HHW Facility Description Profile (for facilities only) (Attachment)
 Section 3: Goals and Objectives, Work Plan Narrative, and Work Plan (Attachment)
 Section 4: Evaluation
 Section 5: Budget Narrative and Budget (Attachment)
 Section 7: Letters of Support & Participation
 Letters (original or copies of letters)
 Staff Experience (summary of relevant experience, not resumes)
 Section 8: Environmentally Preferable Purchases and Practices Evaluation Sheet (Attachment)

Copies: Identify the original application with a mark or stamp indicating "original" and mark or stamp the three copies, "copy." Copies must be free of distortion and easy to read.

Font: 12 point or larger font.

Paper: 8 ½" x 11" 100% recycled-content paper, double sided and numbered consecutively.

Stapled, not bound: upper left-hand corner.

Application Deadline - Applications must be postmarked no later than May 31, 2006. Hand delivered applications must be received in the CIWMB Sacramento Office at 1001 "I" Street by 3:00 p.m. on May 31, 2006. Faxed or E-mailed applications will not be accepted.

For More Information: Grant information (including the HHW Grant (15th Cycle) application) will be posted on the CIWMB website at: <http://www.ciwmb.ca.gov/HHW/Grants> as it becomes available. Hard copies of the application package are available by contacting Wendy Roberson at wroberso@ciwmb.ca.gov or (916) 341-6690.

Question and Answer Period: General questions about this HHW Grant (15th Cycle) grant application will be accepted in written form **only**. Questions must be submitted no later than **April 17, 2006** to Chris Schmidle via e-mail at cschmidl@ciwmb.ca.gov, or sent by mail postmarked by April 17, 2006 to:

California Integrated Waste Management Board
 Attn: Chris Schmidle
 Used Oil and HHW Grants
 1001 I Street, MS-21
 P.O. Box 4025
 Sacramento, CA 95812-4025

Staff will use the questions submitted to develop a question and answer sheet that will be posted at www.ciwmb.ca.gov/HHW/Grants on or about May 3, 2006. Copies of the question and answer sheet can be obtained by mail by request to the address above. To the extent possible, similar questions will be grouped together. **Please note that no project specific questions will be answered.**

IMPORTANT TENTATIVE GRANT DATES

| DATE | ACTIVITY |
|-------------------------------|--|
| April 5, 2006 to May 31, 2006 | Grant application period |
| April 17, 2006 | Grant question and answer period closes |
| May 3, 2006 | Responses to questions posted on CIWMB web site |
| May 31, 2006 | Deadline for submitting postmarked applications to the CIWMB. NOTE: This date is NOT tentative. |
| August 2006 | CIWMB considers grant funding recommendations |
| October 2006 | Grantees initiate work after receiving Notice to Proceed |
| October 31, 2007 | Grantees complete county-wide coordination projects |
| December 31, 2007 | County-wide Coordination Grant Final Report and Final Payment Request Due to CIWMB |
| April 30, 2009 | Grantees complete competitive infrastructure projects |
| June 30, 2009 | Competitive infrastructure Final Report and Final Payment Request Due to CIWMB |

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LOCAL GOVERNMENT HOUSEHOLD HAZARDOUS WASTE GRANT (15th Cycle) FOR FISCAL YEAR 2006/07

I. GRANT SUMMARY AND GUIDELINES

▪ BACKGROUND

Public Resources Code (PRC) Section 47200 authorizes the California Integrated Waste Management Board (CIWMB or Board) to award grants to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills. Grant funds 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.

In light of the recent expiration of the household exemption for universal waste (u-waste) disposal as mixed waste, HHW Grant (15th Cycle) will focus on projects and methods that provide for increased collection of household and small business u-waste.

Note: HHW Grant (15th Cycle) offers two different types of grants, each with its own unique application package and rules:

County-wide Coordination Grant

- There is a total of \$500,000 set aside for county-wide u-waste coordination efforts, subject to funding availability. Coordination Grants are not competitive; each county-wide area may receive a pre-designated funding amount based on population. Awards will be given to any county-wide area that applies and is willing to complete the terms of the grant. Any jurisdiction may apply to be the coordination lead for their county-wide area.

Infrastructure Grant

- There is also a minimum of \$4,000,000 available on a competitive basis for individual and multiple jurisdiction infrastructure projects, subject to funding availability. These are very similar to the grants awarded in past years with a few exceptions:
 - There is a new category of competitive project – HHW facility planning and design. This allows applicants to separate facility construction and development from design.
 - Scoring points will be given for certain u-waste related projects and programs.

See the application sections below for more information.

▪ **APPLICANT ELIGIBILITY**

California cities, counties, and local agencies, including Indian reservations and rancherias with direct responsibility for HHW management are eligible. Commercial businesses and nonprofit groups are not eligible to apply for this grant, but may partner with local jurisdictions on the delivery of project elements.

Each applicant may submit one application to be the lead agency for their county-wide non-competitive Coordination Grant and one application for a competitive individual or regional HHW infrastructure project. However, if you apply for a competitive grant as part of a multi-jurisdiction regional group, you cannot also apply for a competitive grant as an individual jurisdiction.

Applicants with open CIWMB grants (e.g. Used Oil Block Grants and Competitive Grants) must have current and approved grant reports on file before they can receive their HHW Grant (15th Cycle) grant agreements, should they be chosen to receive a grant award.

