



February, 2008

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
Integrated Waste Management Board (CIWMB)

**USED OIL RESEARCH, TESTING, AND DEMONSTRATION
GRANT PROGRAM**

6TH Cycle – FISCAL YEAR (FY) 2007/2008

GUIDELINES AND INSTRUCTIONS

	<i>page</i>
I. Grant Program Overview and Guidelines	2
• Eligibility	
• Funding and Eligible/Ineligible Costs	
• Question and Answer Process	
• Grant Application Deadline and Submittal	
• Grant Application Review and Scoring Process	
• Grant Award Process	
• Grant Awards Conditions	
II. Tentative Timeline	6
III. Grant Application Narrative Guidelines	6
• Need Justification Narrative	
• Work Plan - Narrative and Form	
○ Description of Goals and Objectives	
○ Description of Proposed Tasks/Activities	
○ Description of Staff Resources and Experience	
○ Description of Project Continuation After Grant Term	
○ Work Plan Form	
• Evaluation Narrative	
• Budget – Narrative and Form	
• Letters of Support	
IV. Scoring Criteria.....	12
V. Grant Program Administration.....	14
• Grant Agreement Package	
• Reporting and Payment Request Process	
• Grant Agreement Provisions	
VI. Required Documents -- Information and Examples	16
• Work Plan form	
• Budget form	
• Resolution and Letter of Authorization (LOA)	
• Environmentally Preferable Purchases and Practices Policy: Information and Example	

NOTE: Required documents and Application Checklist forms for the Used Oil Research, Testing, & Demonstration Grant Program Application Package are posted as a separate web link.

I. GRANT PROGRAM OVERVIEW AND GUIDELINES

The California Integrated Waste Management Board (CIWMB) offers the Used Oil Research, Testing, and Demonstration (R&D) Grant Program pursuant to Section 48632(c) of the Public Resources Code. The grant is open to organizations pursuing research, testing, and demonstration projects, including but not limited to, small businesses, universities, local governments, and nonprofit organizations to develop collection technologies or systems and uses for used or recycled oil.

Note: Coinciding with this solicitation for the Used Oil Research, Testing, and Demonstration Grant Program, the CIWMB is also soliciting for the Used Oil Opportunity Grant Program and the Used Oil Nonprofit Grant Program. Interested and qualified applicants must submit separate and appropriate Application Packages for each solicitation for which they are applying.

ELIGIBILITY

Applicants

Eligible applicants must fall into one of the categories listed below:

- Companies doing business in California;
- Individual(s) doing business in California;
- Public agencies such as cities, counties, school districts, special districts, or state agencies;
- Colleges or universities located in California; and
- Nonprofit groups - Only applicants registered with the federal government as nonprofit organizations under Sections 501(c)(3), 501(c)(4), 501(c)(6) or 501(c)(10) of the Internal Revenue Code may apply. A copy of the most recent Determination Letter for Declaration of Nonprofit Status issued by the Internal Revenue Service and a copy of the most recent Letter of Good Standing issued by the California Franchise Tax Board must be included with the grant application.

Cities, counties, local agencies, nonprofits or private businesses may apply either individually, or as a regional group. **This is the only Oil Grant for which commercial businesses and non-profits are eligible to apply on their own.**

- Only one application may be submitted by an organization for this cycle. This includes a nonprofit group or chapter of an umbrella nonprofit group. If you apply as part of a regional group, you may not also submit an individual application.
- Qualifying nonprofit organizations may apply for the Research, Testing, and Demonstration (R&D) Grant as well as the Nonprofit Grant; however each application must focus on a different project.
- Applicants with open Used Oil and HHW grants with the Board must have current and approved grant reports on file before they will receive their grant agreements, should they be chosen to receive a grant award.

Bonus Points for Re-Refined Oil:

Applicants who substantiate that they are using re-refined oil in their fleet vehicles as part of their response to the Environmental Preferable Purchases and Practices (EPPP) Policy Evaluation form submitted with their application will receive five (5) bonus points during the scoring process.

Projects/Products

All qualifying projects will be considered for funding. Projects should demonstrate, test, or research a technique, process, market or product that leads to an increase in recycling of used oil or develops uses for products resulting from the recycling of used oil. This is a grant program that is seeking innovation and will consider all projects.

FUNDING

Subject to funding availability:

- Approximately \$407,000 is available for the FY 2007/08 R&D Grant (6th cycle)
- Maximum award available per individual applicant is \$205,000.

