

**STATE OF CALIFORNIA  
ENVIRONMENTAL PROTECTION AGENCY**

**Sustainable Building Grant Application**

**June 2000**

**Application Instructions**

**Applications must be postmarked September 1, 2000  
or delivered by 4:00 p.m. on the above date to:**

**California Integrated Waste Management Board  
Attn: Grant Administration Unit  
8800 Cal Center Drive, MS-14  
Sacramento, CA 95826**

**TABLE OF CONTENTS**

**SUSTAINABLE BUILDING GRANT APPLICATION ..... 1**

**GRANT APPLICATION SUBMITTAL CHECKLIST ..... 4**

**I. GRANT SUMMARY AND GUIDELINES ..... 5**

**II. GRANT APPLICATION REVIEW AND AWARD PROCESS ..... 6**

**III. APPLICATION INSTRUCTIONS ..... 6**

    A. COVER SHEET (EXHIBIT A) ..... 7

    B. RESOLUTION (EXHIBIT B) ..... 7

    C. TABLE OF CONTENTS ..... 7

    D. PROPOSAL NARRATIVE (EXHIBITS C AND D) ..... 8

**IV. GRANT ADMINISTRATION ..... 10**

    EXHIBIT A: APPLICATION COVER SHEET ..... 12

    EXHIBIT B: SAMPLE RESOLUTION FOR SUSTAINABLE BUILDING GRANT ..... 14

    EXHIBIT C: WORK STATEMENT ..... 15

    EXHIBIT D: SAMPLE BUDGET ITEMIZATION ..... 17

    EXHIBIT E: GRANT PROGRAM SCORING CRITERIA ..... 15



## Sustainable Building Grant-Cycle 2

# GRANT APPLICATION SUBMITTAL CHECKLIST

### A complete grant application includes the following:

- A. Application Cover Sheet Form (Exhibit A)
  - B. Table of Contents
  - C. Resolution (Exhibit B). This may be sent in separately, but must arrive by October 13, 2000.
  - D. Proposal Narrative – 6 pages maximum not including exhibits and attachments
    - Section 1: Need for a Sustainable Building Grant
    - Section 2: Objectives
    - Section 3: Methodology, including Work Statement Form (Exhibit C)
    - Section 4: Evaluation
    - Section 5: Budget, including Budget Itemization (Exhibit D)
    - Section 6: Completeness, Letters of Support, Experience, etc.
    - Section 7: Local jurisdiction's green procurement policy
    - Section 8: Potential to leverage the proposal for wider application of sustainable building practices.
- One original and three copies of the application printed double-sided on 8½" x 11" recycled paper with all pages numbered consecutively. Copies must be free of distortion and easy to read.
  - Application should be stapled in upper left-hand corner.

**Applications must be postmarked by Monday September 1, 2000 or delivered by 4:00 p.m. on the above date to:**

California Integrated Waste Management Board  
Attn: Grants Administration Unit  
8800 Cal Center Drive, MS-14  
Sacramento, CA 95826

### Schedule

DATE	ACTIVITY
June 1, 2000 to September 1, 2000	Application period
June 30, 2000	Questions due to CIWMB
July 7, 2000	Answers distributed
September 2000 to October 2000	Panels review applications and prepare recommendations
October 2000	CIWMB approves grants
November 2000	Grant agreements developed and signed
December 1, 2000	Grant recipients begin execution of grants
April 30, 2003	Close of grant term, final report and payment request due

## Sustainable Building Grant-Cycle 2

### I. GRANT SUMMARY AND GUIDELINES

#### BACKGROUND

At the September 8, 1999 Board Meeting, the California Integrated Waste Management Board (CIWMB) approved the Sustainable Building Grants to local government agencies for programs that will advance sustainable building practices in California and result in more efficient use of resources and less waste in landfills. **If you have questions or need additional information, contact Kristen McDonald at (916) 255-4453.**

#### GRANT FUNDING

There are two main categories for grants. Grant funds must be used to 1) establish or expand sustainable building programs (a.k.a. green building programs), or 2) incorporate green building practices or products in a specific building construction project. Currently, up to \$422,000 is available.

