

**Exhibit A**

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

USED OIL NONPROFIT GRANT

**APPLICATION COVER SHEET**

Applicant:	Federal I.D. #
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code:	County:

**Regional Participants (if applicable):**

**Primary Contact (Name & Title):**

Phone:	Fax:
Email Address:	

**Program Director (Name & Title):**

Phone:	Fax:
Email Address:	

Assembly District(s):

Senate District(s):

Brief Description of Project (3-5 Sentences):

Total Grant Request: \$\_\_\_\_\_

**Certification:**

Certification: I declare, under penalty of perjury, under the laws of the State of California, that all information submitted for the California Integrated Waste Management Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge.

Signature of person as authorized in the resolution: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name and title: \_\_\_\_\_

\_\_\_\_\_ Applicant certifies that if awarded a grant it shall in the performance of the Grant Agreement conduct its 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.  
*(Please check the box and initial.)*

## INSTRUCTIONS FOR APPLICATION COVER SHEET

### **Applicant**

This is the name of the nonprofit (NP) organization that is submitting the proposal, e.g., ABC Nonprofit.

### **Regional Participants**

Multiple NPs or chapters of an umbrella NP organization may join together to submit an application. A lead NP must be designated by the participating NP organizations. The lead agency must submit a resolution as described in Exhibit B. In addition, each participating NP organization in an application must submit a resolution from the governing body stating that the NP organization wants to participate in a program and authorizing the lead applicant to act on its behalf as both applicant and grant administrator.

### **Primary Contact**

This person is responsible for carrying out the day-to-day management and implementation of the grant. All California Integrated Waste management Board (CIWMB) correspondence will be directed to this individual.

**The Primary Contact must be an employee of the nonprofit organization.**

### **Program Director**

This individual has ultimate responsibility for the project. The Program Director should be in a position ranking above that of the Primary Contact.

### **Assembly and Senate Districts**

List the district numbers for all districts affected by the proposed project.

### **Brief Description of Project**

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public.

### **Total Grant Request**

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

### **Signature**

**Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form. Be sure to check and initial the Environmental Justice certification.**

### **Environmental Justice**

***Grantees for this grant program must comply with the following principles of Environmental Justice.***

*Environmental Justice is defined in Government Code Section 65040.12(c) as: "...the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."*

*Senate Bill 115 (Solis, Statutes 1999, Chapter 690) broadly requires all California Environmental Protection Agency boards, departments, and offices to 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."*

The following is provided for sample purposes only. Please consult with your attorney.

SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted the California Used Oil Recycling Enhancement Act that provides funds to nonprofit organizations for establishing and maintaining used oil collection projects that encourage recycling or appropriate management of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing the application by nonprofit organizations under the program; and

NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body) authorizes the submittal of an application to the California Integrated Waste Management Board for a 2002/03 Used Oil Nonprofit Grant. The (Title of Official) of the (Name of nonprofit organization) or his/her designee is hereby authorized and empowered to execute in the name of the (Name of nonprofit organization) all necessary applications, agreements, amendments and other documentation necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the (Title of Governing Body) this day of , 20.

ATTEST:

Signed: Date:

(Name and Title of Individual Authorized to Sign)

Lead Applicant for a Regional Program – NOW, THEREFORE, BE IT RESOLVED, that the (Lead Applicant’s Governing Body) authorizes the submittal of a regional application on behalf of the (List Participating NP Organizations) to the California Integrated Waste Management Board for a 2002/2003 Used Oil Nonprofit Grant – Fifth Cycle. The (Title of Official for Lead NP) of the (Name of Lead NP organization), or his/her designee, is hereby authorized and empowered to execute in the name of the above named NP organizations all necessary applications, agreements, amendments, and other documentation necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

Participant in a Regional Program – NOW, THEREFORE, BE IT RESOLVED that the (Name of Participating NP Organization) authorizes the (Name of the Lead NP Organization) to submit to the California Integrated Waste Management Board a regional application for a 2002/2003 Used Oil Nonprofit Grant – Fifth Cycle on its behalf. The (Name of the Lead NP) is hereby authorized and empowered to execute all necessary applications, agreements, amendments, and other documentation necessary to secure grant funds and to implement and carry out the purposes specified in the grant application.

