

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**



**USED OIL OPPORTUNITY GRANT
(8th CYCLE) FOR FISCAL YEAR 2005/2006
APPLICATION INSTRUCTIONS**

Application Deadline

Applications must be postmarked no later than **March 30, 2006**.
Hand delivered applications must be received in CIWMB's Sacramento
Office at 1001 "I" Street by **3:00 p.m. on March 30, 2006**.
Faxed or E-mailed applications will not be accepted.

California Integrated Waste Management Board
Attn: Grants Administration Unit (OG8)
1001 "I" Street, MS-10,
P.O. Box 4025
Sacramento, CA 95812-4025

Applications mailed or sent by U.S. Postal Service or a commercial delivery service should be sent by a means 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 SUBMITTAL CHECKLIST

Use this checklist to make sure you have included all the correct documents and sections in your grant application.

- One original and three copies** of the application must be submitted to:
California Integrated Waste Management Board
Attn: Grants Administration Unit (OG8)
1001 "I" Street, MS-10
P.O. Box 4025
Sacramento, CA 95812-4025

- Application Cover Sheet** (*Attachment 1*)

- Table of Contents** (including page numbers)

- Resolution(s)** (*Attachments 2-A and 2-B*); and, if applicable, **Letter(s) of Authorization** (*Attachment 2-C*)

- Proposal Narrative** (not to exceed 15 pages - exclusive of the required Attachments):
 - Section 1: **Need** (3 to 5 pages)
 - Section 2: **Program Description** (1 to 2 pages)
 - Section 3: **Work Plan Narrative** (includes Goals and Objectives) (5 to 9 pages)
 - Work Plan form (*Attachment 3*)
 - Section 4: **Evaluation** (1 to 2 pages)
 - Section 5: **Budget Narrative** (1 to 2 pages)
 - Budget Itemization form (*Attachment 4*)
 - Section 6: **Application Completeness, Letters of Support & Experience, Etc.**
 - Letters of Support & Participation
 - Staff Experience (summary of relevant experience, not resumes)
 - Summary of Related Used Oil and HHW Grants (*Attachment 5*)
 - Section 7: **Environmentally Preferable Purchases and Practices Evaluation Sheet** (*Attachment 6*)

Copies: Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." Copies must be free of distortion and easy to read.

Font: 12 point or larger font.

Paper: 8 ½ x 11", 100% recycled-content paper, double sided and numbered consecutively.

Stapled, not bound: upper left-hand corner

Application Deadline:

- Mailed applications must be postmarked no later than **March 30, 2006**.
- Hand delivered applications must be received at the above address by **3:00 p.m. on March 30, 2006**.
- Faxed or E-mailed applications will **not** be accepted.

More Information: The Opportunity Grant (OG) application is posted on the California Integrated Waste Management Board's (CIWMB) website at:

<http://www.ciwmb.ca.gov/UsedOil/Grants/Opportunity/8thCycle>. Hard copy applications are available by contacting Wendy Roberson at wroberson@ciwmb.ca.gov or (916) 341-6690.

Question and Answer Period

Questions about this OG application will be accepted in written form only. Questions must be submitted no later than **March 10, 2006** to Angela Parker at aparker@ciwmb.ca.gov or by mail to:

California Integrated Waste Management Board
Attn: Angela Parker
Used Oil and HHW Grants
1001 "I" Street, MS-21
P.O. Box 4025
Sacramento, CA. 95812-4025

Staff will use the questions submitted to develop a question and answer sheet available on or about March 15, 2006. Responses will be posted on the California Integrated Waste Management Board's (CIWMB) Grants website <http://www.ciwmb.ca.gov/UsedOil/Grants/Opportunity/8thCycle> and after posting will be mailed out upon request. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

IMPORTANT TENTATIVE GRANT DATES

TENTATIVE DATES	ACTIVITY
February 24, 2006 – March 30, 2006	Application period
March 10, 2006	Question and Answer Period Closes
March 15, 2006	Questions and Answers Posted on CIWMB Website
March 30, 2006 (If hand delivered must be received by 3:00 p.m. in CIWMB Sacramento Offices)	Deadline for submitting postmarked application to CIWMB. This date is <u>not</u> subject to change.
June 7, 2006	Special Waste Committee considers Grant Award recommendations
June 13, 2006	CIWMB awards Grants
Late June 2006	Grant Agreements mailed to Grantees for signature
June 30, 2006	Grantees initiate work on projects after receiving Notice to Proceed - Grant term begins
September 30, 2009	Grant term ends
November 30, 2009	Final Report and Payment Request Due

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USED OIL OPPORTUNITY GRANT (8th Cycle) for Fiscal Year 2005/2006

I. GRANT SUMMARY AND GUIDELINES

■ **BACKGROUND**

Public Resources Code (PRC) 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 as an alternative to the illegal disposal of used oil. Opportunity Grants (OG) will be awarded on a competitive basis for the establishment of new programs and expansion of existing programs that address the proper management of used oil, oil filter collection, or equipment/facility modification to facilitate oil collection. Funds are provided in addition to those available through the non-competitive Used Oil Recycling Block Grant and must be used to enhance already established used oil programs.