All proposals will be ranked according to the total number of points received. A total of 100 points are available. Applicants must score at least 80 points to qualify for grant funding. The highest ranked proposal in each category will receive funds and be removed from the list, then the second highest ranked proposals will be selected, and so forth. This process will continue until there are no more funds available. This is a general solicitation, meaning there is no specified cap, however, the CIWMB will award at least one proposal in each category.

Preference will be given to grant proposals that have the potential to be leveraged for wider application that can result in widespread use of sustainable building practices.

#### APPLICANT ELIGIBILITY

Eligible applicants are limited to cities, counties, and local government agencies. Commercial businesses and nonprofit groups are not eligible to apply for this grant<sup>1</sup>. Only one application may be submitted by a jurisdiction. If you apply as part of a regional group, you cannot submit an individual application.

#### GRANT TERM

The term of the grant is from December 1, 2000 through April 30, 2003. **All costs must be incurred and invoices received by the CIWMB during this term.**

#### APPLICATION FILING PROCEDURES

Applications may be mailed **or** hand-delivered to the CIWMB's Sacramento office. Mailed applications must be postmarked by **Friday September 1, 2000**. Hand-delivered applications must be received by **4:00 p.m. on September 1, 2000<sup>2</sup>**. Applications delivered after 4:00 p.m. or postmarked after the above deadline will be returned to the applicant and will not be considered for funding. It is your responsibility to ensure that the application is delivered or postmarked on time.

#### ELIGIBLE COSTS

All costs must be directly related to the management of sustainable building programs or specific building construction projects. Costs must be reasonable and focused on needs as described in the application.

#### INELIGIBLE COSTS

Any costs not directly related to the implementation of local or regional sustainable building programs or building construction projects are ineligible for grant funding. These include, but are not limited to, the following costs:

- Costs incurred prior to December 1, 2000 or after April 30, 2003

---

<sup>1</sup> Other groups can participate on a local jurisdiction's project. In the future, the Sustainable Building Grant Program may be expanded to include other groups as the applicant.

<sup>2</sup> Directions to the office can be obtained from the CIWMB web site, [www.ciwmb.ca.gov/gra/opa/aboutwmb/location.htm](http://www.ciwmb.ca.gov/gra/opa/aboutwmb/location.htm), or by calling (916) 255-2149.

## Sustainable Building Grant-Cycle 2

- Costs currently covered by another CIWMB loan, grant or contract
- Purchasing or leasing of land
- Staff training that is not directly related to the implementation of the Sustainable Green Building Program
- Programs that are not cost effective
- Overhead or indirect costs
- Purchasing or leasing of vehicles by non-governmental agencies
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation)
- Out of state travel or travel not directly related to the implementation of the Sustainable Green Building Program
- Any food or beverages (e.g. as part of meetings, workshops, training, or events)
- Profit or mark-up by the grantee
- Any costs that are not consistent with local, state, and federal guidelines and regulations
- Feasibility studies
- Equipment or other materials that are not primarily used to implement the Sustainable Green Building Program

## II. GRANT APPLICATION REVIEW AND AWARD PROCESS

### APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened. The panels will evaluate applications using the scoring criteria listed in Exhibit E. A minimum score of 80 must be attained to be considered for funding. **The panels will score applications based solely on the information provided in the application.**

### QUESTIONS AND ANSWERS

Questions about this application may be submitted by June 30, 2000, in writing or by e-mail to Kristen McDonald (e-mail address: [kmcdonal@ciwmb.ca.gov](mailto:kmcdonal@ciwmb.ca.gov)) If possible, please include an e-mail address for responses.) CIWMB staff will use the questions submitted to develop a question and answer sheet that will be distributed on July 7, 2000. Responses will be posted on the Internet and mailed (via e-mail, if available) to anyone requesting an application. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

### CIWMB AWARD OF GRANTS

The CIWMB will consider the review panels' funding recommendations at its October 2000 Board meeting. The CIWMB will notify applicants of the review panels' recommendations prior to the Board meeting.

## III. APPLICATION INSTRUCTIONS

The application must be printed double-sided on 8 ½" x 11" recycled paper, with all pages numbered consecutively. Use no smaller than 12-point type and have one inch page margins all around. An original and three copies of the application package must be submitted. Staple applications in the upper left-hand corner. Please do not use covers, binders or folders. All application materials will become the property of the CIWMB.

