



## Household Hazardous Waste Grant: 11th Cycle, FY 2002/03

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### Grantee Resources

- [Grant Award List](#)
- Forms
- Promotional Product Vendor List: This list will be updated as new information and resources become available. Grantees should contact the vendor for more information.
- Additional Resources

### Application Materials

This material is provided for information only and should not be used to apply for subsequent grant cycles as the materials change for each cycle! The application deadline for this grant cycle was April 5, 2002.

### [Notice of Funds Available](#)

### [Questions and Answers](#)

### Application Package

- [Application Instructions](#)
- [Exhibit A: Application Cover Sheet](#)
- [Exhibits B-1 and B-2: Sample Resolutions](#)
- [Exhibit C: Work Statement](#)
- [Exhibit D: Sample Budget Itemization](#)
- [Exhibit E: Summary of Used Oil and HHW Grants](#)
- [Exhibit F: Sample Authorization Letter for Multiple Jurisdictions](#)
- [Exhibit G: Recycled-Content Purchasing Evaluation Sheet](#)
- [Exhibit H: Scoring Criteria](#)

### Sample Applications

- Model Application (from 8th Cycle)
- Sample Application (from 10th Cycle)



## Grants by Grant Cycle

### Grants matching your search for 2002-03 Household Hazardous Waste Discretionary Grants (HD11)

#### Amador County

**Grantee:**Amador County

**Amount Awarded:** \$130,466.06

**Grantee Contact:** Mr Larry Peterson

**CalRecycle Grant Manager:** Barbara Baker

**Project Summary:** Amador County is proposing to: 1) Improve and expand its permanent HHW collection facility. 2) Improve the HHW collection program to increase the collected volumes of HHW, e-waste, and u-waste. 3) Increase public education and outreach for the HHW collection program.

*Total Awarded for County: \$130,466.06*

#### Colusa County

**Grantee:**City of Colusa

**Amount Awarded:** \$47,211.91

**Grantee Contact:** Ms. Patricia Hickel

**CalRecycle Grant Manager:** Jeffrey Lin

**Project Summary:** The City of Colusa is a small rural community and proposes a new, temporary program to conduct two, (1) one day HHW Collection events at a local site. Residents currently have no place where they can dispose of their HHW at this time.

*Total Awarded for County: \$47,211.91*

#### Humboldt County

**Grantee:**Humboldt Waste Management Authority

**Amount Awarded:** \$242,280.00

**Grantee Contact:** Mr. Gerald Kindsfather

**CalRecycle Grant Manager:** Cheryl Williams

**Project Summary:** Humboldt County: Three part program 1) Expand PHHWF to include latex paint and E and U-Waste, 2) develop and implement a public outreach and education campaign to educate the community about E and U-Waste, 3) help underserved communities by conduction one temporary HHW event per year.

*Total Awarded for County: \$242,280.00*

#### Imperial County

**Grantee:**City of El Centro

**Amount Awarded:** \$299,952.00

**Grantee Contact:** Mr. Charles Tenborg

**CalRecycle Grant Manager:** Angela Parker

**Project Summary:** The City of El Centro, administering member of the Imperial Valley Waste Management Task Force is proposing the establishment of permanent HHW collection facility and to provide for mobile collection events in remote and underserved communities of Ocotillo, Salton City, Niland, Palo Verde, and Winterhaven.

Total Awarded for County: \$299,952.00

**Kings County**

**Grantee:**Kings Waste and Recycling Authority

**Amount Awarded:** \$300,000.00

**Grantee Contact:** Mr. Jeff Monaco

**CalRecycle Grant Manager:** Barbara Baker

**Project Summary:** Develop and implement a comprehensive publicity and education program, with focused effort to reach underserved population. Hire half time bilingual HHW coordinator. Purchase HHW sealed, lockable containers. Contract for recycling of e-waste. Contract for disposal of u-waste and HHW.

Total Awarded for County: \$300,000.00

**Los Angeles County**

**Grantee:**City of Burbank

**Amount Awarded:** \$32,633.84

**Grantee Contact:** Mr. Kreigh Hampel

**CalRecycle Grant Manager:** Spencer Fine

**Project Summary:** The Burbank Recycle Center project: Two part program 1) Expansion of current programs to include acceptance of U and E-Waste and 2) Educate residents about mercury dangers and how removal of thermometers is needed.

Total Awarded for County: \$32,633.84

**Riverside County**

**Grantee:**City of Palm Desert

**Amount Awarded:** \$149,977.02

**Grantee Contact:** Ms. Lisa Ream

**CalRecycle Grant Manager:** Don Peri

**Project Summary:** PHHWF to accept electronic waste. Grant funding will be used to purchase the necessary equipment for moving and handling palletized e-waste. Funding from this grant cycled is planned to expand materials collected at their permanent HHW to include Sharps.

