



June 2011

Department of Resources Recycling and Recovery (CalRecycle)

FARM AND RANCH SOLID WASTE CLEANUP AND ABATEMENT GRANT PROGRAM APPLICATION GUIDELINES & INSTRUCTIONS

Fiscal Year 2011/12



Table of Contents

GRANT PROGRAM OVERVIEW AND GUIDELINES... 2
Eligible Applicants... 2
Eligible Projects... 2
Property Owner Request for Cleanup... 3
Local Agency's Review of Property Owners Request... 3
Reimbursement of Prior Cleanups... 3
Available Funds... 4
Eligible Costs... 4
Ineligible Costs... 4
Grant Application Deadline And Submittal... 6
Grant Application Review Process... 6
Grant Application Scoring Procedure... 6
Grant Award Process And Conditions... 6
GRANT DOCUMENTS... 8
Resolution... 8
Letter of Designation... 9
Environmentally Preferable Purchases and Practices Policy... 11
Work Plan... 11
Budget... 14
Letter of Support... 17
Vicinity Map Example... 18
Land Use/Zoning Designation Example... 19
Site Characterization Form Instructions... 20
Property Access Authorization and Non-Responsibility Affidavit... 20
SCORING CRITERIA... 21
GRANT PROGRAM ADMINISTRATION... 24
Grant Agreement Package... 24
Reporting Process... 24
Payment Request Process... 24
Advance of Grant Funds... 24
Grant Agreement Provisions... 24

GRANT PROGRAM OVERVIEW AND GUIDELINES

The Department of Resources Recycling and Recovery (CalRecycle) offers the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program pursuant to Section 48100 et seq. of the Public Resources Code. The purpose of the grant is to clean up illegal disposal sites on farm and ranch property.

“Farm and/or Ranch property,” as defined in California Code of Regulations, section 17991(d), means a piece of property, publicly or privately owned, that is used for rangeland or agricultural activities such as, but not limited to commercial livestock and crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture. Farm or ranch property need not have active sales or production, but shall be appropriately zoned, or otherwise authorized for agricultural activities. Farm or ranch property includes appurtenant easements or right-of-ways such as, but not limited to, public roads and utilities.

ELIGIBLE APPLICANTS

Eligible applicants include cities, counties, resource conservation districts and federally recognized Native American tribes. Pursuant to Public Resources Code §48100(d)(1) an eligible Indian Tribe is an Indian tribe, band, nation or other organized group or community, or a tribal agency authorized by a tribe as defined herein, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (Dec. 29, 1988) of the Federal Register, as that list may be updated or amended from time to time (Native American tribe).

For purposes of this application, “Applicant” and “Local Agency” means cities, counties, resource conservation districts and federally recognized Native American tribes.

Private property owners are not eligible to apply directly; they must make a request for application submission to the city, county, resource conservation district or Native American tribe their property is located within. Such requests will be reviewed and considered by their respective Local Agency as set forth in the Local Agency Review of Property Owners Request section, and if approved, the Local Agency shall apply for the Farm and Ranch Grant on behalf of the property owner.

Applicants are responsible for the preparation of the grant application, management of the cleanup project and completion and submittal of all grant related documents. An application may be initiated by a Local Agency or requested by the property owner. If the request is from a property owner in accordance with Section “Property Owner Request for Cleanup” below, the Applicant must comply with Section “Local Agency’s Review of Property Owners Request.”

ELIGIBLE PROJECTS

A site may be eligible for funding if **all** of the following criteria are met:

- The parcel where the site is located is zoned, or otherwise authorized, for agricultural use;
- Unauthorized solid waste disposal has occurred on the site;
- The site is in need of cleanup in order to abate a nuisance or public health and safety threat and/or a threat to the environment;
- The site is used, has been used, or could be used for rangeland or agricultural activities, including, but not limited to, commercial livestock, crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture and viticulture;
- The site is an illegal disposal site (i.e., not permitted and not exempt from obtaining a solid waste facility permit and is not a closed site);
- The responsible party either cannot be identified, located, or pay for timely and proper remediation;
- The current use, or intended future use, of the site is consistent with the definition of Farm and Ranch Property (defined above); and,
- The property owner must sign and notarize the **Property Access Authorization and Non-Responsibility Affidavit** included in the Application.

The applicant must demonstrate that each site will be fully remediated with a combination of grant funds and in-kind funds/services.

Once a grant is awarded, the grantee will have approximately two years to complete the project. The length of the grant depends upon the cycle of the fiscal year in which the grant is awarded.

PROPERTY OWNER REQUEST FOR CLEANUP

A farm or ranch property owner may request that a grant application be prepared on his/her behalf by submission of the following to the Local Agency for consideration:

- 1) A letter requesting that the Applicant apply for a grant on his/her behalf. The letter shall include the name, mailing address and telephone number of the property owner and the approximate type and quantity of waste disposed on the property;
- 2) A vicinity map showing the location of each site and access points to the parcel of each site being requested for cleanup under the grant;
- 3) A signed and notarized **Property Access Authorization and Non-Responsibility Affidavit** Form (CalRecycle 635) from the property owner; and
- 4) Photographs of the site documenting the presence of the illegally disposed waste.

LOCAL AGENCY'S REVIEW OF PROPERTY OWNERS REQUEST

The Local Agency has 45 days from receipt of the property owner's request to review the request, conduct a site visit and provide a written determination that the owner's property is, or is not, eligible for submission of a Farm and Ranch Grant Application.

