

**USED OIL NONPROFIT GRANT PROGRAM (6<sup>th</sup> cycle) FY 2004/2005  
APPLICATION COVER SHEET**

Applicant:	Federal I.D. #
Department or Agency:	
Street Address:	
Mailing Address:	
City & Zip Code:	County:

**Regional Participant Local Government Partners (if applicable):**

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

Phone:	Fax:	Email Address:
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**Program Director (Name & Title):**

Phone:	Fax:
Email Address:	

**NON-PROFIT Priority Program Criteria: (Check only one box)**

A. Project develops partnerships with auto parts and retail stores that sell lubricating oil to collect used oil filters from the public.

B. Project employs Community-Based Social Marketing techniques to educate the public, targeting immigrants, about local used oil and oil filter collection opportunities.

C. Project develops programs at marinas for either the collection and recycling of used oil, oily bilge pads and oil filters from boaters, or the development of used oil and filter collection infrastructure.

D. Project promotes used oil and filter recycling to small businesses that qualify as Conditionally Exempt Small Quantity Generators, including but not limited to businesses in the automotive, trucking, construction and landscaping/maintenance service sectors.

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: \_\_\_\_\_

Environmental Justice Certification:

\_\_\_\_\_ 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 Attachment 2. 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.

### **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, Payment Request Form and other grant documents. Be sure to check and initial the Environmental Justice Certification as shown on the application cover sheet.**

### **Environmental Justice**

*Grantees for this grant program must comply with the following principles of Environmental Justice and certify their compliance by initialing the application where indicated. 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."*

**USED OIL RESEARCH, TESTING, AND DEMONSTRATION GRANT (4<sup>th</sup> cycle)  
 FY 2004/2005  
 APPLICATION COVER SHEET**

Applicant:	Federal Tax I.D. #
Department or Agency:	
Street Address:	
Mailing Address:	
City & Zip Code:	County:

<b>Regional Participants (if applicable):</b>
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<b>Primary Contact (Name &amp; Title):</b>		
Phone:	Fax:	Email Address:

<b>Program Director (Name &amp; Title):</b>		
Phone:	Fax:	Email Address:

<b>RESEARCH, TESTING AND DEMONSTRATION Priority Program Criteria: (Check only one box)</b>
<input type="checkbox"/> A. Project demonstrates or researches a process, market, or product resulting from the recycling of used oil, filters, or containers.
<input type="checkbox"/> B. Project employs Community-Based Social Marketing strategies targeting immigrants, about local used oil/ filter disposal.
<input type="checkbox"/> C. Project promotes oil source reduction strategies (including, but not limited to, the lease of hydrogen fuel cell vehicles, extending oil change intervals, and advocating the use of mass transit) while also promoting used oil and oil filter recycling.
<input type="checkbox"/> D. Project establishes an agricultural used oil/oil filter collection program for small growers.

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: _____	
Environmental Justice Certification:	
<input type="checkbox"/> _____ 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. <i><b>(Please check the box and initial)</b></i>	

## INSTRUCTIONS FOR APPLICATION COVER SHEET

### **Applicant**

This is the name of the applicant's organization that is submitting the proposal, e.g., ABC University.

### **Regional Participants**

Multiple applicants or chapters of an umbrella organization may join together to submit an application. A lead applicant must be designated by the participating organizations. The lead agency must submit a resolution as described in Attachment 2. In addition, each participating organization of this application must submit a resolution from the governing body stating that the 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 lead applicant/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.

### **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 designated in the Resolution carefully because only the person in the designated position will be able to sign the Grant Agreement Form, Payment Request Form and other grant documents. Be sure to check and initial the Environmental Justice Certification as shown on the application cover sheet.**

### **Environmental Justice**

*Grantees for this grant program must comply with the following principles of Environmental Justice and certify their compliance by initialing the application where indicated. 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. All applicants are required to submit a completed resolution.**

