

RU 6-02-36

COPY

REUSE ASSISTANCE GRANT APPLICATION
2002/2003 AND 2003/2004
JOINT OFFERING



REUSE



Prepared by:
San Luis Obispo County
Integrated Waste Management Authority

February 21, 2003

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Certification: I declare, under penalty of perjury, under the laws of California, 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 of individual as authorized in the Resolution: William A. Nowell

Type or Print Name and Title: William A. Nowell, Manager

Date: 2/24/03

Phone: 805-782-8530

The following is an application requirement (check the box and initial):

WAN I affirm to the best of my knowledge that the applicant will comply with the principles of Environmental Justice as described below.

Environmental Justice

Public entities that receive grant funding from the California Integrated Waste Management Board for this grant project must also comply with the following principles of Environmental Justice.

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 development, adoption, implementation, and enforcement of environmental laws, regulations, and policies."

SB 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."

Exhibit B: Proposal Narrative

Instructions: The following format must be used to complete this exhibit. This must be typed double-sided on 8 1/2" x 11", minimum thirty percent (30%) post-consumer content recycled paper (a recycled logo or statement confirming the use of recycled paper is required), with all pages numbered consecutively. Using the spaces provided below, this must be single-spaced, have one-inch margins and minimum 10-point font. Do not include attachments other than those requested.

Criterion #1: Need (30 points)

(6 points) Describe in detail the project proposed for funding with a Reuse Assistance Grant. Explain what the need is that the project will meet (e.g., how much of the material the project will reuse is currently being disposed?). Describe what the project will accomplish and how it will be accomplished.

San Luis Obispo County respectfully requests consideration for a Reuse Assistance Grant. The grant, if awarded, will be used to relocate the San Luis Obispo County Habitat for Humanity ReStore in a permanent, more centralized location and construct a new facility to replace the existing facility.

Habitat for Humanity is a non-profit housing organization that builds homes in partnership with very low income families. Since 2000 Habitat for Humanity has operated its ReStore in the County of San Luis Obispo on the campus of Cuesta Community College. This facility accepts donations of used and surplus construction materials that are then sold to the community's contractors and homeowners. Prior to the opening of the ReStore, many of these building materials were sent to the landfill. The Habitat for Humanity ReStore is an integral part of the County of San Luis Obispo's diversion program for construction and demolition materials. In addition, the revenue generated from the sale of these materials is used to fund the building of new homes with very low income families.

The Habitat ReStore's current location at the Cuesta Community College campus is located on Federal land that is leased by the State of California. Habitat for Humanity was leasing a one acre section from Cuesta College. With a \$20,000 donation from the San Luis Obispo County Integrated Waste Management Authority and other donations from the community, Habitat for Humanity constructed a building to house the ReStore activities on the site. Since the beginning of 2000, Habitat for Humanity has operated its ReStore on this site every Saturday accepting donations and offering surplus materials for sale.

Cuesta Community College no longer feels that it is their best interest to continue the lease with Habitat for Humanity and have given them notice to vacate the location by the end of February 2003. As a condition of the lease between Habitat for Humanity and Cuesta Community College, the building that was erected to house the ReStore is to remain on the property after Habitat for Humanity vacates the premise. The net effect is that not only is the ReStore losing its location, it is also losing the building. As a non-profit organization, this becomes a substantial obstacle to overcome.

The Reuse assistance grant, if awarded, would be used to relocate to a new location and construct a new building to conduct operations. The Reuse Assistance Grant, if awarded, would help with the following:

Task One:

Secure the new location with a long term lease for the Habitat for Humanity ReStore.

Task Two:

Purchase and install a new building to house the ReStore Operations at the new site.

Task Three:

Provide transportation and moving expenses for transferring inventory from the existing site to the new site.

Task Four:

Create a public information campaign announcing the new location of the ReStore.

Task One: Secure new location for ReStore Facility

Habitat for Humanity has reached a tentative agreement with Mid-State Solid Waste and Recycling to lease property at their construction and demolition recycling facility in Templeton. The 3 year lease with options for extensions would provide an ideal location for Habitat for Humanity. This site would serve as a regional facility where generators could bring construction and demolition material. Habitat for Humanity would accept the reusable material while Mid-State Solid Waste and Recycling would recycle the material that is not reusable. In addition, the reusable material would be available for sale.

Task Two: Purchase a New Building

After the site improvements are complete a Metal Building will be purchased and erected on site for the storage of the ReStore materials. The building will be of pre-fabricated metal construction to reduce the construction time and reduce costs. The building will be of suitable size to house the existing materials from the ReStore as well as allow for expansion as required.

Task Three: Moving Costs

After the completion of the new building, reusable materials that have been stored will be moved to the new site. These costs will include the loading and unloading of the materials as well as the transportation costs. Every effort will be made to sell as much of the materials as possible to minimize the amount of reusable material that needs to be moved.

Task Four: Publicity and Education

Throughout the move and after the new facility is opened, publicity will be a key element in keeping the public and the contractors informed as to the new location. It will be very important that the local contractors and building officials are made aware of the ReStore and its expanded operating hours. The local contractors association will be addressed as will as building supply companies in order to educate the construction industry as to the advantage of using the ReStore.

The publicity and education program will consist of the following:

- Create a flyer that will be attached to county and local building permit applications.
- Advertise the ReStore in the local trade journals.
- Make presentations at local construction trade associations.
- Educate the public about the ReStore on the IWMA website and in our annual Recycling Guide.

(6 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. For example, are there similar or related reuse projects that exist in your community? What materials are currently being disposed that will be reused as a result of the project? What is the amount of the material that will be reused as a result of the project?

The current ReStore location operated by the Habitat for Humanity located on the Cuesta College Campus is being evicted from the premises by the College. In addition to having to find a new location to operate the ReStore, Habitat for Humanity is required to leave the building that it had constructed on the site as a condition of its lease with Cuesta College.