■ **APPLICANT ELIGIBILITY**

- California cities, counties, and local government agencies either individually, or as a regional group/jurisdiction.
- Commercial businesses or not-for-profit groups, and Native American tribes are not eligible to apply for this grant, but may partner with eligible applicants through contracting agreements.
- Only one application may be submitted by a jurisdiction. If you apply as part of a multi-jurisdictional (regional) group, you can not submit an individual application.

■ **FUNDING AVAILABLE**

Approximately \$1.6 million in funding is available for this grant cycle. This grant offering is subject to funding availability and the Board reserves the right to not award any or to award only a portion of the OG.

The maximum award is \$150,000 per individual application and \$300,000 per multi-jurisdictional (regional) application.

■ **GRANT TERM**

The anticipated term of the grant is from June 30, 2006 through September 30, 2009. Grant expenses may not be incurred until grantees receive the Notice to Proceed. All costs must be incurred and goods and/or services received during the grant term.

■ **ELIGIBLE ACTIVITIES/COSTS**

Grant funds must be used for projects that provide supplemental opportunities for used oil collection, oil filter collection, or equipment/facility modification to facilitate oil collection. Proposed activities should enhance already established Used Oil Block Grant programs.

All expenditures must be for activities/costs directly related to the approved Work Plan, identified in the budget, and incurred during the grant term. Any proposed revision to the Work Plan or Budget must be submitted and pre-approved in writing by the CIWMB Grant Manager.

PROGRAM CRITERIA (Priority Program Activities)

Additional scoring “bonus” points will be given to applicants who demonstrate an essential need for a designated priority program area. Applicants may select only **one** of the four options below if they are seeking priority points.

- **Oil Filter Collection** – To establish a new program or expand the infrastructure of an existing program to increase the collection of oil filters from Certified Collection Centers, non-certified centers, permanent collection facilities, residential collection programs, etc.; **or**
- **Marina Oil Collection** – To establish **new** collection opportunities for oil, oil filters and bilge pads at marinas that currently do not have an existing collection program; **or**
- **Modification for Curbside Oil Collection** – To provide equipment/facility modification (e.g. oil collection containers on existing collection vehicles) to facilitate curbside oil and oil filter collections; **or**
- **Establish or Expand Used Oil Collection Facilities** – To provide equipment/facility modifications or construction costs for oil and oil filter collection facilities.

Following are examples of other **eligible** activities/costs. Programs that do not select one of the four Program Criteria (Priority Program Activities) listed above will still be eligible for funding but will not receive the additional “bonus” points when their application is scored.

- Used oil collection
- Door to Door used oil collection
- Certified and non-certified used oil collection center support
- Set up and operation of temporary facilities for one-day or multi-day events where used oil will be 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
- Agricultural used oil collection projects
- Airport used oil collection projects
- Program evaluation
- Publicity and educational activities, particularly those that utilize direct one-to-one marketing in support of used oil collection and/or pollution prevention programs
- Stormwater mitigation programs:
 - Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing stormwater pollution. It does not include the cleanup or restoration of polluted areas.
 - Additional information on stormwater requirements will be included in the Procedures and Requirements for this cycle.

- Overhead or indirect costs that do not exceed ten percent (10%) of the grant award amount and are justified by the jurisdiction's Internal Cost Allocation Plan. These 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. Examples include: costs of operating and maintaining facilities, accounting services, and administrative salaries not directly related to grant activities.

■ **INELIGIBLE ACTIVITIES/COSTS**

Any activities/costs not included in your approved budget and not directly related to the approved grant project are ineligible for reimbursement. If you have any questions regarding ineligible activities/costs, contact CIWMB. Ineligible activities/costs include, but are not limited to the following:

- Costs incurred prior to the Notice to Proceed or after the grant term
- Costs currently covered by another CIWMB loan, grant or contract (i.e. HHW grant, etc.)
- Purchasing or leasing of land or buildings
- Costs to maintain an existing Household Hazardous Waste (HHW) program
- Developing a permanent facility on non-government managed property
- Premiums or promotional items that contribute to the solid or hazardous waste stream
- Premiums that exceed \$6 per item if no written pre-approval was obtained
- Purchasing or leasing of vehicles by non-governmental agencies
- Remediation (any cleanup or restoration of polluted areas)
- Overtime costs (except for local government staffing during specially scheduled evening or weekend events outside the individual's normal work hours that have been pre-approved in writing by the CIWMB Grant Manager, when law or labor contracts require overtime compensation)
- Personnel costs incurred while an employee assigned to the grant project is not working on the grant (e.g. use of accrued time such as sick leave, vacation, etc.)
- Out-of-state travel
- Any food or beverages (e.g., as part of meetings, workshops or events)
- Cell phones, pagers, and personal digital assistants (PDA)
- Development of school curricula
- Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste
- Public education costs not directly tied to used oil collection or prevention
- Pre-paid expenditures of future goods or services (salaries/wages, television or radio advertisements, etc.) 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).
- Profit or mark-up by the Grantee or subcontractors

- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations
- Promotional items or premiums that are not related to the Oil Grant or the target audience
- Promotion of a particular brand-name product or private business with grant funds
- Movie theater screen advertising
- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Overhead or indirect costs in excess of 10%

Materials or items purchased may be denied full reimbursement if they do not meet the requirements detailed in this section.

