REQUEST FOR APPROVAL

To: **Howard Levenson**
Deputy Director, Materials Management and Local Assistance Division

From: **Michelle Martin**
Branch Chief, Financial Resources Management Branch

Request Date: November 3, 2014

Decision Subject: Eligibility Criteria and Evaluation Process for the Household Hazardous Waste Grant Program (Integrated Waste Management Account, FY 2015–16)

Action By: November 18, 2014

Summary of Request:
This memo seeks approval of the proposed eligibility criteria and the evaluation process for the Household Hazardous Waste (HHW) Grant Program for fiscal year (FY) 2015–16. Staff will conduct the FY 2015–16 grant cycle using the application review and evaluation process applied in HD21 FY 2013–14, except as described below under *Proposed Changes* and summarized below.

- Revise the attached Scoring Criteria as follows:
  - Add Project Description and Readiness
  - Remove Application Completeness
  - Redistribute points

Recommendation:
Staff recommends approval of the proposed eligibility criteria and evaluation process for the HHW Grant Program FY 2015–16.

Deputy Director Action:
On the basis of the information and analysis in this Request for Approval and the findings set out herein, I hereby approve the eligibility criteria and evaluation process for the HHW Grant Program for FY 2015–16.

Dated: 11/18/14

Howard Levenson

Howard Levenson
Deputy Director

Attachment 1:
Scoring Criteria for the Household Hazardous Waste Grant Program (HD24), FY 2015–16

Background and Analysis:

Statutory Authority

California Public Resource Code (PRC) section 47200(a) authorizes the Department of Resources Recycling and Recovery (CalRecycle) to award grants to local government agencies for programs to reduce HHW disposal. PRC section 47200(a) indicates in part: "...grants to cities, counties, or other local agencies with responsibility for solid waste management, and for local programs to help prevent the disposal of hazardous waste at disposal sites, including, but not limited to, programs to expand or initially implement household hazardous waste programs."

Program Background

The purpose of the HHW Grant Program is to provide funding for local governments to implement safe HHW programs for collection, public education, source reduction, reuse, and/or recycling of HHW.

More than $79 million in grant funds have been distributed since the HHW Grant Program began in FY 1990–91. Twenty-six grant cycles and 849 HHW grants have been awarded to California entities responsible for solid waste management. The table below summarizes the history of the HHW Grant Program since FY 2012–13.

Fiscal Year	Program Priorities	Number of Applicants	Number of Awards	Amount Awarded
2012–13	Public education and outreach, mobile collection events, minor HHW facility improvements, personal protective gear, training. (HD20)	40	33	$1,500,000
2013–14*	Construction of a new HHW facilities or expansion of an existing HHW facility. (HD21)	13	10	$1,400,080**
2013–14	Public education and outreach, mobile collection events, minor HHW facility improvements, personal protective gear, training. (HD22)	n/a	3***	$181,170
2014–15	Public education and outreach, Extended Producer Responsibility collection, mobile collection events, minor HHW facility improvements, personal protection equipment, training. (HD23)	36	26	$1,500,000

**CalRecycle received an additional one-time authority of $81,250 through a settlement with Costco Wholesale Corporation to the Integrated Waste Management Account for the HHW Grant Program.*

***A sufficient number of facility projects did not receive a passing score to fully allocate the $1,500,000 funds available for the cycle.*

****Eligible unfunded or partially unfunded applicants from the FY 2012–13 cycle were awarded with the unallocated 2013–14 funds and Costco Wholesale Corporation settlement funds.*

Proposed Process and Eligibility

Staff will conduct an initial review of all applications to confirm applicant eligibility and application completeness. Exercising the same process applied in past competitive cycles, applications will be evaluated and scored by a review panel of CalRecycle staff. Eligible applicants for these competitive grants include cities, counties, Joint Power Authorities, regional or local sanitation agencies, waste agencies, and qualifying Indian Tribes with responsibility for solid waste management programs that reduce the amount of HHW disposed of at solid waste landfills. Eligible applicants may submit an individual or regional application.

Grants awarded during this cycle will fund construction projects that establish a new or expand an existing HHW facility in California. HHW construction projects do not qualify for CalRecycle grant funding unless they are past the design phase of the project and are prepared for construction. Applicants must have completed proper site analysis, conceptual design and most of the local approval processes. The permitting, licensing and siting approval process must be well underway. Applicants must provide documentation by providing a completed General Checklist of Business Permits, Licenses and Filings form (CalRecycle 669). The applicant must convincingly indicate that they are beyond the planning phase of the construction project and can successfully complete the HHW facility project before the Grant Term ends (i.e., from the date of Notice to Proceed letter through March 28, 2018).

The anticipated allocation for FY 2015–16 for the HHW Grant Program is $1,500,000. The maximum grant amount will be $350,000 for individual or regional grant applicants.

Proposed Changes

1) *Addition of Project Description and Readiness scoring criterion*
   Project Description and Readiness was added to better address the assessment of eligibility and construction readiness of the proposed project.

2) *Removal of Application Completeness scoring criterion*
   Application Completeness was removed because it is already reflected in the score of each criteria.

3) *Redistribution of points*
   Points were redistributed to give more consideration to construction ready projects and the Project Description and Readiness, Work Plan, and Budget Criteria.

Tentative Timeline for FY 2015–16

As shown in the table below, staff will post a Notice of Funds Available (NOFA) on CalRecycle's website informing potential applicants of the funding, eligibility requirements, deadlines, and other important information. Notices will be distributed through the Grants Management System database, HHW Information Exchanges and Yahoo Group listserv, outreach presentations and newsletters. Notices will also be sent to current and past HHW grant recipients and shared with CalRecycle's Local Assistance and Market Development staff to inform their local jurisdictions.

Target Date	Activity
December 2014	Post the NOFA, Application, and related instructions and documents on the website
January 2015	Applications due
March–June 2015	Conduct application evaluation/review process; determine funding for eligible applicants
June 2015	Grant awards presented at CalRecycle Public Meeting
July 2015	Grant agreements distributed and executed: grant term ends March 28, 2018

If this FY 2015–16 HHW facility grant cycle is undersubscribed, or a sufficient number of facility projects do not receive a passing score to utilize the entire $1,500,000 anticipated to be allocated for FY 2015–16, CalRecycle may consider awarding any unfunded eligible FY 2014–15 applicants with FY 2015–16 funds.