



June 2008

California Environmental Protection Agency

California Integrated Waste Management Board (CIWMB)

Reuse Assistance Grant Program

Application

12th Cycle, Fiscal Year 2008/09



Table of Contents

REUSE ASSISTANCE GRANT APPLICATION FORM	2
PROJECT DESCRIPTION	3
ENVIRONMENTAL JUSTICE CERTIFICATION	3
RESOLUTION OR LETTER OF COMMITMENT REQUIREMENT	3
ADOPTION AND NOTIFICATION OF RECYCLED-CONTENT PURCHASING POLICY (RCPP) OR AN ENVIRONMENTALLY PREFERABLE PURCHASES & PRACTICES (EPPP) POLICY	3
ACCEPTANCE OF GRANT PROVISIONS.....	3
APPLICATION CERTIFICATION.....	3
APPLICATION SCORING CRITERIA.....	4
APPLICATION PREFERENCE CRITERIA	14
GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS	15
APPLICATION CHECKLIST	17
RECYCLED-CONTENT PURCHASING POLICY (RCPP) OR ENVIRONMENTALLY PREFERABLE PURCHASES & PRACTICES POLICY (EPPP POLICY) SECONDARY DEADLINE NOTIFICATION	18

Mailed Applications must be postmarked no later than **August 26, 2008**. Hand delivered Applications must be received and date stamped by CIWMB Staff no later than 3:00 p.m. on **August 26, 2008**. Late Applications will be disqualified. Applications e-mailed or faxed will not be accepted.

Please follow instructions in the Application Guidelines and Instructions when completing this Application. The Application Guidelines and Instructions are critical to properly completing and submitting this Application.

Applications become the property of the CIWMB and are subject to disclosure under the Public Records Act. Do not submit confidential information.

Applications sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the applicant and if delivery is delayed or the application is lost by the Post Office or delivery service, the burden is on the applicant to demonstrate timely mailing or delivery of the application.

REUSE ASSISTANCE GRANT PROGRAM – Cycle 12 (FY 2008/09)

APPLICANT INFORMATION					
APPLICANT NAME (MUST MATCH RESOLUTION OR LETTER OF COMMITMENT):		REQUESTED GRANT AMOUNT:			
PARTNER(S) – PRIVATE OR GOVERNMENTAL ENTITIES		MATCHING GRANT AMOUNT: <i>(AT LEAST 50% OR MORE OF GRANT AMOUNT)</i>			
		TOTAL AMOUNT: <i>(ROUND AMOUNTS TO THE NEAREST DOLLAR)</i>			
APPLICANT INDICATE WHICH TYPE OF ENTITY YOU ARE (CHECK ONLY ONE):					
<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY & COUNTY <input type="checkbox"/> REGIONAL AGENCY					
APPLICANT MAILING ADDRESS:			PROJECT ADDRESS:		
CITY:			CITY:		
COUNTY:	ZIP CODE:	COUNTY:	ZIP CODE:		
PRIMARY CONTACT NAME:		SIGNATURE AUTHORITY NAME: <small>(AS AUTHORIZED IN RESOLUTION OR LETTER OF COMMITMENT)</small>		AUTHORIZED DESIGNEE NAME: <small>(IF APPLICABLE, AS AUTHORIZED IN LETTER OF AUTHORIZATION FOR DELEGATION)</small>	
TITLE:		TITLE:		TITLE:	
TELEPHONE NUMBER:		TELEPHONE NUMBER:		TELEPHONE NUMBER:	
FAX NUMBER:		FAX NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:		EMAIL ADDRESS:		EMAIL ADDRESS:	
PARTNER NAME:			PARTNER CONTACT NAME:		
ADDRESS:			MAILING ADDRESS:		
CITY:			CITY:		
COUNTY:	ZIP CODE:	COUNTY:	ZIP CODE:		
TELEPHONE NUMBER:		FAX NUMBER:		EMAIL ADDRESS:	
FEDERAL TAX IDENTIFICATION NUMBER:			LEGISLATIVE DISTRICT NUMBERS (TO FIND DISTRICT, USE PHYSICAL ADDRESS OF PROJECT & GO TO www.ciwmb.ca.gov/Profiles/Juris/):		
			ASSEMBLY:		SENATE:

PROJECT DESCRIPTION

Provide a brief description of the project below (3-5 sentences):

ENVIRONMENTAL JUSTICE CERTIFICATION

Grant application requirement: California Integrated Waste Management Board (CIWMB) Grantees must in the performance of the Grant Agreement 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. (Govt. Code §65040.12(e) and Public Resources Code §71110(a)).

By checking this box, Applicant acknowledges that it will comply with these principles of Environmental Justice.

RESOLUTION OR LETTER OF COMMITMENT REQUIREMENT

Applicant must submit an approved Resolution or Letter of Commitment with application and check one of the following boxes, as applicable:

For entities with governing bodies:
 An approved Resolution is enclosed with this application.

For entities without governing bodies. Please check with your attorney before submitting this in lieu of a resolution:
 A signed Letter of Commitment is enclosed with this application.

Applicant does not have an approved Resolution at this time. Applicant acknowledges that an approved Resolution must be received by CIWMB no later than **September 23, 2008**. We further acknowledge that if our Resolution is not received by the CIWMB by this date, the application will be disqualified.

ADOPTION AND NOTIFICATION OF RECYCLED-CONTENT PURCHASING POLICY (RCPP) OR AN ENVIRONMENTALLY PREFERABLE PURCHASES & PRACTICES (EPPP) POLICY

By checking this box, Applicant acknowledges that it does not have a RCPP or an EPPP Policy at this time but it intends to adopt one and thereafter will provide a Notification of Adoption to CIWMB no later than **September 23, 2008**.

SUBMITTAL OF APPLICATION CONSTITUTES ACCEPTANCE OF GRANT PROVISIONS

By checking this box, Applicant acknowledges that submittal of this application constitutes acceptance of all Grant Agreement provisions as contained in the Terms and Conditions and Procedures and Requirements. To download these documents see:
<http://www.ciwmb.ca.gov/REuse/Grants/LGAssist/FY200809/default.htm>)

APPLICATION CERTIFICATION

Certification: I declare, under penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information submitted for CIWMB's consideration for award of grant funds is true and accurate to the best of my knowledge.

X

*Signature Authority - as authorized in Resolution or Letter of Commitment; or
 Authorized Designee - as authorized in submitted Letter of Authorization pursuant to Resolution or Letter of Commitment.*

Date

Print Name Print Title

SCORING CRITERIA

Please refer to Application Instructions and Guidelines for format and submittal requirements, page 6.

- General Review Criteria (75 points)
- Preference Criteria (25 points)

Applications must score at least 55 points within the General Review Criteria (items 1 through 7) to qualify for Preference Criteria (25 points) consideration and grant funding. All applications will be ranked according to the total number of points received. Staff’s recommendations for funding will be based on the order of ranking.

GENERAL REVIEW CRITERIA (75 POINTS)

Criterion #1 – Need (20 points)

(5 points) Project Narrative-describe in detail the project proposed for funding with a Reuse Assistance Grant, including an explanation of the need that the project will meet and a description of what the project will accomplish and how it will be accomplished.

(2 points) Provide necessary background and convincing reasons why your project should be funded, including: the current efforts of reuse by your community, current outreach efforts, how this project would increase reuse, and by how much.

(1 point) Quantify the amount of material that is currently being reused in your community.

GRANT APPLICATION FORM

CIWMB 243-RU (New 06/08)

(2 points) Describe how the project will significantly enhance or expand an existing program.

(2 points) Describe and justify any targeting of specific sectors based on potential for waste diversion through reuse.

(2 points) Explain why your agency needs funding for this project. Describe how much funding the project will require, and your agency's current funding capabilities to fund the project.