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 to evaluate applications using the Board approved Scoring Criteria. Applicants must attain at least 80% (72 out of 90 points) of the General Criteria points in order to be eligible to receive additional points in the Program Criteria section. Applicants must attain at least 72 points out of the 100 total points possible to be eligible for funding.

The following is a summary of how the points are divided between the General and Program sections. A more detailed description is included in Used Oil Opportunity Grant Scoring Criteria – 8th Cycle (*Attachment 7*).

General Criteria	90 points
▪ Need	20 points
▪ Goals and Objectives	8 points
▪ Work Plan	20 points
▪ Evaluation	9 points
▪ Budget	16 points
▪ Application Completeness, Support, Experience, Etc.	7 points
▪ Environmentally Preferable Purchases and Practices	10 points

Program Criteria	10 points
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Applicants may select only one criteria item for priority points:

- **Oil filter collection**
- **Marina oil collection**
- **Modification for curbside oil collection**
- **Establish or expand used oil collection facility**

■ PARTIAL FUNDING OF PROPOSALS

The review panels may recommend partial funding of some or all proposals and will deduct ineligible costs.

■ **CIWMB AWARD OF GRANTS**

The Board is expected to consider the grant funding recommendations at its June 2006 Special Waste Committee and Board Meetings. All applicants will be advised by email of the Board's decision. This grant offering is subject to funding availability and the Board reserves the right to not award any or to award only a portion of the OG.

Following the Board's approval of the grant awards, the successful applicants will be mailed a Grant Agreement form, Procedures and Requirements, and Terms and Conditions. These documents, along with the applicant's approved Budget and Work Plan comprise the Grant Agreement.

The signatory designated by the Applicant's Resolution will be required to sign the Grant Agreement Form and return the Grant Agreement form to the CIWMB **within ninety (90) days** from the date of mailing by the CIWMB. In addition, the Grantee is required to pay all outstanding debts due to the CIWMB within ninety (90) days from the Board's award date. (Check with your Accounting Office to determine if your jurisdiction has any outstanding CIWMB invoices resulting from unexpended grant funds in previous cycles or other outstanding debt.) The Grant Agreement will be released to the Grantee after all outstanding debts are paid.

Applicants with open Used Oil and HHW Grants must be current with spending and have up-to-date approved grant reports on file before they can receive OG funding, should they be chosen to receive a grant award.

If these conditions are not met, the awarded OG may not be funded.

■ **CIWMB PAYMENT FOR GRANT EXPENDITURES**

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved grant activities outlined in the approved Work Plan. Detailed requirements for payment will be included in the Terms and Conditions and in the Procedures and Requirements of this cycle.

III. APPLICATION INSTRUCTIONS

■ **OVERVIEW**

These instructions are organized according to the order of each section you are required to submit with your application. Each section does the following:

- Lists the item as it will appear in your Table of Contents
- Notes the required attachment(s), if any
- Provides an estimate of the pages that may satisfactorily address the section
- Provides a summary of the evaluation points available
- Provides sample questions for you to answer in addressing the evaluation criteria, and
- Includes helpful hints or "tips" from previous grant cycles

It is important to follow the format carefully as points may be deducted for not addressing certain topics, Proposal Narrative exceeding the 15-page limit, boxes not checked, application not double-sided, missing signatures, missing required

attachments, or an unclear proposal. *Double-check your application and make sure everything on the checklist (inside cover of these application instructions) is included, and arranged in the order prescribed.*

▪ **APPLICATION COVER SHEET**

The Application Cover Sheet form (*Attachment 1*) may be adapted to each applicant's computer software; however, the format must include the same information. Instructions for completing the form are on the reverse side of the form. It includes contact information and a summary of your proposed program.

▪ **TABLE OF CONTENTS**

The Table of Contents should indicate on which page each of the required items can be found. This provides a guide that makes it easier for the review panel to score your application.

▪ **RESOLUTION (*Attachment 2-A or 2-B*)/LETTER OF AUTHORIZATION (*Attachment 2-C*)**

The approved Resolution and all supporting documentation for a regional program must be submitted, preferably with the grant application package on March 30, 2006 but no later than April 28, 2006. The Resolution may be specific to this Fiscal Year (FY) 2005/2006, or it may cover all authorized grants for up to a maximum of five (5) years (i.e., fiscal years 2005/2006 through 2009/2010). If a "designee" is authorized in the resolution and the signature authority wishes to assign a "designee" be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit either:

Attachment 2-A: An approved Resolution from the applicant's governing body which authorizes submittal of an application for the OG (8th cycle) FY 2005/2006 and identifies the title of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program (see sample); **or**

Attachment 2-B: An approved Resolution from the applicant's governing body which authorizes the submittal of grant applications to the CIWMB for all available HHW or Used Oil Grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, for a period not to exceed five (5) years, and identifies the title of the individual authorized to execute all grant documents necessary to secure grant funds and implement the approved grant program (see sample).