The Board reserves the right not to award any, or award only a portion, of the funds subject to the funding availability.

Eligible Costs

Eligible costs may be incurred only during the “Grant Performance Period” which starts when the Grantee receives a “Notice to Proceed” letter from CIWMB and ends on 9/30/2011. The Notice to Proceed letter, issued after the Grantee and CIWMB execute the Grant Agreement, formally authorizes the Grantee to begin the Grant project and incur costs.

Ineligible Costs

Ineligible costs include, but are not limited to:

- Costs incurred prior to receipt of the Notice to Proceed letter or after 9/30/2011.
- Any costs not directly related to the approved grant project.

Detailed cost information, including a complete listing of Eligible and Ineligible costs, is included in the Budget (Narrative and Form) portion of this document (Section III: Grant Application Narrative Guidelines) and in Exhibit B – [Procedures & Requirements of the Grant Agreement](#).

QUESTION AND ANSWER PROCESS

Questions regarding the Application and its requirements must be submitted in writing and received by 2/22/2008:

via email at: aparker@ciwmb.ca.gov

or mail to:

California Integrated Waste Management Board
ATTN: Used Oil Grant Program
Financial Assistance Division, MS9
P.O. Box 4025
Sacramento, CA 95812-4025

Questions received by any other method or after 2/22/2008 will not be accepted.

Periodically during the Question and Answer (Q&A) period, Q&As will be posted on the [Q&A website](#). Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Q&As will be posted on or about 2/29/2008, and are subject to updates. It is the Applicant's responsibility to check this website for the latest information regarding this grant cycle.

GRANT APPLICATION DEADLINE & SUBMITTAL

Mailed applications must be postmarked no later than 3/20/2008. Hand delivered applications must be received and date stamped by CIWMB staff by **3:00 p.m.** on 3/20/2008. Faxed or emailed applications will not be accepted. Late applications will not be considered for grant funding.

U.S. Postal Service:

California Integrated Waste Management Board
ATTN: Used Oil Grant Program
Financial Assistance Division, MS9
P.O. Box 4025
Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building
California Integrated Waste Management Board
ATTN: Used Oil Grant Program
Financial Assistance Division, MS9
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.

GRANT APPLICATION REVIEW AND SCORING PROCESS

After the close of the application period, CIWMB staff will review the applications for completeness and eligibility. Only complete applications can be considered for award. Double-check the list of required forms and documents in the Application Package section (contained in separate web link) of this document. Make sure all the relevant documents are included, signed and/or the appropriate boxes checked.

Grant applications will be independently evaluated and scored by a review panel of three CIWMB staff based on the six General Review Criteria below. Additional breakdown of points and specific evaluation questions are included within Section IV: Scoring Criteria for the Used Oil Research, Testing, and Demonstration Grant Program. A proposal must receive a **minimum of 70 points** to be recommended for funding.

Application General Review Criteria Scoring Sections (100 points possible):

- NEED 25 points
- GOALS AND OBJECTIVES 10 points
- WORK PLAN 25 points
- EVALUATION 10 points
- BUDGET 20 points
- APPLICATION COMPLETENESS, LETTERS OF SUPPORT & EXPERIENCE, ETC. 10 points

Bonus Points for Re-Refined Oil:

Applicants who substantiate that they are using re-refined oil in their fleet vehicles as part of their response to the Environmental Preferable Purchases and Practices (EPPP) Policy Evaluation form submitted with their application will receive five (5) bonus points during the scoring process.

GRANT AWARD PROCESS

For qualifying applications, CIWMB staff will develop funding recommendations for the CIWMB governing body's (Board) consideration and approval during its monthly Committee/Board meeting tentatively scheduled for May, 2008. The CIWMB reserves the right to partially fund individual phases of selected proposals, and with the Applicant's prior approval, the Board may fund an amount less than requested.

CIWMB reserves the right not to award any Grant funds under this cycle.

GRANT AWARDS CONDITIONS

The Board 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 CIWMB within 90 days from the date of mailing by the CIWMB; **and**
- 2) the recommended Grantee must a) pay all outstanding debts due the CIWMB, or b) bring current outstanding payments owed to the CIWMB within 90 days from the date the Board conditionally awarded the Grant.