(2 points) Describe what other possible funding sources exist to fund the project. Describe other grants you have applied for and/or received to fund this or related projects.

(2 points) Describe and quantify the consequences, if any, if the project is not funded.

(2 points) Quantify the amount of material(s) intended to be reused through the project that will otherwise be disposed should the project not be funded.

Criterion #2 – Goals and Objectives (20 points)

(9 points) Explain the project’s specific goals and objectives, including desired results, and how they relate to the need.

(5 points) Quantify in tons, pounds, etc. how much material will be reused through the project.

(4 points) Quantify outreach goals (e.g., how many people will be affected, impacted, or educated).

(2 points) Describe how the project will be self-sustaining after the grant funding has ended.

Criterion #4 – Evaluation (5 points)

(2 points) Describe how the amount of materials reused will be tracked, and how often the information will be tracked.

(2 points) Describe the methods that will be used to measure and evaluate the success of the project—including quantifying results—and to determine the extent to which the objectives were accomplished at the conclusion of the grant term.

(1 point) Specify who will be responsible for conducting the project evaluation and at what intervals the results will be reported. Provide the individual's name, title, employer, contact information, etc.

Criterion #5 – Budget (5 points)

Please refer to the Application Guidelines and Instructions to ensure you complete this section properly.

(1 point) Complete the Budget Itemization form provided on the next page.

- Include the grant funds and the matching contributions for the project.
- Note: Matching contributions must be equal to or greater than fifty percent (50%) of the grant funds requested.

(3 points) Provide a detailed Budget. Ensure that proposed expenses are reasonable.

- List eligible costs for each task and sub-task identified in your Work Plan.
- Ensure budget items for miscellaneous, contingency, or managerial costs are clearly described, justified and kept to a minimum.
- Ensure budget for grant and match expenses add up correctly.

(1 point) Provide recent quotes and estimates for applicable costs and indicate on each quote/estimate which Budget item it belongs to by task number. Attach these quotes with the Budget form.

**Criterion #7 – Recycle-Content Purchasing Policy (RCPP)/
 Environmentally Preferable Policy, Purchases, & Practices (EPPP) Policy
 Evaluation (15 points)**

RCPP or EPPP Policy (6 possible points): Five points will be awarded if the Applicant has adopted or modified a RCPP or an EPPP policy within the last five years. One point will be awarded if the Policy is included with this Application. Applicants who do not have a formal RCPP or EPPP Policy in place when they submit their Application, may receive two points if they certify in their application that they will adopt one and if they provide the Secondary Deadline Notification Form to CIWMB no later than September 23, 2008.

Must check	
<input type="checkbox"/>	Yes, our organization has adopted or modified a RCPP or EPPP Policy in the last five years. (5 points) Date adopted:
<input type="checkbox"/>	The policy is attached to this Application. (1 point)
<input type="checkbox"/> Pending Submittal	Our organization has not adopted or modified a RCPP or an EPPP policy in the last five (5) years, but our organization: 1) will adopt one, and 2) will submit an Adoption Notification to the CIWMB no later than September 23, 2008 . (points only if <u>both</u> conditions are met) (2 points)*
<input type="checkbox"/>	No, our organization does not have a RCPP or EPPP Policy and can/will not adopt one by September 23, 2008. (no points)

Environmentally Preferable Purchases (4 points possible)
 Check the recycled-content or other environmentally preferable products you have purchased within the past year. One point will be awarded for each Environmentally Preferable Purchases' box checked, up to 4 points total.

