

**STATE OF CALIFORNIA**  
**ENVIRONMENTAL PROTECTION AGENCY**



**LOCAL GOVERNMENT USED OIL  
OPPORTUNITY GRANT  
SIXTH CYCLE  
December 2001**

**Application Instructions**

**California Integrated Waste Management Board  
Used Oil Grant Program  
1001 I Street, P.O. Box 4025  
Sacramento, CA 95812-4025**

**(916) 341-6457**

## GRANT APPLICATION SUBMITTAL CHECKLIST

- Application Cover Sheet (Exhibit A)
- Table of Contents
- Resolution(s) (Exhibits B1, B2)
- Proposal Narrative
- Work Statement Form(s) (Exhibit C)
- Budget Itemization (Exhibit D)
- Summary of Used Oil and HHW Grants (Exhibit E)
- One original and three copies of the application must be mailed to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy". The original and three copies must be typed in a font of no less than 12 point, printed on 8½" x 11" recycled-content paper, double sided and numbered consecutively. Copies must be free of distortion and easy to read.
- Application should be stapled in upper left-hand corner

### **Application Filing Procedures:**

Applications must be postmarked, or exhibit a commercial carrier tracking number, dated by **Friday, January 25, 2002**. Applications postmarked, or exhibiting a commercial carrier tracking number, dated after Friday, January 25, 2002 will not be accepted and will be returned to the applicant. **Hand delivered, faxed, or E-mailed applications will not be accepted.**

**If you have questions, or need additional information, contact Carla Repucci at (916) 341-6443, or Theresa Bober at (916) 341-6465.**

Please mail applications to:

**California Integrated Waste Management Board  
Used Oil Opportunity Grant-Sixth Cycle  
Attn: Kelley Tyack, Grants Administration Unit  
1001 I Street, P.O. Box 4025 MS-10  
Sacramento, CA 95812-4025**

<b>TENTATIVE SCHEDULE</b>	<b>ACTIVITY</b>
December 14, 2001 to January 25, 2002	Application period
December 14, 2001 to December 28, 2001	Question and Answer period
January 2002 to March 2002	Panels review applications and prepare recommendations
April 2002	CIWMB approves grants
April 2002	Grant agreements developed and signed
May 2002	Grant recipients begin execution of grants
April 15, 2004	Close of grant term
May 15, 2004	Final report and payment request due

■ **QUESTION AND ANSWER PERIOD**

Questions about the Sixth Cycle Used Oil Opportunity Grant (FY 2001/02) application may be submitted in writing from December 14, 2001 to December 28, 2001 to CIWMB, Attn: Carla Repucci or Theresa Bober, Used Oil and HHW Grants, MS-#21, 1001 I Street, P.O. Box 4025, Sacramento, CA 95812-4025. Staff will use the questions submitted to develop a question and answer sheet on or before January 4, 2002. Staff will also take this opportunity to respond to pertinent written questions which were received prior to the suspension of the original grant application period. Responses will be posted on the CIWMB's grants website and mailed out upon request. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

# LOCAL GOVERNMENT USED OIL OPPORTUNITY GRANT - SIXTH CYCLE

## I. GRANT SUMMARY AND GUIDELINES

### ■ BACKGROUND

Public Resources Code Section 48632(a) authorizes the California Integrated Waste Management Board (CIWMB) to award grants to local government agencies for programs that provide used oil collection opportunities. Opportunity Grants are awarded on a competitive basis to local governments for the establishment of new programs and expansion of existing programs that address the proper management of used oil. The Opportunity Grant provides funds in addition to those available through the noncompetitive Used Oil Recycling Block Grant.

### ■ APPLICANT ELIGIBILITY

Eligible applicants are limited to cities, counties, and local agencies, as defined in Public Resources Code Section 30109. Commercial businesses and not-for-profit groups are not eligible to apply for this grant, but the not-for-profit groups are encouraged to form partnerships with eligible grant recipients. Only one application may be submitted by a jurisdiction. *If you apply as part of a regional group, you cannot submit an individual application.*

### ■ GRANT FUNDING

Grant funds must be used to establish or expand used oil programs that provide permanent collection opportunities and effective publicity campaigns. Proposed activities should complement local and regional used oil management programs. This year, approximately \$5.8 million is available for the Local Government Opportunity Grant Program (Opportunity Grant). The maximum award is \$300,000 per individual application and \$700,000 per regional application.

