



March 2011

Department of Resources Recycling and Recovery (CalRecycle)

Household Hazardous Waste Grant Program APPLICATION GUIDELINES & INSTRUCTIONS

19th Cycle – Fiscal Year (FY) 2010/11

TABLE OF CONTENTS

	<i>page</i>
Grant Program Overview & Guidelines	2
Eligible Applicants	2
Individual Applicants.....	2
Regional Applicants.....	2
Eligible Projects/Products.....	3
Funding.....	3
Grant Term, Grant Performance Period, and Report Preparation Period	3
Eligible Costs.....	3
Ineligible Costs	4
Questions and Answer Process.....	6
Application Deadline and Submittal.....	6
Application Review and Scoring Process.....	7
Award Process	8
Award Conditions.....	8
Tentative Timeline.....	9
Grant Program Administration	10
Grant Agreement Package.....	10
Reporting Process.....	10
Payment Request Process	10
Grant Terms.....	10
Required Documents: Information & Examples	12
Resolution & Letter of Authorization: Information and Examples	12
Letter of Commitment and Example	14
Letter of Designation of Delegation and Example	15
Regional Participant.....	15
Letter of Authorization and Example	16
Environmentally Preferable Purchases and Practices Policy.....	17
EPPP Policy Second Deadline Notification.....	18
Other Required Applications Documents and Certification Provisions	19
Grant Proposal Guidelines	19
Need Narrative	19
Work Plan.....	21
Budget, Personnel, Overhead Costs	22
Application Completeness, Letters of Support, Experience, etc.	23
Program Criteria	23
Discretionary Criteria.....	23
Bonus Points.....	25
Scoring Criteria	26

GRANT PROGRAM OVERVIEW AND GUIDELINES

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 is to assist local governments in implementing safe HHW programs which may include reduction, reuse, and collection components.

Eligible Applicants

Eligible applicants may submit an individual or regional application. Eligible applicants are:

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

Grantees with open CalRecycle grants must have current and approved grant reports on file before they can receive an HHW Grant.

An applicant may submit and be a party to only one application. If more than one application is submitted by an applicant, it will be the applicant’s responsibility to decide which application should go forward. If the additional 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.

Individual Applicants

An individual jurisdiction is a single city government, county government, or Qualifying Indian Tribe applying by itself. The jurisdiction may have project partners or subcontractors, but the applicant is solely responsible for the grant.

Regional Applicants

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). Regional or multijurisdictional applicants can receive up to \$300,000 or twice the maximum amount for individual applicants (see “Available Funds” below).

If awarded a grant, the applicant/grantee becomes the “lead jurisdiction” and is responsible for the performance of the grant, including but not limited to, recordkeeping and submission of all required documentation. Participating jurisdictions will not receive funds directly from

CalRecycle and they are not parties to the Grant Agreement. If a jurisdiction is a participant in a multi-jurisdictional regional application, it may not also apply as an individual jurisdiction.

Eligible Projects/Products

This offering has been designed to fund projects that establish or expand HHW programs, especially those that provide collection opportunities for additional types of waste, innovative or more cost-effective collection methods, and expanded public education opportunities. Eligible projects include construction and/or expansion of facilities for HHW collection, the development of more cost-effective HHW collection methods, and targeted HHW behavioral change through public education. In order to receive a competitive score, programs and projects must be innovative and go beyond providing financial support for existing or ongoing operations. Projects should be designed to prevent the illegal disposal of HHW.

All proposed activities should complement existing and/or regional HHW programs in California. The fiscal year (FY) 2010/11 grant cycle encourages the following types of projects:

- Construction or expansion of HHW facility(ies)
- Development of more cost-effective collection operations at existing HHW facilities (e.g., improving collection workflow patterns, implementing more efficient materials handling, or waste exchange programs)
- New public education and outreach projects that take advantage of successful models from other jurisdictions through re-use or modification of existing materials to reduce design and printing costs

Funding

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

- \$ 1,500,000 is available for the HHW 19th grant cycle, FY 2010/11.
- \$ 150,000 is the maximum award for single jurisdiction grants.
- \$ 300,000 is the maximum award for regional/multijurisdictional grants.

Grant Term, Grant Performance Period, and Report Preparation Period

The Grant Performance Period 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. In all cases, all eligible project costs must be incurred no later than April 1, 2013.

The Grant Term starts on the same date as the Grant Performance Period and ends on April 15, 2013, the date the Final Report and Final Payment Request are due to CalRecycle. The period between April 2, 2013, and April 15, 2013, is referred to as the Report Preparation Period. ***Costs incurred to prepare the Final Report and Final Payment Request is the only costs that are eligible for reimbursement during the Report Preparation Period.***

Eligible Costs

Grant funds must be used to establish or expand HHW programs, especially programs that provide collection opportunities for additional types of waste, innovative or more cost effective collection methods, and expanded public education opportunities. Costs must be reasonable and focused on local needs as described in the application. Costs are limited to those identified in the

applicant's approved Budget and directly associated with the activities and products identified in the applicant's approved Work Plan.