▪ **FUNDING AVAILABLE**

If approved as part of the fiscal year 2006/2007 California State Budget Act, a total of \$4.5 million in grant funds will be available for this grant cycle. This grant offering is contingent upon such approval.

Coordination Grant – a total of \$500,000 is set aside to provide jurisdictions with grant support for the fixed and variable costs of county-wide u-waste coordination activities. The distribution is based on county-wide population as determined by the Department of Finance; the amount used to calculate awards is about \$0.014 per capita.

Jurisdictions with populations of 500,000 or less will receive at least \$7,000; jurisdictions with populations of 500,001 to 1,071,428 would receive a per capita award; and jurisdictions with a population above 1,071,428 will receive a fixed maximum of \$15,000. See the chart below to locate county-wide areas that will receive more than the \$7,000 base amount.

| Counties to Receive More than the \$7,000 Base Amount | | | |
|--|---------------|--|---------------|
| County-wide Areas with the Maximum Grant | Amount | County-wide Areas Between Minimum and Maximum | Amount |
| Alameda | \$15,000 | Contra Costa | \$14,274 |
| Los Angeles | \$15,000 | Fresno | \$12,353 |
| Orange | \$15,000 | Kern | \$10,529 |
| Riverside | \$15,000 | San Francisco | \$11,175 |
| Sacramento | \$15,000 | San Joaquin | \$9,134 |
| San Bernardino | \$15,000 | San Mateo | \$10,115 |
| San Diego | \$15,000 | Stanislaus | \$7,053 |
| Santa Clara | \$15,000 | Ventura | \$11,367 |

One Coordination Grant is available for each county-wide area to encourage county-wide u-waste collaboration among jurisdictions and other stakeholders. In the event that more than one jurisdiction in an area applies to be the lead administrating agency for the county-wide grant and an agreement cannot be reached between all jurisdictions as to which should receive the grant, the county-wide allocation may be divided between applicants. **The applicants must provide a significant reason why the grant cannot be coordinated on a county-wide basis.** The funding split will be determined during the grant evaluation process and the exception must be approved by the Board.

If any county-wide area does not apply for their Coordination Grant by the application deadline, any remaining funds in the set-aside amount will be added to the funds available for Infrastructure Grants.

Infrastructure Grant – \$4,000,000 is available on a competitive basis for individual and multiple jurisdiction infrastructure projects. Individual jurisdictions may request up to \$200,000 and multi-jurisdiction groups (two or more eligible applicants) may request up to \$300,000.

Depending upon the final ranking of scores, it would be possible for the same applicant to receive two grant awards for this cycle **only if** one of the two projects was as a lead coordinator for a county-wide u-waste Coordination Grant.

■ GRANT TERM

Coordination Grant - To promote expeditious development of work plans, the county-wide Coordination Grant funds will have an **approximately one year grant term** from September 2006 through October 2007. Grant expenses may **not** be incurred until grantees receive the Notice to Proceed.

Infrastructure Grant – The term for competitive grants is **approximately two and one half years** from September 2006 through April 2009. Grant expenses may **not** be incurred until grantees receive the Notice to Proceed.

▪ **ELIGIBLE ACTIVITIES/COSTS**

Grant funds 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 local and regional HHW programs.

All expenditures must be only for activities, products and **costs** included in the approved Work Plan and Budget. **All expenses must be incurred, and services provided and goods received, after receiving the Notice to Proceed and before the end of the Grant Term.**

Any proposed revisions to the Work Plan and/or the Budget must be submitted, and pre-approved **in writing** by the CIWMB Grant Manager, prior to the Grantee incurring the proposed expenditures. The approval document should be retained by the Grantee for audit purposes.

Coordination Grant – funds are intended to partially defray the costs of coordinating a working group of stakeholders (including all municipalities, waste haulers, recyclers, HHW disposal sites, local non-profit community groups, Certified Unified Program Agencies (CUPAs), and other interested parties such as the retail industry) in the development of plans and policies for efficient prevention, collection and management of u-waste materials.

Where applicable, individual county-wide areas are encouraged (but not required) to combine their funding allocations and work together in a multi-county regional planning effort based on waste-shed patterns of u-waste collection and disposal.

Eligible activities include development of:

- Conferences, workshops, working groups, and communication among stakeholders about u-waste issues
- Projections for the amounts of u-waste materials to be collected and their flow through the waste processing system
- Methods of u-waste reduction and prevention, including alternative materials and processes
- Needs, cost estimates, and best locations for upgraded and new facilities, and collection and processing equipment for u-waste
- Research on the potential for alternative u-waste collection systems, such as retail take-back programs and other public private/partnerships
- Estimates of needs for additional u-waste related staffing and training, and methods of sharing staff to increase efficiency and/or lower costs

- Methods for on-going financing of the anticipated additional collection and processing costs of u-waste
- Strategies for enforcement to prevent illegal disposal of u-waste
- Cost and process models for most efficient u-waste collection, management and processing, as well as cooperation among stakeholders
- Coordinated county-wide or multi-jurisdiction publicity and public education approaches on u-waste
- Revision of existing household/Certified Exempt Small Quantity Generator (CESQG) public education brochures, posters, and advertising artwork to include u-waste information. Revised artwork **must be shared among** all county-wide jurisdictions
- Preparation of the Final Report - a summary of the u-waste coordination results will be submitted by each grantee to the CIWMB on a CIWMB-supplied standard form for distribution to other counties and interested parties. A copy of the Draft Report Form can be seen as **Attachment 3**
- **Other proposed activities must be approved by your CIWMB grant Manager**

Infrastructure Grant – projects should be designed to prevent the illegal disposal of HHW. Proposals for all types of HHW programs will be accepted; however, due to the urgency of the expiration of the u-waste exemption, **qualifying proposals for u-waste related projects will be given priority points in the scoring criteria**, as will those serving regional projects, rural areas, and small cities.