The grant application must contain the following information in the order prescribed:

- E. Application Cover Sheet Form (Exhibit A)
- F. Table of Contents
- G. Resolution (Exhibit B). This may be sent in separately, but must arrive by October 13, 2000.
- H. Proposal Narrative – 6 pages maximum not including exhibits and attachments
  - Section 1: Need for a Sustainable Building Grant
  - Section 2: Objectives

## Sustainable Building Grant-Cycle 2

Section 3:	Methodology, including Work Statement Form (Exhibit C)
Section 4:	Evaluation
Section 5:	Budget, including Budget Itemization (Exhibit D)
Section 6:	Completeness, Letters of Support, Experience, etc.
Section 7:	Local jurisdiction's green procurement policy
Section 8:	Potential to leverage the proposal for wider application of sustainable building practices.

Each part of the application is discussed in further detail below.

### A. Cover Sheet (Exhibit A)

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

### B. Resolution (Exhibit B)

The approved resolution for a single jurisdiction or all supporting documents for a regional program **MUST BE SUBMITTED WITH THE APPLICATION PACKAGE OR RECEIVED SEPARATELY BY OCTOBER 13, 2000. Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.**

The grant application package must include either:

- An approved resolution from the applicant's governing body which authorizes submittal of an application for the Sustainable Building Grant and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Exhibit B); or
- An approved resolution which authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available grants under the California Integrated Waste Management Act and identifies the title of the individual authorized to execute any agreements, contracts, and requests for payment (see Exhibit B).

### Regional Programs

Multiple jurisdictions may join together to submit a regional application. A jurisdiction is defined as a city or county, a city and county or regional agency. A lead agency must be designated by the participating jurisdictions. The lead agency must submit a resolution as described in Exhibit B. In addition, each participating jurisdiction in a regional application must submit one of the following:

- A letter from the county administrator/city manager stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- A resolution authorizing the lead applicant to act on their behalf as both applicant and grant administrator; or,
- A copy of a Joint Powers Authority (JPA) agreement and a letter from each JPA member jurisdiction's county administrator/city manager authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or,
- A copy of a Memorandum of Understanding specifically for this grant proposal authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

### C. Table of Contents

Provide a table of contents identifying each section and its page number.

## Sustainable Building Grant-Cycle 2

### D. Proposal Narrative (Exhibits C and D)

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address, at the very least, the information contained in the scoring criteria (Exhibit E). The scoring criteria will be used to determine whether the proposal qualifies for grant funding, and serves as the basis upon which the grant proposal will be scored. The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.

Attachments to support the proposal narrative include the Work Statement Form (Exhibit C), and the Budget Itemization (Exhibit D). Instructions for completing the Work Statement are on the reverse side of the form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

#### Introduction: Project Summary (be very brief -- 1 paragraph)

- Briefly describe your project.
- List any products/services provided as a result of receiving the grant
- Specify type of proposal: 1) program implementation, or 2) building construction project. Program implementation refers to developing and implementing a green building or sustainable building program, whereas building construction project refers to green building activities that concern a specific construction project. Due to the time required to construct buildings, the CIWMB envisions that building construction project grant requests will be limited to projects in progress. Additionally, as the CIWMB seeks widespread application of green building practices, it envisions that building construction project requests will focus on evaluating a building, documenting the benefits of green building features, or educating others about the building project, rather than for covering the cost of construction materials.

#### Section 1. Need (20 points)

Provide convincing reasons your project should be funded:

- What local or statewide problem does your proposal address?
- Clearly identify the target audience, its size, and explain why they need the project. Information on demographics is available from the Dept. of Finance, Demographics Unit. Their web address is <http://www.dof.ca.gov>.
- What health, safety or environmental threats would be reduced by the project?
- What other sources of funding are available? Have you applied for other grants? (describe)

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

- What are the specific and measurable objectives of the project? How do they relate to the need?
- Can the objectives as outlined be met within the grant term- April 2002?