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**GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS<sup>(a)</sup>**

Agency Name _____	
Grant Name and Cycle _____	Grant _____
Date Submitted _____	Date Updated _____

**PLEASE CHECK THE APPROPRIATE BOX FOR EACH PERMIT/LICENSE/FILING (DO NOT attach or include copies of the permits/licenses/filings. KEEP all permits/licenses/filings available in grant file for audit.)**

			Applicant/Grantee has this current valid Permit/License/Filing	
			Applicant/Grantee will obtain and/or modify this Permit/License/Filing	
			This Permit/License/Filing is not applicable for the business or the proposed project. Insert "N/A" in each applicable green box.	
	N/A		<b>LOCAL GENERAL BUSINESS</b>	<b>REGULATOR OR ISSUER</b>
			Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County if unincorporated area
			Building Construction Permit	City or County
			Business License (not required for unincorporated county areas)	City
			Fictitious Business Name Filing	County
			Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA-DTSC
			ABOP Notification	CUPA or Cal/EPA-DTSC
			Waste Tire Facilities Permit	Cal/EPA - CIWMB
			Waste and Used Tire Hauler Registration	Cal/EPA - CIWMB
			Hazardous Waste Haulers Permit	Cal/EPA – DTSC
			Waste Hauler Permit	City or County
			<b>STATE PERMITS AND FILINGS</b>	
			Solid Waste Facilities Permit	Cal/EPA – CIWMB
			State EPA Identification Number	Cal/EPA – DTSC
			Industrial Activities Storm Water General Permit	Cal/EPA – WRCB
			Waste Discharge Requirements	Cal/EPA – WRCB
			Corporate, Company or Partnership Filings	Ca. Secretary of State
			Authority to Construct/Permit to Operate	Air Quality Management District
			Non-Profit Organization 501 (C) (3)	Secretary of State
			Prop. 65 Safe Drinking Water & Toxic Enforcement Act	State Health & Safety Code 25249.10
			<b>FEDERAL PERMITS AND FILINGS</b>	
			US EPA Identification Number	US EPA
			US EPA – NPDES and/or NSR Permits	US EPA
			<b>OTHER PERMITS</b>	

(a) This list is not intended to be all-inclusive. Grant applicant may attach additional information for other critical permits/licenses/filings not listed above.

**NOTES:**

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**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.

**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

\_\_\_\_\_  
Grant Applicant / Authorized Signatory Name and Title (print)

\_\_\_\_\_  
Signature of Grant Applicant / Authorized Signatory

**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; reimbursement by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.**

**WORK PLAN**

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Reporting and Expenditure Category \_\_\_\_\_

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE WORK PLAN FORM

The Work Plan must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name, reporting and expenditure category and date the Work Plan was written in the appropriate spaces. Start the Work Plan for each reporting and expenditure category on a new piece of paper.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by NP staff or a contractor and the time period in which the activity will occur.

### REPORTING AND EXPENDITURE CATEGORIES

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of permanent used oil collection facilities. Costs for recycle-only facilities should also be included here.

**Temporary or Mobile Collection:** Costs for one day, intermittent events, or mobile collection (other than residential collection of used oil).

**Residential Collection:** Costs for the establishment, continuation, or expansion of curbside or door-to-door collection of used oil.

**Publicity and Education:** Costs for the development, printing, and distribution of publicity or educational materials that promote the used oil collection opportunities funded this grant cycle.

**Personnel/Other:** Include all personnel time and any other eligible expenditure that cannot be assigned to another category.

**Stormwater Mitigation:** Installation and maintenance of filters, storm-drain stenciling, all applicable costs of publicity and education, and personnel.