If the Local Agency determines that the site is *not* eligible for a grant, it shall provide the property owner with the reasons for disapproval within 45 days of the receipt of the request. The property owner may appeal this determination pursuant to Title 14 California Code of Regulations Section 17994.3.

Once the Local Agency determines that the property owner's request is accurate and complete, the Local Agency shall submit a grant application to CalRecycle within 60 days from the date of determination.

REIMBURSEMENT OF PRIOR CLEANUPS

Reimbursement of costs previously incurred by a farm or ranch property owner for the cleanup or abatement of an illegal disposal site which he/she continues to own may be allowed if verification and documentation of those costs is provided, the site is an eligible site as described in **Eligible Projects** above and the costs incurred were specifically for grant eligible cleanup or abatement work.

In addition to the information requested in **Property Owner Request for Cleanup** section above, the property owner shall provide to the Local Agency the following:

- 1) A description of the tasks undertaken to remediate the site.
- 2) The types and quantities of wastes recycled and disposed.
- 3) The total amount of material removed.
- 4) 'Before' photographs of the illegally disposed waste and 'after' photographs taken from the same location with the same landmarks (e.g., trees, buildings, etc.) proving the waste has been removed.
- 5) The costs and receipts associated with each task in remediating the site, including, but not limited to:
 - a. Disposal (including disposal receipts from the landfill or transfer station and *both* the pickup and delivery manifests for used and waste tires);
 - b. Recycling;
 - c. Equipment; and,
 - d. Labor.
- 6) Description of the success of the project.

Funds requested for prevention (e.g., fencing, gates, etc.) are ineligible unless incidental to cleanup of an eligible site.

An Application for *Request for Reimbursement* of a prior cleanup will receive fewer points in the *Need* category than an Application for *Request for Grant Funds*.

AVAILABLE FUNDS

- Approximately \$1,000,000 is available annually for this grant program, subject to availability.
- The grants are awarded on a competitive basis and limited to \$50,000 per single cleanup or abatement project or parcel, with a limit of \$200,000 per fiscal year for each eligible Applicant. No matching funds are required.
- For single sites requiring in excess of the \$50,000 per site limit for cleanup costs, an Applicant may apply for the full \$50,000 provided there is a commitment from the Applicant or property owner to provide in-kind services and/or funds to meet the cleanup costs beyond the available funding limit.
- An incorporated city, a resource conservation district and the county within which they are located are each eligible for up to \$200,000 of grant funds each fiscal year. Two or more departments or agencies within a specific city or county are eligible for a combined total of \$200,000 per fiscal year.
- CalRecycle reserves the right to award all, a portion of, or none of the Farm and Ranch Grant fund during any fiscal year.

ELIGIBLE COSTS

For new sites, eligible costs may be incurred only during the “Grant Performance Period” which starts on the date of the “Notice to Proceed” from CalRecycle and ends on the date specified on the Grant Agreement Cover Sheet, (CalRecycle 110). The Notice to Proceed, which is issued after the Grantee and CalRecycle have both executed the Grant Agreement, is a formal notification from CalRecycle that authorizes the Grantee to begin the Grant Project and incur costs.

For new sites, the Farm and Ranch Grant is a reimbursement grant. The Grantee must pay the expense and then file a Payment Request Form (CalRecycle 87) along with the appropriate supporting documentation to obtain payment from CalRecycle Resource Conservation Districts may be eligible for an alternative payment method, contact the CalRecycle Grant Manager for more information.

Grant funds are available only for eligible expenses directly related to the cleanup and abatement project as described in Applicant’s Work Plan and Budget as approved by CalRecycle.. Eligible costs for new and prior clean-ups (unless indicated otherwise) include, but are not limited to:

- Waste removal, disposal and related actions;
- Recycling, including used oil, automotive batteries and tires;
- Drainage control and grading improvement;
- Slope and foundation stabilization;
- Excavation;
- Revegetation incidental to cleanup;
- Site security, including gates and fencing, incidental to cleanup;
- Public education to help prevent reoccurrence of the illegal disposal, if included with any of the above eligible remedial actions, incidental to cleanup;
- Equipment rental;
- Removal of Chlorofluorocarbons (CFC’s) from appliances;
- Mileage of up to 51cents per mile for cleanup related activities; and
- Administrative/Indirect/Overhead costs not to exceed seven percent (7%) of the approved actual cleanup costs expended.

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Costs incurred prior to the date on the Notice to Proceed letter, or after the end date specified on the Grant Agreement Cover Sheet (CalRecycle 110). This stipulation does not apply to Reimbursement Grants for prior cleanups.
- Any cleanup costs incurred for conditions which the property owner(s), or any resident, invitee, licensee, lessee, or person the property owner(s) inherited from was responsible;

- Any personnel or administrative costs related to the preparation of the Grant Application;
- Costs currently covered by another CalRecycle funded loan, grant or contract;
- Wages paid to a landowner for time spent cleaning up his/her own property;
- Any expense not deemed reasonable by the CalRecycle Grant Manager and/or directly related to the implementation of the proposed cleanup;
- Costs for the transportation of used/waste tires hauled by an unregistered used tire hauler;
- Closure activities, as defined in Section 20164 of Title 27, Division 2 of the California Code of Regulations;
- Ground water remediation;
- Surface water or vadose zone monitoring systems;
- Removal, abatement, cleanup or otherwise handling of hazardous substances [as defined in Title 42 U.S.C. Section 9601 (14)];
- Extinguishing of underground fires;
- Operation and maintenance of any part of a leachate system;
- Purchasing or leasing of land;
- Profit or mark-up by the Grantee;
- Cell phones, pagers, personal electronic assistance devices, and similar electronic and telecommunications devices, etc.;
- Overtime costs (except for extreme situations that have been pre-approved in writing by the CalRecycle Grant Manager);
- Any personnel costs not directly related to salaries and/or benefits;
- Any personnel costs for activities are not directly related to the approved grant project; and,
- Any personnel costs incurred as a result of any employee assigned to the cleanup project funded by the grant for time he/she does not actually work on the project (e.g., use of accrued sick leave, vacation, etc.).