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

II. TENTATIVE TIMELINE FOR USED OIL RESEARCH, TESTING, AND DEMONSTRATION GRANT PROGRAM (6TH CYCLE) - FY2007/08

Date	Activity
2/7/2008 – 2/22/2008	Question and Answer Period <ul style="list-style-type: none">• Questions must <u>only</u> be submitted by email or mail
2/29/2008	<ul style="list-style-type: none">• All answers will be posted (tentative)
3/20/2008	Application Deadline <ul style="list-style-type: none">• Mailed applications must be postmarked by this date
3/20/2008 3:00 P.M.	<ul style="list-style-type: none">• Hand delivered applications must be received and date stamped by the CIWMB by this date and time
4/10/2008	If Resolution not submitted with the Application Approved Resolution must be <u>received</u> by the CIWMB by this date If Applicant does not have a EPPP Policy at time of application <ul style="list-style-type: none">• EPPP Policy must be adopted and Notification must be <u>received</u> by the CIWMB by this date
May/June 2008	Grants Awarded <ul style="list-style-type: none">• Board considers funding recommendations, and if approved, awards grants
Notice to Proceed – 9/30/2011	Grant Performance Period—may incur costs
9/15/2008 to 9/30/2011	Final Report, Final Payment Request and Request for 10% withhold Deadline

III. GRANT APPLICATION NARRATIVE GUIDELINES

A key component of the grant application is the project narrative (limit to 11 pages). It should be clear, concise, describe and justify each task/activity presented in the proposal and why that is the best approach to meeting the identified need, barriers, or gaps in service.

A well-prepared application will provide information, both narrative and required forms, which address each section of the Scoring Criteria document (Section IV). Within each section below are questions that serve as prompts for the type of information the review panels will find helpful in scoring the grant application. You need not literally respond to each question, but should include related information in your narrative. The applicant is responsible for supplying sufficient detail for the review panel to fully evaluate the proposal. You must not assume the review panel has knowledge of your organization or its previous program experience.

NEED – 25 points

(1-2 pages)

It is suggested that the section be written in two parts. Present key elements of your proposed project in this section.

Nature of Request/Justification

Document needs/problems/barriers/opportunities in a discussion format as well as quantitatively. A well written proposal identifies the public need and its relevant significance. Hence, your proposal should provide quantitative data to support your claim and provide a discussion that persuades the grant reviewer that you understand current barriers that exist which prohibit the collection of used oil and used oil filters.

Program Description

Present and evaluate viable alternatives and identify the benefits to be achieved through your selection of the best alternative. A well conceived program is based on an analysis of feasible alternatives to collecting used oil and oil filters. The narrative should describe why the selected approach best meets the problem/need (with facts and figures to support the approach). Such analysis should incorporate the impact on benefits or quantifiable measures of effectiveness, particularly related to increasing the collection of used oil and oil filters.

WORK PLAN

This portion of the narrative includes two sections from the Scoring Criteria (Goals & Objectives and Work Plan) that combine for 35 points. The narrative should provide a description of the project's Goals and Objectives (10 points), description of proposed tasks/activities (total of 13 points – first two bullets of Work Plan), a description of staff resources and experience (5 points – 3rd bullet of Work Plan) and a description of how the project will continue after the grant term (7 points – 4th bullet of Work Plan). The narrative is supplemented by the Work Plan form that summarizes much of this information in a table format. Together the narrative and form provide the structural framework for the development of Goals, Objectives, and the corresponding Tasks/activities and should clearly describe what you wish to accomplish with the grant funding.

Goal(s) and Objectives Narrative Description - 10 points**(1-2 pages)**

Provide a narrative description of the Work Plan including a discussion of the proposed project goals and how selected activities address the need and barriers of the project.

Goal(s): State the specific goal you wish to accomplish. A goal is a general, idealized statement of how your target audience will be positively changed as a result of the project. When stating a goal be sure to answer what will happen, to whom, and where. A goal does not usually include detail such as percentages, dates, and numbers. That level of detail should be included in the text of the Work Plan as part of the Objectives.

Example: To improve oil filter collection opportunities for residents living in Rio Blanco.

Objective(s): An objective flows from a goal. It is a specific action-oriented statement, which is focused on a specific period of time and outlines all eligible tasks/activities that will be undertaken to achieve your goals in completing the grant project. 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. Your Goals and Objectives should be realistic and justifiable in comparison to similar programs or baseline data. (**Note:** Baseline information refers to what you have achieved to date.)