The ReStore is an important part of the diversion efforts of San Luis Obispo County. Through the ReStore program, over 200,000 pounds of building materials are recycled or reused every year. Without the ReStore operation much of this material would have ended up in our local landfills. With the efforts of the Habitat for Humanity staff, the ReStore has become one of the County's most effective means of diverting Construction and Demolition materials from our landfills. Through targeting local contractors and building supply companies, this program has become a standard means of doing business for many people in the San Luis Obispo County area. In addition, Habitat for Humanity is listed in the IWMA Recycling Guide and on our website, www.iwma.com.

At the ReStore's current location, Cuesta College limited the days of operation to accepting donations only on Saturday and sales were only allowed one Saturday per month. At the proposed facility there are not any limitations to the days of operation. The immediate plan is to allow donations to be accepted throughout the week and sell material two days per week. This will serve to significantly increase the volume of materials that the ReStore will receive and sell. Within the first year of operation we anticipate the volume of materials recycled at the ReStore to more than double. This increase in volume will allow the ReStore to continue to provide services to the community and construct more homes.

The Habitat for Humanity ReStore is a unique operation in the County of San Luis Obispo. There are no other operations in the County that offer the wide range of services to the construction industry in San Luis Obispo County. The loss of this program would be detrimental to the construction and demolition diversion program for the County. Because it is the only reuse operation for construction material, the San Luis Obispo County Integrated Waste Management Authority provided \$20,000 in funding to help establish the original ReStore and has committed \$10,000 to help move to a new location.

(6 points) Describe and justify any targeting of specific sectors based on potential for waste diversion through reuse. For example, if the project is planning on targeting schools, explain why. Is it believed that in targeting schools, a great deal of materials currently being disposed will be reused?

Construction and demolition waste is the fastest growing segment in the County's waste stream. Currently we have Construction and Demolition ordinances in three of the incorporated cities in San Luis Obispo County that require 50% of the materials from a construction site be diverted from the landfill. The unincorporated County is in the process of adopting a similar construction and demolition ordinance in the near future. The ReStore is a convenient and effective means of reusing materials that have been generated through deconstruction or over supply. These materials are then offered back to the construction industry or public through the ReStore. By continuing to target the construction industry we feel that we can continue to reduce the amount of Construction and Demolition waste that is currently being disposed of at our local landfills

The new location in the North San Luis Obispo County is the fastest growing area in the county. By relocating the ReStore in this area and expanding the hours of operation, we hope to significantly increase the amount of reuse of the building materials which are currently are being disposed of at the local landfills.

(6 points) Explain why your jurisdiction needs funding for this project. Acknowledge how much funding the project will require, and describe your agency's current funding capabilities to fund the project. Describe what other possible sources of funding exist to fund the project. Have you applied for and/or received other grants to fund this or related projects? If so, specify which ones.

Three years ago this community came together to build the existing ReStore. The San Luis Obispo County Integrated Waste Management Authority provided a \$20,000 grant which paid for the concrete floor. Another supporter donated an existing building which volunteers disassembled, moved and reassembled at the current site. Other volunteers helped prepare the site for the building.

To replace the existing ReStore, move the existing material and increase the operating hours over the next three years, is approximately \$142,000. The San Luis Obispo County Integrated Waste Management Authority will provide \$10,000, the CIWMB grant will provide \$50,000 and the remaining \$92,000 in funding will be provided by Habitat For Humanity and their volunteers.

No other grants have been applied for to fund this project. If other grants become available we will apply for them.

(6 points) Describe and quantify the consequences, if any, if the project is not funded. How much of the material(s) intended to be reused through the project will otherwise be disposed should the project not be funded?

Neither the San Luis Obispo County Integrated Waste Management Authority or the Habitat for Humanity have the total funds required to relocate the ReStore in a new location. Without the funding from the Reuse Grant it is likely that the ReStore will be closed and the program abandoned until a suitable location and funding can be found. This will have a significant impact on our construction and demolition recycling programs throughout the county. While the San Luis Obispo County IWMA will continue to promote reuse, the void created by the closure of the Habitat for Humanity ReStore will be difficult to fill.

**Criterion #2: Goals and Objectives
(25 points)**

(10 points) Explain the project's specific goals and objectives, including desired results, and how they relate to the need. What will the project accomplish? How much material now being disposed will be reused? How will the project's results meet the need for the project?

The Habitat for Humanity ReStore is being required to vacate its current location by Cuesta Community College. Without outside funding, the ReStore will be required to close its doors until such funding can be found. The Reuse Assistance Grant, if awarded, will be used to achieve the following objectives:

Task 1. Secure a new suitable location with a long term lease for the Habitat for Humanity ReStore facility.

Task 2. Purchase and install a new building to house the ReStore Operations.

Task 3. Provide transportation and moving expenses to transfer inventory from the existing site to the new location.

Task 4. Create a public information campaign announcing the new location and operating hours of the ReStore.

This will produce the following results:

Provide the ReStore with a new location to operate.

Allow for the increase in operating hours of the ReStore to meet the public demand.

Increase the volume of materials that are currently being recycled and reused through the efforts of the ReStore.

Increase the volume of ReStore sales.

Increase the ability to accept public donations.

Provide stability to the ReStore program.

Decrease the volume of reusable building materials being taken to the landfill.

(5 points) Quantify outreach goals (e.g., how many people will be reached, etc.). Describe how many people the project will affect, impact, or educate (e.g., 11,000 businesses, 300 public elementary schools, etc.).

The proposed public information campaign (Task 4) will be implemented by the staff of Habitat for Humanity and SLO County IWMA Staff. This outreach program will reach thousands of members of the community through the following means:

Distribute ReStore information through the SLO County IWMA Recycling Guide. This recycling guide is made available through out the County and is distributed to over 10,000 individuals and businesses county wide.

List the ReStore on the SLO County IWMA web site.

Create a flyer the can be attached to building permit applications county wide. By attaching to the building permit application we get involved with the planning process.

Advertise in the local newspapers, radio and television. By taking advantage of the local media advertising we can effectively reach the general public through advertising in Newspaper, Radio, and Television public service announcements.

Presentations to community groups. By addressing groups such as the Chamber of Commerce and the SLO County Builders Exchange we can effectively reach the contractors that are working in the area.