Detailed cost information is included in Exhibit B – Procedures & Requirements of the Grant Agreement. See <http://www.calrecycle.ca.gov/LEA/GrantsLoans/FarmRanch/FY201011/default.htm> to download a draft of the Procedures & Requirements.

GRANT APPLICATION DEADLINE AND SUBMITTAL

The table below details the Grant Application deadlines. Applications received after the deadline will be considered with Grant Applications received for the next cycle. When a due date falls on a Saturday or Sunday, mailed applications must be postmarked, and hand carried applications must be received, by the previous Friday. Faxed or emailed applications will not be accepted.

TENTATIVE TIMELINE FOR FARM AND RANCH GRANT PROGRAM

Date	Activity
March 1 July 1 November 1	Application Deadline Mailed applications must be postmarked by this date
Above dates, 3:00 P.M.	Hand delivered applications must be received and date stamped by CalRecycle by this date and time
April 1 (<i>March 1 deadline</i>) August 1 (<i>July 1 deadline</i>) December 1 (<i>Nov. 1 deadline</i>)	If Resolution is not submitted with the Application Approved Resolution must be <u>received</u> by CalRecycle one month after the application due date.
May (<i>March 1 deadline</i>) September (<i>July 1 deadline</i>) January (<i>Nov. 1 deadline</i>)	Grant Award Approval CalRecycle considers the Grant Applications the second month following the application deadline.
Notice to Proceed – March 14, 2014	Grant Performance Period—may incur costs
April 15, 2014	Final Report, Final Payment Request and request for 10% withhold deadline

U.S. Postal Service:

Department of Resources Recycling & Recovery
Farm & Ranch Grant Program
Grant and Loan Resources Branch, 9th Floor
ATTN: Danielle Abila
P.O. Box 4025
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building
Department of Resources Recycling & Recovery
Farm & Ranch Grant Program
Grant and Loan Resources Branch, 9th Floor
ATTN: Danielle Abila
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 for delivery verification.

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CalRecycle staff will review the Applications for completeness and eligibility. CalRecycle staff may contact applicants to provide clarity or request additional information. Incomplete applications may be returned to the Applicant. Incomplete applications can be revised by the Applicant and resubmitted for the next Application period. Only complete applications can be considered for award.

GRANT APPLICATION SCORING PROCEDURE

After the close of the application period, a review panel consisting of CalRecycle staff will be convened. Eligible and complete applications will be evaluated and scored based upon the CalRecycle approved Grant Scoring Criteria (*see Attachment 1*) and the completion of the required forms. Applicants must attain at least 60 of the 150 points possible (40%) to be eligible for funding.

GRANT AWARD PROCESS AND CONDITIONS

Qualifying applications will be presented for award at a CalRecycle public meeting according to the tentative timeline above. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and with the Applicant's prior approval, CalRecycle may fund an amount less than requested.

CalRecycle awards this Grant subject to two conditions: 1) Signature Authority (or where delegation is authorized his/her Designee) of the proposed Grantee must sign and return the Grant Agreement to CalRecycle within 90 days from the date of mailing by CalRecycle; and 2) the proposed Grantee must a) pay all outstanding debts due CalRecycle, and b) bring current outstanding payments owed to CalRecycle within 90 days from the date CalRecycle conditionally awarded the Grant.

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

GRANT DOCUMENTS

There are several forms that are part of the Grant Application. Unlike copies of the Grant Application, which are required to be double-sided, copies of one-sided forms must remain one-sided to maintain the integrity of the form. In other words, if a form is one sided, do not copy the first page of one form onto the back of another, let the form stand alone.

The following section provides instructions and examples of required documents.

RESOLUTION INFORMATION

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

A copy of the authorizing Resolution is a required Application document. However, if Applicant needs additional time to obtain the Resolution, it must be received no later than 30 days after the application due date. If not received by this date the Application will be disqualified.

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

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

(Optional but encouraged) The resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

RESOLUTION EXAMPLE

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

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

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

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

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

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

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

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

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

LETTER OF DESIGNATION FOR DELEGATION INFORMATION

-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 for example purposes only. Please consult with your attorney to determine the language most appropriate for the 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

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY (EPPP) INFORMATION

An integral part of CalRecycle’s mission is to reduce waste, promote and manage all materials to their highest and best use and promote the idea of “buying recycled.” Buying recycled means purchasing items and products made from recycled materials. Fifteen points are available to applicants that have an EPPP in place at the time the Grant Application is submitted. Applicants in the process of drafting a new EPPP are eligible for 10 points if it will be adopted within 30 calendar days of the Grant Application due date. Applicants who adopt an EPPP prior to submitting their Application need not submit their EPPP, but only certify to this fact in their Application.

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

WORK PLAN

The Work Plan should be a detailed, chronological, step-by-step list of the tasks necessary to remediate the nuisance or threat posed by the illegal disposal site. A separate Work Plan must be completed for each site unless a series of small sites are close in proximity and have the same characteristics as described on the Site Characterization Form. The Work Plan must match the tasks identified in the Budget.