Total Awarded for County: \$149,977.02

**San Bernardino County**

**Grantee:**San Bernardino County

**Amount Awarded:** \$300,000.00

**Grantee Contact:** Ms. Stephanie M Odenbach

**CalRecycle Grant Manager:** Barbara Baker

**Project Summary:** The San Bernardino County Fire Department project: Two part program 1) Expansion of four existing PHHWF to include acceptance of E-Waste and 2) Establish four to six temporary collection events per year.

**Grantee:**San Bernardino County

**Amount Awarded:** \$300,000.00

**Grantee Contact:** Ms. Stephanie M Odenbach

**CalRecycle Grant Manager:** Barbara Baker

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**Project Summary:** The San Bernardino County Fire Department project: Two part program 1) Expansion of four existing PHHWF to include acceptance of E-Waste and 2) Establish four to six temporary collection events per year.  
*Total Awarded for County: \$600,000.00*

**San Diego County**

**Grantee:**City of San Diego  
**Amount Awarded:** \$300,000.00  
**Grantee Contact:** Mr. Linda Pratt  
**CalRecycle Grant Manager:** Angela Parker

**Project Summary:** The City will expand its HHW services to collect and recycle e-waste received through three mechanisms. These include almost 80 community curbside collection events per year, annual one-day recycling events, and daily load checking at the City operated Miramar Landfill.  
*Total Awarded for County: \$300,000.00*

**San Francisco County**

**Grantee:**City and County of San Francisco  
**Amount Awarded:** \$69,507.00  
**Grantee Contact:** Ms. Marjaneh Zarrehparvar  
**CalRecycle Grant Manager:** Cheryl Williams

**Project Summary:** The City and County of San Francisco request funds to establish 8 satellite universal waste lamp collection sites. Grant funds will be used for disposal costs and outreach to promote collection and to educate San Francisco residents and CESQGs on the need and methods for proper disposal of universal waste lamps.  
*Total Awarded for County: \$69,507.00*

**San Joaquin County**

**Grantee:**San Joaquin County  
**Amount Awarded:** \$130,466.06  
**Grantee Contact:** Mr. David Gorton  
**CalRecycle Grant Manager:** Jeffrey Lin

**Project Summary:** Expand the current HHW collection program by adding a County Wide Universal Waste collection and education program.  
*Total Awarded for County: \$130,466.06*

**Santa Barbara County**

**Grantee:**City of Carpinteria  
**Amount Awarded:** \$134,689.00  
**Grantee Contact:** Monique Eplay  
**CalRecycle Grant Manager:** Don Peri

**Project Summary:** Coconduct 12 monthly HHW collection events in new ABOP facility. Due to a contract with a Ventura County trash service, city residents are excluded from participating in the Santa Barbara County program and facility use. Need more accesible facilities. The proposed expansion will allow the city to better address the needs of the community by providing a safe and sustainable disposal alternative and targeting promotion to underserved members of the community.

**Grantee:**City of Santa Barbara

**Amount Awarded:** \$281,254.83

**Grantee Contact:** Mr. Stephen MacIntosh

**CalRecycle Grant Manager:** Don Peri

**Project Summary:** The City of Santa Barbara project: Expansion of a new ABOP (antifreeze, batteries, oil and paint) facility in the city.

*Total Awarded for County: \$415,943.83*

**Santa Cruz County**

**Grantee:**Santa Cruz County

**Amount Awarded:** \$299,999.22

**Grantee Contact:** Mr. Jeffrey Smedberg

**CalRecycle Grant Manager:** Eric Brown

**Project Summary:** County of Santa Cruz HHW project: Two part program 1) Expand the collection program to include E-Waste and 2) Establish an integrated pest management program.

*Total Awarded for County: \$299,999.22*

**Ventura County**

**Grantee:**Ventura County

**Amount Awarded:** \$281,563.06

**Grantee Contact:** Mr. Frank Kiesler

**CalRecycle Grant Manager:** Don Peri

**Project Summary:** The County of Ventura HHW project: Four part program 1) Establish a PHHWF in Fillmore, 2) Initiate a CESQG door-to-door program with the new facility, 3) Include the collection of U and E-Waste among the new program, 4) Establish education targeting Ventura County residents, small businesses and schools.

**Grantee:**Ventura County

**Amount Awarded:** \$281,563.06

**Grantee Contact:** Mr. Frank Kiesler

**CalRecycle Grant Manager:** Don Peri

**Project Summary:** The County of Ventura HHW project: Four part program 1) Establish a PHHWF in Fillmore, 2) Initiate a CESQG door-to-door program with the new facility, 3) Include the collection of U and E-Waste among the new program, 4) Establish education targeting Ventura County residents, small businesses and schools.