Additional program scoring points will be given to applicants who demonstrate an essential need in a designated priority program area. Applicants may select only **one** of the four options below if they are seeking priority points.

- Planning and design of permanent HHW collection facilities including location, permitting and local government approvals (see additional text on this topic below); or,
- Construction of a permanent HHW collection facility including construction, equipment and professional services; or,
- Upgrading existing permanent HHW collection facilities and equipment to handle increased amounts of HHW materials; or
- Innovative programs that promote public/private partnerships and can serve as statewide models for the reduction or collection of HHW by increasing the types or amounts of materials diverted, or increasing the cost-effectiveness of programs.

HHW programs that do not select one of the four Program Criteria (Priority Program Activities) listed above will still be eligible for funding but will not receive the additional “bonus” points when their application is scored.

All expenditures must be for activities/costs directly related to the approved Work Plan, identified in the budget, and incurred during the grant term. Any proposed

revision to the Work Plan or Budget must be submitted and pre-approved in writing by the CIWMB Grant Manager.

New Facility Planning/Design Category: As noted above, this cycle acknowledges that detailed permanent HHW facilities design/planning may be separated from facility construction in recognition of the complexity involved in siting and designing HHW facilities. A review of past HHW facility construction grants shows that some grantees experienced difficulty completing their facility development projects within the two and a half year grant term. Grantees cited the complexity of planning tasks, bidding out work, and gaining environmental and siting approvals as barriers to timely completion.

Therefore, this cycle will allow separate competitive grants for tasks related to facility planning, site analysis, conceptual design, and local approvals of new HHW permanent collection facilities. Shifting some construction phase tasks into a separate planning phase will provide more time overall for successfully completing final construction.

Note: Awarding of a grant for HHW facilities planning and design in this cycle does **not** guarantee construction grant funding in any subsequent cycle. All infrastructure projects will be considered competitively on their merits.

■ **INELIGIBLE ACTIVITIES/COSTS**

Any costs not included in your approved budget and not directly related to the approved grant project are ineligible for reimbursement. If you have any questions regarding ineligible costs, contact your CIWMB Grant Manager.

Ineligible costs include, but are not limited to:

- Revision of the County Integrated Waste Management Plan (CIWMP) or its elements (however, information developed by the u-waste Coordination Grants may be useful for future updates).
- Costs (claimed as either grant expenses or matching monies) incurred prior to the Notice to Proceed or after the grant term;
- Costs currently covered by another CIWMB loan, grant or contract;
- Purchasing or leasing of land or buildings;
- 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;
- Premiums or promotional items that contribute to the solid or hazardous waste stream
- Premiums that exceed \$6 per item if no written pre-approval was obtained
- Purchasing or leasing of vehicles by non-governmental agencies
- Remediation (any cleanup or restoration of polluted areas)

Household Hazardous Waste Grant – Cycle 15

- Overtime costs (except for local government staffing during specially scheduled evening or weekend events outside the individual's normal work hours that have been pre-approved in writing by the CIWMB Grant Manager, when law or labor contracts require overtime compensation)
- Personnel costs incurred while an employee assigned to the grant project is not working on the grant (e.g. use of accrued time such as sick leave, vacation, etc.)
- Out-of-state travel
- Any food or beverages (e.g., as part of meetings, workshops or events)
- Cell phones, pagers, and personal digital assistants (PDA)
- Development of school curricula
- Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste
- Public education costs not directly tied to used oil/HHW collection or prevention
- Pre-paid expenditures of future goods or services (salaries/wages, television or radio advertisements, etc.) 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 or subcontractors
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations
- Promotional items or premiums that are not related to the Oil Grant or the target audience
- Promotion of a particular brand-name product or private business with grant funds
- Movie theater screen advertising
- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Overhead or indirect costs in excess of 10% or not supported by a cost allocation plan
- Any other costs not deemed reasonable or related to the purpose of the grant by the CIWMB Grant Manager

Materials or items purchased may be denied full reimbursement if they do not meet the requirements detailed in this section.

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

■ APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened to evaluate applications using the CIWMB approved Scoring Criteria (**Attachment 11**).

Coordination Grant – Applicants will be checked for the following criteria:

- Declaration of willingness to act in good faith as lead coordinator for all stakeholders in the county-wide area in the u-waste issue
- Letters of support from other jurisdictions in the county-wide area for the applicant acting as lead coordinator and grant administrator
- A Work Plan that will involve stakeholder groups and address the coordination and planning issues outlined in the final report form

Infrastructure Grant – Applicants must attain at least 80% (70 out of 88 points) of the General Criteria points in order to be eligible to receive additional points in the Program Criteria section. In addition, applicants must attain at least 70 points out of the 100 total points possible to be eligible for funding.