<input type="checkbox"/> Re-refined oil - lubricating oils for motors and engines	<input type="checkbox"/> Steel - fencing, power tools, automobiles, furniture	<input type="checkbox"/> Water based cleaning solutions for printers and equipment
<input type="checkbox"/> Latex paint, graffiti abatement, interior and exterior paint	<input type="checkbox"/> Tire-derived - flooring, mats, playground and track surfaces	<input type="checkbox"/> Less toxic chemicals, pesticides, and cleaners
<input type="checkbox"/> Retread tires -passenger, truck, bus, trailer, equipment tires	<input type="checkbox"/> Solvents - for cleaning heavy equipment, printers, and parts	<input type="checkbox"/> Low/no VOC (volatile organic compound) products
<input type="checkbox"/> Glass - windows, fiberglass insulation, beakers	<input type="checkbox"/> Paper – copy paper, brochures, flyers, educational materials	<input type="checkbox"/> Low energy use – lights, appliances, and equipment
<input type="checkbox"/> Paper products (janitorial supplies), boxes, ceiling tiles	<input type="checkbox"/> Compost/mulch – landscaping materials, erosion control	<input type="checkbox"/> Water efficient products
<input type="checkbox"/> Plastic - lumber, carpet, signs, promotional items	<input type="checkbox"/> Less polluting equipment, vehicle, and machinery	<input type="checkbox"/> Other, please list:

Environmentally Preferable Practices (3 points possible)
 Check the environmentally preferable practices you have performed within the past year that result in resource conservation and/or efficiency. One Point will be awarded for each Environmentally Preferable Practices' box checked, up to 3 points total.

<input type="checkbox"/> Integrated pest management	<input type="checkbox"/> Renewable energy	<input type="checkbox"/> Water-efficiency
<input type="checkbox"/> Grasscycling	<input type="checkbox"/> Energy efficiency	<input type="checkbox"/> Other, please list:
<input type="checkbox"/> Composting/mulching	<input type="checkbox"/> Sustainable construction	
<input type="checkbox"/> Operations and maintenance, xeriscaping, natural fertilizers	<input type="checkbox"/> Demolition debris recycling	

Environmentally Preferable Purchases, and Practices Evaluation (2 points possible)
 Please evaluate Applicant's current policy, purchases, and practices and describe how they will be improved in the coming year. Also, list the EPPP successes you've had in the last year. Attach additional sheets if necessary.

Improvements, list here:

Successes, list here:

Note: See Application Guidelines & Instructions for Environmentally Preferable Purchases and Practices Policy example

PREFERENCE CRITERIA (25 POINTS)

Applicants must score at least 55 points within the General Review Criteria (items 1 through 7) to qualify for Preference Criteria consideration and grant funding.

Preference Criterion #1 – Key Priority Wastes/Innovative Projects (15 points)

(5 points) Describe how this project will focus on reusing one (1) or both of the following key priority wastes:

- Construction & Demolition materials
- Organics (examples: food waste programs, reuse/exchange of landscape plants/agriculture produce)

(5 points) Describe how the project is ground-breaking in its approach to reuse and/or reusing a material type in a new and original way.

(5 points) Describe how the project is innovative in promoting/institutionalizing reuse to such a degree that it transforms how daily business is conducted or structured.

Preference Criterion #2 – Vocational Training (5 points)

(5 points) Will the project provide vocational/job skill training? If so, describe how this vocational training will increase the amount of material(s) to be reused.

Preference Criterion #3 – New Applicant (5 points)

(5 points) Applicants who have not been awarded funding through this grant program in the past grant cycles will receive five (5) preference points.

- Yes I have received a Reuse Assistance Grant in the past.
- No, I have not received a Reuse Assistance Grant in the past.

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES AND FILINGS

CIWMB 669 (Revised 9/07)

GRANT APPLICANT/GRANTEE NAME

GRANT NAME AND CYCLE	GRANT NUMBER, IF APPLICABLE	DATE SUBMITTED/UPDATED
----------------------	-----------------------------	------------------------

Mark (✓ or X) appropriate box on each line below. All lines must be completed.

Note: This list is not all-inclusive. Grant Applicant/Grantee must list other critical permits/licenses/filings not identified below.