*Total Awarded for County: \$563,126.12*

**Grant Count: 17**

**Grant Total for Selected Counties: \$3,581,563.06**



## Household Hazardous Waste Grant: 11th Cycle, FY 2002/03

### Notice of Funding Availability

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**This grant is closed to applications. Please see the HHW grants home page for information about the next grant cycle.**

The California Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities for collection and management of household hazardous waste (HHW). As part of this program, the CIWMB issues grants to help local governments establish or expand HHW collection programs. These grants are awarded on a competitive basis.

#### Funding

Approximately \$3.0 million in grant funds will be available for fiscal year (FY) 2002/03 HHW grants. Individual jurisdictions may request up to \$150,000 and regional groups (two or more cities/counties) may request up to \$300,000. The grant term is from September 1, 2002 through March 31, 2005.

#### Eligibility

All local governments in California with direct responsibility for HHW management may apply for funding. Applicants must submit a proposal and resolution following instructions in the application package. The resolution from the applicant's governing body must authorize the jurisdiction to submit the application.

#### Priorities--FY 2002/03 HHW Grants

Priority will be given to applicants who:

- Establish a new program for HHW collection in rural areas and/or small cities.
- Establish a multijurisdictional HHW program that addresses regional needs.
- Did not receive an HHW Grant award during the last two cycles--HD 9 (FY 00-01), HD 10 (FY 01-02).
- Establish an HHW collection program and/or an HHW collection education program targeting underserved populations.
- Expand existing programs or initiate a new HHW program to include collection of E-waste, U-waste or paint.

#### Application Format

The FY 2002/03 HHW Grant application requires that the applicant:

- Evaluate and describe its current program;
- Identify their community's HHW program needs;
- Describe how their proposed project will meet those needs; and
- Justify their proposed project's budget and funding priorities.

Forms, samples, and detailed instructions are included in the application package, as follows:

- [Application Instructions](#)
- [Exhibit A: Application Cover Sheet](#)
- [Exhibits B-1 and B-2: Sample Resolutions](#)
- [Exhibit C: Work Statement](#)
- [Exhibit D: Sample Budget Itemization](#)
- [Exhibit E: Summary of Used Oil and HHW Grants](#)
- [Exhibit F: Sample Authorization Letter for Multiple Jurisdictions](#)
- [Exhibit G: Recycled-Content Purchasing Evaluation Sheet](#)
- [Exhibit H: Scoring Criteria](#)

The sample applications (one a generic "model" and one an actual submittal) are provided to assist applicants in preparation of a Household Hazardous Waste Grant application. Applicants are advised that the samples are only guides and should not be construed as templates for guaranteed success in the award process. Applicants are also advised to pay special attention to the current application instructions particularly with regards to Resolutions, General and Program criteria, and weighting.

- Model Application (from 8th Cycle)
- Sample Application (from 10th Cycle)

#### **Application Deadline**

Applications must be postmarked by **Friday, April 5, 2002**. Hand-delivered, e-mailed, or faxed applications will **not** be accepted.

#### **Questions and Answers | HHW Grants Home**

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California Department of Resources Recycling and Recovery (CalRecycle)



## Household Hazardous Waste Grant: 11th Cycle, FY 2002/03

### Questions and Answers

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**1. Question: Can awarded funding from the grant be used possibly to provide an incentive to Conditionally Exempt Small Quantity Generators (CESQG)?**

Answer: Yes, but you will need to address how the program will be funded once the grant is over. This grant is intended to help you start programs but is not intended to maintain programs.

**2. Question: Could a project dedicated to improve the collection and disposal of grease from local restaurants be eligible for funding through this grant.**

Answer: Since vegetable oil is not considered HHW, it is not eligible for funding through this grant program.

**3. Question: Is there some sort of master guidebook where those new to the grant proposal process can go and get their general questions answered?**

Answer: Currently there is no master guidebook where questions can be answered but there are tips that are located throughout the body of the application that should help to focus your application. Specific questions should be submitted to staff during the question and answer period.

**4. Question: Is there a distinction between regional and multi-jurisdictional programs?**

Answer: There is no distinction between regional or multi-jurisdictional programs. However, they both must contain two or more applicants one of which is selected as a lead for the application.

**5. Question: What is the definition of a regional project that requires the submittal of a regional application, regional resolution and authorization letters, as opposed to requesting just letters of support?**

Answer: We do not define "regional project" for the purposes of our grant. We do define a regional application as one having two or more applicants with one of the applicants acting as the lead to conduct the grant if awarded. A regional application requires a resolution from the lead applicant and either a resolution or a letter of authorization from each of the participating or coapplicants. Letters of support should be provided with any type of application, whether it is an individual or regional application, to demonstrate that there is support for this proposal from all the stakeholders.

