

**FARM AND RANCH SOLID WASTE CLEANUP AND ABATEMENT
GRANT PROGRAM
APPLICATION**

Fiscal Year (FY) 2010/11



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For each cycle, mailed Applications must be postmarked no later than: **July 1, 2010; November 1, 2010; or March 1, 2011.** Hand delivered Applications must be received and date stamped by CalRecycle Staff no later than 3:00 p.m. on deadline date. Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

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

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

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

**FARM AND RANCH SOLID WASTE CLEANUP AND ABATEMENT GRANT PROGRAM
 FY 2010/11**

Complete all sections.

APPLICANT / ORGANIZATION INFORMATION		
APPLICANT / ORGANIZATION NAME (MUST MATCH RESOLUTION OR LETTER OF COMMITMENT):		REQUESTED GRANT AMOUNT: <i>AMOUNT MUST MATCH BUDGET ITEMIZATION. (DO NOT INCLUDE CENTS)</i>
MAILING ADDRESS:		
CITY:		
COUNTY:	ZIP CODE:	
PRIMARY CONTACT NAME:	SIGNATURE AUTHORITY NAME: (AS AUTHORIZED IN RESOLUTION)	AUTHORIZED DESIGNEE NAME: (IF APPLICABLE, AS AUTHORIZED IN LETTER OF AUTHORIZATION-LOA)
TITLE:	TITLE:	TITLE:
TELEPHONE NUMBER:	TELEPHONE NUMBER:	TELEPHONE NUMBER:
FAX NUMBER:	FAX NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	EMAIL ADDRESS:	EMAIL ADDRESS:
INDICATE WHICH TYPE OF ENTITY YOU ARE (CHECK ONLY ONE):		
<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> QUALIFYING INDIAN TRIBE <input type="checkbox"/> RESOURCE CONSERVATION DISTRICT		
INDICATE WHICH TYPE OF FUNDING YOU ARE REQUESTING		
<input type="checkbox"/> GRANT FUNDS TO CLEAN UP AN EXISTING SITE		<input type="checkbox"/> REIMBURSEMENT GRANT TO FUND A SITE PREVIOUSLY REMEDIATED
LEGISLATIVE DISTRICT NUMBERS (TO FIND YOUR DISTRICT, USE MAILING ADDRESS ABOVE AND GO TO http://www.calrecycle.ca.gov/Profiles/Juris/) ASSEMBLY: SENATE:		FEDERAL TAX IDENTIFICATION NUMBER:

PROJECT DESCRIPTION
Provide a brief description of the project below (3-5 sentences) and include the number of sites.

ENVIRONMENTAL JUSTICE CERTIFICATION

CalRecycle Grantees must in the performance of the Grant Agreement conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Govt. Code §65040.12(e) and Public Resources Code §71110(a))

Must check box

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

RESOLUTION REQUIREMENT

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

Note: See Application Guidelines & Instructions for Resolution and Letter of Authorization (LOA) information and examples

Must check one

I acknowledge that an approved Resolution and, if applicable, Letter of Authorization designating additional signature authority, is enclosed in the application.

I acknowledge that our approved Resolution must be received by CalRecycle no later than **30 days after the application due date**. I further acknowledge that if our Resolution is received *after* this date, our application may be disqualified.

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY

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

Note: See Application Guidelines & Instructions for Environmentally Preferable Purchases and Practices Policy example and Notification

Must check one

Yes, our organization has an Environmentally Preferable Purchases and Practices Policy. Date adopted: _____ (15 points)

Our organization will have an Environmentally Preferable Purchases and Practices Policy within 30 days after the application due date. Adoption date : _____ (10 points)

No, our organization does not have an Environmentally Preferable Purchases and Practices Policy. (0 points)

ACCEPTANCE OF GRANT PROVISIONS

Must check box

By checking this box, I acknowledge that submittal of this application constitutes acceptance of all Grant Agreement provisions as contained in the Terms and Conditions and Procedures and Requirements. To download these documents see:

<http://www.calrecycle.ca.gov/LEA/GrantsLoans/FarmRanch/FY201011/default.htm>

APPLICATION CERTIFICATION

Certification: I certify, under penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information submitted for CalRecycle’s consideration for award of grant funds is true and accurate to the best of my knowledge.