The following is a summary of how the points are divided between the General and Program sections.

| | |
|---|------------------|
| General Criteria | 88 points |
| • Need | 20 points |
| • Goals and Objectives | 8 points |
| • Work Plan | 16 points |
| • Evaluation | 9 points |
| • Budget | 18 points |
| • Application Completeness, Support, Experience, Etc. | 7 points |
| • Environmentally Preferable Purchases and Practices | 10 points |
| Program Criteria | 12 points |
| • Rural area or small city applicant | 3 points |
| • Multi-jurisdiction HHW regional program | 3 points |
| • Plan a new facility, or construct a new facility, or expand a facility for u-waste, or innovative u-waste partnership program | 6 points |

■ PARTIAL FUNDING OF PROPOSALS

The review panels may recommend partial funding of some or all proposals and will deduct ineligible costs.

If the applicant has also applied for a CIWMB Cycle 8 Opportunity Grant for any of the activities proposed for funding by the HHW Grant (15th Cycle) grant, they must disclose which costs and activities are duplicated and which grant should take priority for funding the activities if both grants are awarded.

■ **CIWMB AWARD OF GRANTS**

The Board is expected to consider the grant funding recommendations at its August 2006 Special Waste Committee and Board Meetings. All applicants will be advised by email of the Board's decision. This grant offering is subject to funding availability and the CIWMB reserves the right to not award any or to award only a portion of the HHW Grant (15th Cycle) grant.

Following the CIWMB's approval of the grant awards, the successful applicants will be mailed a Grant Agreement form, Procedures and Requirements, and Terms and Conditions. These documents, along with the applicant's approved Budget and Work Plan comprise the Grant Agreement.

The signatory designated by the Applicant's Resolution will be required to sign the Grant Agreement Form and return the Grant Agreement form to the CIWMB **within ninety (90) days** from the date of mailing by the CIWMB. In addition, the Grantee is required to pay all outstanding debts due to the CIWMB within ninety (90) days from the CIWMB's award date. (Check with your Accounting Office to determine if your jurisdiction has any outstanding CIWMB invoices resulting from unexpended grant funds in previous cycles or other outstanding debt.) The Grant Agreement will be released to the Grantee after all outstanding debts are paid within ninety (90) days.

Applicants with open Used Oil, Opportunity Grants and HHW Grants must be current with spending and have up-to-date approved grant reports on file before they can receive HHW Grant (15th Cycle) funding, should they be chosen to receive a grant award.

If these conditions are not met, the awarded HHW Grant (15th Cycle) grants may not be funded.

■ **CIWMB PAYMENT FOR GRANT EXPENDITURES**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved grant activities outlined in the approved Work Plan. Detailed requirements for payment will be included in the Terms and Conditions and in the Procedures and Requirements of this cycle.

III. APPLICATION INSTRUCTIONS

▪ COORDINATION GRANT

Note: HHW Grant (15th Cycle) offers two different types of grants, each with its own unique application package and rules:

There is \$500,000 in funding set aside for county-wide u-waste coordination efforts. Coordination Grants are not competitive. They will be given to any county-wide area that applies and is willing to complete the terms of the grant. Any jurisdiction may apply to be the coordination lead for their county-wide area. See FUNDING AVAILABLE in Section I for the exact funding amounts for each county-wide area.

This portion of the application instructions contains:

- The item as it will appear in your Table of Contents;
- Required attachment(s);
- Summary of evaluation criteria;
- Helpful hints or “tips”

Follow the format carefully as Coordination Grant applications may be rejected for not addressing certain topics, missing signatures or required attachments, or an unclear proposal. Be sure to double-check your application and include everything on the checklist (inside cover of application) in the order prescribed.

Coordination Grant Cover Sheet

The required Cover Sheet Form (**Attachment 1**) may be adapted to each applicant’s computer software; however, the format must be followed exactly. Instructions for completing the Cover Sheet are on the form. It includes contact information and a brief summary of your proposed coordination activities.

Coordination Grant Lead Agency Resolution or Letter of Authorization

The agency volunteering to act as lead administrator for the grant must declare their willingness to act in good faith as lead coordinator with all other jurisdictions and stakeholders in the county-wide area in developing a coordination strategy for the u-waste issue. The approved resolution for the lead jurisdiction agency must be submitted, preferably with the grant application package on **May 31, 2005, but no later than June 15, 2005.**

Please select the designated signature authority carefully because only the person in the designated position will be able to sign all the grant documents to secure funds and implement the grant project (e.g. application, the Grant Agreement Form and Payment Request Form). If a “designee” is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit either:

1. An approved resolution from the applicant's governing body which authorizes submittal of an application for the HHW Grant (15th Cycle) FY2006/2007 and identifies the title of the individual authorized to secure grant funds and execute any agreements, contracts, and requests for payment (**see Sample Resolution Attachment 2-A**);or
2. An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, for a period not to exceed five (5) years, and identifies the title of the individual authorized to secure grant funds and execute any agreements, contracts, and requests for payment (**see Sample Resolution Attachment 2-B**).

Coordination Grant Letters of Support and Participation:

In addition to submitting one of the resolutions described above, the lead applicant is also responsible for obtaining from the participating jurisdictions (**preferably included with the grant application and no later than June 15, 2006**) one of the following:

1. A letter from the recycling or HHW coordinator from each participating jurisdiction in the county-wide area (**see Sample Letter Attachment 2-C**) stating that the jurisdiction wants to participate in the county-wide coordination project **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
2. If some of the county-wide jurisdictions are already members of a Regional Agency or JPA for the purpose of managing hazardous waste, a letter of letter of support and participation signed by the RA/JPA's agency director, along with a list of the participating jurisdictions, may be substituted for individual letters of support.