### SAMPLE RESOLUTION

WHEREAS, the people of the State of California have enacted the California Used Oil Recycling Enhancement Act that provides funds to 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 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 (*List the title of the grant as shown on the Application Cover Sheet Attachment 1*). The \_\_\_\_\_ (*Title of Official*) of the (*Name of organization*) or his/her designee is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (*Name of 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 Organizations) to the California Integrated Waste Management Board for a (List the title of the grant as shown on the Application Cover Sheet Attachment 1). The (Title of Official for Lead Organization) of the (*Name of Lead organization*), or his/her designee, is hereby authorized and empowered to execute in the name of the above named 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 Organization) authorizes the (Name of the Lead Organization) to submit to the California Integrated Waste Management Board a regional application for a (List the title of the grant as shown on the Application Cover Sheet Attachment 1) on its behalf. The (Name of the Lead Organization) 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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**WORK PLAN**

Applicant \_\_\_\_\_

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

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

Activity Number	Description of Activity	Staff Name 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 applicant staff, a contractor or other individuals, 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 and/or oil filter collection opportunities funded this grant cycle.

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

**Research:** Costs for demonstrating, testing or researching a technique, process, market, or product resulting from the recycling of used oil/oil filters or used oil plastic containers.

**SAMPLE WORK PLAN**

Applicant: City of Recycle

Date: November 1, 2002

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	<i>Write RFP for construction of Permanent Collection Facility at the landfill</i>	<i>Staff</i>	<i>May 1 – Dec. 30, 2008</i>
2	<i>Release RFP with a due date of August 15, 2005</i>	<i>Education-(Name)</i>	<i>Dec. 30 – February 15, 2009</i>
3	<i>Finalize facility permitting</i>	<i>Education-(Name)</i>	<i>Dec. 30 – February 15, 2009</i>
4	<i>Facility Construction</i>	<i>Planning- (Name)</i>	
5	<i>Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)</i>	<i>Contractor</i>	<i>May 15 – July 15, 2009</i>
6	<i>Train 5 County staff for 40 hour HAZWOPR certification</i>	<i>(If known)</i>	<i>June 15 – July 15, 2009</i>
...			<i>August 1 – August 31, 2009</i>
15	<i>Opening Ceremony for Permanent Facility</i>	<i>Staff</i>	<i>November 1, 2009</i>
	<i>Employ Community-Based Social Marketing techniques to educate the public, targeting immigrants, about local used oil and oil filter collection opportunities</i>	<i>Planning-(Name)</i>	
		<i>Education-(Name)</i>	<i>November 1, 2009</i>

## SAMPLE BUDGET

## City of Recycle

**Permanent Collection Facilities**

*Fresh & Clean Environmental, Inc. - used oil and oil 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 oil 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 oil filter collection	\$1,100.00
*T-Rex Oil Haulers – curbside used oil and oil 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	\$300.0
0	
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**

**Research**

*Laboratory testing; 15 @ \$200 ea	\$3,000.00
*Vehicle lease (Alternative fuel vehicle lease)	\$20,000.00
Subtotal Research	<b>\$23,000.00</b>

**Expenditure Itemization Grand Total \$41,408.00**

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

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# GRANTS SUMMARY WORKSHEET

# Attachment 5

List the following information based on the previous grants that CIWMB has awarded to your organization:

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

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE GRANTS SUMMARY WORKSHEET

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

1. Grantee: Enter the name of the 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 CIWMB Program and Brief Project Description: CIWMB awarding program 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 \$	Granting CIWMB Program and Brief Project Description	% of Project Completed
<i>ABC Nonprofit</i>	<i>UNP-99-237-07</i>	<i>\$175,450.00</i>	<i>CIWMB Used Oil Grant. 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>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>



**SCORING CRITERIA for Joint Solicitation: Used Oil Nonprofit Grant Program (6th Cycle) FY 2004/2005 and Research, Testing and Demonstration Grant (4th cycle) FY 2004/2005**

Applicants must score at least seventy (70%) (70 points) of the total possible one hundred (100) points to be considered for funding.