Example: By March 2009, the number of oil filters collected at Certified Collection Centers from residents in Rio Blanco will increase by 30%.

Proposed Tasks and Activities Description - total 13 points**(1-2 pages)**

The proposed tasks/activities should link directly to the NEED section and Goals and Objectives. Be realistic about what can be accomplished within the term of the grant. Explain the significance of the desired outcomes. Considering the following questions may help you to refine your Work Plan.

- Does each task/activity relate directly to a goal, objective and need?
- Do the tasks/activities help you to achieve your desired goal?
- Are evaluation tasks/activities included?
- Are the time frames realistic to accomplish each task/activity?
- Can the project be implemented in approximately thirty-six (36) months?
- Are individuals responsible for each task/activity listed? Indicate if they are staff or contracted employees. Include both title and name for each individual.
- Do the tasks/activities overcome the barriers identified that inhibit individuals from properly disposing of used oil and oil filters?
- Have you considered a pilot project before you launch the entire project? If so, what variables will be tested and applied to the design of your project? Grant funds can be used for a pilot project that forms the basis for the overall program. Pilots should be completed early enough in the grant term to facilitate the rollout of a larger initiative.
- If you are using a program model/experience that is not your own, have you thoroughly reviewed and evaluated it? How will it be replicated in your project? Was the target population similar to that in your target group?

Staff Resources and Experience Description – 5 points**(half page)**

To be effective, tasks/activities need to be implemented by the appropriate individuals, whether they are internal staff or contractors. A short narrative (not a resume) should describe the skills and experience the staff/contractors bring relevant to the project, particularly evidence that staff has successfully managed government grant programs, including previous Used Oil or HHW grants and have all the technical qualification sufficient to effectively complete each task/activity of the project.

Project Continuation After Grant Term Description – 7 points (half page)

Competitive grants spur innovation in certain areas that may be mainstreamed into local used oil and oil filter collection programs. So, while competitive grants are effective in providing resources to explore new program activities or take proven programs “on the road” by working with multiple communities to replicate best practices in a larger pool of communities, it is important that the tasks/activities undertaken during the project term are sustained after the funds are expended. This description should identify:

- How partners continue with the project after the grant term ends,
- How the project activities will be incorporated into the participating Block Grant program, and
- Identify a committed funding source (e.g., tipping fee, county funds, etc.) and not a source that may be available.

Work Plan Form

The Work Plan form summarizes the goals, objectives, tasks/activities, staffing, evaluation, and time frame in a table format. This form will be used by your CIWMB grant manager to track your progress and will be an attachment to the final Grant Agreement. For additional information refer to the Work Plan form example in Section VI. Required Documents: Information and Examples.

EVALUATION - 10 points (1-2 pages)

Evaluation is a weak component of many proposals, particularly providing baseline information (e.g., number of oil filters collected or gallons of oil collected) against which to measure project success. It is important to clearly state how you will know if your grant project has been successful. While evaluation takes time and resources, it is a required activity.

Project evaluation should be ongoing throughout the grant term, not just at the end. Continuous evaluation identifies challenges during the course of the grant so adjustments can be made as needed. Evaluation methods such as activity logs, workshop evaluation forms, surveys, etc. for each task/activity must be summarized in the Work Plan.

BUDGET (Narrative and Form) - 20 points (1-2 pages for narrative)

The two-part Budget (narrative and Budget form) provides evidence as to whether or not the tasks/activities needed to accomplish the project’s objectives and goals can be achieved. With the decline in resources available for competitive grants, it is increasingly important that each project is cost effective and provides “bang for the buck”.

- **Budget Narrative** - Provides a narrative description to support the form.
- **Budget form** - This budget summary will be used by your CIWMB Grant Manager to track your progress and will be an attachment to the final Grant Agreement.

Eligible Costs

- **All expenditures must be for activities/costs directly related to the approved Work Plan.** Costs must be reasonable, identified in the budget, and incurred during the Grant Performance Period.
- Overhead/indirect costs must be supported by a Cost Allocation Plan approved by an appropriate supervisor/manager in your agency. It must identify program elements included in the overhead/indirect cost calculation. For example:

$$\text{Total department indirect cost divided by total department direct cost base equals indirect cost rate.}$$
- Overhead/indirect costs up to 10% of the grant funds that have been reimbursed for Research, Testing, and Demonstration Grant applicants if supported by a Cost Allocation Plan. For other applicant organizations or entities (as well as subcontractors and consultants) overhead or indirect costs may not exceed 10% of the grant funds that have been 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. The cost of operating and maintaining facilities, accounting services, and administrative salaries not directly related to grant activities are examples of overhead and indirect costs. 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's or supervisor's time must be clearly supported by appropriate documentation. Any cost charged to the grant as a direct cost cannot be charged to the grant as an indirect cost.