The Work Plan must include, but not be limited to:

- Date the cleanup is estimated to begin and be completed. Generally, the grant term will begin three months after the application deadline and last approximately two years.
- “Before” photographs.
- Explanation of the involvement of cooperating organizations and property owners. Include agencies/businesses to be contacted for permits, licenses, etc., such as the Regional Water Quality Control Board, Department of Toxic Substances Control, city or county planning department, etc.
- Startup steps, such as: clearing brush, creating a road, equipment mobilization, obtaining permits, researching “rights of way,” conducting California Environmental Quality Act (CEQA), the scope of work, etc.
- “After” photographs taken from the same location as the “before” photographs for reference.
- Completion date for the Final Report and Payment Request.

The following must be included in the Work Plan, as applicable:

- Removal of solid waste and recyclables.
- Transportation of tires by registered waste tire hauler to destination facility
- Grading and re-vegetation work to be performed.
- Prevention measures to be installed, such as fencing, gates and signs.

Work Plan (Example)

Site 1 - Lee Illegal Disposal Site

Date: _____

Task Description

Timeframe/Responsible Party

Pre-Work

1. Verify property lines; take photos, research applicable permits, rights of way
2. Contact Mr. Lee, CCC, and Davis Construction regarding start date
3. Order signs from “Signs R Us”

March 1

County Staff
County Staff
County Staff

Site Prep and Logistics

1. Install fencing and gates, set up staging area
2. Secure and deliver debris bins, excavator, materials and tools on site
3. Install containment area for used oil and batteries
4. Install debris catchments at bases of gullies to catch dislodged materials

April 15 - 30

Contractor
ABC Recycling
ABC Recycling
Contractor

Solid Waste Removal

1. Remove tires and other debris with excavator
2. Sort debris into appropriate bins
3. Cut tree limbs, where necessary, and treat with *Tree Seal*

May 1 - 10

Joe’s Tire Hauling
CCC
Joe Bob’s Tree Service

Solid Waste Disposal and Recycling

1. Transport tires to West Coast Tire Recyclers, collect/file tire manifests for payment request
2. Transport household hazardous waste to Inland Recycling
3. Transportation of solid waste to Elk Valley Landfill

May 11

Joe’s Tire Hauling

Safe Haz Transport
CCC

Site Restoration

1. Re-contour gullies at both sides to natural grade, install hay bale check-dams, mulch all disturbed soil
2. Plant vegetation

May 15 - 25

Contractor

County Staff

Pictures and Signs

1. Post “No Dumping” signs, take photos of remediated site

May 26

County Staff

Prepare final report and payment request

June 1
County Staff

BUDGET

Provide an itemized cost breakdown of expenses by budget category (see Budget Categories below). Provide a subtotal for each budget category. A site is limited to \$50,000 in grant funds. Round down to the nearest dollar.

If more than one site is proposed for cleanup, provide:

- a separate budget for each site, and
- a summary with the collective total of each Budget Category for all sites, and confirm that the sum of the budgets for all sites equals the amount requested on the Grant Application Form (CalRecycle 243).

Demonstrate that the project is cost effective in relation to the location, type and quantity of wastes and that it maximizes the use of available funds through cost savings, such as volunteer labor, in-kind services and recycling options. If an expenditure is to be paid for in-kind, it can be indicated on the budget, but should not be included in the total amount requested for reimbursement.

Include quotes and estimates for all work identified in the Work Plan. Without this documentation, the expense may be considered unreasonable and disallowed in whole or in part from the proposed budget.

It is acceptable to include a contingency, by budget category, to cover an unexpected increase in expenses. Omit cents and double-check your calculations for accuracy.

Signs: A sign is required to be posted at each site after cleanup. There is no requirement regarding sign material type or size, however the sign should be readable from a vehicle approaching the site. Please notify your CalRecycle Grant Manager if the clean-up site is located in a remote area where a posted sign would not be visible from a public street.

The sign must acknowledge CalRecycle's support. Initials or abbreviations shall not be used. The acknowledgement of support must state:

"Clean-up project funded by a Grant from the California Department of Resources Recycling & Recovery"

More details are available within the Acknowledgement section of the grant Terms and Conditions, see <http://www.calrecycle.ca.gov/LEA/GrantsLoans/FarmRanch/FY201011/default.htm>

Budget Categories

Your budget must be arranged using the following categories:

It is not necessary to use all of the budget categories, only the categories applicable to your project.

a. Disposal and Recycling

Include all costs from the landfill, transfer station, metal recycler, and tire recycler, etc. for the disposal and recycling of wastes removed from the site. Include the cost per ton, or per item.

b. Equipment

List the type and cost of all equipment to be used/rented to complete the project including mobilization and demobilization fees.

c. Materials

Include the cost of all materials, including, but not limited to, signs, gates, fencing, fuel, including miles to be driven and cost per mile, vegetative cover and public education information such as brochures or flyers. Be specific – include number of items and price per item.

d. Personnel

Include all wages, salaries and benefits for personnel whose activities are directly related to the cleanup project proposed in the application; including, but not limited to, actual work performed at the cleanup site and time spent processing grant Payment Requests and preparing reports required for the grant. Include description of specific work to be performed for each staff person/position including cost per hour, duration and number of staff to be utilized. If there are indirect costs within a salary, make sure it is not charged again under administrative costs.

e. Administrative Costs

Includes, but are not limited to, indirect and overhead costs that cannot be readily allocated to a specific grant project, but are necessary to the grantees performance of the grant and the general business operation.

Seven percent (7%) of the total cleanup costs, expended and approved, may be spent on administrative costs.