Educate the public at community events. ReStore information will be distributed at public and community events such as Earth Day and the Garden Festival. During these events the SLO County IWMA can distribute flyers and information regarding Habitat for Humainty and ReStore.

(5 points) Quantify desired results. Describe how much of the material currently being disposed will be reused (e.g., 25 tons of books a day) through the project.

Currently the Habitat for Humanity ReStore diverts 200,000 pounds of reusable building materials annually. This is with the existing ReStore facility, which is limited by its lease to only accept donations on Saturdays and sell materials one day per month. As of February 28, 2003, the ReStore has closed and this material is going back to the landfill. By building a new facility and expanding the operating days and community outreach we anticipate that the volume of material that is reused will be 400,000-500,000 pounds annually in the first year.

With this increase in volume of building materials we can also anticipate that the sales volume will increase, thus helping Habitat for Humanity in their goal of providing affordable housing for low income families.

Reduce the volume of construction and demolition materials that are currently being disposed of in our local landfills. The ReStore is an integral part of our diversion program in the County of San Luis Obispo.

(5 points) Describe the extent to which benefits from the project will continue after the grant funding has ended. Describe how the project, once kick-started with the grant funding, will be able to continue even after the grant term is over. For example, will the project continue because of public awareness of the project or will the grant funding establish a facility that once in place, will be able to operate on its own?

Currently the Habitat for Humanity ReStore is a self-supporting enterprise. The order to vacate their current location at the Cuesta College Campus has placed a significant financial burden on the Habitat for Humanity Restore program. In addition to losing the site, the building, originally purchased by Habitat for Humanity, will be left on site in accordance with the lease terms.

The Grant, if funded, will provide the Habitat for Humanity ReStore with the funding needed to relocate and construct a replacement ReStore. Once the facility is relocated to a location with a long term lease, the ReStore can continue to operate as a self-supporting enterprise.

**Criterion #3: Evaluation
(5 points)**

(3 points) Describe the methods that will be used to evaluate the success of the project and to determine the extent to which the objectives were accomplished at the conclusion of the grant term. For example, will records be kept of how much material is brought to a facility to be reused?

Records will be kept during the period of the grant. These will include:

Quantify the volume of donated materials.

Track the number of visitors at the ReStore.

Track the volume of materials being sold by the ReStore to contactors and public.

Based on this information, the success of the project will be determined.

(2 points) Specify who will be responsible for conducting the project evaluation and at what interval the results will be reported. Provide the individual's name, title, entity with which they are employed, etc.

The San Luis Obispo County Integrated Waste Management Authority (IWMA) will be responsible for evaluating the success of the program. Peter Cron, the project manager will be responsible for providing this information. Habitat for Humanity has agreed to provide information to the SLO County IWMA so we may complete the evaluation process.

Exhibit C: Work Plan and Budget

Task Number	Description of Activity	Who is Working: Staff or Contractor	Start & End Dates	Rate	Unit	Hours	Cost
TASK 1 Secure New Location for the ReStore Site							
1.1	Sign lease document between Habitat and Landlord	Staff & Habitat for Humanity	7/1/03 - 7/1/06	\$1,170 per month	36 Mo		\$42,120
1.2	Develop site plan for County Planning submittal	Staff	7/1/03	\$40.00		8	\$ 320
1.3	Submit Application to County Planning for Minor Use Permit	Habitat	7/10/03	\$25.00		16	\$ 400
1.4	Follow-up on County Planning Dept	Staff	7/15/03	\$40.00		10	\$ 400
TASK 2 Purchase and install New Building for ReStore							
2.1	Site Improvements	Contractor	8/15/03 - 9/15/03				\$ 1,900
2.11	Excavation	Contractor	8/30/03 - 9/15/03				\$ 800
2.12	Concrete Slab	Contractor	9/15/03 - 10/30/03				\$ 15,140
2.13	Install Perimeter Fence	Fence Factory	9/15/03 - 9/30/03				\$ 2,400
2.14	Review Constrution Progress	Staff	8/15/03 - 9/30/03	\$40		8	\$ 320
2.2	Building	Contractor	7/15/03				\$ 24,480
2.21	Sales Tax		7/15/03				\$ 2,323
2.3	Building Installation	Contractor	9/30/03 - 10/30/03				\$ 7,200
2.32	Engineering	Contractor	9/30/03				\$ 400
2.33	Review Construction	Staff	9/15/03 - 10/30/03	\$40		16	\$ 640
TASK 3 Move in and Start up Costs							
3.1	Hire New Habitat Staff Member	Habitat	7/1/03 - 7/1/06	1000	Mo		\$ 36,000
3.2	Transportation of Materials	Contractor	10/30/03				
3.3	Move in Labor	Habitat	10/30/03	\$ 25		64	\$ 1,600
3.4	Sanitation Service Rental	Habitat	7/1/03 - 7/1/06	\$306	Yr		\$ 918

**Exhibit D: Completeness, Letters of Support, Experience, Etc.
Criterion #6 (5 points)**

Instructions:

- Attach, to this form, two (2) current (dated during the application period) letters of support for the project as Exhibit D. The letters may be from businesses, organizations, or community members. Include only two (2) letters.
- Double check the application to verify everything requested is included, and in the order prescribed.

(2 points)

Two (2) current letters of support for the project are attached:

Yes No

(2 points) Explain how you (the applicant), your contractor(s), and/or subcontractor(s) have sufficient staff resources, technical expertise, and experience to carry out the proposed project. Attach resumes, endorsements, references, etc.

[For applicants who partner with a non-local public agency who partners with another local public agency for a separate Reuse Assistance Grant: demonstrate the organization's ability to run multiple grants, and, if applicable, how the multiple grants may interact to achieve the goals of the grant.]

The San Luis Obispo County IWMA and its Non-Profit partner Habitat for Humanity have sufficient financial and technical expertise to complete the project. Habitat has an extensive group of volunteers from the construction industry that will be utilized for this project.