Additional points will be given to applicants who demonstrate an essential need for the proposed project, and:

- Propose to establish a new program, or expand an existing program, to include collection of used oil and/or filters from curbside, boaters or agricultural sources.
- Did not receive Opportunity Grant funding in the prior cycle – Opportunity Grant Fifth Cycle (OG5).
- Propose to establish an oil and/or oil filter collection program and/or an oil collection education program targeting a non-English speaking and/or underserved population.

### ■ GRANT TERM

The term of the grant is from May 1, 2002 through April 15, 2004. All costs must be incurred during this term.

### ■ ELIGIBLE COSTS

In accordance with the California Oil Recycling Enhancement Act, oil funds can be used for any expense that provides an opportunity for the collection of used oil that would not otherwise exist. All costs, including materials, supplies, equipment and facilities must be related to the management of used oil, used oil filters, and/or stormwater pollution prevention programs related to used oil and

oil byproducts. Costs must be reasonable, cost-effective, and focused on local needs as described in the application. The following are considered eligible costs:

- Construction of a Permanent Household Hazardous Waste Collection Facility (PHHWCF) including used oil collection tanks and fire suppression equipment, oil related equipment and supplies **as long as used oil is accepted.**
- Set up and operation of temporary facilities for one-day or multi-day events **as long as used oil is accepted.**
- Construction of a permanent Antifreeze, Battery, Oil, and Paint (ABOP) facility.
- Oil bottle container recycling programs including collection, transportation, processing, and purchasing of equipment for this purpose.
- Stormwater and marina programs including bilge pump out units, watershed dioramas, and storm drain inlet filter devices. Stormwater pollution prevention programs can only be funded if the applicant (and all participants for a regional application) has a Stormwater Management Program in place that is approved by their Regional Water Quality Control Board (RWQCB). Approval by the RWQCB can be certified by the applicant in the form of a letter signed by the signature authority, or included in the resolution.

▪ **INELIGIBLE COSTS**

Any costs not directly related to the implementation of local or regional used oil collection programs are ineligible for grant funding. These include, but are not limited to, the following:

- Costs incurred prior to May 1, 2002 or after April 15, 2004.
- Costs currently covered by another CIWMB loan, grant or contract.
- Purchasing or leasing of land.
- Purchasing or leasing of vehicles by non-governmental agencies.
- Remediation. However, mitigation is allowed as defined in Public Resources Code 48618.4 to include "...the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property. Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing stormwater pollution. **Mitigation does not include the cleanup or restoration of polluted areas.**"
- Enforcement activities.
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation).
- Out-of-state travel.
- Any food or beverages (e.g. as part of meetings, workshops, training, or events).
- Public education costs not related to used oil collection or storm water pollution prevention.
- Profit or mark-up by the grantee.
- Any costs that are not consistent with local, state, and federal guidelines and regulations.
- Cell phones, pagers, and palm pilots.
- Collection/disposal/recycling of non-oil related Household Hazardous Waste (HHW).

## II. GRANT APPLICATION REVIEW AND AWARD PROCESS

### ■ APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened. The panels will evaluate applications using the scoring criteria. Applicants must attain at least 70 out of the 100 points possible to be eligible for funding.

### ■ CIWMB AWARD OF GRANTS

The Board will consider the funding recommendations at its April 2002 Board meeting. Applicants will be notified of the recommendations prior to the Board meeting.

## III. APPLICATION INSTRUCTIONS

The Opportunity Grant application must contain the following information in the order prescribed:

- Application Cover Sheet Form (Exhibit A)
- Table of Contents
- Resolution(s) (Exhibit B)
- Proposal Narrative
  - Section 1: Need
  - Section 2: Objectives
  - Section 3: Methodology, including Work Statement Form (Exhibit C)
  - Section 4: Evaluation
  - Section 5: Budget, including Budget Itemization (Exhibit D)
  - Section 6: Completeness, Letters of Support, Experience, etc., including Summary of Used Oil & HHW Grants Form (Exhibit E)
  - Section 7: Evidence of a Recycled Content Purchasing policy or directive
  - Section 8: Address if applicable: target curbside, boaters or agricultural sources
  - Section 9: Address if applicable: no OG5 funding
  - Section 10: Address if applicable: non-English speaking or underserved populations
- **COVER SHEET (Exhibit A)**

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software; however, the format must be followed exactly. Instructions for completing the form are on the reverse side of the form.
- **RESOLUTION (Exhibit B-1 & B-2)**

If a "designee" is authorized in the resolution, be sure to include a letter signed by the signature authority indicating the title of the designee.