Coordination Grant Proposed Work Plan and Budget

The work plan and budget must concisely describe each coordination activity proposed and the amounts estimated to be spent for the task (**the coordination work plan and budget are sections in the Cover Sheet - Attachment 1**). Work activities should lead to development of information and decisions outlined in the county-wide Coordination Grant final report (**Attachment 3**).

▪ **INFRASTRUCTURE GRANT**

Note: HHW Grant (15th Cycle) offers two different types of grants, each with its own unique application package and rules:

\$4,000,000 is available on a competitive basis for individual and multiple jurisdiction infrastructure projects. Individual jurisdictions may request up to \$200,000 and multi-jurisdiction groups (two or more eligible applicants) may request up to \$300,000.

Overview

These instructions are organized according to the order of each section you are required to submit with your application. Each section does the following:

- Lists the item as it will appear in your Table of Contents
- Notes the required attachment(s), if any
- Provides an estimate of the pages that may satisfactorily address the section
- Provides a summary of the evaluation points available
- Provides sample questions for you to answer in addressing the evaluation criteria, and
- Includes helpful hints or “tips” from previous grant cycles

It is important to follow the format carefully as points may be deducted for not addressing certain topics, e.g., Proposal Narrative exceeding the 15-page limit, boxes not checked, application not double-sided, missing signatures, missing required attachments, or an unclear proposal. Double-check your application and make sure everything on the checklist (inside cover of these application instructions) is included, and arranged in the order prescribed.

Infrastructure Cover Sheet

The Infrastructure Cover Sheet form (**Attachment 4**) may be adapted to each applicant’s computer software; however, the format must include the same information. Instructions for completing the form are on the reverse side of the form. It includes contact information and a summary of your proposed program.

Table of Contents

The Table of Contents should indicate on which page each of the required items can be found. This provides a guide that makes it easier for the review panel to score your application.

Resolution or Letter of Authorization

The approved Resolution and all supporting documentation for a regional program must be submitted, preferably with the grant application package on May 31, 2006 but no later than June 15, 2006. The Resolution may be specific to this Fiscal Year (FY) 2005/2006, or it may cover all authorized grants for up to a maximum of five (5) years (i.e., fiscal years 2005/2006 through

2009/2010). If a “designee” is authorized in the resolution and the signature authority wishes to assign a “designee” be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit either:

- **Attachment 2-A:** An approved Resolution from the applicant’s governing body which authorizes submittal of an application for the HHW 15th cycle FY 2005/2006 grant and identifies the **title** of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program (see sample); **or**
- **Attachment 2-B:** An approved Resolution from the applicant’s governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil Grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, for a period not to exceed five (5) years, and identifies the **title** of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program (see sample).

Regional and Joint Powers Authority (JPA) Programs: Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions.

In addition to submitting one of the resolutions described above, the lead applicant for the Infrastructure Grant is also responsible for obtaining from the participating jurisdictions one of the Regional Participant authorization documents listed below. This must be provided to the CIWMB Grants Administrative Unit, preferably with the grant application, but no later than June 15, 2006. Failure to meet this deadline will result in the disqualification of the application from consideration for award.

- A Letter of Authorization (LOA) from the county administrator/city manager or person with program decision making authority stating that the jurisdiction wants to participate in the regional program and authorizing the regional lead to act on its behalf as both applicant and grant administrator (**Attachment 5**); **or**
- A Resolution from the participating jurisdiction’s governing body stating that the jurisdiction wants to participate in the regional program and authorizing the regional lead to act on its behalf as both applicant and grant administrator; **or**
- A copy of a Memorandum of Understanding specifically for this grant authorizing the regional lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

Tips for Resolutions:

Select the designated signature authority carefully because only that person will be able to sign grant documents to secure funds and implement the grant program. If the designated signature authority wished to delegate his/her authority to sign documents related to the grant, such as Payment Request forms, the Resolution must expressly authorize the designated signature authority to designate another individual. For example:

“The Director of the Happy Valley Solid Waste Management Authority, or his/her designee, is hereby authorized and empowered to execute in the name of the above named county”

To utilize this authority, the signature authority (the Director) must provide a signed letter stating the job title of his/her designee. Otherwise, only the Director will be authorized to sign.

Regional and JPA Applicants: The regional lead’s Resolution does not need to specifically identify the participants’ names. The names can be provided in an attachment. The inclusion of the participant’s names in the regional lead’s Resolution does not take the place of the participant’s Letter of Authorization.

▪ **INFRASTRUCTURE PROPOSAL NARRATIVE** (Total not to exceed 15 pages)

The Narrative must clearly and concisely describe and justify each activity/task presented in the proposal. A well-prepared application will provide information that addresses each question briefly, paying specific attention to the points listed in the Scoring Criteria, but need not literally answer each question. The questions will assist review panels to evaluate your application according to the scoring criteria. The applicant is responsible for supplying sufficient detail for the review panel to fully evaluate the proposal. You must not assume the review panel has knowledge of your organization or its previous program experience.

Attachments are required as part of this application to support the proposal narrative but are not included in the fifteen (15) page limit. Failure to include these documents with your application will cause a reduction in points for completeness under the General Scoring Criteria section.

Tips for Application Writing:

Respond to each question clearly and completely. Do not be concerned if you seem to be repeating yourself. Try to be succinct in your response or refer directly to the page where you may have addressed the issue elsewhere. This will make it easier for the review panel to score your application without having to search for information that may be buried in another section.

Key sections follow with bolded questions corresponding to scoring criteria (**Attachment 11**) that the review panels will use to score your application. The bulleted points under each question provide suggestions for information that might be included in a complete response to the bolded question that may result in receiving the maximum points for the scoring criteria.