Costs can only be incurred during the "Grant Performance Period" which starts when the Grantee receives a "Notice to Proceed" letter from CalRecycle and ends on April 1, 2013. The Notice to Proceed letter, issued after the Grantee and CalRecycle execute the Grant Agreement, formally authorizes the Grantee to begin the Grant project and incur costs. Eligible costs include, but are not limited to, the following:

- Construction of Household Hazardous Waste Collection Facilities including construction-expansion, equipment and service. Construction projects are limited to projects where the permitting, licensing and siting approval process is underway. Projects must be past the research, planning and design phase of their construction project.
- Materials, supplies, equipment and facilities that are related to the management of HHW.
- A new HHW project that will demonstrate facility operational efficiencies and cost effective innovative collection methods (i.e., collection workflow patterns, efficient materials handling, waste exchange programs).
- An HHW public education and outreach project that takes advantage of successful models from other jurisdictions through reuse or modification of existing materials to reduce design and printing costs (i.e., combining production cost of a PSA, a website, social marketing, brochures, flyers or other public education and outreach).
- Set-up and operation of temporary HHW facilities for one-day or multi-day collection events if this is a cost effective collection method in the jurisdiction.
- Sharps waste management expenses including but not limited to collection, public education, sharps containers, personnel, and outreach. The cost of sharps waste management expense of an eligible program may not exceed \$20,000. Sharps containers must provide disposal instructions. The containers must be collected at an established HHW collection facility in order for the grant funds to cover transportation and disposal costs.
- Overhead/indirect costs up to 10% of the total grant funds that have been reimbursed for more detail on overhead/indirect costs, refer to *Exhibit B - Procedures and Requirements* for HHW-19th cycle (FY 2010/11).

Ineligible Costs

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

- Costs incurred prior to receipt of the Notice to Proceed letter or after the end of the Grant Performance Period (*Exemption: Costs incurred in preparation of the Final Report and Final Payment Request during the Report Preparation Period [i.e. April 2, 2013 -- April 15, 2013] are eligible for reimbursement.*)
- Cell phones, pagers, cameras, personal digital assistants, personal computers and other similar electronic devices
- Costs for planning and design of HHW facilities.
- Costs that are not consistent with local, state, and federal guidelines and regulations
- Costs currently covered by another CalRecycle loan, grant, grant cycle or contract
- Costs for purchase or lease of vehicles

- Costs for sharps waste management expenses that exceed \$20,000
- Costs related to the management of pharmaceutical wastes
- Costs to maintain an existing HHW program
- Developing or expanding a permanent facility on non-government owned property, unless specific conditions (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 application for life of facility) are met and pre-approved in writing by the CalRecycle Grant Manager
- Developing or customizing school curricula
- Enforcement activities
- Expenses for audits of the Grantee's entire organization, or portions thereof
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations
- Any food or beverages (e.g., as part of meetings, workshops or events)
- Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) 40-hour and 24-hour courses
- Honoraria, stipends, prizes, royalties, etc.
- Management, handling, disposal, or treatment of radioactive explosive or medical wastes, and other extremely hazardous waste
- Movie theater screen advertising
- Out-of-state travel
- Overhead/indirect costs in excess of the allowable percentage (10%) as defined under Eligible Costs above
- Overtime costs/Compensated Time Off (except for local government staffing during specially scheduled evening or weekend events when law or labor contract requires overtime compensation)
- Personnel costs incurred while an employee assigned to the project funded by the grant does not work on the project (e.g., use of accrued time such as sick leave, vacation, etc.)
- Premiums or promotional items that contribute to the solid or hazardous waste stream
- Pre-paid expenditures for future goods or services delivered beyond the end of the grant term. (Exemption: The CalRecycle Grant Manager may consider approving products purchased in full before the end of the Grant Performance Period but delivered after the end of grant term if the delay is caused solely by the supplier, and not by the Grantee. The Grantee must request an exemption in writing and receive written pre-approval from the Grant Manager).
- Profit or mark-up by the Grantee
- Promotional items or premiums that exceed \$6 per item if no written pre-approval was obtained
- Promotional items or premiums that are not related to the grant or target audience
- Public education costs not directly tied to household hazardous waste collection
- Promotion of brand-name product(s) or private businesses with grant funds
- Purchase or lease of land
- Purchase or lease of buildings, unless (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, and (3) any purchase or lease of a building is pre-approved in writing by the CalRecycle Grant Manager.
- Remediation (any cleanup or restoration of polluted areas)
- Revisions of the County Integrated Waste Management Plan or its elements
- 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 CalRecycle Grant Manager

Prior to award, all questions regarding eligible/ineligible costs should be raised in the Question and Answer phase of the application period. After award, all questions should be directed to the CalRecycle Grant Manager. Detailed cost information is described in *Exhibit B – Procedures & Requirements* (<http://www.calrecycle.gov/HomeHazWaste/Grants/19thCycle/default.htm>).