Note: If, at the end of the grant term, the total cost of the cleanup is less than the amount in the approved budget, the administrative costs may be reduced to keep the amount at or below seven percent. All administrative costs must be explained/justified and verifiable with supporting documentation. To calculate the maximum amount of administrative costs allowed under the grant, add up all approved expenditures from the other budget categories and multiply this total by 7 percent (.07). See below:

1. Disposal/Recycling	\$ _____
2. Equipment	\$ _____
3. Materials	\$ _____
4. Personnel	\$ _____
<hr/>	
Subtotal-Total Project Cost	\$ _____
5. Administrative costs {Not to exceed 7% of (1) + (2) + (3) + (4)}	\$ _____
Total (Not to exceed \$50,000 per site)	\$ _____

Budget Example

Lee Illegal Disposal Site – Site 1

Description And Budget Category	Cost (Unit & Category)	Duration (# Of Hours/Days)	Total Cost	Staff Or Contractor
Disposal/Recycling				
Dispose of Municipal Solid Waste	100 tons @ \$50/ton		\$5000	Elk Valley Landfill
Crush and Recycle Vehicles	10 vehicles @ \$25 each		\$2500	U-Pull-It Car Crushers
SUB-TOTALS			\$7,500	
Materials				
“No Dumping” Sign	5 signs @ \$50 per sign		\$250	Signs R Us
Barrier Fencing	50 yds @ \$20.00/yard		\$1000	B & R Ranch Supply
SUB-TOTALS			\$1,250	
Equipment				
Excavator and crane	\$1500/day	15 days	\$22,500	Davis Construction, Inc.
Water Truck	\$300/day	10 days	\$3,000	A-1 Rentals
SUB-TOTALS			\$25,500	
Personnel				
Manually remove solid waste	\$8.79/hr (\$70.32/day)	8 hours/day	\$632.88	California Conservation Corp
	\$18.00/hr	3 people x 3 days		
Project coordinator-prepare reports		6 hours	\$108	San Joaquin County
SUB-TOTALS			\$740.88	
SUB-TOTAL BEFORE ADMIN			\$34,990.88	
Administrative Cost (max of 7% of cleanup costs expended and approved <\$2,449.36>)				
	\$24.00/hour	8 hours x 3 days	\$576	San Joaquin County
Director- Direct oversight of grant activities	\$353/month	4 months	\$1412	
Rent (portion of total cost)	\$30/month	4 months	\$120	
Utilities (portion of total cost)				
SUB-TOTALS			\$2,108	
GRAND TOTAL			\$37,098	

LETTER OF SUPPORT

To support and justify the need for the grant include letters from individuals, organizations, jurisdictions and others that have a vested interest in and/or reflect knowledge of the proposed project. For applications proposing the cleanup of multiple sites, one letter may be adequate if the sites are in close proximity to each other.

A letter should be obtained from each owner of the properties adjacent to the proposed cleanup site, especially for cleanups involving a Right of Way. The letter should document how the waste is impacting, or has the potential to impact, their land, water supply, livestock, crops, etc. and explaining how the neighboring owners will benefit from the proposed cleanup.

LETTER OF SUPPORT (EXAMPLE)

April 4, 2010

To Whom It May Concern:

I am writing this letter in support of the grant application submitted by San Joaquin County for a Farm and Ranch Grant Cleanup.

The property being proposed for cleanup is owned by Randall Davis and located at 1246 Green Mine Road in Lockeford, California. I own 50 acres directly adjacent to the property being proposed for cleanup. My address is 1240 Green Mine Road in Lockeford, California, 95695.

The pile of garbage on Mr. Davis' property has been accumulating for about 2 years and is getting out of hand. There are refrigerators, mattresses, several old oil drums and truckloads of household garbage. When it rains it is common for the waste to wash onto my property and get into my orchard. I grow olives and almonds on my property and the garbage on Mr. Davis' property is a threat to the health of my trees and a nuisance.