Regional and Joint Powers Authority (JPA) Programs: Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions.

In addition to submitting one of the resolutions described above, the lead applicant is also responsible for obtaining from the participating jurisdictions one of the Regional Participant authorization documents listed

below. This must be provided to the CIWMB Grants Administrative Unit, preferably with the grant application, but no later than April 28, 2006.

- A Letter of Authorization (LOA) from the county administrator/city manager or person with program decision making authority stating that the jurisdiction wants to participate in the regional program and authorizing the regional lead to act on its behalf as both applicant and grant administrator (*Attachment 2-C*); **or**
- A Resolution from the participating jurisdiction's governing body stating that the jurisdiction wants to participate in the regional program and authorizing the regional lead to act on its behalf as both applicant and grant administrator; **or**
- A copy of a Memorandum of Understanding specifically for this grant authorizing the regional lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

Tips for RESOLUTIONS:

Select the designated signature authority carefully because only that person will be able to sign grant documents to secure funds and implement the grant program. If the designated signature authority wished to delegate his/her authority to sign documents related to the grant, such as Payment Request forms, the Resolution must expressly authorize the designated signature authority to designate another individual. For example:

“The Director of the Happy Valley Solid Waste Management Authority, or his/her designee, is hereby authorized and empowered to execute in the name of the above named county...”

To utilize this authority, the signature authority (the Director) must provide a signed letter stating the job title of his/her designee. Otherwise, only the Director will be authorized to sign.

Regional and JPA Applicants: The regional lead's Resolution does not need to specifically identify the participants' names. The names can be provided in an attachment. The inclusion of the participant's names in the regional lead's Resolution does not take the place of the participant's Letter of Authorization.

■ **PROPOSAL NARRATIVE** (Total not to exceed 15 pages)

The Narrative must clearly and concisely describe and justify each activity/task presented in the proposal. A well-prepared application will provide information that addresses each question briefly, paying specific attention to the points listed in the Scoring Criteria (*Attachment 7*), but need not literally answer each question. The questions will assist review panels to evaluate your application according to the scoring criteria. 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.

The following attachments/documents are required as part of this application to support the proposal narrative but are not included in the fifteen (15) page limit:

- Application Cover Sheet (*Attachment 1*)
- Resolution (*Attachment 2-A or 2-B*) and/or Letter of Authorization (LOA) (*Attachment 2-C*)
- Work Plan form (*Attachment 3*)
- Budget Itemization form (*Attachment 4*)
- Summary of Related Used Oil and HHW Grants form (*Attachment 5*)
- Environmentally Preferable Purchases and Practices Evaluation Sheet (*Attachment 6*)
- Letters of Support & Participation
- Staff Experience narrative

Failure to include these documents with your application will cause a reduction in points for completeness under the General Scoring Criteria section. Additional documents may be submitted after the application deadline; however, your score for Completeness will not be adjusted. Missing documents must be received by the CIWMB Grants Administration Unit no later than April 28, 2006. **Failure to meet this deadline will result in the disqualification of the application from consideration for award.**

Tips for Application Writing:

Respond to each question clearly and completely. Do not be concerned if you seem to be repeating yourself. Try to be succinct in your response or refer directly to the page where you may have addressed the issue elsewhere. This will make it easier for the review panel to score your application without having to search for information that may be buried in another section.

Key sections follow with **Bolded** questions corresponding to scoring criteria (*Attachment 7*) that the review panels will use to score your application. The bulleted points under each question provide suggestions for information that might be included in a complete response to the bolded question that may result in receiving the maximum points for the scoring criteria.

Section 1 - NEED - 20 Points

(3-5 pages)

This section provides the foundation upon which your proposed program is based and should be within the context of your Used Oil Block Grant (BG) Program. Begin the section with a description of your BG program, including information about current target audiences and the corresponding used oil/filter collection data as well as collection opportunities. Then, address the questions below in the remainder of your narrative.

What is the local or regional need for this program in the context of your BG program?

- What is the target population of the residents you wish to serve through the proposed program? What is the rationale for serving this particular target

- population compared to others? How many more residents will be served than the current program you provide? What is the size of this population?
- How does your current used oil program relate to the proposed program? What is the extent of the current service provided?
 - What are current collection opportunities for this group? (Consider including a map related to where your target population lives.)
 - What lessons were learned during previous grants that provide a justification for your approach in this grant?

Are there gaps in collection opportunities that prevent your target group from properly disposing of used oil and oil filters?