Question and Answer Process

Questions regarding the Application and its requirements must be received by **March 11, 2011**. They must be written and can be submitted via email to: linda.dickinson@CalRecycle.ca.gov or by mail:

U.S. Postal Service:

CalRecycle
ATTN: HHW Grant Program / Linda Dickinson
FiRM Branch, 9th Floor
P.O. Box 4025
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building
CalRecycle
ATTN: HHW Grant Program / Linda Dickinson
FiRM Branch, 9th Floor
1001 I Street
Sacramento, CA 95814

Questions received by any other method or after **March 11, 2011** will not be accepted.

Questions and Answers (Q&A) will be posted periodically during the Q & A period at: <http://www.calrecycle.gov/HomeHazWaste/Grants/19thCycle/Apply/QandA.htm>. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&A will be posted on or about 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 regarding this grant cycle.

Application Deadline and Submittal

Mailed applications must be postmarked no later than **April 15, 2011**. Hand delivered applications must be received and date stamped by CalRecycle staff by **3:00 p.m. on April 15, 2011**. Faxed or emailed applications will not be accepted. Late applications will not be considered for grant funding.

U.S. Postal Service:

CalRecycle
ATTN: HHW Grant Program / Vicki Hanson
FiRM Branch, 9th Floor
P.O. Box 4025
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building
CalRecycle
ATTN: HHW Grant Program / Vicki Hanson
FiRM Branch, 9th Floor
1001 I Street
Sacramento, CA 95814

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

For hand-delivered applications, applicants are encouraged to obtain a signed and dated receipt from CalRecycle staff to verify a timely submitted application.

The application shall be submitted on 100% post consumer fiber and doubled-sided printing. All pages shall be clearly numbered. Applicant must submit one original and three copies of the entire application with the signature of the person authorized in the resolution. Note: The Resolution and EPPP certification must be received by CalRecycle no later than **May 16, 2011** or the application will be disqualified.

Application Review and Scoring 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. It is recommended that applicants double-check the list of required forms and documents for the **HD19 cycle** at:

<http://www.calrecycle.ca.gov/HomeHazWaste/Grants/>. Make sure all the relevant documents are included, signed and/or the appropriate boxes checked.

Grant applications will be evaluated and scored by a review panel of CalRecycle staff based on the approved General Review Criteria attached. For detailed information about specific evaluation questions and point breakdown see *Scoring Criteria for Household Hazardous Waste Grant Program, 19 Cycle FY 2010/11*.

Award Process

For passing applications, CalRecycle staff will develop funding recommendations based on rank order of scores. Staff anticipates announcing the grant awards at the June 2011 CalRecycle Public Meeting. CalRecycle reserves the right to not award any grant funds under one or more cycles.

Award Conditions

CalRecycle awards this Grant 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 90 days from the date of mailing by CalRecycle; and

(2) The recommended grantee must pay all outstanding debts due CalRecycle or bring current any outstanding payments owed to CalRecycle within 90 days from the date CalRecycle conditionally awards the Grant.

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

Tentative Timeline

Date	Activity
Notice to Proceed - 4/1/13	Grant Performance Period -- may incur grant project costs
March 2011	Question and Answer Period
03/11/11 03/18/11 (tentative)	All questions must be <u>received</u> by CalRecycle All answers will be posted on CalRecycle website
04/15/11	Application Deadline
05/16//11	If not submitted with the application, the Resolution must be <u>received</u> by CalRecycle by this date
05/16//11	If no EPPP Policy at time of application, due date that an EPPP Policy must be adopted and Notification must be <u>received</u> by CalRecycle
June 2011	Grant Awards and funding recommendations will be announced
04/01/13	Grant Performance Period ends
4/2/13 - 4/15/13	Report Preparation Period -- only costs incurred to prepare Final Report and Final Payment Request eligible for reimbursement
04/15/13	Final Report, Final Payment Request, and Request for 10% Withhold deadline
4/15/13	Grant Term Ends

GRANT PROGRAM ADMINISTRATION

The official start date for each grant in this cycle will be stated in a formal letter called a "Notice to Proceed" (NTP) from CalRecycle. All eligible grant activities and project expenditures must be completed by April 1, 2013.

Grant Agreement Package

Following CalRecycle's conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. In addition to the Grantee's Notice to Proceed, the package will also include:

- Grant Agreement (CalRecycle 110)
- Exhibit A—Terms and Conditions: <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/19thCycle/default.htm> contains CalRecycle's standard legal requirements for grants.
- Exhibit B—Procedures and Requirements: <http://www.calrecycle.ca.gov/HomeHazWaste/Grants/19thCycle/default.htm> contains specific requirements for administering this grant, including but not limited to, project, reporting and audit requirements.
- Exhibit C— Approved Work Plan
- Exhibit D—Approved Budget
- Attachment I—Forms: <http://www.calrecycle.ca.gov/Grants/Forms/> contains the specific forms that are to be used for this HHW grant cycle.

Reporting Process

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

Payment Request Process

Eligible costs are authorized for reimbursement upon the CalRecycle Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) of each approved Payment Request amount will be retained by CalRecycle until the CalRecycle Grant Manager approves the Final Report, the Final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the *Procedures & Requirements* or failure to receive the CalRecycle Grant Manager's approval of these documents by the end of the Grant Performance Period, may result in the nonpayment of otherwise eligible costs. Detailed payment information is described in *Exhibit B – Procedures & Requirements* of the Grant Agreement Package.