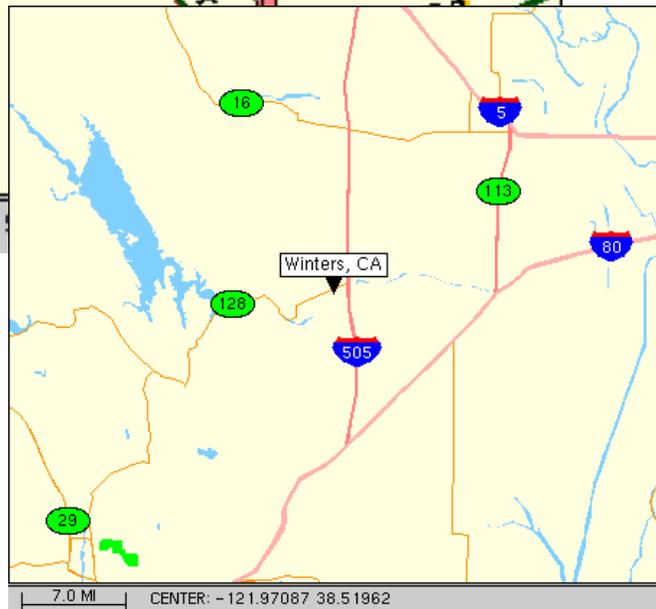
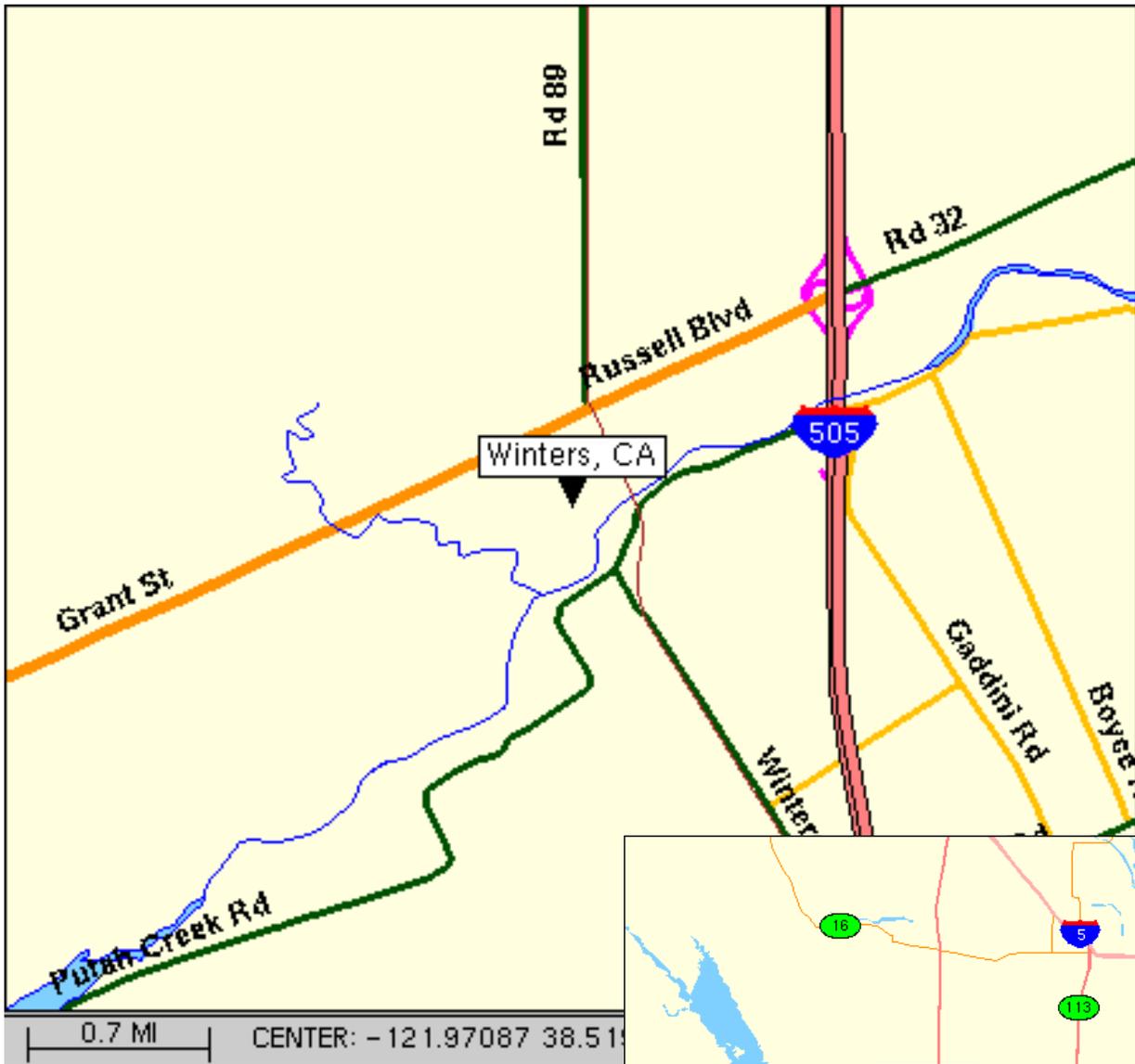
Please consider the Farm and Ranch Grant Application submitted by San Joaquin County for the cleanup of Randall Davis' property.

Sincerely,

Robert B. Wander

Robert B. Wander
(559) 686-2309

VICINITY MAP EXAMPLE



LAND USE/ZONING DESIGNATION (EXAMPLE)

San Joaquin County Regional Planning Chapter 11, Mineral Resource (MR) Districts

Sections:

- 11.1 Purpose The purpose of the MR districts is to provide for orderly development and protection of lands containing resources and to provide for the protection of encroachment of unrelated and incompatible land uses tending to have adverse on the development or use of these so designated lands.
- 11.2 Applicability All lands contained within mineral resources district (MR) shall be subject to the regulations of this chapter as well as the provisions of the Chapters.
- 11.3 Uses permitted by Right The following are allowed by right, without special use permit:
- A. A single family detached dwelling
 - B. Home occupations such as accountant, advisor, appraiser, architect
 - C. Two unlighted signs in view of the public roadway, not exceeding twelve square feet of display area on any one sign, and not more than twenty-four square feet total display area, and not more than twelve feet above the ground, advertising **agricultural activities** on the premise;
 - D. **Raising and grazing of the livestock** and other domestic animals;
 - E. **Growing and harvesting** of trees, fruits vegetables, flowers, grains, and other crops;
 - F. Packing and processing of the **agricultural products** produced on the premise without changing nature of the products;
 - G. Sale on the premise of the products produced thereon; etc.
- 11.4 Uses Requiring Special Use Permit The following uses are allowed only after obtaining a special use permit thereof from the planning commission:
- A. Mining, quarrying, excavation, concentrating, exploring, drilling
 - B. Construction and using rock crushing plants, aggregate washing, screening and drying facilities and equipment, and concrete batching plants;
 - C. Retail and wholesale distributing of materials produced on site;
 - D. Commercial slaughtering of animals; etc.
- 11.5 Development Standards The following area and building provisions shall apply unless a variance is obtained from the planning commission:

This is an abridged example of property that has been “otherwise designated for agricultural use.” Other designations such as silviculture, horticulture, aquiculture, floriculture, vermiculture, and viticulture are considered agriculture.