The San Luis Obispo County Integrated Waste Management Authority has successfully implemented, and continues to implement grants awarded by the CIWMB. These grants include Used Oil Opportunity and Block Grants, Tire Grants, and Household Hazardous Waste Grants. The San Luis Obispo County Integrated Waste Management Authority is additionally implementing California Department of Conservation Grants promoting bottle and can recycling. If the grant is awarded, the San Luis Obispo County IWMA has sufficient funding and staffing to implement the grant, as well as provide matching funding.

Habitat for Humanity has already successfully built and operated a ReStore in this County. They have the proven expertise to complete this project.

(1 point) **Completeness Check**

Application is:

- Typed with a minimum 10-point font;
- Double-sided with one-inch margins;
- Single-spaced on 8 1/2" x 11" paper with pages numbered consecutively;
- Printed on paper with a minimum thirty percent (30%) post-consumer content that bears a recycled logo or statement confirming the use of recycled paper;
- Prefaced with a Table of Contents identifying each section and its page number;
- Stapled in the upper left-hand corner and not submitted in a cover, binder, or folder;
- Submitted with one (1) original and three (3) copies of the application package (each of the three (3) copies must follow the same requirements as the original application); and
- Received by the Board by 2:00 p.m. on Friday, February 28, 2003.

Applications received after 2:00 p.m. on Friday, February 28, 2003 will be disqualified.

**Exhibit E: Attach Applicant's and, if Applicable,
Regional Participants' Recycled-Content Purchasing Policy
Criterion #7 (15 points)**

Instructions:

- Complete all sections below.
- Check with your local public agency's General Services Agency or Administrative Services Department for documentation of a Recycled-Content Purchasing Policy (or Environmentally Preferred Policy that contains provisions for recycled-content purchasing). The Recycled-Content Purchasing Policy must have been adopted/modified within the last five (5) years to receive full credit (adoption or modification of policy during the application period is acceptable); and
- **Attach to this page** a copy of the local public agency's Recycled-Content Purchasing Policy, which requires the local public agency to use recycled-content, recyclable, or reusable products, or other waste reduction measures where appropriate and feasible.

(2 points) Describe your agency's Recycled-Content Purchasing Policy. List the types of recycled products your agency has previously purchased, etc. Attach documentation.

A copy of the Recycling Policy for the San Luis Obispo County IWMA is attached to this application. This is a recent update of our policy which was adopted in 1996. The IWMA has purchased 100% recycled content paper since 1996. In addition the IWMA has purchased used furniture and furniture made from wood recovered from the landfill. Because of our extensive practice of not only buy recycle, but also water conservation and energy conservation at the San Luis Obispo County IWMA office, the California Resource Recovery Association honored us with the 2002 Best Zero Waste Program award (see attachment)

(2 points) Evaluate your agency's Recycled-Content Purchasing Practices:

1) What aspects have been successfully implemented? For example, describe how all office supplies purchased are now made from recycled-content.

The original policy was adopted in 1996. A new policy was adopted in January 2003. All areas of the policy have been successfully implemented. This is evidenced by our award from CRRA.

2) What aspects could use improvement? Describe at least one (1).

We would like to implement a policy that would require allow us to return non-recyclable shipping material (Styrofoam and film plastic) back to the generator.

(3 points) Discuss your agency's use of re-refined oil in vehicles or sustainable practices such as grasscycling, composting, water-efficient landscaping, energy efficiency, etc. Attach documentation.

Attached is a description of the IWMA's sustainable practices, including water conservation and energy efficiency. The agency has adopted many sustainable practices such as low flow toilets, usable cloth towels and set back thermometers. The board of directors for the San Luis Obispo County IWMA adopted a zero waste goal in 1997.

(8 points)* **Has a formal Recycled-Content Purchasing Policy:** Yes No

Date Policy was Adopted/Modified: Adopted in 1996 and modified in January 2003.

***Full credit is available only for policies adopted/modified within the last five (5) years.**

To Receive Credit, the Policy Must be Attached to the Application.

**Exhibit F: Preference Criteria
(25 points)**

(5 points) **Will the project reuse one (1) or more of the following key priority wastes? If so, describe how:**

- Food
- Construction and demolition materials
- Electronic materials

For example, is the proposed project a food rescue project, a project that reuses construction and demolition materials, or a project that reuses computers?

The Habitat for Humanity ReStore is a convenient and effective program for reusing construction and demolition materials. Through the ReStore, materials that would have normally been sent to the landfill are made available to the public and construction industry. In addition many of the materials that are donated to the ReStore are used by Habitat for Humanity to construct homes for very low income families in the County of San Luis Obispo. This source of building materials is critical to the success of Habitat for Humanity's goal of providing homes to low income families that would normally not be able to afford such housing.

(5 points) **Will the project enable an existing program to be significantly enhanced or expanded? If so, describe how. For example, will another type of material be reused in addition to its current operations?**

By locating the Habitat for Humanity ReStore in the North County area we are making the ReStore available to a large number of contractors that did not have access before. In addition the new location will not have any limitations to the number of operating hours as the former site. This will allow the ReStore to be open more than one day a week and should provide a greater level of convenience to the contractors. We anticipate that the ReStore volume will double within one year of operation and become a fixture to the contractors of the area.

(5 points) **Will the project be highly visible and educational to the public in general? If so, describe how. For example, will the project use advertisements to educate the general public on how they can increase reuse activities?**

The proposed project will be highly visible to the public. Educational outreach programs will include print materials, local media public service announcements, public events, and presentations to community groups.

(5 points) Will the project benefit educational and/or nonprofit organizations? If so, describe how. For example, will the project enable materials currently being disposed to be reused at schools (e.g., desks, chairs, books, etc.)?

The project will directly benefit the Habitat for Humanity in its primary objective of building homes with very low income needy families that would normally not be able to afford such housing.

(5 points) Will the project provide vocational/job skill training? If so, describe how. For example, will the project enable students, etc. to learn job skills by assisting with the project?

Habitat for Humanity has working arrangements with the Construction Technology Departments of both Cuesta College and Cal Poly University, whereby the students actually learn construction skills on site at Habitat home builds. Similarly the students are invited to learn selling, storing, and merchandising skills at the ReStore. Cal Poly students have also participated in de-construction on donated buildings in order to harvest sellable materials for the Restore.