Grant Terms

Submittal of an application constitutes acceptance of the Terms and Conditions (Ts&Cs) (Exhibit A) and the Procedures and Requirements (Ps&Rs) (Exhibit B) of the Grant Agreement, including the Audit and Waiver of Personal Jurisdiction provisions described below. The Ts&Cs and Ps&Rs can be viewed at:

<http://www.calrecycle.ca.gov/HomeHazWaste/Grants/19thCycle/default.htm> These provisions are non-negotiable:

1. Audit/Records Access: The Grantee agrees that CalRecycle, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

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

REQUIRED DOCUMENTS: INFORMATION AND EXAMPLES

Note: Refer to the Proposed Timeline for due dates.

Resolution

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

The Grant Application requires an approved Resolution, dated, properly executed, and certified, that specifically authorizes certain grant-related matters. The following identifies required and optional 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 5 years, during which the authorizations are valid. Five years is encouraged; however, periods of less than 5 years are acceptable.
- The resolution must identify the job title of the person authorized to sign all grant 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.
- For grants that allow regional applications: The resolution must authorize submittal of a regional application on behalf of the applicant as lead entity and specifically named regional participants. 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).
- For grants that allow regional applications: For regional participants, who are subject to a governing body, see grant guidelines for specific instructions.

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

RESOLUTION EXAMPLE

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

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

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

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

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

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

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.

Letter of Commitment

Applicants, who are not subject to a governing body, must submit with the Application, a letter on Applicant's letterhead, dated, and signed by a person with authority to contractually bind the Applicant, that:

- authorizes submittal of the (name of this Grant Program) Application on behalf of Applicant; and
- designates the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority); and
- authorizes the Signature Authority to delegate this authority (*not required but encouraged*).

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

LETTER OF COMMITMENT EXAMPLE

I am **(job title)** of **(name of Applicant)**. I am authorized to contractually bind **(name of Applicant)**. Pursuant to this authority, I hereby 1) authorize the submittal of an Application for the **(Grant name)**; 2) authorize **(job title)** as our Signature Authority to execute all grant documents necessary to secure grant funds and implement the approved grant project; documents include, but are not limited to, applications, agreements, amendments and requests for payment; and, 3) authorize our Signature Authority to delegate this authority. The following information more specifically identifies our Signature Authority:

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

Letter of Designation for Delegation

-for Applicants who authorize their Signature Authority to delegate his/her authority

This letter to CalRecycle is not an Application requirement; however, it is required prior to the Designee's exercise of his/her authority. The letter must be on the Applicant's letterhead, dated within the last 12 months, and signed by the Signature Authority. The letter must:

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

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

LETTER OF DESIGNATION EXAMPLE

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

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

Regional Participant: Required Documentation

In addition to the applicant/lead agency's resolution discussed above, a regional application must include required authorization from each participant. Failure of any participant identified in the applicant's resolution to provide the necessary authorization will render the grant application incomplete and ineligible.

Participants must submit **one** of the following:

- A resolution from the participant's governing body that **shall** 1) authorize submittal of a regional grant application on its behalf as a grant participant and 2) designate the applicant as the lead agency for the grant; or
- A letter on the participating agency's letterhead that **shall** 1) authorize the submittal of a regional grant application on its behalf as a grant participant, and 2) designate the applicant as the lead agency for the grant. This letter must be dated within the 12 months prior to the application deadline and signed by an individual who has authority to contractually bind the participating jurisdiction (e.g., the chief administrative officer); or

For Joint Powers Authorities (JPA): each member of the JPA must submit a letter that **shall** 1) authorize the submittal of a regional grant application on behalf of the JPA as a grant participant, and 2) designate the applicant as the lead agency for the grant. The letter must be dated within the 12 months prior to the application deadline and signed by an individual that has authority to contractually bind the participating jurisdiction (e.g., the chief administrative officer); or

- A fully executed Memorandum of Understanding (MOU) between the applicant agency and the participant agency(ies) that **shall** 1) authorize the submittal of a regional grant application on behalf of the MOU jurisdictions as grant participants, and 2) designate the applicant as the lead agency for the grant.

Letter of Authorization

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.

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 the Chief Administrative Officer.

LETTER OF AUTHORIZATION EXAMPLE

As the Chief Administrative Officer of Name of County/Jurisdiction, I authorize Name of Regional Local Enforcement Agency (LEA) to submit a Regional LEA Grant application and to act as lead agency on the behalf of Name of County/Jurisdiction.

Signature
Name & Job Title
Mailing Address
City, State, Zip

Environmentally Preferable Purchases and Practices Policy

Consistent with CalRecycle’s core values, all grant applicants are required to have an existing or to develop and implement Environmentally Preferable Purchasing and Practices (EPPP) Policies for their organization. An Applicant must have an EPPP Policy in place by the date indicated in the Application. Any Applicant who adopts an EPPP Policy prior to submitting its Application must certify to this fact in its Application.