### SAMPLE

Applicant: ABC Nonprofit

Date: November 1, 2002

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	NP Staff	May 1 – Dec. 30, 2003
2	Release RFP with a due date of August 15, 2000	NP Staff	Dec. 30 – February 15, 2004
3	Finalize facility permitting	NPStaff	Dec. 30 – February 15, 2004
4	Facility Construction	Contractor	May 15 – July 15, 2004
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	NP Staff	June 15 – July 15, 2004
6	Train 5 County staff for 40 hour HAZWOPR certification	NP Staff	August 1 – August 31, 2004
...			
15	Opening Ceremony for Permanent Facility	NPStaff	November 1, 2004

EXAMPLE

EXPENDITURE ITEMIZATION SUMMARY

City of Crudemont – UNP5-02-9999

Permanent Collection Facilities

*Fresh & Clean Environmental Inc. - used oil and filter collection	
\$150.00	
*Oil-In-A-Drum Co. – 2 500-gallon used oil storage tanks	\$740.00
*Oops-See-Daisy Inc. – spill response kit	\$250.00
*Dewey, Putnam and Hyde Consultants – designs to build a new HHW facility	\$1,200.00
*Ben’s fencing – fencing for new HHW facility	\$985.00

Subtotal Permanent Collection Facilities  
**\$3,325.00**

Temporary or Mobile Collection

*Fresh & Clean Environmental Inc. – used oil and filter collection at Quarterly Crudemont HHW event	\$525.00
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Subtotal Temporary or Mobile Collection  
**\$525.00**

Residential Collection

*T-Rex Oil Haulers – curbside used oil and filter collection	\$1,100.00
*T-Rex Oil Haulers – curbside used oil and filter collection	\$1,100.00

Subtotal Residential Collection  
**\$2,200.00**

Publicity and Education

* Signs Unlimited – 5,000 used oil recycling posters Invoice	\$3,000.00
* Oil-In-A-Drum Co. – 500 2-gallon used oil containers Invoice	\$2,500.00
* KOIL – 25 radio ads for collection events Invoice	\$500.00
* Sunset Shores Daily Bugle – 13 newspaper ads	\$1,500.00

Subtotal Publicity and Education  
**\$7,500.00**

Personnel/Other

Director - 10 hours @ \$30/hr. (with benefits) grant administration	
\$300.00	
Project Coordinator – 175 hours @ \$25.00/hr. (with benefits) grant supervision and field work	\$4,375.00
Travel Expense Claim- mileage and per diem for Used Oil Recycling Conference	\$153.00
Used Oil Recycling Conference registration fee (Project Coordinator)	\$30.00

Subtotal Personnel/Other  
**\$4,858.00**

Stormwater Mitigation Program

*Stormwater Catch Basin Inserts; 15 @ \$200 ea	\$3,000.00
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Subtotal Stormwater Mitigation Program  
**\$3,000.00**

**Expenditure Itemization Grand Total \$21,408.00**

**\* Copies of Quotes/Estimates must be included**

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# GRANTS SUMMARY WORKSHEET

**Exhibit E**

Grantee	Agreement Number	Grant Award \$	Granting Entity and Brief Project Description	% of Project Completed

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE GRANTS SUMMARY WORKSHEET

List all State grants received by the applicant and/or participating NP organizations received between 1996 and the present.

1. Grantee: Enter the name of the nonprofit organization that received the grant.
2. Agreement Number: List the agreement number for the grant. For example: CIWMB Used Oil Nonprofit Grant agreement numbers begin with UNP2, UNP3, & UNP4.
3. Grant Award \$: List the amount approved, not the amount requested.
4. Granting Entity and Brief Program Description: State awarding agency and give a 1-2-sentence summary of the project.
5. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