**GENERAL REVIEW CRITERIA**

Points	Description – Points per bulleted item are in parentheses
Up to 20	<p><b>1. NEED = Grant proposal clearly and convincingly describes and demonstrates why the project should be funded (e.g., benefits, end products, etc.).</b></p> <ul style="list-style-type: none"> <li>• (5) Clearly describes gaps in existing programs, processes or technologies to properly manage used oil/filters/containers and substantiates gaps with surveys, other research, or data.</li> <li>• (5) Defines the target population, geographic area, economic need or environmental considerations that may further justify this project and convincingly presents the rationale for this project compared to others.</li> <li>• (5) Convincingly demonstrates, using both narrative and data, how the anticipated outcome of the project would increase the collection of used oil/filters/containers.</li> <li>• (5) Clearly describes barriers in existing programs, processes or technologies to properly manage used oil/filters/containers and substantiates barriers with surveys, other research, or data.</li> </ul>
Up to 10	<p><b>2. GOALS AND OBJECTIVES = 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.</b></p> <ul style="list-style-type: none"> <li>• (5) Describes how measurable outcome goals will be achieved and compares the predicted outcome to baseline data.</li> <li>• (5) Describes how the project goals substantially address need, overcome identified barriers, fill gaps in services and/or address identified problems.</li> </ul>
Up to 20	<p><b>3. WORK PLAN = Specific list of all grant-eligible procedures or tasks used to complete your project.</b></p> <ul style="list-style-type: none"> <li>• (5) Activities and tasks described in the Work Plan are well thought out as well as achievable within the time frame of the grant and available resources.</li> <li>• (5) Proposed activities effectively overcome identified barriers, fill gaps in service; and/or address identified problems.</li> <li>• (5) Applicant (including its contractors) and cooperating organizations have sufficient staff resources, technical expertise, and experience to successfully complete the project.</li> <li>• (5) Strategy to fund and/or continue the project after the grant term ends is well thought out and effective.</li> </ul>

Up to 6	<p><b>4. EVALUATION = Measures the outcome of your project.</b></p> <ul style="list-style-type: none"> <li>• (3) Describes clearly how the before and after comparisons will effectively measure goal attainment, including the method for evaluating and modifying methods during the project.</li> <li>• (3) Explains and justifies statistical tests and methodology to be used and describes the evaluation reports to be produced.</li> </ul>
Up to 12	<p><b>5. BUDGET = Costs (dollar figure) associated with activities necessary to complete the project.</b></p> <ul style="list-style-type: none"> <li>• (6) Proposed budget is reasonable and complete relative to costs associated with activities/tasks outlined in the narrative and Work Plan.</li> <li>• (6) Proposed budget is cost-effective relative to proposed activities and outcomes. Includes any cost savings derived from in-kind services, recycling options, use of existing promotional materials, etc. Keeps budget items for managerial, contingency or miscellaneous costs to a minimum.</li> </ul>
Up to 7	<p><b>6. APPLICATION COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b></p> <ul style="list-style-type: none"> <li>• (3) Proposal includes required forms, appropriate signatures, and Attachments (Application Cover Sheet, Resolution, Work Plan, Budget, Environmental Justice Certification, Cost Estimates, Unreliable Contractor Certification and Permit Checklist --if required).</li> <li>• (2) Letters of support for the project demonstrate the need for the project and/or active involvement of cooperating businesses or organizations.</li> <li>• (2) Grant proposal is clearly and succinctly presented.</li> </ul>
Up to 10	<p><b>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE.</b></p> <p>Applicant provides evidence that a recycled content policy is in place or evidence to show that a policy will be adopted during the application period that requires the grantee to purchase recycled-content products, recycled or reused products, such as re-refined oil, recycled-content paper, or 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>• (3) Policy is in place or has been adopted during the application period by the applicant, or its governing body.</li> <li>• (3) Applicant, or its governing body, can provide evidence (i.e. invoices) of sustainable recycled-content product (RCP) purchasing practices within the past year.</li> <li>• (2) Applicant, or its governing body, can provide evidence of environmental sustainable business practices within the past year.</li> <li>• (2) Applicant, or its governing body, proposes to evaluate its RCP purchasing policy annually. Evaluation should address the positive and negative features, including a plan to increase the percentage of RCP.</li> </ul>
85	<p><b>TOTAL POSSIBLE GENERAL REVIEW CRITERIA POINTS</b></p>