Any Applicant who does not have an EPPP Policy in place when it submits its Application may certify in its Application that it will adopt one and send the EPPP Policy – Secondary Deadline Notification (Notification) to CalRecycle. CalRecycle must receive the Notification by the date indicated in the Application or Application will be disqualified.

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. Products have an environmental standard issued by a third-party or government agency where available. (See www.green.ca.gov/EPP/Introduction/default.htm for product-specific information).
2. Vendors or manufacturers agree to take back old product or packaging or cover the cost of recycling/disposal.
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

EPPP POLICY – SECONDARY DEADLINE NOTIFICATION

Applicants who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one and will send the Notification by the date indicated in the Application to CalRecycle. CalRecycle must receive the Notification by the date indicated in the Application or will be disqualified.

IMPORTANT! Notification sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides for verification of delivery. Failure to do so is at the risk of the applicant and if delivery is delayed or the Notification is lost by the Post Office or delivery service, the burden is on the applicant to demonstrate timely delivery and receipt by the CalRecycle of Notification.

APPLICANT INFORMATION	
GRANT PROGRAM NAME:	
APPLICANT / ORGANIZATION NAME:	
PRIMARY CONTACT NAME:	TITLE:
TELEPHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	
Check box	
<input type="checkbox"/>	Yes, our entire organization has an Environmentally Preferable Purchases and Practices Policy.
	DATE ADOPTED: _____ BY: (E.G., GOVERNING BODY NAME, EXECUTIVE OFFICER, ETC.) _____
<i>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.</i>	
X	
<i>Signature Authority - as authorized in Resolution or Letter of Commitment; or Authorized Designee - as authorized in submitted Letter of Designation</i>	
<i>Date</i>	
<i>Print Name</i>	
<i>Print Title</i>	

Submit notification to:

Department of Resources Recycling and Recovery
 Household Hazardous Waste Grant Program – EPPP
 Grant and Loan Resources Branch, 9th Floor
 1001 “I” Street, 9th Floor
 P.O. Box 4025
 Sacramento, CA 95812-4025
 (916) 341-5062 - phone

Other Required Application Documents

If applicable to your proposed project, the following documents must be submitted:

- Reliable Contractor Declaration
- General Checklist of Business Permits, Licenses and Filings form (required only if you are building or expanding an HHW facility)

Certification Provisions

The Applicant must certify to certain provisions including, as applicable:

- Environmental Justice – Environmental justice is defined in California statute, Government Code Section 65040.12(e) as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulation and policies”.
- Leadership in Energy and Environmental Design (LEED) - the Green Building Rating System is a nationally recognized system to provide third party verification that a building project is an environmentally responsible and healthy place to live and work. The applicant must certify that LEED building practices will be used on HHW-funded construction projects.

GRANT PROPOSAL GUIDELINES

The approved Scoring Criteria for the HHW Grant Program, 19th cycle, FY 2010/11 can be found on pages 23-24. A proposal must receive a **minimum of 17 points**, of a possible 25 points, to be recommended for funding. Grants will be funded by rank order.

A well-prepared application concisely addresses each applicable criterion question, paying specific attention to the points listed in the Scoring Criteria. A narrative description should be provided for each criterion and should support the Work Plan and Budget forms. The following sections provide additional tips to develop a thorough proposal. **Limit the project proposal to 13 pages. Any attachments (e.g., maps, price quotes) that are required as part of the application are not included in this limit.**

The following pages provide the Applicant with suggestions and tips on to describe your proposed grant project. To help you identify and address relevant detail in each criterion, additional questions and tips are included with each criterion below. It is strongly suggested that Applicants utilize the Scoring Criteria as another resource when preparing proposal.

Need Narrative (Total of 10 possible points)

The *Need* criterion provides the foundation for your proposed project/program. In this section of the application, Applicants should clearly articulate why the proposed grant project should be funded. Your narrative should persuade the grant reviewer that you understand the current barriers/gaps that exist which impede or present a challenge to the collection of HHW in your jurisdiction. Describe current service levels to provide adequate background. Document public needs/problems/barriers/opportunities, and support them with quantitative/demographic data if available. This section should provide a general background/context to support identified Goals & Objectives, as well as justify the tasks identified in the Work Plan. Explain why the proposed project is the best approach to meeting the identified need, barriers, or gaps in HHW service.

Have you considered?

The nature and extent of the gap in HHW service(s) that you need to address? How proposal affect the local population? How many more residents or percent of residents will be served compared to your current program?

Any special or targeted populations affected by this lack of services (rural, low income, traditionally underserved, handicapped, etc.)?

Any barriers that impact your target population in proper disposal of HHW materials? Describe how your project will address these barriers.

Previous efforts that have been attempted to solve this services problem? What other alternatives have been considered? How HHW services are currently funded?

The consequences if the proposal is not funded?

- If your project will exist beyond the grant term?
- The current level (baseline) of the activity so that the impact of the proposed program can be measured?
- If your outcome goals relate to baseline information and the identified needs of your target population?
- How much (estimated increase) will be collected with each activity in a specified time period? How many people will each activity serve?
- How you will track the progress of the proposed grant project?