Grant Applicant/Grantee currently holds this valid permit/license/filing		
Grant Applicant/Grantee will modify and/or obtain this permit/license/filing		
This permit/license/filing is not applicable for this grant project or business		
LOCAL PERMITS, LICENSES & FILINGS		REGULATOR OR ISSUER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Authority to Construct/Permit to Operate Air Quality Management District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Building Construction Permit City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Business License City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fictitious Business Name Filing County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Land Use Permit/Zoning Clearance/Conditional Use Permit City or County
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events City, County or Cal/EPA-DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Waste Hauler Permit City or County
STATE PERMITS, LICENSES & FILINGS		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Antifreeze, Battery, Oil & Paint (ABOP) Notification CUPA or Cal/EPA-DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Corporate, Company or Partnership Filings Ca. Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hazardous Waste Haulers Permit Cal/EPA – DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Industrial Activities Storm Water General Permit Cal/EPA – SWRCB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Non-Profit Organization 501 (C) (3) Ca. Secretary of State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Prop. 65 Safe Drinking Water & Toxic Enforcement Act Cal/EPA – OEHHA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Solid Waste Facilities Permit Cal/EPA – CIWMB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> State EPA Identification Number Cal/EPA – DTSC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Waste and Used Tire Hauler Registration Cal/EPA – CIWMB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Waste Discharge Requirements Cal/EPA – SWRCB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Waste Tire Facilities Permit Cal/EPA – CIWMB
FEDERAL PERMITS, LICENSES & FILINGS		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> US EPA – Identification Number US EPA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> US EPA – NPDES and/or NSR Permits US EPA
OTHER PERMITS, LICENSES & FILINGS		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DO NOT submit copies of the permits/licenses/filings with this form. Please retain all permits/licenses/filing in your grant file for audit purposes.

Comments/Notes:

Mark (✓ or X) appropriate box below.

<input type="checkbox"/>	PRIVATE ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) is in good standing and qualified to do business in the State; and 2) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 3) where compliance has not been met, I have attached a letter describing what has been done to achieve full compliance.
<input type="checkbox"/>	PUBLIC ENTITY CERTIFICATION: I declare under penalty of perjury under the laws of the State of California that the proposed grantee: 1) has or will comply with all applicable state, federal, and local laws, ordinances, regulations, license and permit requirements necessary for the proper performance of this grant; and 2) where compliance has not been met, have attached a letter describing what has been done to achieve full compliance.

Executed at: _____ on _____
City and State Date

X	
_____ <i>Signature Authority / Authorized Designee (as authorized in Resolution or Letter of Commitment and if applicable in Letter of Authorization)</i>	_____ <i>Date</i>
_____ <i>Print Name</i>	_____ <i>Print Title</i>

Note: Falsification under penalty of perjury may result in criminal and civil penalties. In addition, pursuant to the terms of the grant agreement, any misrepresentations in the above certification shall constitute a breach of contract that could result in non-payment of grant funds to the grantee; reimbursement by the grantee of funds previously paid; termination of the grant; and/or placing the grantee on the Board's Unreliable Contractors List.

APPLICATION CHECKLIST

This Application Checklist is provided for your convenience and is not intended to be all inclusive. The Applicant is responsible for completing and submitting all required documentation. Prior to submitting your Application, check the Q&A website for new and/or clarifying information at: <http://www.ciwmb.ca.gov/REuse/Grants/LGAssist/FY200809/QandA.htm>