<b>PROGRAM CRITERIA:</b>	
<b>Up to 10</b>	<b>Priority Program Criteria listed below.</b> To receive up to ten additional points, application must specify <b><u>only one</u></b> of the following priority criteria within the appropriate grant program for which you are applying, either Non-profit <b>or</b> Research, Testing and Demonstration.
	<b>NON-PROFIT Priority Program Criteria</b>
	<b>A.</b> Project develops partnerships with auto parts and retail stores that sell lubricating oil to collect used oil filters from the public.
	<b>B.</b> Project employs Community-Based Social Marketing techniques to educate the public, targeting immigrants, about local used oil and oil filter collection opportunities.
	<b>C.</b> Project develops programs at marinas that include at least one of the following: <ul style="list-style-type: none"> <li>➤ Collection and recycling of used oil, oily bilge pads and oil filters from boaters;</li> <li>➤ Development of used oil and filter collection infrastructure.</li> </ul>
	<b>D.</b> Project promotes used oil and filter recycling to small businesses that qualify as Conditionally Exempt Small Quantity Generators, including but not limited to businesses in the automotive, trucking, construction and landscaping/maintenance service sectors.
	<b>RESEARCH, TESTING AND DEMONSTRATION Priority Program Criteria</b>
	<b>A.</b> Project demonstrates, tests or researches a technique, process, market, or product resulting from the recycling of used oil, oil filters or used oil plastic containers.
	<b>B.</b> Project employs Community-Based Social Marketing strategies to educate the public, targeting immigrants, about local used oil and oil filter collection opportunities.
	<b>C.</b> Project promotes oil source reduction strategies (including, but not limited to the lease of hydrogen fuel cell vehicles, extending oil change intervals, and advocating the use of mass transit) while also promoting used oil and filter recycling.
	<b>D.</b> Project establishes an agricultural used oil and/or oil filter collection program for small acreage growers including a needs assessment, the development of collection infrastructure and an outreach /education campaign.
<b>General Program Criteria for both NON-PROFIT and RESEARCH, TESTING AND DEMONSTRATION GRANTS</b>	
<b>5</b>	Applicant did not receive a UNP5 or URD3 grant award for a project targeting the proposed location or community.
<b>15</b>	<b>TOTAL POSSIBLE PROGRAM CRITERIA POINTS</b>
<b>100</b>	<b>TOTAL POSSIBLE SCORE</b> <b>(Total of General Review Criteria and Program Criteria Points)</b>

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## Attachment 8

### SAMPLE LETTER OF AUTHORIZATION FOR PARTICIPATING JURISDICTIONS IN A REGIONAL GRANT APPLICATION

Dear CIWMB:

The (Name of participating jurisdiction) authorizes (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the (Grant Name): on its behalf. The (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all grant documents necessary to secure grant funds and implement the approved grant project.

Sincerely,

Manager/Administrator

Certification of Reliable Contractors

State of California
CIWMB 168 (New 6/03)

California Integrated Waste Management Board

Reliable Contractor Declaration

This form must be completed and submitted to the California Integrated Waste Management Board (CIWMB) prior to authorizing a contractor(s) to commence work. Failure to provide this documentation in a timely manner may result in nonpayment of funds to the contractor(s).

This form is intended to help the CIWMB's Grantees comply with the Unreliable List requirement of their Terms and Conditions.

The Unreliable List provision requires the following:

Prior to authorizing a contractor(s) to commence work under the Grant, the Grantee shall submit to the CIWMB a declaration signed under penalty of perjury by the contractor(s) stating that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor(s). Please see the reverse of this page for a listing of events, or refer to www.ciwmb.ca.gov/Regulations/Title14/.

Please return the completed form(s) to:

California Integrated Waste Management Board
Name of your Grant Program
Attn: Liz Huerta, Grants Administration Unit (UNP6 or URD4)
P.O. Box 4025
Sacramento, CA 95812-4025

Grantee Information (Please Print)

Grantee Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contractor Information (Please Print)

Contractor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Authorized Contractor Representative: \_\_\_\_\_

As the authorized representative of the above identified contractor, I declare under penalty of perjury under the laws of the State of California that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the above identified contractor.