X

*Signature Authority - as authorized in Resolution; or
 Authorized Designee - as authorized in submitted Letter of Authorization*

Date

Print Name

Print Title

SCORING CRITERIA

Applications must score at least 60 points out of 150 points to be considered for grant funding. All applications will be ranked according to the total number of points received. Staff’s recommendations for funding will be based on the order of ranking. Refer to Application Guidelines and Instructions for format and submittal requirements, page 6.

- General Review Criteria (100 points)
- Program Criteria (50 points)

GENERAL REVIEW CRITERIA (100 POINTS)

*includes 15 points from the Environmentally Preferable Purchases and Practices Policy Requirement

Need (30 points)

Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.)

(13 points) Describe how the illegally disposed waste poses a threat to public health and safety and/or is a public nuisance. Document any prior cleanups, and the amount spent, to previously remediate the site(s).
(10 points) Describe the environmental concerns, including the proximity of the waste to any sensitive habitats, like a lake or a stream, and the impact of the waste to the property’s beneficial use.
(7 points) Document the availability, or lack thereof, of other funding to remediate the site(s), e.g., possible funds from vehicle license fees for vehicle abatement, county road department or CA Dept. of Transportation funds, Bureau of Indian Affairs, etc.

Work Plan (18 Points)

Include a list of all grant eligible procedures or tasks to complete the project. Refer to the Application Guidelines and Instructions for more information and a Work Plan example.

- **(10 points)** Describe the steps to be taken and the proposed schedule to complete the cleanup
- **(4 points)** Demonstrate that tasks can be completed within timeframe specified and within the grant term
- **(4 points)** Describe involvement of cooperating organizations, other agencies and property owners.

TASK #	TASK DESCRIPTION	CONTRACTOR OR STAFF (include name & title)	TIMEFRAME (month/year-month/year)

Evaluation (4 points)

Measures the outcome of the proposed project.

(2 points) Describe how you will evaluate the project during the cleanup and modify the work plan if necessary.

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(1 point) Describe how you will evaluate the success of the project and determine whether the objectives were accomplished.

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(1 point) Describe reports and/or documentation, including photographs, to be produced and the person responsible.

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GRANT APPLICATION FORM

CalRecycle 243-FAR (New 5/10)

Budget (19 Points)

Provide an itemized cost breakdown, by budget category, of each activity, task and subtask identified in the Work Plan. **A separate budget must be submitted for each site. See Application Guidelines and Instructions for Budget Example.**

DESCRIPTION AND BUDGET CATEGORY	COST (UNIT & CATEGORY)	DURATION (# OF HOURS/DAYS)	TOTAL COST	STAFF OR CONTRACTOR
Disposal/Recycling			\$	
	SUB-TOTAL		\$	
Equipment			\$	
	SUB-TOTAL		\$	
Materials			\$	
	SUB-TOTAL		\$	
Personnel (rate x hours=cost)			\$	
	SUB-TOTAL		\$	
	SUB-TOTAL BEFORE ADMIN		\$	
Administrative Cost			\$	
	SUB-TOTALS		\$	
	GRAND TOTAL		\$	

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GRANT APPLICATION FORM

CIWMB 243-FAR (New 5/10)

Application Completeness, Letters of Support and Experience (4 points)

<input type="checkbox"/>	Letters of Support – Attached to application 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. (1 Point)
<input type="checkbox"/>	Application Completeness – Application is clearly presented and complete as required in the Application Instructions, including adherence to all specified deadlines. (1 Point)
(1 point) Provide evidence that applicant, and/or its contractor(s), have sufficient staff resources, technical expertise and experience to successfully manage the cleanup project.	
(1 point) Provide list of similar grants received, including the state of completion.	