Grant Application Form (CIWMB 243-RU)	
<input type="checkbox"/>	All applicable information including responses to all scoring criteria and required documents are provided; applicable boxes are checked.
<input type="checkbox"/>	Application Certification is signed by the: <ol style="list-style-type: none"> 1) Signature Authority as authorized in Resolution or Letter of Commitment, or 2) Authorized Designee if designation is authorized in Resolution or Letter of Commitment and if Letter of Authorization has been received by the CIWMB.
<input type="checkbox"/>	All required documents are included, e.g., General Checklist of Business Permits, Licenses and Filings (CIWMB 669)
Environmental Justice Certification	
<input type="checkbox"/>	Box is checked.
Resolution, Letter of Commitment, Letter of Authorization for Delegation, Letter of Partnership <i>See Application Guidelines & Instructions for requirement information and examples</i>	
<input type="checkbox"/>	Approved Resolution or Letter of Commitment is included with Application; box is checked, or
<input type="checkbox"/>	Approved Resolution not submitted with Application but will be provided to CIWMB by September 23, 2008; box is checked.
<input type="checkbox"/>	If applicable, Letter of Authorization for Delegation (LOA) is included with Application. (A LOA is not required to be submitted with the Application; however, it must be received by CIWMB prior to Designee's exercise of his/her authority).
<input type="checkbox"/>	If applicable, include Partners' Letter of Partnership with required provisions.
Recycled-Content Purchasing Policy/Environmentally Preferable Policy, Purchases, and Practices Evaluation Requirement— See Application Guidelines & Instructions for information and examples	
<input type="checkbox"/>	Policy is included and information is provided and appropriate boxes are completed, or
<input type="checkbox"/>	Signature Authority certified that policy will be adopted and CIWMB will be provided Notification by September 23, 2008.
Acceptance Of Grant Provisions	
<input type="checkbox"/>	Box is checked.
Work Plan —See Application Guidelines & Instructions for information and example	
<input type="checkbox"/>	Work Plan is detailed and complete.
Budget—See Application Guidelines & Instructions for information and example	
<input type="checkbox"/>	Budget tracks Work Plan and is detailed and complete, and quotes and estimates are attached.
Application Format & Submittal— See Application Guidelines & Instructions for information	
<input type="checkbox"/>	Copies: One application with original signature (blue ink signature), and three copies
<input type="checkbox"/>	Paper: 8½ X 11, printed double-sided, single spaced, on 100% post consumer fiber, and page numbered consecutively
<input type="checkbox"/>	Stapled upper left-hand corner; not bound or in folder; one inch margin; Table of Contents; document order as set out in Application Guidelines and Instructions.
<input type="checkbox"/>	Font: at least 10 pt. and comparable to Times New Roman
<input type="checkbox"/>	Addressed to the appropriate mailing or delivery address of CIWMB

RECYCLED-CONTENT PURCHASING POLICY (RCP) OR ENVIRONMENTALLY PREFERABLE PURCHASES & PRACTICES POLICY (EPPP POLICY) SECONDARY DEADLINE NOTIFICATION

Applicants, who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one and will send the Notification (below) to the CIWMB. CIWMB must receive the Notification by **September, 23, 2008**, or the Application will be disqualified.

APPLICANT INFORMATION	
GRANT PROGRAM NAME: REUSE ASSISTANCE GRANT PROGRAM, Fiscal Year 2008/2009	
APPLICANT NAME:	
PRIMARY CONTACT NAME:	TITLE:
TELEPHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	
Check box	
<input type="checkbox"/>	Yes, our organization has adopted a RCCP or an EPPP Policy.
	DATE ADOPTED: BY: (e.g., GOVERNING BODY NAME, EXECUTIVE OFFICER)
<i>Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and accurate to the best of my knowledge.</i>	
X	
<i>Signature Authority</i> - as authorized in Resolution or Letter of Commitment; or <i>Authorized Designee</i> - as authorized in submitted Letter of Authorization	<i>Date</i>
_____	_____
<i>Print Name</i>	<i>Print Title</i>

IMPORTANT! Notification sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides for verification of delivery. Failure to do so is at the risk of the Applicant and if delivery is delayed or the Notification is lost by the Post Office or delivery service, the burden is on the Applicant to demonstrate timely delivery and receipt by CIWMB of Notification.

Submit notification to:

California Integrated Waste Management Board
 (Reuse Assistance Grant Program) – EPPP
 Grants and Loans Resources Branch, 9th Floor
 1001 “I” Street
 P.O. Box 4025
 Sacramento, CA 95812-4025