SITE CHARACTERIZATION FORM INSTRUCTIONS (CALRECYCLE 635)

Provide an assessment of each site including the degree of threat to public health and safety and/or the environment. A separate form must be completed for each site. The following information should be addressed on the form:

- Name of Site: It is customary to use the property owner's last name, or the name of the street; Smith Illegal Disposal Site or Davis Road Illegal Disposal Site.
- Parcel Number: The Assessor's Parcel Number.
- SWIS #: This is a Solid Waste Information System number assigned by CalRecycle. The site may, or may not, have a SWIS #.
- Location: In addition to the street address, describe the location of the illegal disposal site in relation to the nearest cross street(s) and include the name and compass direction of the closest town or city; for example at the end of Glenn Road, 5 miles north of Brawley or 1735 Summer Lane, south of Clover Road, Santa Cruz.
- Zoning: As described on the accompanying planning document from the county. Title will be something like Agricultural, Timberland Production, Rural-Residential, etc.
- Owned by: List the owner's name.
- Owners Mailing Address: List the owner's mailing address.
- General Description of Site (History/Background): For each site thoroughly describe:
 - a) Current Land Use and Parcel Size
 - Is the parcel upon which the illegal disposal site located *active* farm or ranch property? In other words, is it currently being used for range land, livestock or crop production, aquaculture, floriculture, horticulture, silviculture, vermiculture, viticulture, other. Include the type of livestock, crop(s), and other activities on the property.
 - Is the site *inactive* farm/ranch property? Describe the past use of the property.
 - State the acreage of the parcel the illegal disposal site is on.
 - b) Site History – Describe how the illegally disposed waste was discovered and how the waste came to be on the site.
 - c) Topography – Describe the terrain of the property; is the land upon which the waste is located flat, mountainous, have gently sloping hills, etc.
 - d) Accessibility of site as it pertains to the proposed cleanup.
 - e) Exact location of the waste on the parcel. Is the waste in a drainage ditch, edge of an alfalfa field, in a ravine, etc.?
- Enforcement Status: Explain any enforcement actions, such as a code enforcement violation or citation issued in regards to the site(s) being proposed for cleanup.
- Owner Responsibility: Describe any measures or actions taken by the property owner or Applicant to address the illegal dumping.
- Site Assessment: Estimate the types of waste present by completing the table. Provide the quantity (number, gallons, tons, etc.) for each waste type.
- Land Use: Complete the table regarding land uses near the illegal disposal site. Provide explanations for any improvements or changes in land use that are planned or if the waste is located on or near an environmentally sensitive area.

PROPERTY ACCESS AUTHORIZATION AND NON-RESPONSIBILITY AFFIDAVIT

This is one of the most important pieces of the Grant Application. CalRecycle form 635 grants legal access to the property and requires the property owner, or authorized agent of the property owner, to sign under penalty of perjury, that he/she, or prior property owner(s) of inherited property, did not direct, authorize, permit or otherwise provide consent to another to bring the solid waste onto the property proposed for cleanup. Ascertain that all appropriate spaces on the form are completed, including the explanation of how the property owner became aware of the waste on the first page.

The Authorized Agent is the person legally authorized to sign on behalf of the property owner.

**SCORING CRITERIA
GRANT PROGRAM ADMINISTRATION**

**FOR THE FARM AND RANCH SOLID WASTE CLEANUP AND ABATEMENT GRANT PROGRAM
FY 2010/11 & 2011/12**

Application proposals must score a minimum of 60 points of the total possible 150 points to be considered for funding.

General Review Criteria	
Description And Point Value	Points
<p>NEED - Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)</p> <p>(13) Clearly describe the degree of threat to public health and safety and/or public nuisance presented by the illegal dumping.</p> <p>(10) Describe the environmental concerns, including the proximity of the waste to any sensitive habitats and the impact of the waste to the property's beneficial use.</p> <p>(7) Document the availability, or lack thereof, of other funding to remediate the site(s).</p>	30
<p>GOALS AND OBJECTIVES - Describe what you wish to accomplish by completing this grant project. Define/describe measurable target(s) that must be met on the way to obtaining your goals.</p> <p>(4) Describe specific and measurable goals and objectives of the proposed project.</p> <p>(3) Demonstrate ability to adequately remediate the site(s) with available funds.</p> <p>(3) Demonstrate the proposed cleanup project is practical and will be sensitive to the environment.</p>	10
<p>WORK PLAN - Include a specific list of all grant eligible procedures or tasks to complete the project.</p> <p>(10) Describe the steps to be taken and the proposed schedule to complete the cleanup.</p> <p>(4) Demonstrate that tasks can be completed within timeframe specified and within the grant term.</p> <p>(4) Describe involvement of cooperating organizations, other agencies and/or property owners.</p>	18
<p>EVALUATION - Measures the outcome of the applicant's project.</p> <p>(2) Describe how you will evaluate the project during the cleanup and modify the work plan if necessary.</p> <p>(1) Describe how you will evaluate the success of the project and determine whether the objectives were accomplished.</p> <p>(1) Describe reports and/or documentation, including photographs, to be produced and the person responsible.</p>	4
<p>BUDGET - Specify cost (dollar figure) associated with activities necessary to complete the project.</p> <p>(10) Provide an itemized cost breakdown, by budget category, of each activity, task or subtask.</p> <p>(5) Include quotes, estimates or other documentation to support the claimed costs.</p> <p>(4) Demonstrate the project is cost effective and maximizes the use of funds through cost savings, such as use of volunteer labor, in-kind services, and recycling options.</p>	19