Exhibit G: Resolution for Reuse Assistance Grant

RESOLUTION NO. 03-01

**RESOLUTION OF THE SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
AUTHORIZING THE SUBMITTAL OF A REGIONAL APPLICATION
TO THE CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD
FOR A REUSE ASSISTANCE GRANT**

WHEREAS, Public Resources Code Section 42000 authorizes the California Integrated Waste Management 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 reuse is an integrated approach which encompasses integrated waste management objectives such as building materials efficiency, construction and demolition waste reduction, and maximization of reused- and recycled-content building and landscaping materials; and

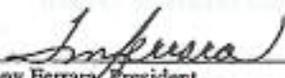
WHEREAS, on November 19-20, 2002, the California Integrated Waste Management Board approved the Evaluation Process and Scoring Criteria for the Reuse Assistance Grants; and

WHEREAS, the California Integrated Waste Management Board will enter into an agreement with the Grantee for development of the project;

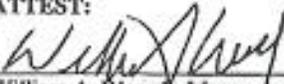
NOW, THEREFORE, BE IT RESOLVED that the San Luis Obispo County Integrated Waste Management Authority authorizes the submittal of a regional application on behalf of the San Luis Obispo County Integrated Waste Management Authority Member Agencies to the California Integrated Waste Management Board for a Reuse Assistance Grant. The Manager of the San Luis Obispo County Integrated Waste Management Authority, or his/her designee, is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure grant funds and to implement and carry out the purposes specified in the grant.

PASSED AND ADOPTED this 8th day of January 2003 by the following roll call vote:

AYES: Achadjian, Arnoldsen, Bianchi, Brooks, Elliott, Ewan, Heggarty, Luna,
Ovitt, Pinard, Ryan and Ferrara
NOES: None
ABSENT: Crescione
ABSTAIN: None

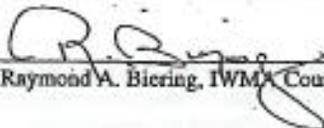


Tony Ferrara, President

ATTEST:


William A. Worren, Manager

APPROVED AS TO FORM AND LEGAL EFFECT:

By 

Raymond A. Biering, IWM Counsel

COUNSELOR/ASSISTANT OF AUTHORITY APPLICATION FOR CTRMS REUSE ASSISTANCE GRANTS

Exhibit H: General Checklist of Business Permits, Licenses, and Filings^(a)

Applicant Name <u>SLO County Integrated Waste Management Authority</u>
Date Submitted <u>February 20, 2003</u> Date Updated _____

Depending on the nature of the proposed project, please check the appropriate box for each permit, license, and filing required. The checklist must be signed by the designated signatory and submitted with the application. **Failure to do so will result in an ineligible application.** DO NOT attach or include copies of the permits/licenses/filings. Keep all permits/licenses/filings available in grant file for audit.

	<input type="checkbox"/>	Applicant has this current valid Permit/License/Filing.	
	<input type="checkbox"/>	Applicant will obtain and/or modify this Permit/License/Filing.	
	<input type="checkbox"/>	This Permit/License/Filing is not applicable for the business or the proposed project. Insert "N/A" in each applicable green box.	
		LOCAL GENERAL BUSINESS	REGULATOR OR ISSUER
	<input checked="" type="checkbox"/>	Land Use Permit/Zoning Clearance/Conditional Use Permit	City or County if unincorporated area
	<input checked="" type="checkbox"/>	Building Construction Permit	City or County
	<input checked="" type="checkbox"/>	Business License (not required for unincorporated county areas)	City
	<input checked="" type="checkbox"/>	Fictitious Business Name Filing	County
	<input checked="" type="checkbox"/>	Permit By Rule (PBR) for Permanent HHW Facilities or Temporary Collection Events	City, County or Cal/EPA – DTSC
	<input checked="" type="checkbox"/>	ABOP Notification	CUPA or Cal/EPA – DTSC
	<input checked="" type="checkbox"/>	Waste Tire Facilities Permit	Cal/EPA – CIWMB
	<input checked="" type="checkbox"/>	Waste and Used Tire Hauler Registration	Cal/EPA – CIWMB
	<input checked="" type="checkbox"/>	Hazardous Waste Haulers Permit	Cal/EPA – DTSC
	<input checked="" type="checkbox"/>	Waste Hauler Permit	City or County
		STATE PERMITS AND FILINGS	
	<input checked="" type="checkbox"/>	Solid Waste Facilities Permit	Cal/EPA – CIWMB
	<input checked="" type="checkbox"/>	State EPA Identification Number	Cal/EPA – DTSC
	<input checked="" type="checkbox"/>	Industrial Activities Storm Water General Permit	Cal/EPA – WRCB
	<input checked="" type="checkbox"/>	Waste Discharge Requirements	Cal/EPA – WRCB
<input checked="" type="checkbox"/>		Corporate, Company or Partnership Filings	Ca. Secretary of State
	<input checked="" type="checkbox"/>	Authority to Construct/Permit to Operate	Air Quality Management District
<input checked="" type="checkbox"/>		Non-Profit Organization 501(C)(3)	Secretary of State
	<input checked="" type="checkbox"/>	Prop. 65 Safe Drinking Water & Toxic Enforcement Act	State Health & Safety Code 25249.10
		FEDERAL PERMITS AND FILINGS	
	<input checked="" type="checkbox"/>	US EPA Identification Number	US EPA
	<input checked="" type="checkbox"/>	US EPA – NPDES and/or NSR Permits	US EPA
		OTHER PERMITS	

^(a) This list is not intended to be all-inclusive. Grant applicant may attach additional information for other critical permits/licenses/filings not listed above.

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.

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 San Luis Obispo CA on _____

City and State

Date 2/24/03

William A. Worrell

Grant Applicant/Authorized Signatory Name and Title (print)

William A. Worrell

Signature of Grant Applicant/Authorized Signatory

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; relinquishment by the Grantee of funds previously paid; termination of the grant; and/or placing the Grantee on the Board's Unreliable Contractors List.