### SAMPLE

Grantee	Agreement Number	Grant Award \$	Brief Program Description	% of Project Completed
<i>ABC Nonprofit</i>	<i>HHS4-99-237-07</i>	<i>\$175,450.00</i>	<i>Federal (Health &amp; Human Services). Development of statewide oil recycling publicity campaign focusing on minority DIYers.</i>	<i>55%</i>
<i>ABC Nonprofit</i>	<i>UNP4-00-999-19</i>	<i>\$ 30,479.00</i>	<i>State of California (CIWMB) Used Oil Grant. Continued and expanded a used oil public education campaign with a direct mail piece and radio advertising.</i>	<i>95%</i>

**FY 2002/2003 Used Oil Nonprofit Grant Scoring & Evaluation Criteria – Fifth Cycle**

**Applicants must score 70% (70 points) of the total possible 100 points to be considered for grant funding**

**GENERAL REVIEW CRITERIA**

<b>Points</b>	<b>Description</b>
20	<p><b>1. NEED</b> = 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"> <li>• Addresses identified gap in service availability or current unmet need</li> <li>• Supports the existence of the problem with surveys and/or studies</li> <li>• Adequately describes any health and safety threats or environmental concerns</li> <li>• Identifies existing and previous grant work that supports the project or justifies a different approach</li> </ul>
7	<p><b>2. GOALS AND OBJECTIVES</b> = Describe what you wish to accomplish by completing this grant project. Measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> <li>• Describes specific and measurable goals and objectives and how they relate to the need</li> <li>• Is based on identified need described in the narrative</li> </ul>
13	<p><b>3. WORK PLAN</b> = Specific list of all grant eligible procedures or tasks used to complete your project Includes completion of the Work Plan form.</p> <ul style="list-style-type: none"> <li>• Describes why the proposed activities are the best way to address the identified need</li> <li>• Identifies staffing required to carry out the proposed project</li> <li>• Identifies any products that will be used or produced and how they will be distributed</li> <li>• Describes involvement of cooperating organizations</li> <li>• Presents a specific plan for future funding</li> <li>• Work Plan demonstrates that objectives can be achieved with available time and resources</li> </ul>
9	<p><b>4. EVALUATION</b> = Measures the outcome of the applicants project.</p> <ul style="list-style-type: none"> <li>• Includes both process and outcome evaluation</li> <li>• Describes a method for evaluating and modifying methods during project implementation</li> <li>• Describes clearly the criteria for determining success</li> <li>• States who will be responsible for the evaluation</li> <li>• Explains any statistical tests or questionnaires to be used</li> <li>• Describes any evaluation reports to be produced</li> </ul>
8	<p><b>5. BUDGET</b> = Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> <li>• Quotes, estimates or other documentation to support the costs claimed are provided</li> <li>• All program elements described in the grant narrative and work statement are itemized in the budget</li> <li>• Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional material, etc.</li> <li>• Budget items for managerial costs, contingency or miscellaneous are clearly described and kept to a minimum</li> <li>• Budget is clear &amp; concise; arranged by approved budget categories</li> </ul>
7	<p><b>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b></p> <ul style="list-style-type: none"> <li>• Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines</li> <li>• Includes completed Summary of Used Oil &amp; HHW Grants Form</li> <li>• Letter of support from local jurisdiction, which demonstrates that the nonprofit organization has coordinated with the local government to ensure compatibility of the proposed project with local government program and plans</li> <li>• Other letters of support for the project</li> <li>• Addresses ability of applicant to coordinate contracted activities and past Used Oil/HHW grant performance</li> <li>• Includes resumes and/or background statements for key project personnel and contractors, references, etc.</li> </ul>