Ineligible Costs

Any costs not directly related to the approved grant project are ineligible for grant funding. These include, but are not limited to, the following:

- Costs incurred prior to receiving the Notice to Proceed, or after the grant term
- Costs currently covered by another CIWMB loan, grant or contract
- Overhead/indirect costs in excess of the allowable percentage as defined under Eligible Costs above
- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations
- Expenses for audits of the Grantee's entire organization, or portions thereof
- Pre-paid expenditures for future goods or services delivered beyond the end of the grant term. (Exemption: The CIWMB Grant Manager may consider approving products purchased in full before the end of the Grant Term but delivered after the Grant Term if the delay is caused solely by the supplier, and not by the Grantee. The Grantee must request an exemption in writing and receive written pre-approval from the Grant Manager)
- Cell phones, pagers, cameras, personal digital assistants, personal computers and other similar electronic devices
- Profit or mark-up by the Grantee
- Movie theater screen advertising
- Any food or beverages (e.g., as part of meetings, workshops or events)
- Purchase or lease of land or buildings
- Purchase of vehicles by non-governmental agencies

- Leasing of gasoline fueled vehicles (including hybrid vehicles) by non-governmental agencies unless pre-approved in writing by the CIWMB Grant Manager
- Development or customizing of school curricula
- Public education costs not directly tied to used oil, oil filter collection, or vehicle fleet use of re-refined oil
- 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
- Promotion of brand-name product(s) or private businesses with grant funds
- Overtime costs/Compensated Time Off (except for local government staffing during specially scheduled evening or weekend events that are pre-approved in writing by the CIWMB Grant Manager 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. used of accrued time such as sick leave, vacations, etc.)
- Out-of-state travel
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
- Remediation (any cleanup or restoration of polluted areas)
- Enforcement activities
- Hazardous Waste Operations and Emergency Response Standards (HAZWOPER) 40-hour and 24-hour courses
- Preparation of HHW Elements that are not related to used oil
- Transportation & disposal of non-oil HHW from any facility or event
- Equipment, materials or supplies at HHW facilities or antifreeze, battery, oil, and paint facilities (ABOP) not directly related to the collection of used oil and used oil filters
- Costs to maintain an existing HHW program where used oil is not collected
- Management, handling, disposal, or treatment of radioactive explosive or medical wastes, and other extremely hazardous waste
- Developing a permanent facility on non-government managed property
- Any costs not deemed reasonable or related to the grant project by the CIWMB Grant Manager

Personnel: Each budget category that relates to a particular task/activity includes both non-personnel costs and personnel costs so that the review panels can better understand the proposed task/activities and their relative level of emphasis within the context of the entire project. For example, personnel time related to used oil filter collection or publicity and education should be detailed in these categories (Permanent Collection Facility, Temporary or Mobile Collection, Residential Collection or Publicity & Education), if appropriate. There should be a separate category for personnel costs related to project planning, management, and administration.

Overhead/Indirect Costs: If your initial overhead/indirect rate exceeds 10% (or 20% for Nonprofits), double check to see if certain costs can be readily itemized to a particular project or activity and they are necessary for the operation of the organization and the performance of the project.

LETTERS OF SUPPORT (10 points)

Partner Organizations: Success for many programs depends upon the involvement of other parties, whether they are managers of CCCs, local governments, haulers, community-based organizations, etc. Their support for your project should be memorialized in a Letter of Support for the project, which states what their role will be.

- How will other organizations be involved in this project? Who are they?
- What is the role of each organization? What are they responsible for?
- Why were these organizations selected? (If other organizations will be involved, indicate why)
- What is their credibility with the target population?

Letter(s) of Support

Letters of Support for the project demonstrate the need for the project and/or active support and involvement of local jurisdictions, cooperating businesses or organizations both during the grant term, and after, 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/activities. 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, what?