- What is the unmet need in your jurisdiction?
- What are the barriers to properly disposing of used oil and oil filters for your target group?
- What services are you proposing to address the identified gaps of your current program?
- What are the consequences for this target population if the proposal is not funded?

Are there surveys, pilot projects or studies to justify your approach and identified need?

- What insights do you provide from local population statistics, census data, surveys, studies or other research/data to document need?
- Are they relevant to the program(s) you are proposing?
- What lessons were learned as you developed your current and/or past programs that provide a justification for your approach in this grant application?
- How are existing barriers documented?

Describe how “Need” was not addressed with current/previous projects.

- Were previous outreach efforts effective? If not, why?
- How will your proposed program be different?
- Why should your proposal be funded (e.g., benefits, end products, problems to be resolved, etc.)?
- What outreach or education has been directed to this group before? What was learned from these efforts that will influence the design of your program?

Why is Opportunity Grant funding needed in light of other funding?

- Summarize other “open” block grant funding (i.e. Block Grant 9,10, and 11) and describe reasons for unused portions not being used to support the proposed program.

Tips for NEED section:

This section is worth 20% of the total, so make sure every item is addressed thoroughly. If the NEED is not well defined and supported, your application will not be competitive.

It is impossible to design an effective program without identifying barriers and need as it relates to your current Block Grant program. A useful tool for evaluating your current program and identifying gaps can be found on the Used Oil website at:

www.ciwmb.ca.gov/UsedOil/ProgramEval/default.htm.

Include numbers and statistics relative to target population size; percentage of total population targeted; ethnicity; age distribution; median household income; number of single family homes; multiple family housing units; etc. Check out the Grantee Resources section of the Used Oil website for helpful links at: www.ciwmb.ca.gov/UsedOil/Grants/Resources/#Program. You may also reference the following websites: www.ciwmb.ca.gov/profiles and <http://www.dof.ca.gov/HTML/DEMOGRAP/repndat.asp> for the latest population statistics and demographics.

Section 2 - PROGRAM DESCRIPTION – maximum 10 points (1-2 pages)

Introduction:

Begin the section with a half page summary of the key elements of your proposed program that corresponds with the brief Program description included in the Application Cover Sheet, *Attachment 1*. Identify the proposal you are submitting and the priority criteria, if any. This section provides the reviewer with a frame of reference for your program.

Following are the four priority program activities, items A through D. Select only **one** of the four priority options if you are seeking priority or “bonus” points. A maximum of ten (10) points is available. Other activities, Item E, may be proposed but will not receive “bonus” points.

A. Oil filter Collection: To establish a new program or expand the infrastructure of an existing program to increase the collection of oil filters from Certified Collection Centers, non-certified centers, permanent collection facilities, residential collection programs, etc.

- Does your application specify which location(s) currently accept filters and how many will be added to the program as a percent of total collection sites?
- Is there evidence that the targeted collection center operators are aware of the additional space needed for collection of oil filters and that such space is available? (Include in Letter of Support)
- Have costs for disposal, special handling, and preparation for transport options been included in the application and is there evidence these can be sustained after grant funding?
- What activities will be undertaken to further the target population’s use of used oil filter collection options?
- Is the publicity and outreach strategy outlined? Does it address the barriers that prevent the target population from properly disposing of oil filters?
- Do proposed activities address challenges related to specific needs such as language, culture, location, access, etc.?

B. Marina Oil collection: To establish new collection opportunities for oil, oil filters and bilge pads at marinas that currently do not have an existing collection program.

- Does your application describe the total number of marinas (and boaters) in your jurisdiction, identify which currently collect oil, specify which marina

location(s) are proposed for this application and the number of boaters that will be served?

- Is there evidence from the targeted marina operators that they are aware of the space required for the collection sites and is that space available? (Include in Letter of Support)
- What disposal, special handling, and preparation for transport options will be used?
- What activities will be undertaken to further the boater's use of marina collection options?
- Is the publicity and outreach or education strategy outlined? Does it address the barriers that prevent the boaters from properly using disposal opportunities at marinas?
- Do proposed activities address challenges related to specific needs such as language, culture, access, etc.?

C. Modification for Curbside Oil Collection: To provide equipment/facility modifications (e.g. oil collection containers on existing collection vehicles) to facilitate curbside oil and oil filter collection.

- Is the current curbside collection program to which the additional service of curbside oil collection will be added described?
- Does your application specify which specialized location or equipment is targeted for modification and what modifications will be made?
- Is there evidence from the haulers that they are aware of the modifications for the curbside collection sites and amenable to them? (Include in Letter of Support)
- What disposal, special handling, and transport options will be used?
- What percentage of the at home mechanic or DIY population currently participates in the curbside program?
- What activities will be undertaken to further their use of curbside oil collection options?
- Is the publicity and outreach strategy outlined? Does it address the barriers that prevent the target population from properly using curbside oil disposal opportunities?
- Do proposed activities address challenges related to specific needs such as language, culture, access, etc.?