GRANT APPLICATION FORM

CIWMB 243-FAR (New 5/10)

PROGRAM CRITERIA (50 POINTS)**(20 points) PROGRAMS TO DISCOURAGE ILLEGAL DUMPING**

Explain and provide documentation of an established innovative and/or cost-effective program within your city/county/jurisdiction/tribal lands, including enforcement, to discourage the illegal disposal of solid waste *and* to encourage the proper disposal of solid waste in permitted solid waste disposal facilities.

(10 points) CURRENT USE OF SITE

Explain current use of property proposed for cleanup. A site **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 is eligible for up to 10 points. When more than one site qualifies, the points will be divided.

(10 points) PRIVATE LAND

Describe the land ownership. Illegal disposal sites on private land are eligible for 10 points. When more than one site qualifies, the points will be divided.

(10 points) USE OF CCC

Use of the California Conservation Corps (CCC) in performing all, or a portion of, the grant activities, if appropriate. To receive these points, Applicant must submit the following documents with its Application: 1) documentation that the CCC has agreed that the proposed grant activities are appropriate for the CCC and that the CCC is available to participate; 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.

ADDITIONAL SITE INFORMATION

Check all boxes	The following documents must be attached to this application.
<input type="checkbox"/>	Vicinity Map – Provide a map showing location of each site and access points to the parcel for each site being requested for cleanup or reimbursement under the grant. The map should be able to direct a person unfamiliar with the area to the site.
<input type="checkbox"/>	Land Use/Zoning Designation – Provide a copy of the property zoning description from the County general plan or other applicable planning document that describes the allowable land uses.
<input type="checkbox"/>	Photographs – Provide color photographs of the illegal disposal site (s) the grant is proposing to remediate. The photos should include a recognizable landmark (such as a tree or building). This will provide a reference point for the “after” photo to ensure the photo is taken from the same location. Photos must document/justify the funds being requested for cleanup.

Note: See Application Guidelines & Instructions for more information regarding site information

Farm and Ranch Solid Waste Cleanup and Abatement Grant Site Characterization Form

Name of Site:	
Parcel Number:	
SWIS #:	
Location:	
Zoning:	
Owned By:	
Owners Mailing Address:	
General Description of Site (History/Background) (see Application Guidelines & Instructions)	
<u>Enforcement Status:</u>	
<input type="checkbox"/> No Enforcement Action has been taken.	
<input type="checkbox"/> The following Enforcement Action has been taken:	
Date	Enforcement Action
Owner Responsibility:	

- continued on next page -

Site Assessment					
Provide estimate of waste types. Specify units (cubic yards, gallons, number, etc) and quantity.					
<i>Type of Waste</i>	<i>Unit</i>	<i>Qty.</i>	<i>Type of Waste</i>	<i>Unit</i>	<i>Qty.</i>
Household Waste			Household Hazardous Waste		
Appliances			Liquid		
Tires			Agricultural Waste		
Automotive/metal			Electronic Waste (TVs, computers)		
Construction/Debris			Other:		
Industrial			Other:		
Dimensions of Disposal Area: ___ long X ___ wide X ___ high					
Approximate amount of waste: ___ cubic yards					
Land Use	Within 1000 Ft of the Waste		Within 1 Mile of the Waste		
Rural residential: Density of 1 home per acre or less	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Residential: Density of 2 homes per acre or more	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Surface Water Bodies: (circle one) Lakes, rivers, streams (seasonal and year around)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Water Supply Wells: (circle one) (potable / non-potable)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Environmentally Sensitive Area: (explain in Land Use below)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Planned Improvements: (explain in Land Use below)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Land Use Explanation:					
Soil Type: (check appropriate soil type) <input type="checkbox"/> Clay, silt, loam (low permeability) <input type="checkbox"/> Sand, pebble (medium permeability) <input type="checkbox"/> Gravel, cobble, (high permeability)					
Mean annual precipitation: (inches)					
Estimated separation between waste and ground water: (feet)					
Is the waste area within a 100-year flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No					

