

FY 2003/2004 USED OIL OPPORTUNITY GRANT SCORING CRITERIA – 7th Cycle
Applicants must score 65% of the total possible 100 points to be considered for grant funding
GENERAL REVIEW CRITERIA

Points	Description – Points per bulleted item are in parentheses
20	<p>1. NEED = Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).</p> <ul style="list-style-type: none"> • 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 • Address identified gap in service availability or current unmet need. • Support the existence of the problem with surveys and/or studies. • Describe any health and safety threats or environmental concerns. • Identify existing/previous grant work supporting the project or justifying different approach.
10	<p>2. GOALS AND OBJECTIVES = Describe what you wish to accomplish by completing this grant project. List measurable target(s) that must be met on the way to attaining your goal.</p> <ul style="list-style-type: none"> • List and describe measurable goals or desired outcome of project (what do you want to achieve – e.g., increase material collected by 20 percent). Describe how they relate to the identified need and be specific. • List and describe measurable objectives (what needs to be done – e.g., number of collection events). Describe how they relate to the identified need and be specific.
15	<p>3. WORK PLAN = Specific list of all grant eligible procedures or tasks used to complete your project.</p> <ul style="list-style-type: none"> • Using Work Plan Form, demonstrate that objectives can be achieved within available timeframe and with available resources. • Describe why the proposed activities are the best way to address the identified need. • Identify staffing required to carry out the proposed project. • Identify any products that will be used or produced and how they will be distributed. • Describe involvement of cooperating organizations. • How will the project/program be funded after the grant term is complete?
10	<p>4. EVALUATION = Describe a method to measure the process and outcome of the applicant's project.</p> <ul style="list-style-type: none"> • Interim Progress Evaluation (Process Evaluation): Describe a method for evaluating and modifying methods during project implementation. How will you measure the interim progress? (If you experience difficulty conducting an activity of the grant, how will you re-evaluate or adjust your activities?) Who will be responsible for this evaluation? Describe clearly the criteria for determining success. • Final Outcome Evaluation: How will you evaluate and measure the final outcome of your project? Who will be responsible for this evaluation? Describe clearly the criteria for determining success. • Explain any statistical tests or questionnaires to be used, and any evaluation reports to be produced.

8	<p>5. BUDGET = Cost (dollar figure) associated with activities necessary to complete the project.</p> <ul style="list-style-type: none"> • Provide an itemized cost breakdown associated with each activity, task or subtask. • Are all the project costs associated and tasks outlined in the Work Plan? • Provide quotes, estimates, or other documents to support the costs you are claiming. • Is your proposal cost effective? List any cost savings derived from volunteers, in-kind services, recycling options, use of existing promotional materials, etc. • Budget items for managerial costs, contingency or miscellaneous are clearly described and kept to a minimum.
7	<p>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</p> <ul style="list-style-type: none"> • Grant proposal is clearly presented and complete as required in the application instructions including completion of all sections, adherence to all specified deadlines, and inclusion of all required forms Work Plan Form, Summary of Used Oil & HHW Grants Form, Permit Checklist, Environmental Justice Certification, etc.) • Includes letters of support for the project. • Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, including past Used Oil/HHW grants, to carry out the proposed project. Include resumes and/or background for key project personnel and contractors, references, etc.
15	<p>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE.</p> <p>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, sustainable business practices, or use of compost and mulch, and other “green” products or materials, or engages in other sustainable business practices and waste reduction activities where appropriate and feasible. Applicant will be awarded points if:</p> <ul style="list-style-type: none"> • Policy is in place or has been adopted during the application period by the applicant, or its governing body. Provide documentation/evidence of this. • Applicant, or its governing body, can provide evidence of sustainable recycled-content product (RCP) purchasing practices within the past year (e.g. use of re-refined oil in city fleets). • Applicant, or its governing body, proposes to evaluate their 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. • Applicant, or its governing body, can provide evidence of sustainable business practices within the past year.
85	TOTAL POSSIBLE GENERAL REVIEW CRITERIA POINTS

PROGRAM CRITERIA (15 Possible Points) – Applicants cannot address more than two of the first five criteria (#8-12)

Points	Description (maximum score for this section is 12 points)
6	<p>8. Promote, through either community-based social marketing (CBSM) or traditional marketing techniques, further use of certified collection centers and re-refined oil availability to the general public in those centers (e.g. fast lubes, auto parts stores, etc.).</p> <ul style="list-style-type: none"> • Develop plan to work with re-refined oil distributors in their area to promote re-refined oil availability in certified collection centers, and a plan to promote collection center use to general public. • Develop plan using traditional marketing techniques. • Develop plan using CBSM techniques.
6	<p>9. Promote, through either CBSM or traditional marketing techniques, re-refined oil availability at marinas, marina supply stores, off-highway vehicle supply stores, agricultural and airport oil distributors as applicable within their project area.</p> <ul style="list-style-type: none"> • Plan addresses re-refined oil availability at one or more of the suggested locations. • Promote plan using traditional marketing techniques. • Promote plan using CBSM techniques.
6	<p>10. Establish a new program or expand an existing program to include collection of used oil and oil filters from marinas, agricultural sources or underserved areas.</p>
6	<p>11. Establish or expand a used oil collection program/facility; or establish or expand a curbside collection program for used oil and filters; or storm water mitigation (includes cleaning surface oil from commercial parking lots, installation of storm water filtration devices such as storm drain inlet inserts or curbside vegetative cover adjacent to commercial sites, and oil-related storm water pollution prevention education including storm drain stenciling and dissemination of stickers, brochures and premiums).</p>
6	<p>12. Develop a used oil/filter recycling publicity education program using CBSM or traditional marketing techniques targeting do-it-yourselfers, improper disposers and newcomers/immigrants (i.e., persons living in California less than 15 years)</p> <ul style="list-style-type: none"> • Develop program toward target groups of highest priority in applicant’s jurisdiction. • Program uses traditional marketing techniques • Program uses CBSM techniques.
	Discretionary Criteria
3	13. Applicant did not receive an opportunity grant award during the last cycle – OG 6 (FY 2001-2002).
15	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
100	TOTAL POSSIBLE SCORE (Total of General Review Criteria and Program Criteria Points)