D. Establish or Expand Used Oil Collection Facility: To provide equipment/facility modifications or construction costs for oil and oil filter collection facilities.

- Does your application specify which location will be established or expanded?
- What modifications will be made and/or how much square footage will be added to the facility footprint?
- How will modifications enhance the used oil collection facility?
- What activities will be undertaken to further the target population's use of the collection facility?

- Is the publicity and outreach strategy outlined? Does it address the barriers that prevent the target population from using collection facility options?
- Do proposed activities address challenges related to specific needs such as language, culture, access, etc.?
-

E. Other Program Activities:

Examples of other types of program activities/costs are listed under the **Eligible Activities/Costs** section. Proposers that do not select one of the four Priority Program Activities listed above will still be eligible for funding but will not receive the additional “bonus” points.

Section 3 - WORK PLAN

(5 - 9 pages)

Includes:

- **Goals and Objectives - 8 points**
- **Work Plan - 20 points**
 - **Work Plan Narrative** – Provides a narrative description of the Work Plan including a discussion of the proposed program goals and how selected activities address the need.
 - **Work Plan form - Attachment 3**
The Work Plan form summarizes the goals, objectives, activities, staff who will conduct activities, evaluation, and time frame in a table format.

The Work Plan provides the structural framework for the development of Goals, Objectives, and the corresponding Activities and should clearly describe what you wish to accomplish with the grant funding. It should link directly with the NEEDS section. Be realistic about what can be accomplished within the term of the grant. Explain the significance of the desired outcomes, **particularly in relation to cost per gallon of oil collected**. Your Goals and Objectives should be realistic and justifiable in comparison to similar programs and your baseline collection data as well as result in long term improvements in your BG program. (**Note:** Baseline information refers to what you have achieved to date.)

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 program. 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.

Explain the significance of goals relative to how the program will address both need and baseline data:

- What do you want to accomplish and how do you plan to implement the program?
- How are the outcome goals relative to baseline information and how does this relate to the identified need of your target population?

- What is the evidence that the program will lead to your desired outcome?
- Are the goals reasonable, realistic, and achievable based on previous studies, pilot projects, etc.?

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 activities/tasks that will be undertaken to achieve your goals in completing the grant program. 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.

Example: By March 200_, the number of oil filters collected at Certified Collection Centers from residents in Rio Blanco will increase by 30 %.

How will the Objectives of your program lead to desired outcome and are they realistic/achievable?

- How much (estimated increase) will be collected with each activity in a specified time period? Is that enough to meet objectives?
- Have you determined the current level (baseline) of the activity so that the impact of the proposed program can be measured?
- To what target population will each activity be directed?
- How many people will each activity serve?
- Given the needs of the target population, are the objectives reasonable and significant?
- How do the activities relate to the identified problems you want to address?
- How will you track the progress of the program?

Activities: Activities describe the specific activities/tasks to be performed that will lead to the achievement of the objective(s) and ultimately to a goal(s). It should include your step-by-step plan in getting from the beginning to the end result of your objective.

Example: (could include, but is not limited to the following activities :)

- Activity #1: Recruit appropriate partners to accept oil filters from residents.
- Activity #2: Work with partner to promote new oil filter collection opportunities.
- Activity #3: Conduct post-intervention evaluation (i.e., surveys, site visits, etc.).
- Activity #4: Make improvements to program based on results and expand to additional sites.
- Activity #5: Compare baseline information and post-intervention results.

Are the activities/tasks delineated in the Work Plan well thought through and achievable within the time frame of the grant and with the amount of available resources?

- Does each activity relate directly to a Work Plan goal, objective and need?
- Do the activities help you to achieve your desired goal?
- Are evaluation tasks included?
- Are the time frames realistic to accomplish each task?
- Can the project be implemented in approximately thirty-six (36) months?
- Are individuals responsible for each activity/task listed? Indicate if they are staff or contracted employees. Include both title and name for each individual.

Why are the proposed activities the best way to address the need?

- Do the activities overcome the barriers identified that inhibit individuals from properly disposing of used oil and oil filters?
- Have you considered a pilot program before you launch the entire program? If so, what variables will be tested and applied to the design of your program?
- 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 program? Was the target population similar to that in your target group?

STAFFING: In order to be effective, activities need to be implemented by the appropriate individuals, whether they are internal staff or external consultants/contractors. It is not necessary to provide resumes of staff, but the skills and experience they bring that is relevant to the program should be described in narrative form. Staff should be “named” on the Work Plan along with their title.

What Staff or Consultants will carry out each activity?

- Are staff and/or contractor technical qualifications sufficient to effectively complete each activity of the project?
- Is there evidence that staff have successfully managed government grant programs, including previous Used Oil or HHW grants?

PARTNER ORGANIZATIONS: Success for many programs depends upon the involvement of other parties, whether they be managers of Certified Collection Centers or marinas, haulers, community-based organizations, etc. Their support for your program should be memorialized in a Letter of Support for the program which states their role.

How will other organizations be involved in this program? 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?