The approved resolution for a single jurisdiction and all supporting documents for a regional program **MUST BE SUBMITTED WITH THE APPLICATION PACKAGE. 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.**

The grant application package must include either:

- **B-1:** An approved resolution from the applicant's governing body which authorizes submittal of an application for the Sixth Cycle Opportunity Grant and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-1); **OR**
- **B-2:** An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-2).

**Regional and JPA Programs** – All participating jurisdictions in a regional or JPA program must designate a lead applicant. In addition to submitting one of the resolutions described in B-1 and B-2 above, the lead applicant is responsible for including one of the following on behalf of each participating jurisdiction:

- An authorization letter from the county administrator/city manager stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
- A resolution from the governing body stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
- A copy of a Memorandum of Understanding **specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction as both applicant and grant administrator.**

▪ **PROPOSAL NARRATIVE**

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address the project summary as well as the ten scoring criteria. The proposal narrative is limited to 15 pages, not including exhibits and attachments. A well-prepared application will address each question briefly, but thoroughly. Criteria 1 -- 7 comprise the General Review Criteria and Criteria 8 -- 10 are considered the Program Criteria. **The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.**

Attachments to support the proposal narrative include the Work Statement Form (Exhibit C), Budget Itemization (Exhibit D), and the Summary of Used Oil and HHW Grants Form (Exhibit E).

Instructions for completing the Work Statement and the Summary of Used Oil and HHW Grants Forms are on the reverse side of each form. Attach supporting documentation, such as charts, maps, surveys, or quotes with the appropriate section(s).

## **GENERAL REVIEW CRITERIA (82 points possible)**

**Introduction: Project Summary. We have provided “tips” (see attachment) for each criterion that should help you develop your proposal. (be very brief -- 1 paragraph)**

What is the problem you are addressing? Describe your project.

### **1. Need (23 points)**

This section should provide convincing reasons why your project should be funded. This section comprises 23 percent of the total application, so make sure all points below are adequately addressed.

(5 pts.) Clearly describe and demonstrate the local or regional need for the project as related to the establishment of new programs, or expansion of existing programs, that address the proper management of used oil. Include information about current collection opportunities and their adequacy.

(5 pts.) Address identified gap in service availability or current unmet need.

(5 pts.) Support the existence of the problem with surveys and/or studies.

(4 pts.) Adequately describe any health and safety threats or environmental concerns.

(4 pts.) Identify existing and previous grant work that supports the project or justifies a different approach.

### **2. Objectives (10 points)**

Goals and objectives must be sufficiently detailed. A **Goal** is typically a broad statement describing what you want to accomplish. **Objectives** should be focused, specific statements that outline what you need to do to achieve your goals.

(4 pts.) Describe how the goals are based on the identified need described in the narrative.

(6 pts.) Describe specific and measurable objectives and how they relate to the goals.

### **3. Methodology (13 points)**

Describe by task the activities to be undertaken to achieve the objectives. Include completed Work Statement Form (Exhibit C).

(3 pts.) Describe why the proposed activities are the best way to address the identified needs.

(2 pts.) Identify staffing required to carry out the proposed project.

(2 pts.) Describe involvement of cooperating organizations.

(3 pts.) Present a specific plan for sustaining this program into the future.

(3 pts.) Work Statement demonstrates that objectives can be achieved within grant term (May 1, 2002- April 15, 2004) and with available resources.

**4. Evaluation (8 points)**

Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. This section should describe *how* you will determine if you are accomplishing your goals.

(4 pts.) Describe both process and outcome evaluation. **Process evaluation** answers the question “Did we accomplish our objectives?” **Outcome evaluation** involves analyzing whether your activities had an effect on your target audience and contributed to the attainment of your goals. Answers the question “Did the program have an impact on the target audience?” Describe the methods that will be used to evaluate the outcome of the program/project.

(2 pts.) Describe a method for modification during project implementation.

(1 pt.) List staff responsible for evaluation

Name\_\_\_\_\_ Title/Agency\_\_\_\_\_

Name\_\_\_\_\_ Title/Agency\_\_\_\_\_

(1 pt.) Explain any statistical tests or questionnaires to be used.

**5. Budget (7 points)**

Grant proposal sufficiently demonstrates that proposed expenses are reasonable. Budget should be clear and concise and arranged by approved budget categories listed below (Exhibit D).