#### Section 3. Methodology (10 points) Work Statement (Exhibit C)

- What tasks will be conducted to achieve the objectives? Tasks explain how your objectives will be implemented.
- Who will perform the tasks? Is back-up staff available?
- Who else will be involved in this project (e.g., partners, and contractors)? What are their roles and responsibilities?
- What problems may be faced during the implementation of the program?
- What plans are there for dealing with these challenges?
- Is the program likely to continue after the grant period?
- How will the project be funded after the grant term ends?
- What are the consequences if the proposal is not funded?
- Describe the involvement of cooperating agencies/organizations.

#### Section 4. Evaluation (10 points)

- Describe methods that will be used to evaluate the success of the project and determine whether objectives were accomplished.
- Explain any rating systems, statistical tests or questionnaires to be used.
- Who will be responsible for the evaluation?
- Describe any evaluation reports to be produced (quarterly reports to the Board).

## Sustainable Building Grant-Cycle 2

### Section 5. Budget (5 points) Budget Itemization (Exhibit D)

- Provide a budget that is sufficiently detailed to determine that proposed expenses are reasonable.
- *All* tasks identified in the Work Statement and narrative **must** be itemized in the budget. All budget items listed in this proposal should be reflected in the Work Statement.
- Are budgeted items for miscellaneous, contingency, or managerial costs clearly described and kept to a minimum?
- Reference the ineligible and eligible cost sections of this application package to determine eligible costs.
- Provide recent quotes and estimates; tie them to specific budget items. Reference the page # of your quotes.
- Provide details for equipment, services & supplies requested.
- Justify all non-specific costs such as overhead & miscellaneous.
- Is the project cost effective?
- Specify other funding sources that will be used in the process.
- Describe cost savings (e.g. use of volunteer labor)
- Budget **must** be submitted on the CIWMB budget form provided in this packet.

### Section 6. Completeness, Letters of Support, Experience (5 points)

- Is the proposal clearly presented and complete, including adherence to all specified deadlines?
- Is evidence provided that applicant(s) or contractor(s)/consultant(s) have sufficient staff resources, technical expertise and experience to carry out the proposed project?
- Do letters of support for the project reflect knowledge of proposed project and discuss the viability and need for the project as well as the applicant's ability to manage the program?
- Double check your application & make sure everything requested is included, and in the order prescribed.
- Include resumes, endorsements, references, etc.
- Describe past grants, if any, received from the Board.

### Section 7. Provide evidence of a green procurement policy for the local jurisdiction (15 points)

- Check with your local jurisdiction General Services Agency or Administrative Services Department for a green procurement policy. The policy should require the local jurisdiction to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate and feasible (e.g., using re-refined oil in the local vehicle fleet).
- Include a policy modified/adopted within the last 5 years (adoption of a policy during the application period is acceptable).
- Include evidence of implementation.
- Include a discussion of the results of policy implementation.
- Include evidence that you use re-refined oil in your vehicles.

### Section 8: Provide evidence that the grant proposal has the potential to be leveraged for wider application (25 points).

Explain how your project can encourage widespread use of green building practices. For example, will your program/project:

- Be highly visible?
- Educate a large or influential audience?
- Keep significant amounts of materials out of landfills?
- Enhance markets for secondary materials collected through recycling collection programs?
- Demonstrate sustainable building practices or programs that can be easily replicated?
- Result in new educational materials such as case studies or guidelines that can be distributed by the CIWMB and others?
- Be eligible for an award, such as the U.S. Green Building Council LEED™ Green Building Rating System Award (this only applies to specific construction projects. See the USGBC website for additional information: <http://www.usgbc.org/programs/>)

## Sustainable Building Grant-Cycle 2

### IV. GRANT ADMINISTRATION

#### GRANT AGREEMENT

Following the CIWMB's approval of the grant awards at the October 2000 Board meeting, the grantee will receive a Grant Agreement Form, Terms and Conditions, and Procedures and Requirements. (Copies of these documents in draft form are available for review by grant applicants. Please call Robin Smith at (916) 255-2149 to request these documents.) These documents along with the applicant's Budget Itemization and Work Statement will comprise the Grant Agreement. The signature authority designated by resolution will be required to sign the Grant Agreement Form and return it to the CIWMB. **Grant Agreements must be executed and returned within 90 days from the date of CIWMB's mailing of the agreement package.** Failure to return the executed agreement within 90 days may result in revocation of the grant award. The Grant Agreement will be for a term of twenty-nine months beginning December 1, 2000 and terminating April 30, 2003

#### PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved Budget Itemization (only payment requests tied to a specific, pre-approved, task will be approved for reimbursement). All payment requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.)