LONG TERM FUNDING: As the OG provides supplemental funding to meet previously unmet needs, it is important that the activities undertaken during the program term are sustained after grant funds expire.

How will the collection activity be funded after OG8 funds are expended?

- Will this project be incorporated into the activities of your Block Grant program? Explain how.
- Identify a committed funding source (e.g., tipping fee, county funds, etc.) and not a source that may be available.

Tips for WORK PLAN section:

Be sure to use the Work Plan format included in this Application package (or reasonable facsimile of *Attachment 3*) as it is DIFFERENT from previous cycles. Points will be deducted for not using the appropriate format.

Consider coordinating your program with other organizations that have a vested interest in the project, such as ethnic outreach organization, non-profit groups, boating associations, marinas, farm bureaus, etc. These groups may contribute program labor and materials and/or provide an insight regarding the best way to reach your target audience. Benefiting from their experience may assist you in modifying and improving your proposal. These groups should be committed to contributing program labor and materials once the project is underway.

Activities must address each objective and goal, and must flow directly from need and/or barriers identified.

Coordination and communication helps prevent reinventing the wheel. It also allows you to use the experience of those that have done similar projects and modify and improve upon them. Check out the clearinghouse and other information on the CIWMB website.

Grant funds can be used for a pilot project that form the basis for the overall program. Pilots should be completed early enough in the term of the Grant Agreement to facilitate the rollout of a larger initiative.

Section 4 - EVALUATION - 9 points

(1-2 pages)

Evaluation is a weak component of many proposals. While evaluation takes time and resources, it is a required activity. Evaluation documents program success and effectiveness. Evaluation methods such as activity logs, workshop evaluation forms, surveys, etc. for each activity or task must be summarized in the Work Plan.

In addition, as a key CIWMB goal is to incorporate lessons learned from each grant into subsequent programs, the results from previous grant program evaluations should be woven into the NEED, PROGRAM DESCRIPTION, and WORK PLAN sections.

What process and outcome evaluation will be used to measure goal achievement and address used oil collection data?

- What data will be collected to measure achievement of outcome and process goals? (e.g. number of events held, clients attending, premiums distributed, etc.) How and by whom will data be collected and evaluated?
- What evaluation reports will be produced, how often and how will they be used?
- Have you identified the milestones that you will use to monitor the ongoing program?

What methods will be used to evaluate and modify the program during its implementation?

- What are the potential challenges that you may face during the implementation of the grant and how will they be addressed?
- Why was this evaluation approach chosen and what do you hope to learn?
- How will you analyze the data to determine the final result of your program?

What methods (statistical tests or questionnaires) will be used to determine success of the program?

- Describe how you will evaluate and measure the achievement of your goals at the conclusion of your program.
- What are the per capita or per gallon of oil costs for this program? Are they reasonable?
- What will be the criteria for success and how is it related to your goals?

Tips for EVALUATION section:

It is important to clearly state how you will know if your grant program has been successful.

Program evaluation should be ongoing throughout the grant term, not just at the end. Continuous evaluation identifies problems and concerns during the course of the grant so adjustments can be made as needed.

To assist you in your evaluation efforts refer to “Grant Management, Success With the Used Oil Recycling Program” guidebook. If you do not have a hard copy, you can request one from CIWMB. The guidebook can also be found on the CIWMB’s website at: www.ciwmb.ca.gov/UsedOil/EvalGuide.

Section 5 - BUDGET - 16 points

(1-2 pages)

- **Budget Narrative** – Provides a narrative description of the Budget Itemization detail. Address the questions below in 1 to 2 pages.
- **Budget Itemization form - Attachment 4**
The Budget Itemization form includes a summary of the Budget Narrative in a budget format.

The detail provided in this section provides evidence as to whether or not the activities needed to accomplish the program’s objectives and goals can be achieved. With the decline in resources available for competitive grants, it is increasingly important that each program is cost effective and provides “bang for the buck”. Ultimately, that is measured in terms of gallons of oil or oil filters collected per grant dollar expended.

Personnel: Each budget category now includes both non-personnel costs and personnel costs so that the review panels can better understand the proposed activities and their relative level of emphasis within the context of the entire program. The “old” personnel category which many used for all their internal personnel expenses should now include only personnel time relative to program planning, management, and administration. Personnel time related to oil collection or publicity and education should be detailed in the other categories (Permanent Collection Facility, Temporary or Mobile Collection, Residential Collection or Publicity & Education).

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

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 as noted above. Any such activity must be clearly supported by appropriate documentation.

Make sure your overhead and indirect costs are 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:

Total department indirect cost divided by total department direct cost base equals indirect cost rate.

Is an itemized cost breakdown associated with each activity, task or subtask contained in the Work Plan included?

- Have you included all costs associated with all items and costs described in the grant narrative and/or Work Plan?
- Have you used only the budget categories that are specified in the application instructions?
- Verify only eligible costs for OG8 grant funding are included?
- Did you explain the type and use of equipment or supplies to be purchased, such as "safety clothes/gloves"?