Tips:

Maps: If the project proposes expanding the physical size of an existing HHW facility or building a new site location(s), provide a simple map of the service area. The map should show current coverage areas, service gap areas, and proposed new coverage areas. If relevant, identify the nearest facilities or programs in adjacent jurisdictions to demonstrate why they cannot service your areas.

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

Baseline data: May refer to your achievements to date or current level of services.

Goal statements: State the specific goal you wish to accomplish. A goal is a general, but realistic statement of how your target audience will be positively changed as a result of the program. Frame your goals in terms of outcomes. For example: *Increase residential HHW handling capacity at existing facilities in Rio Blanco.*

Objective(s): An objective is a specific action-oriented statement, focused on a specific period of time. 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: *Add equipment to handle two new materials and increase peak load capacity by 40% for existing materials at three existing HHW facilities.*

Work Plan – (Total of 4 possible points)

Form: Complete the Work Plan template form provided in the Application. The Work Plan form and accompanying narrative will be scored as discussed in the Scoring Criteria, and later, used by the CalRecycle Grant Manager to track the progress of your grant. The Work Plan should clearly describe the specific eligible tasks/activities that comprise your proposed grant project. These tasks should directly correlate to the identified need, goals and objectives described in the NEED NARRATIVE section of the application. Be realistic about what can be accomplished within the term of the grant (approximately two years).

Narrative: To be effective, activities should be implemented by appropriate, skilled individuals, whether they are internal staff or external consultants/contractors. Staff, including from external contractors/consultants, should be specifically identified by name on the Work Plan, along with their title. Staff resumes are not necessary, but a summary of the skills and technical experience they bring that is relevant to implementing and completing your proposed project must be included.

Evaluation is often a weak component of many proposals. While evaluation takes time and resources, it is a required activity, and it is important that the program successes and challenges are documented. Include a brief description of how you will measure the success of the project to determine whether identified goals and objectives were accomplished. Evaluation methods such as activity logs, workshop evaluation forms, surveys, etc., must be indicated in the Work Plan.

Through the evaluation process, CalRecycle can incorporate lessons learned from each grant into subsequent programs. If applicable, the results from previous grant program evaluations should be woven into the Need and Work Plan sections.

Have you considered?

- All pertinent detail to demonstrate to the review panel that the project is well thought out and will achieve the stated goals and objectives?
- Realistic time frames and resources to accomplish each task?
- Appropriate budget categories that match those listed in the Budget?
- The role of other organizations that will be involved in this program? Provide a description in the Work Plan. Why were these organizations selected? What is their credibility with the target audience?
- Appropriate methods to evaluate measurable tasks of the project? Describe the evaluation tools that will be used.
- The strategies, milestones, and tools that you will use to monitor the project?
- What data needs to be collected to measure outcomes?
- Appropriate measures of performance? (i.e., pounds collected/reduced; increased participation; surveys)
- Who will perform evaluation activities - internal or external staff
- The frequency of evaluation activities and how information will be used to adjust the Work Plan?

Budget (Total of 5 possible points)

Form: Complete the Budget form provided in the Application. The Budget form and accompanying narrative will be scored as discussed in the Scoring Criteria, and later, used by the CalRecycle Grant Manager to track the progress of your grant. With the decline in resources available for competitive grants, it is increasingly important that each program be cost effective.

The Budget includes all costs associated with the tasks necessary to successfully complete the project. The Budget must itemize costs for each task or sub-task identified in your Work Plan. Categorize project costs within the applicable standard budget categories (Construction of an HHW Facility, Expansion of an Existing HHW Facility, Public Education and Outreach, Temporary or Mobile Collection Program, Residential Collection, Personnel, Other, and Indirect Costs) as indicated on the Budget form. Some categories may not be applicable for your project.

Personnel: The Budget form delineates personnel and non-personnel costs within each Budget Category. For example, personnel time related to Public Education and Outreach should be detailed in that category. A separate Personnel category is provided for personnel costs related to project planning, management, and administration, if applicable.

Overhead Costs: Grantee may claim overhead/indirect costs up to 10% of the grant funds reimbursed. Overhead/indirect costs are expenditures not capable of being assigned and not readily itemized to a particular project or activity, but considered necessary for the operation of the organization and the performance of the program.

Examples include the cost of operating and maintaining facilities, accounting services, and administrative salaries not directly related to grant activities.

Overhead/indirect cost issues:

- Time spent by a manager or supervisor performing an activity directly related to the execution of the grant (not supervision), such as chairing regional meetings, speaking at events, drafting program materials, etc. is a direct cost and should be charged to the appropriate activity or category. However, note that the manager or supervisor's time must be clearly supported by appropriate documentation.
- Any cost charged to the grant as a direct cost may not be charged to the grant as an indirect cost.

Narrative: Your Budget narrative may include additional comments that cannot be adequately described on the Budget form. For example,

- Long-term funding - The HHW Grant provides funding to address unmet needs, so it is important that the facilities or programs be sustained after grant funds are spent. Identify a committed funding source (e.g., tipping fee, county funds) rather than a potential funding.
- Additional sources of project funding – please describe any other grants or in-kind services that will be used to implement the proposed project.
- Cost savings - will your HHW operations realize any cost-savings as a result of this project? If so, please describe.
- You may include a brief explanation/justification about any major equipment purchases.