#### REPORTING REQUIREMENTS AND GRANT CLOSING

Grantees must submit a progress report with each payment request. The format for these reports will be described in the Procedures and Requirements. The CIWMB Grant Manager may request additional reporting from a grantee and has the authority to immediately suspend or terminate the agreement if progress is unsatisfactory.

At the end of the grant term, the Grantee must submit a final report. The final payment including the 10% that was withheld, will not be released until the final report is received and approved by the CIWMB Grant Manager.

#### COPYRIGHTS, TRADEMARKS AND OWNERSHIP

The Grantee assigns to the CIWMB any and all rights, title and interests to any copyrightable or trademarkable material created or developed in whole or in any part with grant funds, including the right to register for copyright or trademark or such materials. Upon written request by the Grantee, the CIWMB may, at the Executive Director's sole discretion, given written consent to the Grantee to retain all and any part of the ownership rights.

The CIWMB has separate and independent ownership of all drawings, design plans, specifications, notebooks, tracings, photographs, negatives, reports, findings, recommendations, data and memoranda of every description or any part thereof, paid for in whole or in any part with grant funds. Copies thereof shall be delivered to the CIWMB upon request. The CIWMB shall have the full right to use said copies in any manner when and where it may determine without any claim on the part of the Grantee, its vendors, contractors or subcontractors to additional compensation.

#### AUDIT REQUIREMENTS

The grantee agrees that the CIWMB, the State Controller's Office, the State Auditor General's Office, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall

## **Sustainable Building Grant-Cycle 2**

be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

## Sustainable Building Grant-Cycle 2

### Exhibit A: APPLICATION COVER SHEET

Type of proposal (check one): \_\_\_ Program implementation, \_\_\_ Building construction project

Applicant:	
Department or Agency:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code	County:

<b>Regional Participants (if applicable):</b>
---

<b>Primary Contact</b> (Name & Title):	
Phone:	Fax:
Email Address:	

<b>Finance Officer</b> (Name & Title):	
Phone:	Fax:
Email Address:	

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

Assembly District(s):
Senate District(s):

Brief Description of Project (3-5 Sentences):
Total Grant Request: \$ _____

**Certification:** I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

## Sustainable Building Grant-Cycle 2

### INSTRUCTIONS FOR APPLICATION COVER SHEET

#### **Type of Proposal**

Indicate either: 1) program implementation, or 2) building construction project. Program implementation refers to developing and implementing a green building or sustainable building program, whereas building construction project refers to a specific construction project.

#### **Applicant**

This is the name of the jurisdiction that is submitting the proposal, e.g., City of Anaheim, Santa Clara County.

#### **Department or Agency**

For example, Department of Public Works Agency, Fire Department, or Environmental Management Department.

#### **Regional Participants**

Those jurisdictions participating in a regional application should be listed here. Each listed jurisdiction must designate the lead jurisdiction (Applicant) to act on their behalf by including one of the following: (a) a resolution, (b) a letter from the City Manager or County Administrator; (c) a Joint Powers Authority that states the same; or (d) a Memorandum of Understanding specifically for this grant. See Application Instructions for more details.

#### **Primary Contact**

This person is responsible for carrying out the day-to-day management and implementation of the grant. All CIWMB correspondence will be directed to this individual, e.g., Recycling Analyst, Environmental Technician or Solid Waste Engineer. **The Primary Contact must be a local government employee.**

#### **Finance Officer**

This person is responsible for compiling payment requests and tracking all grant expenditures and encumbrances e.g., Budget Officer or Accounting Technician.

#### **Program Director**

This individual has ultimate responsibility for the project, e.g., Public Works Director, City Engineer or Solid Waste Management Director.

#### **Assembly and Senate Districts**

List the district numbers for all districts affected by the proposed project.