## GENERAL REVIEW CRITERIA CONTINUED

15	<p><b>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE.</b> Applicant demonstrates evidence of recycled content policy by the purchase of recycled-content products, recycled or reused products, such as re-refined oil, recycled-content paper, use of compost and mulch, and other “green” products or materials, or engages in other waste reduction activities where appropriate and feasible. Applicant will be awarded points if:</p> <ul style="list-style-type: none"> <li>• Policy is in place or has been adopted during the application period by the applicant</li> <li>• Applicant, can document sustainable practices pertaining to their recycled-content purchasing within the past year</li> <li>• Applicant proposes to evaluate their Recycled-Content Products (RCP) purchasing policy annually. Evaluation should address the positive and negative features, the sustainable practices performed during the past year and a plan to increase the percentage of RCP by applicant.</li> </ul>
79	<b>TOTAL POSSIBLE GENERAL CRITERIA POINTS</b>
<b>PROGRAM CRITERIA</b>	
4	<p><b>8. USE SOCIAL MARKETING TECHNIQUES TO REPLACE OR SUPPLEMENT TRADITIONAL MEDIA BASED PUBLICITY &amp; EDUCATION METHODS TO PROMOTE COLLECTION OF USED OIL AND/OR FILTERS.</b></p> <ul style="list-style-type: none"> <li>• Describe proposed social marketing activities and explain how they will affect collection or recycling of used oil (“Social Marketing is the use of marketing principles and techniques to influence a target audience to voluntarily accept, reject, modify or abandon a behavior for the benefit of individuals, groups or society as a whole.”)</li> </ul>
5	<p><b>9. TARGET AN UNDERSERVED POPULATION FOR THE COLLECTION OF USED OIL AND/OR FILTERS.</b></p> <ul style="list-style-type: none"> <li>• Education program should target an underserved population (Underserved population means a population that has less access to used oil collection facilities and/or a lack of used oil collection service when compared to other with comparable density and socio-economic status)</li> <li>• Grantee should be able to clearly articulate a specific strategy for targeting this population taking into consideration levels of education, economics, and accessibility to used oil collection centers or services</li> </ul>
5	<p><b>10. INITIATE A NEW PROGRAM OR SUPPORT AN EXISTING PROGRAM FOR COLLECTION OF USED OIL AND/ OR FILTERS FROM ONE OR MORE OF THE FOLLOWING:</b></p> <ol style="list-style-type: none"> <li>1) <b>BOATERS</b></li> <li>2) <b>AGRICULTURAL SOURCES</b></li> <li>3) <b>STORM WATER</b></li> </ol> <ul style="list-style-type: none"> <li>• Describe proposed activities and explain how they will affect collection / recycling oil and oil byproducts by boaters, agricultural sources, and storm water.</li> </ul>
4	<p><b>11. INITIATE A NEW PROGRAM OR SUPPORT AN EXISTING PROGRAM FOR PURCHASING OF RE-REFINED OIL AND PROVIDE FOR CONTINUED AND SUSTAINED RE-REFINED OIL AVAILABILITY IN TARGET AREA AFTER THE GRANT PERIOD.</b></p> <ul style="list-style-type: none"> <li>• Describe proposed plan to have retailers stock re-refined oil for sale to the general public</li> <li>• Describe proposed activities to promote the advantages of purchasing and using re-refined oil</li> </ul>
3	<p><b>12. APPLICANT DID NOT RECEIVE A NONPROFIT GRANT AWARD DURING THE LAST CYCLE – NP4 (00-01).</b></p>
Yes / No	<p><b>13. STATUTORY REQUIREMENTS</b> = As authorized by Public Resources Code (PRC) Section 48632 (b), the Board will award grants on a competitive basis to eligible nonprofit groups. Eligible nonprofit groups are those recognized under Sections 501 (c)(3), 501 (c)(4), 501 (c)(6), or 501 (c)(10) of the Internal Revenue Code. A copy of the most recent Determination Letter issued by the Internal Revenue Service and a Letter of Good Standing issued by the California Franchise Tax Board must be included with the grant application.</p> <ul style="list-style-type: none"> <li>• Applicants without evidence of nonprofit status are ineligible</li> </ul>
21	<b>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</b>
100	<b>TOTAL POSSIBLE SCORE (TOTAL OF GENERAL REVIEW CRITERIA AND PROGRAM CRITERIA POINTS)</b>