Section 1 - Need - 20 Points

(3-5 pages)

This section provides the foundation for your proposed infrastructure project/program, so it is important to provide a compelling argument based on good information. Specific issues listed in the scoring criteria are presented below. However, responding narrowly to just these issues may not reveal all that is necessary for a competitive application, so additional questions and tips are included for your consideration.

Scoring Criteria:

- Describes existing program and funding gaps in management of HHW in the proposed service area.(4 points)
- Documents service gaps with local population statistics, surveys, other research or data. (3 points)
- Include map(s) of the jurisdiction's current HHW facilities and contiguous jurisdictions HHW facilities showing underserved areas.(2 points)
- Indicate days and hours of current HHW operation versus need. (1 point)
- Description of the proposed project and how the project will significantly enhance or expand the existing program. Include site plans as necessary. (5 points).
- Describe jurisdiction's need for grant funding. Estimate how much funding the project will require and description of agency's current funding capabilities to supply matching funding for the project. Description of what other funding sources are available, if any. (4 points)
- Description of how project will continue beyond the grant term.(1 point)

Some additional questions to consider are:

- What is the nature and extent of the gap in u-waste 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 the u-waste or other 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 and u-waste 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?

Tips for Need:

Speculation regarding need and/or barriers will not be scored highly; **use data to back up your arguments.** Your application should demonstrate not only that the proposal is based on need, but that your need is compelling.

If your 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. Also, if relevant, show the nearest facilities or programs in adjacent jurisdictions to show that 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 jurisdictions 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 and www.dof.ca.gov contain the latest population statistics and other demographic information.

Section 2: PROGRAM DESCRIPTION- 12 points

(Half page)

Introduction:

This section is a half page summary of the key elements of your proposed program that corresponds with the Program Summary information included in the Cover Sheet. Identify the proposal you are submitting and the selected priority program criterion, if any. This section provides the reviewer with a frame of reference for your program.

In your summary, please clearly indicate if you qualify for any of the statutory or discretionary “bonus” points listed below:

Scoring Criteria:

Rural and Small City statutory points (3 points) -- Establish new projects/programs for HHW for:

- Rural areas (county having a population of 200,000 or less); or
- Small Cities (population of less than 35,000).

To receive these points the applicant must claim to be in a rural county or be a small city, and list the supporting demographics of the jurisdiction(s) in the application.

Multi-jurisdictional HHW project/program (3 points) -- Establish a multi-jurisdictional HHW program that addresses regional needs.

To receive these points the applicant must list the jurisdictions included in the application, define the service region, and explain how the proposed project addresses regional needs. Letters of support from the participating jurisdictions are also required.

Program/Project Description (6 points) -- Following are the priority program activities, items A through C. Select only one of the options if you are seeking program priority “bonus” points. A maximum of six (6) points are available. Other activities, item D, may be proposed but will not receive “bonus” points.

A: Either construct or plan new permanent and sustainable HHW collection facilities

Planning and Design of Facilities –

- The applicant proposes 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 ensure adequate capacity for increased amounts of household and CESQG materials, including u-waste. See the

definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1. You must address the following.

- Describe the type and purpose of the facility and its potential to increase u-waste 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 of Facilities –

The applicant proposes 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, including u-waste. 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.** You must address the following.

- Describe the type and purpose of the facility and its potential to increase u-waste 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 by the applicant to ensure that your facility will be **built and opened** within the grant term.
- Include the HHW Description of Proposed New or Expanded Collection Facility **(Attachment 10)**.
- Has the facility site been identified **and approved** by your local authorities for its use as a 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 cost 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?

B: Expand permanent HHW collection facility(ies) to accommodate U-waste

The applicant proposes to expand one or more HHW facility(ies) to ensure adequate capacity for increased amounts of u-waste due to expiration of the exemption from hazardous waste management and disposal requirements for household generated universal waste on February 9, 2006. You must address the following:

- Does the facility have all needed government approvals and permits for the expansion for collection of u-waste?
- Does the facility have sufficient space for additional equipment and activities for collection of u-waste as well as their 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, 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?
- Include the HHW Description of New or Expanded Collection Facility (**Attachment 10**).

C: Innovative u-waste collection opportunities that promote private/public partnerships.

The applicant proposes to try out a pilot program or new technique using public/private partnerships to: reduce the amount of u-waste generated, expand household or CESQG participation in u-waste collection, reduce the cost of collection, or increase the types or amounts of u-waste collected. Summarize the strategy in this section, but include more details in the Need, Work Plan and Budget sections. Also fill out **Attachment 8**. You must address the following:

- How does this project provide an innovative u-waste solution or demonstrate a more cost effective collection method?
- How will it promote or further the concept of public-private partnership(s)?
- 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?

D: Other programs or projects

Program or project proposals addressing other topics related to HHW prevention or collection are welcome; however, they will not qualify for the u-waste preference points. Also fill out **Attachment 8**. You must address the following:

- Programs and projects must be innovative rather than simply provide financial support for existing or ongoing operations to receive points.

Section 3: WORK PLAN

(5 - 9 pages)

Includes:

- **Goals and Objectives** - 8 points
- **Work Plan** - 16 points
 - **Work Plan Narrative** – Provides a narrative description of the Work Plan including a discussion of the proposed project/program goals and how selected activities address the need.
 - **Work Plan Form** - The Work Plan form (**Attachment 6**) summarizes the goals, objectives, activities, and staff who will conduct activities, evaluation, and time frame in a table format.