Application Completeness, Letters of Support, Experience, etc. – (1 point)

Applicants are encouraged to use the Application Checklist to ensure all required information and additional documentation is submitted for this grant solicitation. Note: The Resolution and EPPP certification must be received by CalRecycle no later than May 16, 2011 or the application will be disqualified.

Letters of Support: Letters of Support demonstrate the need for the proposed project and/or active support of local jurisdictions, cooperating businesses or organizations - 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. Their letters should address some of the following questions:

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

PROGRAM CRITERIA:

Discretionary Criteria (up to 2 points)

Up to two points are available for grant projects that focus on one of the following categories:

- New or expanded HHW facility(ies).
- A new project that will demonstrate facility operational efficiencies and cost effective innovative collection methods (e.g., collection workflow patterns, efficient materials handling, waste exchange programs).
- New public education and outreach projects that take advantage of successful models from other jurisdictions through re-use or modification of existing materials to reduce design and printing costs (e.g., combining production costs of a PSA, a website, brochures, flyers or other public education and outreach documents).

HHW Construction

HHW projects do not qualify for funding unless they are past the planning phase of the project and have the proper site analysis, conceptual design and local approval processes completed. Consequently, Applicants must provide documentation that indicates they are beyond the planning phase of the construction project and can successfully complete the HHW facility project within the Grant Performance Period (date of Notice to Proceed letter to April 1, 2013).

Have you considered?

- Submitting the "General Checklist of Business, Licenses and Permits" (CalRecycle Form 669): provide additional information on an attached sheet if there is not enough room on this form so CalRecycle staff can determine how far along you are in the process of your project. This form can be obtained at: <http://www.calrecycle.ca.gov/Grants/Forms/default.htm>
- Does the facility have all needed government approvals and permits for the construction or expansion for collection of HHW? If so, provide copies.
- Does the facility have sufficient space for additional equipment and activities for collection of HHW?

- Will the building materials chosen for the HHW facility be meet the needs of the community, be long-lasting, cost effective, and be maintained after the term of the grant?
- Describe the planning accomplished to date that ensures your facility will be built and opened within the grant performance period.
- Jurisdictions that want to establish permanent facilities or expand existing 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. The application must clearly state the ownership and/or leasehold interests. A copy of any agreement between the applicant and private owner must be made available to CalRecycle upon request.
- Where will the funds come from to fund the operation of the facility and what share of the construction costs will be provided by local sources? Discuss this in more detail in the Narrative and 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?

Tips:

See the definition of various types of HHW collection facilities in the Health and Safety Code, commencing with Section 25218.1.

See <http://www.calrecycle.ca.gov/Publications/default.asp?pubid=1332> which includes a reference manual published in 2009: [Permanent Household Hazardous Waste Facility Design Manual](#). *This document provides detailed guidance designing an HHW facility.*

- Permanent California HHW collection facility profiles can be found at: <http://www.calrecycle.ca.gov/HomeHazWaste/Resources.htm#Profiles>

Operational Efficiencies and Cost Effective Collection

Each community in California has highly individual HHW collection program needs that continually evolve in response to new laws and economic conditions. Projects that demonstrate operational efficiencies and cost effective collection methods should address/consider the following:

- Specify the types of improvements proposed to your current collection workflow patterns
- Describe any current processes that are being improved to result in more efficient materials handling.
- Have you articulated why you will achieve cost savings by implementing certain operational efficiencies?
- If you are implementing an innovative collection method, have you included supporting documentation that this method will result in cost savings or operational efficiencies?
- Are you implementing a new or improving waste exchange program? If so, describe. You should tie this back to a public need/gap.

Public Education and Outreach

An eligible grant project may be one that conducts a public education and outreach program associated with your jurisdiction's HHW collection programs. Many jurisdictions have developed or implemented successful and innovative programs that an Applicant may want to emulate or use as a model in its own community. These projects may have addressed a challenging waste material or targeted a specific population to increase proper disposal of HHW.

CalRecycle encourages the sharing of successful models if it has the potential to increase HHW collection and disposal habits of the general public.

Have you considered?

- A thorough assessment of another successful model to determine if it could be successfully implemented in your community, given your resources and existing culture?
- Using existing published materials from other local government agencies to assist in the development of a Public Service Announcement (PSA), brochures, flyers or other HHW educational materials? This could result in graphic development cost savings. Many have already been paid for by CalRecycle grants, giving CalRecycle copyright ownership. Do a little research and save your public education budget.
- Developing a website or using existing social media, such as Facebook iPhone or You-Tube as part of your outreach activities?
- Sharing production costs of a PSA, a website, brochures, flyers or other public education and outreach documents with a neighboring agency? Sharing the bulk expense of ordering and mailing flyers, ads or promotional items may be more cost-effective for everyone.

