



**Certification:** I declare, under penalty of perjury, under the laws of the State of California, that all information submitted for CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge. Proposed Project is consistent with the adopted Household Hazardous Waste Element.

Signature of person as authorized in the resolution: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name and title: \_\_\_\_\_

\_\_\_\_\_ - (Check the box and initial.) 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.

## INSTRUCTIONS FOR APPLICATION COVER SHEET

### Applicant

This is name of the Applicant submitting the proposal (e.g. City of Anaheim, or Santa Clara County, etc.).

### Department or Agency

List a specific department or agency (e.g., Department of Public Works Agency, Fire Department, or Environmental Management Department).

### Regional Participants

List the jurisdictions participating in a regional application. Regional, Co-Operative, and/or Joint Powers Authority (JPA) participants must expressly authorize participation through the lead jurisdiction in one of three ways:

- 1) an authorization letter signed by an agency representative with decision-making program authority for the participating jurisdiction, who is authorized to execute such documents on behalf of the jurisdiction; OR
- 2) an approved resolution from the governing authority; OR
- 3) a Memorandum of Understanding (MOU).

**Please note: These documents must specifically name the regional lead as applicant and grant administrator, and be specific to the HD15 Grant. Documents must have current dates. Blanket authorizations are not acceptable in any of these documents. See Application, Section III, Regional and Joint Powers Authority (JPA) Programs.**

### 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, Solid Waste Engineer, etc.). **The Primary Contact must be a local government employee.** (Note: If the applicant is from a JPA, the Primary Contact must be an employee of the JPA involved in solid and/or hazardous waste management.)

### Signature Authority

The Signature Authority is authorized and empowered, pursuant to resolution, to execute in the name of the applicant all grant-related documents (e.g., application, Grant Agreement, Payment Requests, and amendments) to implement the Grant. The authorizing resolution should include the job title of the Signature

Authority. **The Signature Authority must be a local government employee** (except if the Signature Authority is an employee of an applicant-JPA involved in solid and/or HHW management).

If expressly authorized in the resolution, a Signature Authority may designate, by job title, another person to sign on his/her behalf, upon submission of a letter to the CIWMB, signed by the Signature Authority. **Without resolution authorization and a signed letter from the Signature Authority, only the Signature Authority will be authorized to sign grant-related documents.**

### **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. The Project shall be consistent with the current **Household Hazardous Waste Element** (HHWE) as described in the jurisdiction's most current HHWE. Please see Title 14, California Code of Regulations, sections 18750 et seq.

### **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.

**Certification: Sign, date, check, and initial.**