(3 pts.) Quotes, estimates or other documentation to support the expenses must be provided.

(2 pts.) All budget items must be described in the grant narrative and Work Statement. Items not described in the grant narrative or Work Statement will be cut from the budget.

(1 pt.) Describe proposed cost savings, such as use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.

(1 pt.) Clearly describe budget items for managerial costs, contingency or miscellaneous and keep costs to a minimum.

Arrange **Budget Itemization** by these categories:

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of used oil collection centers; or the establishment, expansion of permanent household hazardous waste collection facilities. (For ongoing costs for an HHW collection facility, include only the costs directly related to the management of used oil, used oil filters or oil bottle containers.)

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

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

**Publicity and Education:** Costs for the development, printing, and distribution of educational materials that promote used oil or used oil filter recycling, or stormwater pollution prevention.

**Load Checking:** Costs for inspection of loads at solid waste landfills or transfer stations for used oil and oil filters. Costs for containment (permanent or semi-permanent structure) should also be included here.

**Personnel/Other:** Costs for personnel and any other eligible expenditure that cannot be assigned to another category.

**6. Completeness, Letters of Support, Experience (6 points)**

Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes completed Summary of Used Oil & HHW Grants Form (Exhibit E).

(3 pts.) Include letters of support for the project.

(2 pts.) Address ability of applicant to coordinate contracted activities and past Used Oil/HHW Grant performance. Includes evidence that the applicant(s) or its contractor(s)/consultant(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs to carry out the proposed project.

(1 pt.) Include resumes and/or background statements for key project personnel and contractors, references, etc.

**7. Evidence of a recycled-content purchasing policy or directive (15 points)**

Provide 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. Applicants will be awarded points if they:

- (9 pts.) Provide documentation/evidence that a policy is in place or it is represented that a policy will be adopted during the application period by the Applicant, or its governing body.
- (4 pts.) Provide documentation/evidence by Applicant, or its governing body, of sustainable practices pertaining to re-refined oil within the past year (e.g. use of re-refined oil in city fleets).
- (2 pts.) Explain how Applicant, or its governing body, proposes to annually evaluate and modify their Recycled-Content Products (RCP) purchasing policy. Evaluation should include both the positive and negative features, sustainable practices performed during the past year, and a plan to increase the percentage of RCP purchased by applicant.

## **PROGRAM CRITERIA**

### **18 points possible**

**(5 points) Applicant proposes to establish a new program, or expand existing program, to include collection of used oil and/or filters from curbside, boaters or agricultural sources**

Describe proposed activities and how the proposed program will be cost effective and/or address non-point source pollution prevention from oil and/or oil by-products.

**(8 points) Applicant did not receive a Used Oil Opportunity Grant award during the last cycle-OG5 (2000-2002)**

If your jurisdiction or any participating jurisdiction in your regional application did not receive funding in the OG5, you are eligible for these points.

**(5 points) Applicant proposes to establish an oil collection program and/or an oil collection education program targeting a non-English speaking and/or underserved population**

Articulate a specific strategy for targeting this population taking into consideration cultural differences, levels of education, economics, and accessibility to used oil collection centers.

## **IV. GRANT ADMINISTRATION**

### **▪ GRANT AGREEMENT**

Following the Board's approval of the grant awards anticipated to occur at the April 2002 monthly business meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. These documents along with the applicant's Budget Itemization and Work Statement will comprise the Grant Agreement. The signature authority designated by resolution, or his or her designee, will be required to sign the Grant Agreement Form and return it to the CIWMB. Grant Agreements must be executed and returned within 90 days from date of the CIWMB's mailing of the Agreement package. Failure to return the executed Agreement within 90 days may result in revocation of the grant award. The Grant Agreement is for a term of 24 months anticipated to begin May 1, 2002 and terminating April 15, 2004.

▪ **PAYMENT OF GRANT FUNDS**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved project. Payment will be made only for costs described in the applicant's approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.). **Ten percent (10%) will be deducted from each payment request and paid at the end of the grant term when all reports and conditions stipulated in the Grant Agreement have been satisfactorily completed.**

▪ **AUDIT REQUIREMENTS**

The Grant Agreement requires that: the Grantee agrees that the Board, 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 Grant Agreement; the Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, 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; and the Grantee agrees to include a similar right to the State to audit records and interview staff in any contract or subcontract related to performance of the Grant agreement.

**Applications must be postmarked Friday, January 25, 2002. Applications postmarked after that date will not be accepted.**

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