IV. SCORING CRITERIA FOR USED OIL RESEARCH, TESTING, AND DEMONSTRATION GRANT PROGRAM (6TH CYCLE) FY 2007/2008

Scoring Criteria for FY 2007/2008: Research, Testing, and Demonstration Grant Program (6th Cycle)

Application proposals must score a minimum of 70 points of the total possible 105 points to be considered for funding.

GENERAL REVIEW CRITERIA

Points	Description – Point value per bulleted item is in parentheses
25	<p>1. NEED = Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).</p> <ul style="list-style-type: none"> • (10) Convincingly demonstrates, using both narrative and data, how the anticipated outcome of the project would significantly increase the collection of used oil/filters/containers, or increase the usage of re-refined oil. • (10) Defines the target population, geographic area, and documents gaps in collection opportunities, barriers, economic need or environmental considerations that may further justify this project and convincingly presents the rationale for this project compared to other approaches. • (5) Provide evidence that stated need has not been addressed in the same communities with previous grant funding.
10	<p>2. GOALS AND OBJECTIVES = Describe what you wish to accomplish by completing this grant project. List measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> • (4) Quantitatively demonstrate the extent to which project goals/objectives and desired outcomes will address need, overcome identified barriers, fill gaps in services and/or address identified problems. • (3) Demonstrates the significance of the project outcomes for the Used Oil Program. • (3) Explain extent to which project objectives are realistic and achievable in comparison to baseline data.
25	<p>3. WORK PLAN = Specific list of all grant-eligible procedures or tasks/activities used to complete your project.</p> <ul style="list-style-type: none"> • (5) Provide detailed Work Plan that sufficiently describes proposed task/activities, demonstrates they are well thought through, and achieves desired goal within the grant term and within resources available. • (10) Describes how proposed activities effectively overcome identified barriers, fill gaps in service; and/or address identified problems and are the best way to address identified need. • (5) Provides evidence that applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the project. • (5) Includes activities and/or partnerships to ensure the long term application of the project and/or materials/products developed through grant funding.
10	<p>4. EVALUATION = Measures the outcome of your project.</p> <ul style="list-style-type: none"> • (5) Describes clearly how the before and after comparisons will effectively measure goal attainment, including the method for evaluating and modifying methods during the project. • (5) Explains and justifies statistical tests and methodology to be used and describes the evaluation reports to be produced.

20	<p>5. BUDGET = Costs (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> • (4) Include detailed costs breakdown per task/activity in the Work Plan, providing sufficient detail for each task/activity. • (4) Proposed budget is reasonable and complete relative to costs associated with tasks/activities and personnel outlined in the narrative and Work Plan. • (4) Keeps budget items for managerial, contingency or miscellaneous costs to a minimum. Includes any cost savings from leveraging Block Grant funds, in-kind services, use of existing promotional materials, etc. • (8) Proposed budget is cost-effective relative to proposed activities and outcomes.
10	<p>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</p> <ul style="list-style-type: none"> • (3) Proposal includes required forms, appropriate signatures, and Exhibits (Application Cover Sheet, Resolution, Work Plan, Budget, Environmental Justice Certification, Cost Estimates, Reliable Contractor Declaration, and Permit Checklist --if required). • (5) Letters of Support for the project demonstrate the need for the project and/or active support and involvement of local jurisdictions, cooperating businesses or organizations both during the grant term, and after, to ensure continuation of the project. • (2) Grant proposal is clearly and succinctly presented.
100	TOTAL POSSIBLE GENERAL REVIEW CRITERIA POINTS
<u>BONUS POINTS (5 Points Possible) – Those applicants using re-refined oil in their fleet vehicles will qualify to receive bonus points.</u>	
<u>5</u>	<u>TOTAL POSSIBLE BONUS POINTS</u>
<u>105</u>	<u>TOTAL POSSIBLE SCORE</u> <u>(Total of General Review Criteria, Program Priority Criteria, and Bonus Points)</u>

V. GRANT PROGRAM ADMINISTRATION

Grant Term

The term of the grant is approximately three years. The official start date for each grant will be stated in a formal letter or “Notice to Proceed” (NTP) from the CIWMB. All eligible expenditures must be completed by 9/30/2011.