Protective Weather Structures
PWS INC.

5290 Orcutt Road
San Luis Obispo, CA 93401

Toll Free (888) 547-8797 • Fax (805) 547-8797 • (805) 549-8469

QUOTE

Quote #
Date: 1-27-03
Customer ID:

Bill To:

S.L.O. County I.W.M.A.
Peter Cron

Ship To:

781-8530

BUILDING SIZE	BUILDING TYPE	SALES REP	TERMS
30 x 100 x 14.5	fully enclosed	Jan	

Qty	Item	Units	Description	Cost Per Unit	Total
	BASE UNIT	EA	30 x 100		17,900.00
	EXTRA LEG HT.	EA	14.5' height adder		2,900.00
	EXTRA METAL	LN. FT.			
	BACK KIT	EA			
	FRONT KIT	EA			
	GABLES	EA			
	ANCHORS	EA	concrete anchors		40.00
	TRIM	LN. FT.	full trim pks		480.00
	WALK DOOR	EA	2 ea 68" steel doors		790.00
	GARAGE DOOR	EA	2 ea 12' x 12' drum doors		2,000.00
	ROOF PANELS	EA	8 ea skylight panels		800.00
	VENTS	EA			
	WINDOWS	EA			
	INSULATION	SQ. FT.			
	CONCRETE SLAB	SQ. FT.	30' x 100' x 4"		12,000.00
	FOOTINGS	LN. FT.	12" x 12" concrete footing		2,240.00
	GRADING	EA	Back-haul dig footing		800.00
	ENGINEERING	EA	ENG fee		400.00
	LABOR	EA	Foot hldng - doors		7200.00
	MISC.		concrete PUMP		400.00



* price based on flat level dirt pad.

Subtotal	48,020.00
Misc.	
Freight	
Tax	2,323.62
Bal Due	50,343.62



February 26, 2003

Mr. Peter Chron
Integrated Waste Management of SLO
805-782-8530
805-782-8529

RE: New Building

Dear Peter,
Rarig Construction Inc. is pleased to submit our proposal for construction of a new Commercial Building using the Varco-Pruden Building System. We base our proposal on a basic description of the building with the following parameters. If you have any questions please do not hesitate to call.

Sincerely,

Chris Ybarra
Rarig Construction, Inc.

SCOPE OF WORK

13.0 Steel Building System: Varco-Pruden Buildings

- A) 30' wide x 100' long x 14' eave height with 1":12 roof slope.
- B) Framing to be clearspan Rigid Frames, and Post & Beam end walls.
- C) Roof panels to be 26 Ga. Panel Rib, with KXL Kynar painted finish including a 20 year factory finish warranty.
- D) Wall panels to be 26 Ga. Panel Rib, with KXL Kynar painted finish including a 20 year factory finish warranty.
- E) (2) - 3' x 7' personnel doors.
- F) (2) - 12' wide x 12' tall Roll up door.
- G) (10) - Skylights
- H) (1) - Ridge vent
- I) Gutters, downspouts, & trim.

Total Price Erected = \$45,050

EXCLUSIONS & QUALIFICATIONS:

1. Permits and Testing by owner.
2. Concrete by others.
3. Electrical, Mechanical and Plumbing by others.
4. Site work by others.
5. Metal Building Insulation excluded.
6. Proposal valid for 60 days.

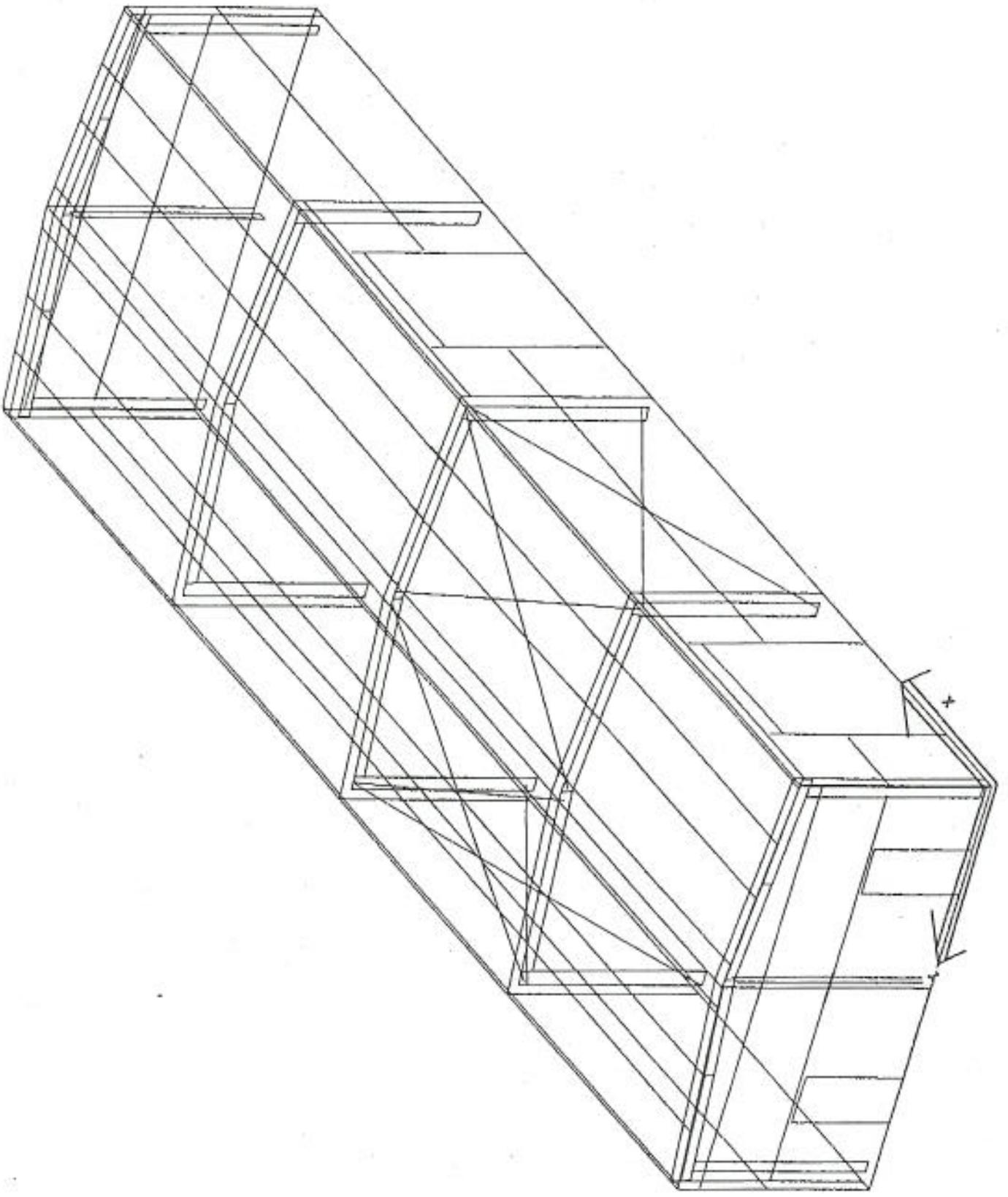
Airport Plaza
4540 Broad St.
San Luis Obispo, Ca. 93401
PHONE: 805-543-9397
FAX: 805-543-4268