#### **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 and Payment Request Form.

## Sustainable Building Grant-Cycle 2

### Exhibit B: SAMPLE RESOLUTION FOR SUSTAINABLE BUILDING GRANT

WHEREAS, Public Resources Code Section 42000 authorizes the Board to conduct market development activities to strengthen demand by manufacturers and end-use consumers for recyclable materials collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, the concept of *Sustainable Buildings*, also referred to as *Green Buildings*, is an integrated approach which encompasses integrated waste management objectives such as building material efficiency, construction and demolition waste reduction, and maximization of reused- and recycled-content building and landscaping materials; and

WHEREAS, on October 20, 1999 the Board approved of the Sustainable Building Implementation Plan, the Evaluation Process, Scoring Criteria, and Preference Criteria for the Sustainable Building Grant Program.

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

\*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 Sustainable Building Grant. The (Title of Official), or their designee is hereby authorized and empowered to execute in the name of the (Name of Jurisdiction) all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing 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: \_\_\_\_\_

---

\*The wording in this paragraph is appropriate for a jurisdiction applying individually. The following paragraphs provide alternative wording to be used by the lead jurisdiction for a regional program or a participant in a regional program:

**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 Cities/Counties) to the California Integrated Waste Management Board for a Sustainable Building Grant. The (Title of Official for Lead Jurisdiction) of the (Name of Lead Jurisdiction), or their designee, is hereby authorized and empowered to execute in the name of the above named cities/counties all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing 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 Jurisdiction) authorizes the (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board a regional application for the Sustainable Building Grant on its behalf. The (Name of Lead Jurisdiction) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

**Sustainable Building Grant-Cycle 2**

**Exhibit C: WORK STATEMENT**

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

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

<b>Task Number</b>	<b>Description of Activity</b>	<b>Staff or Contractor</b>	<b>Time Period</b>

See next page for completion instructions

**INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM**

The Work Statement must list all activities described in the project narrative that are necessary to complete the proposed project.

## **Sustainable Building Grant-Cycle 2**

1. Fill in the applicant name, reporting and expenditure category and date the work statement was written in the appropriate spaces. Start the Work Statement 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 jurisdiction staff or a contractor and the time period in which the activity will occur.

### **REPORTING AND EXPENDITURE CATEGORIES**

**Sustainable building program implementation:** Costs for the establishing, expanding or operating a sustainable building program.

**Construction project with green building features:** Costs for documenting, evaluating, educating others about green building features as compared to non-green building features. May include cost for technical and design expertise. May also include costs associated with purchase of resource efficient materials and products, for use in the construction or refurbishing of a project.

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

## Exhibit D: SAMPLE BUDGET ITEMIZATION

<b>Note: This sample is only intended to show the level of detail we are seeking for the budget. Budgets submitted will either be for program implementation or a construction project, not both as presented below.</b>	
<b>Building Construction Project</b>	
Task __: Research and development of case study	\$ 5,000.00
Task __: Application for green building award	\$ 2,500.00
Task __: Facility signage 2 @ \$200 ea.*	\$400.00
<b>TOTAL Building Project</b>	<b>\$ 7,900.00</b>
<b>Program Implementation</b>	
Task __: Develop workshop training materials for building owners	\$ 15,000.00
Task __: Newspaper ads for workshop 12 @ \$125 ea. *	\$ 1,500.00
Task __: Utility bill insert 92,000 @ \$0.12 ea. *	\$ 11,040.00
<b>TOTAL Program implementation</b>	<b>\$ 17, 540.00</b>
<b>Personnel/Other Costs</b>	
Green Building Coordinator 150 hours @ 46.60/hr. (developing and conducting workshops)	\$6,990.00
Green Building Coordinator 90 hours @ \$46.60/hr. (general grant administration)	\$ 4,194.00
<b>TOTAL Personnel/Other Costs</b>	<b>\$11,194.00</b>
<b>TOTAL GRANT REQUEST</b>	