Do quotes, estimates, or other documents support the costs you are claiming?

- Does each major item listed on the Budget Itemization form have a corresponding quote and/or supporting documentation? If a quote lists more than one item, are applicable items highlighted?
- Are supporting documents numbered and arranged in the same order as listed in the Budget Itemization form?
- Are the costs of the activities/tasks reasonable?

Does your proposal include cost saving examples?

- Did you describe what measures you have utilized to minimize costs?
- Have you kept the budget items for managerial, contingency or miscellaneous costs to a minimum?
- Did you describe what measures you utilized to cut costs?
- Are you providing in-kind services or do you have volunteers helping with your program?
- Are you re-using materials from another source or building upon work completed in a previous program?
- Are you using services, recycling options, use of existing promotional materials, etc. to minimize costs?

Is your proposal cost effective relative to the work proposed?

- Justify and explain all non-specific costs such as overhead and include a Cost-Allocation Plan.

- Have you described any mechanisms that will be utilized to make the proposed program as cost effective as possible, including the resources, staff and equipment that will be covered by the applicant or cooperating organizations?
- Are costs per unit of collected material reasonable?

Tips for BUDGET section:

Attachment 4 is an example of how a Budget would be itemized. Remember, this may not apply directly to your program, but is included to give you an idea of the level of detail expected.

Round budget line items to the nearest whole dollar amount.

Cost savings may not be applicable for every proposed budget, but should be addressed in some manner, even if just to explain why costs can not be trimmed.

Reference cost estimates in the Budget Itemization with an asterisk and attach copies of those bids or estimates. Those attachments do not count against the 15 page limit.

Be sure to use the budget Itemization format included (or reasonable facsimile of *Attachment 4*) as it is DIFFERENT from previous cycles. Points will be deducted for not using the appropriate format.

Section 6 - APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, Etc. - 7 points **(half to one page text)**

Are all required forms and attachments included? Are they all signed? Are all boxes checked as appropriate?

- Application Cover Sheet—signed and check box marked for environmental justice considerations (*Attachment 1*)
- Resolution (*Attachment 2-A or 2-B*) and (if applicable) Letter of Authorization (*Attachment 2-C*)
- Work Plan form – *Attachment 3*
- Budget Itemization form -- *Attachment 4*
- Summary of Related Used Oil & HHW Grants form – *Attachment 5*
- Environmentally Preferable Purchases and Practices Evaluation Sheet - *Attachment 6*
- Letters of Support & Participation
- Staff Experience narrative

Are Appropriate Letters of Support included?

- Do the letters of support from individuals, organizations, jurisdictions, etc. that would be served or affected by the proposed project demonstrate support for the project and need for the services?
- Have letters from organizations that are cooperating organizations mentioned in the Work Plan been included to demonstrate their support and level of involvement?

- Are specific activities for cooperating organizations cited in the Work Plan referenced in the letter(s)?

Is there Evidence of Experience and Ability to Coordinate activities?

- Is the completed Summary of Related Used Oil and HHW Grants Evaluation Sheet (*Attachment 5* or reasonable facsimile) included?

Tips for LETTERS OF SUPPORT:

Be sure to attach letters of support directly to your application. If they are sent to CIWMB Board Members, they may not be forwarded to the review team evaluating your proposal. You may choose to “cc” the Board Members.

Section 7 - Environmentally Preferable Purchases and Practices Evaluation Sheet - 10 points **Attachment 6**

Complete the Environmentally Preferable Purchases and Practices Evaluation Sheet (*Attachment 6*) You do not need to submit the policy itself.

The policy, as well as your purchasing policies and business practices, provide evidence of your jurisdiction’s commitment to “closing the loop” and represents a pledge to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate.

- Applicant, or its governing body, demonstrates policy is in place or has been adopted during the application period.
- Applicant, or its governing body, can provide evidence of sustainable environmentally preferable purchasing practices within the past year.
- Applicant, or its governing body, can provide evidence of environmentally preferable business practices within the past year.
- Applicant, or its governing body, proposes to evaluate its environmentally preferable purchases and practices policies annually. Evaluation should address the positive and negative features, including a plan to increase the percentage of RCP purchased.

IV. GRANT ADMINISTRATION

The requirements for properly administering this grant will be fully set forth in the Terms and Conditions and the Procedures and Requirements of your Grant Agreement.

v. ATTACHMENTS (included as directions/sample formats)

<i>Attachment 1</i>	Application Cover Sheet
<i>Attachment 2-A & 2-B</i>	Resolutions
<i>Attachment 2-C</i>	Letter of Authorization (LOA)
<i>Attachment 3</i>	Work Plan form
<i>Attachment 4</i>	Budget Itemization form
<i>Attachment 5</i>	Summary of Related Used Oil and HHW Grants
<i>Attachment 6</i>	Environmentally Preferable Purchases and Practices Evaluation Sheet
<i>Attachment 7</i>	Used Oil Opportunity Grant Scoring Criteria – 8 th Cycle