1

TOTAL P.01

02/26/2003 WED 11:59

【TX/RX NO 5316】 001





Home Builders Association

OF THE CENTRAL COAST

providing quality housing and communities

February 24, 2003

To Whom It May Concern:

The Home Builders Association of the Central Coast is pleased to support the work of Habitat for Humanity for San Luis Obispo County. We particularly appreciate Habitat's ReStore building materials recycling program.

Habitat for Humanity has provided an opportunity for three low-income families in our north county to own their own homes. Habitat has also helped to raise public awareness of the need for decent housing in our community.

Habitat's ReStore program has diverted thousands of pounds of reusable materials from our local landfills and helped local people make improvements to their homes at reasonable cost.

Habitat for Humanity benefits both our community and our environment through its home-building and recycling programs.

Sincerely,

Jennifer Phillip
Executive Director



**ENVIRONMENTAL CENTER
OF SAN LUIS OBISPO COUNTY**
P.O. Box 1014 San Luis Obispo, CA 93406
Tel. (805) 544-1777
Fax: (805) 544-1871
info@ecoslo.org

BOARD OF TRUSTEES
Bob Lavelle, *Chair*
Arlene Winn, *Treasurer*
Holly Ziegler, *Secretary*
Joan Carter
Tim O'Keefe
Shannon Johnson
Pat Frank
Janet Bennett

February 21, 2003

State of California Integrated Waste Management Board

Dear Board,

The Environmental Center of San Luis Obispo (ECOSLO) enthusiastically supports the Integrated Waste Management Agency of San Luis Obispo County and Habitat for Humanity of San Luis Obispo County application for a Reuse Assistance Grant from the state IWMA Board. Reuse Assistance Grants are designed to help local communities establish and run recycling and reuse programs. The grant monies will be used to relocate Habitat's highly successful ReStore Building Materials Recycling facility to a new location and to build a new building for the facility. ReStore has been asked to vacate its present site at Cuesta College, and under terms of the agreement with Cuesta, the ReStore building will remain on the Cuesta campus.

The Grant request for \$50,000 covering a two year period will be used to relocate the ReStore, build a building at the new site, and arrange a long term lease to protect ReStore's future in our county.

Your consideration is encouraged.

Sincerely,

Pamela Heathelington
Executive Director

San Luis Obispo County
Integrated Waste Management Authority
POLICIES & PROCEDURES

POLICY NO. **A - 5**

DATE: JANUARY 8, 2003

**SUBJECT: OFFICE REDUCTION, REUSE, RECYCLING,
PROCUREMENT AND ENERGY CONSERVATION POLICY**

PURPOSE:

To update the existing San Luis Obispo County Integrated Waste Management Authority (IWMA) policy regarding waste reduction, reuse, recycling, procurement and energy conservation. This policy will be utilized in the day-to-day operations of the IWMA to promote a sustainable zero waste work place.

BACKGROUND:

The IWMA consists of San Luis Obispo County and the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach and San Luis Obispo. In 1997, the IWMA became one of the first jurisdictions in California to adopt a zero waste goal.

To serve as a model for other businesses, the IWMA has implemented aggressive zero waste and eco-friendly programs. Based on a two month study of waste generation and recycling, the IWMA office achieved a recycling rate of 97%.

The diversion rate is over 97% because diversion from source reduction and reuse was not counted. In addition, the office has water and energy savings programs and a buy recycled program.

Existing Practices:

Waste Reduction and Reuse

1. Purchased used desks and one desk made locally from scrap wood recovered at a landfill.
2. Refinished old wood floors instead of replacing old carpet with new carpet, and in two rooms that did not have wood floors, used a remnant piece of carpet.
3. In bathroom use cloth towel machine instead of paper towels, bulk soap at sink and bulk soap, shampoo and conditioner in shower.
4. In kitchen use cloth hand towels and cloth dish towel instead of paper towels, PUR water container instead of bottled water and ceramic coffee cups.
5. Reuse envelopes, copy on two sides, reuse one-sided documents for draft printing and electronic messaging to eliminate paper messages.

San Luis Obispo County
Integrated Waste Management Authority
POLICIES & PROCEDURES

POLICY NO. A - 5

DATE: JANUARY 8, 2003

**SUBJECT: OFFICE REDUCTION, REUSE, RECYCLING,
PROCUREMENT AND ENERGY CONSERVATION POLICY**

Recycling

1. All rooms have commingled recycling bins for paper (office paper, chipboard, newspaper, colored paper, envelopes, phone books, junk mail, etc.), plastic (all rigid containers except PVC), glass and cans.
2. The office has weekly greenwaste recycling service.

Buy Recycled

1. Buy letterhead and copy paper which is 100% post consumer recycled paper.
2. Built Nexwood plastic lumber deck and purchased plastic lumber signs.
3. Print annual recycling guide on recycled paper.
4. Buy other items with the maximum recycled content possible.