Grant Agreement Package

Following the Board’s conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. The grant agreement contains the following items:

- Grant Agreement Form (CIWMB 110).
- Exhibit A–[Terms and Conditions](#): contains CIWMB’s standard legal requirements for Grants.
- Exhibit B–[Procedures and Requirements](#): contains specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
- Exhibit C–Work Plan (as approved from your application)
- Exhibit D–Budget (as approved from your application)

Reporting Process

Grantees are required to report on the progress of their Used Oil Grant projects on an annual basis as noted in Exhibit B, Procedures and Requirements. The Final Report is due on 9/30/2011. 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 CIWMB 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 the CIWMB until the CIWMB 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 CIWMB Grant Manager’s approval of these documents by 9/30/2011 may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

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 the CIWMB, 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 CIWMB 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.

VI. REQUIRED DOCUMENTS: INFORMATION AND EXAMPLES

This section contains information and examples for the following required Application Package documents:

- Work Plan form
- Budget form
- Resolution and Letter of Authorization
- Environmentally Preferable Purchases and Practices (EPPP) Policy

Work Plan Form: Information and Example

The Grant Application Package requires a Work Plan using the columns and rows as noted and it is scored as noted in the Scoring Criteria. It should correspond to the Work Plan and Evaluation narratives and the Budget. Essentially, it is a list of all grant-eligible tasks/activities needed to complete the proposed project. The Work Plan should:

- List the goals, objectives, tasks/activities, and sub-tasks for all proposed activities
- Describe the task/activity in sufficient detail to convince the review panel that the project is well thought through and will achieve the stated goals and objectives.
- List the staff (by title and name) or contractor responsible for each task/activity. Their experience should be summarized in the Work Plan narrative.
- Describe how each task/activity will be evaluated and what tool will be used. State the timeframe during which the task/activity will be conducted.
- Identify the appropriate budget category that matches those identified in the Budget.

The following Work Plan is only an example to provide guidance regarding the level of detail expected. The actual goals, objectives and tasks/activities will be unique for each grant application.

GOAL 1:					
Changing Behavior – Outreach to Certified Collection Centers (CCC) and Auto Related Facilities					
OBJECTIVE: Establish Outreach Partnerships with CCCs					
TASK #	TASK/ ACTIVITY DESCRIPTION	RESPONSIBLE PERSON (contractor or staff, include name & title)	EVALUATION METHOD (survey, workshop, etc.)	TIMEFRAME (month/year-month/year)	BUDGET CATEGORY
Task 1-1	Develop CCC and auto related business Outreach Partner materials and Point of Purchase public education materials	Contractor/Staff	materials developed	3/08 – 7/0_	Publicity/Education
Task 1-2	Coordinate trainings/meetings to establish/maintain support from corporate auto parts store managers	Contractor/Staff	signed commitment letters	6/08 – 7/0_	Publicity/Education
Task 1-3	Conduct outreach to CCC managers/employees: <ul style="list-style-type: none"> – schedule outreach appointments – conduct training session on the importance of used oil disposal and customer service – request commitments form managers/employees to become Outreach Partners 	Contractor/Staff	track training sessions/attendees /commitment letters, etc.	7/08 – 6/0_	Publicity/Education
Task 1-4	Plan and hold oil/filter exchange events at Partner CCCs	Contractor/Staff	oil gallons and filters collected	4/08 - ongoing	Temporary Collection

**Work Plan Example
(continued)**

GOAL 2:

Changing Behavior – Outreach through English As Second Language (ESL) Classes

OBJECTIVE: Increase Used Oil Recycling By Recent Immigrants

TASK #	TASK/ACTIVITY DESCRIPTION	RESPONSIBLE PERSON (contractor or staff, include name & title)	EVALUATION METHOD (survey, workshop, etc.)	TIMEFRAME (month/year-month/year)	BUDGET CATEGORY
Task 2-1	Research ESL classes in region	Contractor	List of class location and teacher contacts	4/08 – 6/08	Publicity/Education
Task 2-2	Recruit ESL teachers to teach Family Car used oil recycling lesson and distribute used oil or filter coupons to students	Contractor	List of participating teachers and sites	7/08 – 9/0_	Publicity/Education
Task 2-3	Develop and distribute Family Car lesson materials, coded coupons and survey forms to ESL teachers	Contractor	Samples of materials	10/08 – 7/0_	Publicity/Education
Task 2-4	Evaluate ESL outreach	Contractor	Pre and post Outreach Survey data/nearby CCC oil collection volumes	5/08 - ongoing	Publicity/Education