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

## **Title 14 CCR, Division 7, Chapter 1**

### **Article 5. Unreliable Contractors, Subcontractors, Borrowers and Grantees**

#### **Section 17050. Grounds for Placement on Unreliable List**

The following are grounds for a finding that a contractor, any subcontractor that provides services for a board agreement, grantee or borrower is unreliable and should be placed on the board's Unreliable Contractor, Subcontractor, Grantee or Borrower List ("Unreliable List"). The presence of one of these grounds shall not automatically result in placement on the Unreliable List. A finding must be made by the Executive Director in accordance with section 17054, and there must be a final decision on any appeal that may be filed in accordance with section 17055 et seq.

- (a) Disallowance of any and/or all claim(s) to the board due to fraudulent claims or reporting; or
- (b) The filing of a civil action by the Attorney General for a violation of the False Claims Act, Government Code section 12650 et. seq; or
- (c) Default on a board loan, as evidenced by written notice from board staff provided to the borrower of the default; or
- (d) Foreclosure upon real property loan collateral or repossession of personal property loan collateral by the board; or
- (e) Filing voluntary or involuntary bankruptcy, where there is a finding based on substantial evidence, that the bankruptcy interfered with the board contract, subcontract, grant or loan; or
- (f) Breach of the terms and conditions of a previous board contract, any subcontract for a board agreement, grant, or loan, resulting in termination of the board contract, subcontract, grant or loan by the board or prime contractor; or
- (g) Placement on the board's chronic violator inventory established pursuant to Public Resources Code section 44104 for any owner or operator of a solid waste facility; or
- (h) The person, or any partner, member, officer, director, responsible managing officer, or responsible managing employee of an entity has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy, or any act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance under any board contract, subcontract, grant or loan; or
- (i) The person or entity is on the list of unreliable persons or entities, or similar list, of any other federal or California state agency; or
- (j) The person or entity has violated an Order issued in accordance with section 18304; or,
- (k) The person or entity has directed or transported to, has or accepted waste tires at, a site where the operator is required to have but does not have a waste tire facility permit; or,
- (l) The person or entity has transported waste tires without a waste tire hauler registration; or,
- (m) The person or entity has had a solid waste facility or waste tire permit or a waste tire hauler registration denied, suspended or revoked; or,
- (n) The person or entity has abandoned a site or taken a similar action which resulted in corrective action or the expenditure of funds by the Board to remediate, clean, or abate a nuisance at the site; or
- (o) The following are additional grounds for a finding that, a person or entity described below should be placed on the Unreliable List:
  - (1) The person or entity owned 20% or more of an entity on the Unreliable List at the time of the activity that resulted in its placement on the Unreliable List;
  - (2) The person held the position of officer director, manager, partner, trustee, or any other management position with significant control (Principal Manager) in an entity on the Unreliable List at the time of the activity that resulted in its placement on the Unreliable List;
  - (3) The entity includes a Principal Manager who:
    1. Was a Principal Manager in an entity on the Unreliable List at the time of the activity that resulted in its placement on the Unreliable List; or,
    2. Owned 20% or more of an entity on the Unreliable List at the time of the activity that resulted in its placement on the Unreliable List;
  - (4) The entity has a person who owns 20% or more of the entity, if that person:
    1. Was a Principal Manager in an entity on the Unreliable List at the time of the activity that resulted in its placement on the Unreliable List; or,
    2. Owned 20% or more of an entity on the Unreliable List at the time of the activity that resulted in its placement on the Unreliable List.
  - (5) The entity has another entity which owns 20% or more of the entity, if that other entity:
    1. Is on the Unreliable List; or,
    2. Owned 20% or more of an entity on the Unreliable List at the time of the activity that resulted in its placement on the Unreliable List.
  - (6) Subsection (o) is not intended to apply to a person or entity that purchases or otherwise obtains an entity on the Unreliable List subsequent to its placement on the Unreliable List.

## **Addendum 1**

### **Permit/License Checklist**

The General Checklist of Business Permits, Licenses and Filing (CIWMB Form 669) must be completed and submitted with the application packages. Also, this form must be updated and submitted with the signed grant agreement, each grant payment request, and the final report. The form is located on the CIWMB's website at [www.ciwmb.ca.gov/grants/forms](http://www.ciwmb.ca.gov/grants/forms).