Energy and Water Conservation

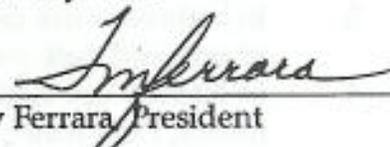
1. Rooms retrofitted with ceiling fans and energy saving light bulbs.
2. Installed screen door and set back thermostat.
3. Planted drought resistant landscaping.
4. Installed low flow toilet and shower head.
5. Moved to downtown San Luis Obispo and eliminated the need for an IWMA vehicle (note that the vehicle was a Toyota Electric RAV 4).

POLICY:

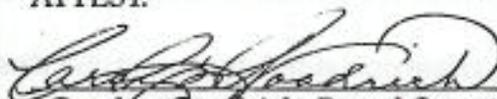
Continue the existing green practices described above and consider the environmental impact of future actions with the goal of minimizing the environmental impact.

AUTHORITY:

Approved and adopted on the 8th day of January 2003.

By 
Tony Ferrara, President

ATTEST:


Carolyn Goodrich, Board Secretary

Program Summary

The San Luis Obispo County Integrated Waste Management Authority (IWMA), consists of San Luis Obispo County and the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Pismo Beach and San Luis Obispo. In 1997 the IWMA became one of the first jurisdictions in California to adopt a zero waste goal.

To serve as a model for other businesses, the IWMA has implemented aggressive zero waste and eco-friendly programs. Based on a two month study of waste generation and recycling, the IWMA office achieved a recycling rate of 97%. The resulting rates were as follows:

Recyclables - 1.15 pounds per person per day

Garbage - 0.04 pounds per person per day (primarily film plastic and Styrofoam)

The diversion rate is over 97% because diversion from source reduction and reuse was not counted. In addition the office has water and energy savings programs and a buy recycled program. Highlights are listed below:

Waste Reduction and Reuse

- ⊕ Purchased used desks and one desk made locally from scrap wood recovered at a landfill
- ⊕ Refinished old wood floors instead of replacing old carpet with new carpet, in two rooms that didn't have wood floors used a remnant piece of carpet
- ⊕ In bathroom use cloth towel machine instead of paper towels, bulk soap at sink and bulk soap, shampoo and conditioner in shower
- ⊕ In kitchen use hand towels and disk towel instead of paper towels, PUR water container instead of water bottles and ceramic coffee cups
- ⊕ Reuse envelopes, copy on two sides, reuse one-sided documents for draft printing and electronic messaging to eliminate paper messages

Recycling

- ⊕ All rooms have commingled recycling bins for paper (office paper, chipboard, newspaper, colored paper, envelopes, phone books, junk mail, etc.), plastic (all rigid containers except PVC), glass and cans.
- ⊕ The office has weekly greenwaste recycling service
- ⊕ Food waste is recycled using a worm bin

Buy recycled

- ⊕ Letterhead and copy paper is Eureka 100 (100% post consumer recycled paper)
- ⊕ Nexwood plastic lumber deck and plastic lumber sign
- ⊕ Annual recycling guide printed on recycled paper
- ⊕ Policy to buy items with recycled content

Energy and Water Conservation

- ⊕ Rooms retrofitted with ceiling fans and energy saving light bulbs
- ⊕ Screen door and set back thermostat
- ⊕ Drought resistant landscaping
- ⊕ low flow toilet and shower

Finally, the IWMA has shared its information with others. In February the IWMA was part of a team of experts which presented information on zero waste at meeting in Switzerland and England.

Energy and Water Conservation



Ceiling fan



Set back thermostat



Screen door



Drought resistant landscaping

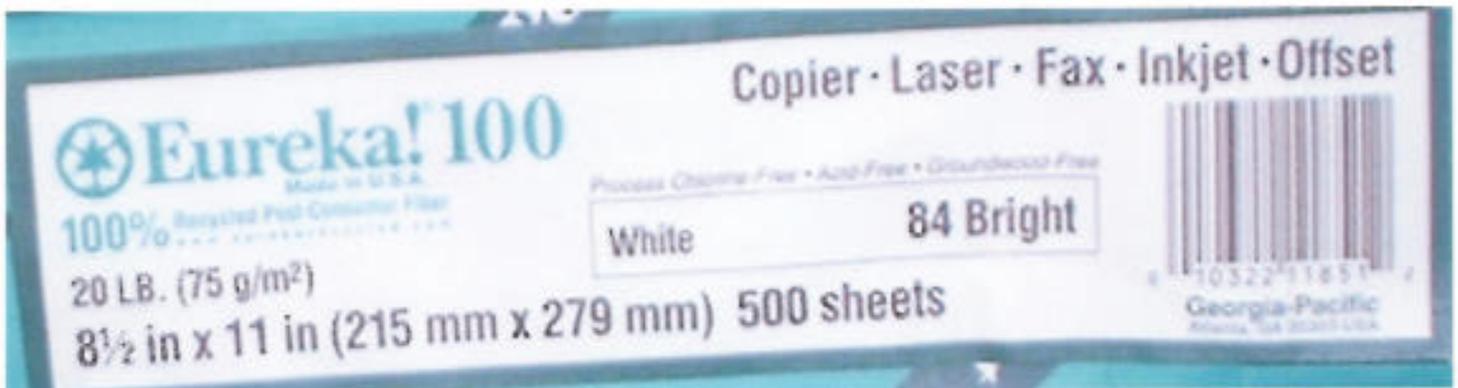


Low flow toilet

Buy Recycled



Nexwood Deck



100% Post Consumer Recycled Paper



Recycling



Office recycling container



Recycling container



Worm Bin



Recycling Wastewheeler



Greenwaste and Garbage Wastewheeler

Waste Reduction and Reuse



Bulk shampoo, conditioner and soap

Hand towel, dish towel and ceramic cups



Waste Reduction and Reuse



Used Desk



Desk made from wood recovered from the landfill



Wood floor and carpet remnant



Cloth towel machine and bulk soap