**Farm and Ranch Grant Program
 Property Access Authorization and Non-Responsibility Affidavit**

I,		certify that I am the
<input type="checkbox"/> Property owner		<input type="checkbox"/> Authorized agent of the property owner
and I have the authority to grant access to the property that is proposed for cleanup at:		
Site address or property description:		
Size of parcel in acres:		
Assessor's Parcel Number (APN):		

Neither I, nor any resident, invitee, licensee, lessee or person I inherited from, by contract, agreement, or other arrangement, personally brought any of the subject solid waste onto the property. Nor did I, or any of the above, direct, authorize, permit or otherwise provide consent to another to bring the solid waste onto the property. Specifically, to the best of my knowledge the circumstances of how the waste was brought onto the property, and the manner in which I became aware that the waste was on the property, is as follows:

I, or the current owner, purchased the property on the following date:

I was aware of the subject waste on my property, or some portion thereof, at time of purchase.

YES NO

If **YES**, please check one of the boxes below.

- No, I did not pay a reduced price for the property due to the presence of the waste and/or purchased the property "as is."
- Yes, I paid a reduced price for the property due to the presence of the waste and/or purchased the property "as is." Please provide explanation below, including amount purchase price was reduced by:

- continued on next page -

I hereby authorize the following **city, county, resource conservation district or Native American tribe representatives applying for the grant:**

their designated contractors and representatives, and other state and local agencies authorized to access the property described above during the Grant Term as specified on the Grant Agreement for the purpose of removing the solid waste and/or other activities as authorized under the Farm and Ranch Solid Waste Cleanup and Abatement Grant Program, pursuant to the Public Resources Code, sections 48100-48106 and attendant regulations.

I understand that by signing this authorization to access the property, I am not admitting liability or responsibility for the cleanup of the property.

I understand that information and data provided to CalRecycle through the grant application and during the performance of this grant may be subject to disclosure under the California Public Records Act, Government Code Section 6250 et seq. I further understand that CalRecycle agrees not to disclose such information or data furnished by the Grantee and/or property owner and to maintain such information or data as confidential when so designated in writing by the Grantee and/or me at the time it is furnished to CalRecycle, but only to the extent that such information or data is exempt from disclosure under the California Public Records Act.

I declare, under penalty of perjury, that all the above information is true and accurate to the best of my knowledge and belief.

Printed Name of Owner	Telephone Number <i>(of Person Authorized to Grant Access to the Property)</i>
Signature <i>(of Person Authorized to Grant Access to the Property)</i>	Date

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS

CalRecycle 669 (Rev. 04/10)

GRANT APPLICANT/GRANTEE NAME		
GRANT NAME AND CYCLE	GRANT NUMBER, IF APPLICABLE	DATE SUBMITTED/UPDATED

Mark (✓ or X) appropriate box on each line below. All lines must be completed.

Note: This list is not all-inclusive. Grant Applicant/Grantee must list other critical permits/licenses/filings not identified below.

Grant Applicant/Grantee currently holds this valid permit/license/filing				
Grant Applicant/Grantee will modify and/or obtain this permit/license/filing				
This permit/license/filing is not applicable for this grant project or business				
			LOCAL PERMITS, LICENSES & FILINGS	REGULATOR OR ISSUER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Authority to Construct/Permit to Operate	Air Quality Management District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Construction Permit	City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business License	City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fictitious Business Name Filing	County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Hauler Permit	City or County
			STATE PERMITS, LICENSES & FILINGS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Antifreeze, Battery, Oil & Paint (ABOP) Notification	CUPA or Cal/EPA-DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corporate, Company or Partnership Filings	Ca. Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste Haulers Permit	Cal/EPA – DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industrial Activities Storm Water General Permit	Cal/EPA – SWRCB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-Profit Organization 501 (C) (3)	Ca. Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prop. 65 Safe Drinking Water & Toxic Enforcement Act	Cal/EPA – OEHHA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solid Waste Facilities Permit	Natural Resources Agency – CalRecycle
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State EPA Identification Number	Cal/EPA – DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste and Used Tire Hauler Registration	Natural Resources Agency – CalRecycle
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Discharge Requirements	Cal/EPA – SWRCB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Tire Facilities Permit	Natural Resources Agency – CalRecycle
			FEDERAL PERMITS, LICENSES & FILINGS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	US EPA – Identification Number	US EPA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	US EPA – NPDES and/or NSR Permits	US EPA
			OTHER PERMITS, LICENSES & FILINGS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS

CalRecycle 669 (Rev. 4/10)

DO NOT submit copies of the permits/licenses/filings with this form. Please retain all permits/licenses/filings in grant file for audit purposes.

Comments/Notes:

Mark (✓ or X) appropriate box below.

<input type="checkbox"/>	PRIVATE ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.
<input type="checkbox"/>	PUBLIC ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at: _____ on _____
 City and State Date

X	
_____ Signature Authority / Authorized Designee (as authorized in Resolution or Letter of Authority-LOA)	_____ Date
_____ Print Name	_____ Print Title

Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; relinquishment by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.

APPLICATION CHECKLIST

This application checklist is provided for the convenience of the applicant and is not intended to be all inclusive. The Applicant is responsible for completing and submitting all required documentation.

Grant Application Form	
<input type="checkbox"/>	All applicable information and documents are provided; applicable boxes are checked.
<input type="checkbox"/>	Application Certification is signed by the: <ol style="list-style-type: none"> 1) Signature Authority as authorized in Resolution, or 2) Authorized Designee. <i>Authorized Designee may sign only if the Letter of Authorization has been submitted to CalRecycle.</i>
Environmental Justice Certification	
<input type="checkbox"/>	Box is checked.
Resolution requirement	
<i>See Application Guidelines & Instructions for Resolution and Letter of Authorization (LOA) information and examples</i>	
<input type="checkbox"/>	Approved Resolution is included with Application; box is checked, or
<input type="checkbox"/>	If applicable, approved Resolution not submitted with Application but will be submitted to CalRecycle not more than 30 days after the application deadline; box is checked.
<input type="checkbox"/>	If applicable, Letter of Authorization (LOA) is included with Application. <i>A LOA is not required to be submitted with the Application; however, it must be submitted prior to Designee's exercise of his/her authority.</i>
Acceptance of Grant Provisions	
<input type="checkbox"/>	Box is checked
General Review Criteria	
<input type="checkbox"/>	All sections of the General Review Criteria, including Work Plan and Budget are completed.
Program Criteria	
<input type="checkbox"/>	All sections of the Program Criteria completed and as applicable, documentation attached.
Additional Site Information	
<input type="checkbox"/>	Boxes are checked and appropriate documents are attached.
Farm and Ranch Solid Waste Cleanup and Abatement Grant Site Characterization Form	
<input type="checkbox"/>	Farm and Ranch Solid Waste Cleanup and Abatement Grant Site Characterization Form completed.
Property Access Authorization and Non-Responsibility Affidavit	
<input type="checkbox"/>	Property Access Authorization and Non-Responsibility Affidavit completed (one for each site).
General Checklist of Business Permits, Licenses, and Filings Form	
<input type="checkbox"/>	General Checklist of Business Permits, Licenses, and Filings Form completed.
Application Format & Submittal	
<input type="checkbox"/>	Copies: One application with original signature (blue ink preferred), and two copies
<input type="checkbox"/>	Paper: 8½ X 11, printed double-sided, single spaced, on 100% post consumer fiber, and numbered consecutively
<input type="checkbox"/>	Stapled, not bound: upper left-hand corner
<input type="checkbox"/>	Font: Comparable to 12 pt. Times New Roman
<input type="checkbox"/>	Addressed to the appropriate mailing address of CalRecycle