Work Plan Scoring Criteria:

- Includes a detailed description of each task required to achieve the objectives, the time frame, and who will perform the task.(8 points)
- Activities and tasks delineated in the Work Plan are well thought through, achievable within the grant term, and within available resources.(8 points)

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 Needs 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**. Your Goals and Objectives should be realistic and justifiable in comparison to similar programs and your baseline collection data as well as result in long term improvements in your HHW program. (**Note:** Baseline information refers to what you have achieved to date.)

Goals and Objectives Scoring Criteria:

- Explanation of project specific goals and objectives, including desired results, Quantification of goals – (how many people will be served, how much waste collected, etc.) (3 points)
- Demonstrate continuing operation and maintenance costs are sustainable beyond the term of the grant.(3 points)

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 in the text of the Work Plan as part of the Objectives. Frame your goals in terms of outcomes.

For example:

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

Some additional questions to consider are:

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.

Some additional questions to consider are:

How will the Objectives of your program lead to 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: 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 Get 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

Some additional questions to consider are:

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 Infrastructure Grant term?
- Are individuals responsible for each activity/task listed? Indicate if they are staff or contracted employees. Include both title and name for each individual.

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 u-waste or other 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?

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 not necessary to provide resumes of staff, but 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.

Some additional questions to consider are:

What Staff or Consultants will carry out each activity?

- Are staff and/or contractor technical qualifications sufficient to effectively complete each activity of the project?
- Is there evidence that staff have successfully managed government grant programs, including previous Used Oil or HHW grants?

Partner Organizations: Success for many programs depends upon the involvement of other parties, whether they be managers of HHW facilities, haulers, retail businesses, community-based organizations, etc. Their support for your program should be memorialized in a Letter of Support for the program which states their role.

Some additional questions to consider are:

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?

Long Term Funding: As the HHW Grant (15th Cycle) provides funding to meet previously unmet needs, it is important that the facilities or programs are sustained after grant funds expire.

Some additional questions to consider are:

How will the collection activity be funded after HHW Grant (15th Cycle) funds are expended?

- Will this project be incorporated into the activities of your existing program? Explain how.
- Identify a committed funding source (e.g., tipping fee, county funds, etc.) and not a source that may be available.

Tips for the Work Plan and Goals and Objectives

Be sure to use the Work Plan format included in this Application package (or reasonable facsimile of **Attachment 6** as it is DIFFERENT from previous cycles. Points will be deducted for not using the appropriate format.

Consider coordinating your program with other organizations that have a vested interest in the project, such as ethnic outreach organization, non-profit groups, boating associations, marinas, farm bureaus, etc. These groups may contribute program labor and materials and/or provide an insight regarding the best way to reach your target

audience. Benefiting from their experience may assist you in modifying and improving your proposal. These groups should be committed to contributing program labor and materials once the project is underway.

Activities must address each objective and goal, and must flow directly from need and/or barriers identified.

Coordination and communication helps prevent reinventing the wheel. It also allows you to use the experience of those that have done similar projects and modify and improve upon them. Check out the clearinghouse and other information on the CIWMB website.

Grant funds can be used for a pilot project that form the basis for the overall program. Pilots should be completed early enough in the term of the Grant Agreement to facilitate the rollout of a larger initiative.

Have others review your draft work plan to be sure it is clear and complete to the reader

Section 4 - EVALUATION - 9 points

(1-2 pages)

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

In addition, as a key CIWMB goal is to incorporate lessons learned from each grant into subsequent programs, the results from previous grant program evaluations should be woven into the NEED, PROGRAM DESCRIPTION, and WORK PLAN sections.

Scoring Criteria:

- Baseline data is clearly established or defined (3 points).
- Methods for evaluating and modifying the project during implementation are thoroughly outlined on the Work Plan template (4 points).
- Describes the methods that will be used to evaluate the success of the project and to determine whether the objectives were accomplished (2 points)

Some additional questions to consider are:

- 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 is it related to your goals?

Tips for EVALUATION section:

It is important to clearly state how you will know if your grant program has been successful.

Program evaluation should be ongoing throughout the grant term, not just at the end. Continuous evaluation identifies problems and concerns during the course of the grant so adjustments can be made as needed.

To assist you in your evaluation efforts refer to “Grant Management, Success With the Used Oil Recycling Program” guidebook. If you do not have a hard copy, you can request one from CIWMB. The guidebook can also be found on the CIWMB’s website at: www.ciwmb.ca.gov/UsedOil/EvalGuide.

Section 5 - BUDGET - 18 points

(1-2 pages)

Includes:

- **Budget Narrative** – Provides a narrative description of the Budget Itemization detail. Address the questions below in 1 to 2 pages.
- **Budget Itemization form - Attachment 7**

- The Budget Itemization form includes a summary of the Budget Narrative in a budget format.

The detail provided in this section provides evidence as to whether or not the activities needed to accomplish the program's objectives and goals can be achieved. With the decline in resources available for competitive grants, it is increasingly important that each program is cost effective and provides "bang for the buck". Ultimately, that is measured in terms of gallons of oil or oil filters collected per grant dollar expended.