Bonus Points (Up to 2 points)

Bonus points will be available as follows:

(0.5 or 1 point)

- Applicant did not receive an HHW Infrastructure Grant during either the 17th or 18th HHW Grant cycles (FY 2008/09 and FY 2009/10); or
- Applicant did not receive an HHW Infrastructure Grant during the 16F HHW Grant cycle (FY 2007/08)

(1 point)

A project that establishes a new HHW program 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)

Program or project proposals addressing topics related to HHW prevention or collection other than the Discretionary Criteria categories listed above will still be eligible for funding but will not receive the additional priority/bonus points when their application is scored.

**SCORING CRITERIA FOR HOUSEHOLD HAZARDOUS WASTE GRANT PROGRAM
19TH CYCLE FY 2010/11**

Application proposals must score a minimum of 17 points of the possible 25 points to be considered for funding.

GENERAL REVIEW CRITERIA

Points	Description
10	<p>1. NEED = Grant proposal clearly and convincingly describes and demonstrates why the project should be funded.</p> <p>Program Background and Context</p> <ul style="list-style-type: none"> ◦ Describe existing HHW program including volume collected, number of households served compared to total number of households, number of events, hours of facility operation, materials accepted, funding, etc. Include map(s) of the jurisdiction’s current HHW facilities and contiguous jurisdictions showing underserved areas. ◦ Document gaps in and/or barriers to HHW collection opportunities with surveys and other research or data that result in the need for this project. ◦ Underserved areas (areas that have less access to HHW collection facilities and/or a lack of 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.) <p>Proposed Project</p> <ul style="list-style-type: none"> ◦ Demonstrate, using both narrative and statistical data, how the proposed project will address identified need. Include site plans as necessary. ◦ Demonstrate, using both narrative and data, the rationale for this proposed project as compared to other approaches for meeting the identified need or barriers. ◦ Describe jurisdiction need for grant funding. Estimate total funding for the project, including CalRecycle’s contribution, and describe the agency’s current funding capabilities to supply matching funding for the project. ◦ <i>Goals, Objectives, Activities.</i> Describe in detail what will be accomplished by completing this grant project. Identify measurable targets that must be met to accomplish your project with specific dates. ◦ <i>Quantify goals</i> (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. ◦ Convincingly demonstrate how operation and maintenance costs of the project will be sustained beyond the term of the grant. Describe available funding sources, if any. ◦ Provide evidence that stated need has not been addressed with previous funding.
5	<p>2. WORK PLAN = Specific list of all grant eligible activities and tasks that will be undertaken to achieve your goals and complete your project. Use Work Plan template form.</p> <ul style="list-style-type: none"> ◦ Include a detailed Work Plan that sufficiently describes proposed tasks and activities required to achieve the goals/objectives that match the narrative proposed project. ◦ 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 and demonstrate that they are well thought through, achievable within the grant term, and with available resources. ◦ Include a detailed evaluation component to measure success of the project and to determine whether the goals/objectives were accomplished.

5	<p>3. BUDGET = Discuss the costs (dollar figures) associated with activities necessary to complete the project. Use Budget template form.</p> <ul style="list-style-type: none"> ◦ Costs are broken down for the entire project into cost categories, and all items outlined in the Work Plan and needed to complete project are accounted for. All budget backup documentation including quotes, estimates, and equipment details are attached, clearly marked and support proposed budget costs. ◦ Adequately describe source and amount of matching local funds, in-kind services, other grants, or other additional project funding (if any) to complete the proposed project. ◦ Proposed budget is reasonable and complete relative to costs associated with activities/tasks and personnel outlined in the Narrative and Work Plan. ◦ Proposed budget is cost effective relative to proposed activities and outcomes. Includes cost savings from leveraging other funding, in-kind services, etc.
1	<p>4. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</p> <p>Application checklist and all required forms and documentation are included in the application. 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.</p>
21	TOTAL POSSIBLE GENERAL REVIEW CRITERIA POINTS
PROGRAM CRITERIA	
DISCRETIONARY CRITERIA - up to 2 points	
2	<p>Applicant may select only one category as the focal point for the project to receive up to 2 points.</p> <ul style="list-style-type: none"> ◦ Construction or expansion of HHW facility(ies) ◦ Development of more cost-effective collection operations at existing HHW facilities (i.e., improving collection workflow patterns, implementing more efficient materials handling, or waste exchange programs) ◦ New public education and outreach projects that take advantage of successful models from other jurisdictions through re-use or modification of existing materials to reduce design and printing costs
2	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
BONUS POINTS up to 2 points	
0.5 or 1	<ul style="list-style-type: none"> ◦ Applicant did not receive an HHW Infrastructure Grant during either the 17th or 18th HHW Grant cycles (FY 2008/09 and FY 2009/10) (0.5 point), or ◦ Applicant did not receive an HHW Infrastructure Grant during the 16F HHW Grant cycle (FY 2007/08) (1 point).
1	<p>A project that establishes a new HHW program for:</p> <ul style="list-style-type: none"> ◦ 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)
2	TOTAL POSSIBLE BONUS POINTS
25	TOTAL POSSIBLE SCORE (Total of General Review, Program Criteria, and Bonus Points)