<p>APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</p> <p>(1) Provide evidence that applicant, or its contractor(s), have sufficient staff resources, technical expertise and experience to successfully manage the cleanup project.</p> <p>(1) Application is clearly presented and complete as required in the Application Instructions, including adherence to all specified deadlines.</p> <p>(1) Include letters of support from neighbors and/or applicable groups/organizations for the proposed project.</p> <p>(1) Provide list of similar grants received including their state of completion.</p>	<p>4</p>
<p>EVIDENCE OF A RECYCLED CONTENT PURCHASING POLICY OR DIRECTIVE</p> <p>Provide evidence that your agency/organization has a Policy and is committed to purchasing items/products made from recycled materials. Policy must show applicants commitment to purchase recycled content products, recycled or reusable products, or engage in other waste reduction activities where appropriate and feasible. Evidence can be shown in the form of a self-certifying statement. Points will be awarded accordingly:</p> <p>(15) Policy is in place.</p> <p>(10) Policy will be adopted within one month of the application due date (provide date).</p> <p>(0) No policy.</p>	<p>15</p>
<p>TOTAL POSSIBLE GENERAL CRITERIA POINTS</p>	<p>100</p>
<p>PROGRAM CRITERIA</p>	
<p>Description</p>	<p>Points</p>
<p>PROGRAMS TO DISCOURAGE ILLEGAL DUMPING</p> <p>Applicant provides documentation of an established innovative and/or cost-effective program, including enforcement, to discourage the illegal disposal of solid waste <i>and</i> to encourage the proper disposal of solid waste in permitted solid waste disposal facilities.</p>	<p>20</p>
<p>CURRENT USE OF SITE</p> <p>Property proposed for cleanup is currently used for rangeland, or agricultural activities such as, but not limited to, commercial livestock and crop production, horticulture, aquaculture, silviculture, floriculture, vermiculture or viticulture.</p>	<p>10</p>
<p>PRIVATE LAND</p> <p>Proposal involves clean up of illegally disposed waste on farm or ranch property that is not owned by a local or federal agency (e.g., privately owned land).</p>	<p>10</p>
<p>USE OF CCC</p> <p>Use of the California Conservation Corps (CCC) in performing all, or a portion of, the grant activities, if appropriate. To receive full points, Applicant must submit the following <u>documents</u> with its Application: 1) documentation that the CCC can and is available to participate in the grant project; and 2) documentation that Applicant's signature authority or his/her designee has verified that there are no contracting requirements and/or regulations that would preclude the use of the CCC.</p>	<p>10</p>
<p>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</p>	<p>50</p>
<p>TOTAL POSSIBLE SCORE (Total of general criteria and program criteria points)</p>	<p>150</p>

PROGRAM CRITERIA

The following information is provided to help Applicant fully respond to the Program Criterion.

Programs to discourage illegal dumping

To achieve points for this criterion, Applicant should provide a list of current programs in place in the jurisdiction to discourage dumping. These might include household hazardous waste cleanup events, tire amnesty days, free landfill disposal, bi-monthly advertising of recycling programs, curbside collection of used oil and filter, etc. Up to 20 points are possible.

Current Use of Site

Explain the current use of the parcel. If property proposed for cleanup is currently being used for farm or ranch property, pursuant to the definition on page 2, 10 points will be given for this criterion. For applications with more than one site, the points will be divided among the eligible sites.

Private Land

Explain the ownership situation of the parcel. If property proposed for cleanup is on privately owned land, 10 points will be given. For applications with more than one site, the points will be divided among the eligible sites.

Use of CCC

This criterion is intended to promote the use of the California Conservation Corps (CCC) as a (sub) contractor in approved grant projects, where appropriate. If the CCC cannot participate in the project and/or if there are contractual/regulatory requirements prohibiting the use of the CCC (e.g., local rules require use of Applicant's employees for designated work), Applicant will not lose points. To receive full points for this criterion, Applicant must provide the required documentation. It is anticipated that if the CCC is available and is an eligible (sub) contractor, Applicant/Grantee will use them.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT PACKAGE

Following CalRecycle's conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. The Grant Agreement consists of the following items:

- Award Cover Letter;
- Grant Agreement Cover Sheet (CalRecycle 110);
- Exhibit A–Terms and Conditions: contain CalRecycle's standard legal requirements for Grants;
Note: See <http://www.calrecycle.ca.gov/LEA/GrantsLoans/FarmRanch/FY201011/default.htm> to download a draft of the Terms & Conditions.
- Exhibit B–Procedures and Requirements: contain specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements;
Note: See <http://www.calrecycle.ca.gov/LEA/GrantsLoans/FarmRanch/FY201011/default.htm> to download a draft of the Procedures & Requirements.
- Exhibit C–Work Plan; and
- Exhibit D–Budget.

REPORTING PROCESS

Grantees are required to report on the progress of their Grant with each payment request. 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 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 approval of these documents by the CalRecycle Grant Manager by the determined date may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

ADVANCE OF GRANT FUNDS

Advance funds are not available. Note: Resource Conservation Districts may be eligible for a payment system other than reimbursement, contact your Grant Manager for further information.

GRANT AGREEMENT PROVISIONS

INCLUDING AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

As with all Grant Agreement provisions, the following provisions are non-negotiable. Submittal of an Application constitutes acceptance of the provisions.

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.