Scoring Criteria:

- Costs are broken down for the entire project into very detailed costs categories, and account for all items outlined in the Work Plan. (5 points).
- Adequately describes source and amount of matching local funds, in kind services, other grants, or other additional project funding (if any). (3 points).
- All budget backup documentation including quotes, estimates, equipment details are attached and clearly marked. (4 points).
- Overall budget is realistic, understandable, and matches the project proposal. Proposed expenses (including match) are cost effective. Budget is likely to cover all costs for completion of project. (6 points)

Personnel: Each budget category includes both non-personnel costs and personnel costs so that the review panels can better understand the proposed activities and their relative level of emphasis within the context of the entire program. The "old" personnel category which many used for all their internal personnel expenses should now include only personnel time relative to program planning, management, and administration. Personnel time related to oil collection or publicity and education should be detailed in the other categories (Permanent Collection Facility, Temporary or Mobile Collection, Residential Collection or Publicity & Education).

Overhead Costs: 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 are they necessary for the operation of the organization and the performance of the program.

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 as noted above. Any such activity must be clearly supported by appropriate documentation.

Make sure your overhead and indirect costs are supported by a Cost Allocation Plan approved by an appropriate Supervisor/Manager in your agency. It 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.

Some additional questions to consider are:

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?
- Verify only eligible costs for HHW Grant (15th 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?

Is your proposal cost effective relative to the work proposed?

- Justify and explain all non-specific costs such as overhead and include a Cost-Allocation Plan.

- 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:

Attachment 7 is an example of how a Budget would be itemized. Remember, this may not apply directly to your program, but is included to give you an idea of the level of detail expected.

Round budget line items to the nearest whole dollar.

Cost savings may not be applicable for every proposed budget, but should be addressed in some manner, even if just to explain why costs can not be trimmed.

Reference cost estimates in the Budget Itemization with an asterisk and attach copies of those bids or estimates. Those attachments do not count against the 15 page limit.

Be sure to use the budget Itemization format included (or reasonable facsimile of **Attachment 7** as it is DIFFERENT from previous cycles. Points will be deducted for not using the appropriate format.

Section 6: Application Completeness, Letters of Support, Participation, Etc. - 7 points (one-half to one page)

Scoring Criteria:

- Required forms and documentation are included: Facility Profile, Work Plan, Budget, Cost Estimates, Resolution, etc. (4 points)
- Letters of support from all cooperating and participating governmental agencies, businesses and organizations. (1 point)
- Applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete project. (2 points).

Some additional questions to consider are:

- Are all **required** forms, documentation, attachments included? **Are they all signed and boxes checked as appropriate?** See **checklist** on page 2.

- 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)?
- Are staff and/or contractor's technical qualifications sufficient to effectively complete each phase of the project described?
- Is cited experience directly relevant to the project tasks?
- Is there evidence that staff has successfully managed government grant programs, including previous Used Oil or HHW grants?

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

Be sure to attach letters of support directly to your application. If they are sent to CIWMB Board Members, they may not be forwarded to the review team in time for evaluation of your proposal. You may choose to "cc" Board Members.

We encourage you to include letters that demonstrate need for your program. A summary of relevant experience is adequate; resumes are NOT required or encouraged.

Section 7: Environmentally Preferable Purchases and Practices Evaluation Sheet (EPP/RCP) (10 Points)

2 pages

Complete the EPP/RCP Evaluation Sheet (**Attachment 9**) stating that a EPP/RCP policy is in place or will be adopted during the application period.

Scoring Criteria:

- Policy is in place or has been adopted during the application period by the jurisdiction's executive officer or its governing body.(3 points)
- Applicant provides evidence of sustainable environmentally preferable purchasing practices within the past year.(3 points)
- Applicant provides evidence of environmentally preferable business practices within the past year.(2 points)
- Applicant proposes to evaluate their environmentally preferable practices and purchasing policies annually. Evaluation should address the positive and

negative features, including a plan to increase the percentage of environmentally preferable products purchased.(2 points)

Tips for Evidence of Environmentally Preferable Practices and Recycled Content Purchasing Policy:

The EPP/RCP policies, as well as your purchasing policies and business practices, provide evidence of your jurisdiction’s commitment to “closing the loop” and represents a pledge to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate. A sample policy can be found at www.ciwmb.ca.gov/buyrecycled/Policies/CIWMB.htm for your reference, but you are not required to submit your policy for review.

If your jurisdiction has been reluctant to adopt such a policy, now is the time! This section accounts for a significant number of points. **A policy that has been adopted during the application period meets this requirement.**

IV. GRANT ADMINISTRATION

The requirements for properly administering this grant will be fully set forth in the Terms and Conditions and the Procedures and Requirements of your Grant Agreement.

V. ATTACHMENTS

Note: HHW Grant Cycle 15 offers two different types of grants, each with its own unique application package and rules:

County-wide Coordination Grant

- Attachment 1-Coordination Grant Cover Sheet Format
- Attachment 2-A or B Sample Resolution
- Attachment 2-C Letter of Support (if applicable)
- Attachment 3-Sample U-Waste Coordination Grant Draft Report Form

Infrastructure Grant

- Attachment 4-Infrastructure Grant Cover Sheet Format
- Attachment 2-A or B Sample Resolution
- Attachment 5-Letter of Authorization (if applicable)
- Attachment 6-Work Plan form
- Attachment 7-Budget Itemization form
- Attachment 8-Program Description Profile (for programs only)
- Attachment 9-Environmentally Preferable Purchases/Practices Evaluation Sheet

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- Attachment 10-HHW Facility Description Profile (for facilities only)
- Attachment 11-Summary HHW Grant Scoring Criteria