- Copy of bid estimate attached

## EXHIBIT E: SCORING CRITERIA

<b>SUSTAINABLE BUILDING GRANT PROGRAM SCORING CRITERIA</b>	
<p>Only one application per jurisdiction may be submitted for consideration in this grant cycle. Applicants must also score at least 80 points to qualify for grant funding.</p> <p>Qualified proposals will be ranked according to score, and placed into two general categories: 1) program implementation, and 2) building projects. The highest ranked proposal in each category will receive funds and be removed from the list, then the second highest proposal will be selected, and so forth. This process will continue until there are no more funds available.</p>	
Maximum Points 100	General Review Criteria
20	<p>1. <b>NEED</b> – Grant proposal clearly describes and demonstrates the local or statewide needs for the project and the benefits and end products resulting from the project. At a minimum, proposal:</p> <ul style="list-style-type: none"> <li>▪ Provides convincing reasons why the project should be funded</li> <li>▪ Addresses identified gap in service availability or current need</li> <li>▪ Describes potential impact of the project on other building projects</li> </ul>
10	<ul style="list-style-type: none"> <li>▪ <b>OBJECTIVES</b> – Work Statement and grant narrative are sufficiently detailed to determine that the project: <ul style="list-style-type: none"> <li>▪ Is based on the identified need described in the narrative</li> <li>▪ Describes specific and measurable goals and objectives that appear to be achievable and realistic</li> <li>▪ Demonstrates that objectives can be achieved by April 30, 2002</li> </ul> </li> </ul>
10	<ul style="list-style-type: none"> <li>▪ <b>METHODOLOGY</b> – Grant proposal describes by task the activities to be undertaken to achieve the objectives. At a minimum, proposal: <ul style="list-style-type: none"> <li>▪ Identifies staffing required to carry out the proposed project</li> <li>▪ Describes involvement of cooperating organizations</li> </ul> </li> </ul>
10	<ul style="list-style-type: none"> <li>▪ <b>EVALUATION</b> – Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. At a minimum, proposal: <ul style="list-style-type: none"> <li>▪ Describes clearly the criteria for determining success</li> <li>▪ States who will be responsible for the evaluation</li> <li>▪ Explains any rating systems, statistical tests or questionnaires to be used <ul style="list-style-type: none"> <li>▪ Describes any evaluation reports to be produced (quarterly reports to the Board)</li> </ul> </li> </ul> </li> </ul>
5	<ul style="list-style-type: none"> <li>▪ <b>BUDGET</b> – Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes or other goals. At a minimum: <ul style="list-style-type: none"> <li>▪ Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable</li> <li>▪ All program tasks described in the Work Statement and narrative are itemized in the budget</li> <li>▪ Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials etc.</li> <li>▪ Budget items for miscellaneous, contingency, or managerial costs are clearly described and kept to a minimum</li> <li>▪ Budget must be submitted on the CIWMB budget form provided in the application</li> <li>▪ Specify any other funding sources that will be used in the process</li> </ul> </li> </ul>
5	<ul style="list-style-type: none"> <li>▪ <b>COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b> – Grant Proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs, to carry out the proposed project. At a minimum, proposal: <ul style="list-style-type: none"> <li>▪ Includes letters of support for the project</li> <li>▪ Addresses ability of the applicant to coordinate contracted activities, if applicable</li> <li>▪ Includes resumes, endorsements, references, etc. <ul style="list-style-type: none"> <li>▪ Describes past grants received from CIWMB and relationship to current proposal, if applicable</li> </ul> </li> </ul> </li> </ul>
15	<p><b>GREEN PROCUREMENT POLICY-</b> Applicant provides evidence of a current, green procurement policy for the local jurisdiction. Include evidence that this policy not only in place, but is being used and enforced. At a minimum, proposal:</p> <ul style="list-style-type: none"> <li>▪ Includes a policy modified/adopted within the last 5 years (adoption of a green procurement during the application period is acceptable)</li> <li>▪ Includes evidence of implementation</li> <li>▪ Includes a discussion of the results of policy implementation</li> <li>▪ Includes the use of Re-Refined oil in your vehicles</li> </ul>
Preference Criteria	
25	<p>Grant proposal has the potential to be leveraged for wider application that can result in widespread use of sustainable building practices. At a minimum, the project should:</p> <ul style="list-style-type: none"> <li>▪ Be highly visible and educational</li> <li>▪ Keep significant amounts of materials out of landfills</li> <li>▪ Enhance markets for secondary materials collected through recycling collection programs</li> <li>▪ Assist in market transformation</li> <li>▪ Demonstrate sustainable building practices or programs that can be easily replicated</li> <li>▪ Result in new educational materials such as case studies or guidelines</li> </ul>