	<p>Publicity & Education:</p> <ul style="list-style-type: none"> ○ <u>Non-Personnel Costs:</u> (Include detail for all individual costs relating to the Publicity & Education Budget category and indicate corresponding Work Plan Objective) ○ <u>Personnel:</u> (Include all individual staffing costs related to the Publicity & Education Budget category – both internal and/or external) 	<p>(include amounts)</p> <p>_____</p> <p>(include category total)</p>
	<p>Personnel: (Program Planning, Management, and Administration) (Include detail of individual staff costs that relate <u>only</u> to program planning, management, and administration e.g. Recycling Coordinator # hours X \$ rate for grant administration)</p>	<p>(include amounts)</p> <p>_____</p> <p>(include category total)</p>
	<p>Other: (Include any costs not directly attributed to above categories - e.g. travel, etc.)</p>	<p>(include amounts)</p> <p>_____</p> <p>(include category total)</p>
	<p>Indirect Costs: (Not to exceed 10% of grant award total for the OG and R&D Grant and not to exceed 20% for the NP Grant)</p>	<p>(include amounts)</p> <p>_____</p> <p>(include category total)</p>
	<p>Budget Total</p>	<p>(include Budget total)</p> <p>_____</p>

RESOLUTION INFORMATION

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

The Grant Application requires an approved Resolution, dated and attested to/certified, which

1. authorizes the submittal of the Application(s):
 - for all CIWMB grants for which Applicant is eligible; or
 - for this Grant and other specifically identified CIWMB Grants; or
 - for only this Grant.
 - identifies the job title of the person authorized to execute applications, agreements, amendments, requests for payment and all grant documents necessary to secure grant funds and implement the approved Grant Project (Signature Authority).
2. authorizes the Signature Authority to delegate this authority (*not required but encouraged*).
3. authorizes application submittal and Signature Authority for a period up to five (5) years from the date of adoption.

A copy of the authorizing Resolution is a required Application document; however, if Applicant needs additional time to obtain the Resolution, it may be submitted later but it must be received by the CIWMB by **4/10/2008**, otherwise the Application will be disqualified.

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the Application. [Other examples are available online.](#)

RESOLUTION EXAMPLE

WHEREAS, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) 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 the CIWMB 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 the CIWMB for implementation of said Grant(s).

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to the CIWMB 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;

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 AUTHORIZATION FOR DELEGATION INFORMATION

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

This letter to the CIWMB 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, 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 AUTHORIZATION 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: INFORMATION AND EXAMPLE

Applicants must have an Environmentally Preferable Purchases and Practices (EPPP) Policy in place by **3/20/2008**. Applicants who adopt an EPPP Policy prior to submitting their Application need only certify to this fact in their Application.

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 send the EPPP Policy Notification form (contained in the Application Package) to the CIWMB. CIWMB must receive the Notification by 4/10/2008 or the Application will be disqualified.

The following EPPP Policy is for example purposes only.

EPPP POLICY EXAMPLE

ENVIRONMENTALLY PREFERABLE PURCHASES

The **(Applicant name)** provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

PURCHASE POLICIES

- A. All **(Applicant name)** departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All **(Applicant name)** departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The **(Applicant name)** shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The **(Applicant name)** shall promote the use of recycled products by publicizing its procurement policy whenever practicable.

PURCHASE RESPONSIBILITIES OF RECYCLED PRODUCTS AND MATERIALS COORDINATOR

The **(title of person responsible)** shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all **(Applicant name)** departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available. Specifications of these new products and their suggested uses will be made available to all **(Applicant name)** departments. The **(title of person responsible)** will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition. The **(title of person responsible)** will also be responsible for annual policy review.

ENVIRONMENTALLY PREFERABLE PRACTICES

The **(Applicant name)** will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the **(Applicant name)** facilities is wasteful of natural resources, energy, and money.

PRACTICE POLICIES

1. The **(Applicant name)** will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
2. The **(Applicant name)** will decrease the amount of waste of consumable materials by: a) reducing the consumption of consumable materials wherever possible; b) fully utilizing all materials prior to disposal; and c) minimizing the use of non-biodegradable products wherever possible.
3. The **(Applicant name)** will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for recovering waste and recycling develop within the **(Applicant name)** will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The **(Applicant name)** will purchase, where financially viable, recycled products. The **(Applicant name)** will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
5. Representatives of the **(Applicant name)** will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.