**6. Question: Let's say X County submits a proposal that involves setting up three collection facilities, two within unincorporated areas, and one within the city limits of Z City. All three sites will accept waste from any county resident, no matter what city they live in. Is this inherently regional, requiring a regional application, regional resolution, and authorization letter from Z City (versus letter of support)? Or would it only be regional if Z City wants it to be regional, so that the combined award would be greater than an individual jurisdiction award?**

Answer: There are no inherently regional programs. To be considered regional you must obtain letters of authorization or resolutions from participating Cities and/or Counties. If Z City submits a letter of authorization or a resolution authorizing the lead jurisdiction (county) to act on it's behalf, the lead applicant could request up to \$300,000.

**7. Question: Say Q County submits a proposal to expand one of its facilities located at the Y City Public Works Yard, to include an extra bin for collecting a new waste type. The facility will continue to be operated by Y City personnel, as per their contract with Q County. Is this proposal considered regional (because it involves participation on the part of both agencies)? Does it require regional application materials, or just the understanding between the two agencies, and necessary adjustments to their contractual agreement?**

Answer: A facility expansion is not automatically considered a regional program. As previously stated, regional programs require either letters of authorization or resolutions from the participating Cities and/or Counties. For more detail please see the answer to [question 6](#).

**8. Question: If a county jurisdiction wishes to collect waste within an incorporated city, without actually locating a facility in the city (as with door to door CESQG, residential collection from disabled people), is it considered regional?**



Answer: See [answer to question 5](#).

**9. Question: If the county site is located in an unincorporated area, but intends to accept waste from residents of incorporated areas, is this in any way construed as a regional project?**

Answer: See [answer to question 5](#).

**10. Question: If a city jurisdiction wishes to (only) store waste collected (resulting from grant proposal submitted by the city) at a county-contracted facility located within their city, is the city required to submit a formal agreement for said storage along with their application, so that the county facility cannot be held liable for abandoned waste, disposal of specified waste, over accumulation of waste, disposal funding after grant period, etc.**

Answer: This is a county- and/or city-specific question and should be referred to your attorney.

**11. Question: Should the agent of such a host agency request from the applying city, a copy of their grant proposal, to ensure that the applicant has provided contingencies for such circumstances?**

Answer: See [answer to question 10](#).

**12. Question: Is a county applicant intending to implement a mobile collection extending into incorporated areas obligated to notify/request permission for the project from individual city jurisdictions?**

Answer: See [answer to question 10](#).

**13. Question: Proposal narrative describes by task the activities to be undertaken to achieve the objectives. Include completion of the Work Statement Form.**

**Do they want narrative on:**

- each individual task, in addition to the Work Statement,
- groups of tasks, or
- Something more qualitative?

Answer: The more information you can give us on your proposed project the better. Assume that we have no background on your project and you are discussing it for the first time. Also, you must stay within the 15-page limit (not counting attachments).

**14. Question: What is required by way of "Identify staffing required to carry out the proposed project"?**

- Identify the Classifications of those involved?
- Identify the amount of staffing?
- Identify the staff by Name & Title?
- Distinguish only between Staff or Contractor?

Answer: Items ii, iii, and iv should be provided for both staff and any proposed contractor.

**15. Question: How detailed should the details regarding equipment, services and supplies be?**

Answer: See [answer to question #13](#).

**16. Question: Do quotes have to be on vendor letter-head or some other document that identifies the vendor, and identifies the document as a "quote," or can the applicant use copies of program invoices as quotes?**

Answer: Any form of a quote is better than no quote. A quote on a vendor's letterhead and not just copies of pages out of a catalog creates a more favorable impression by showing that you have put a significant amount of time and thought into your proposal.

**17. Question: Should the applicant account for increases in pay of staffing, as was requested in the OG6 application instructions?**

Answer: We cannot increase the amount of the grant once it is awarded so you should take all factors into consideration when you are putting together your budget. For all claims made to the grant, reimbursement can only be made up to the grant award amount. If awarded a grant, staffing costs are subject to the terms of the Grant Agreement.

**18. Question: Should the applicant estimate a potential increase in product pricing, or stay as close to the actual quoted cost of a given purchase, adding only costs for taxes/freight, where necessary?**

Answer: We cannot increase the amount of the grant once it is awarded so you should take all factors into consideration when you are putting together your budget. Alternatively speaking, if awarded a grant, you will be reimbursed for actual invoiced costs up to the grant award amount and subject to compliance with all other terms and conditions and procedures and requirements of the grant.

**19. Question: What is meant by 'an empirical determination of the percentage of the project goals that were accomplished'?**

**Does this in any way refer to whether or not the applicant spent the expected amount of funds allocated to the project?**

**Or is it more related to "50% of the targeted population utilized the new facility", therefore the project was 50% accomplished. Or, "Four out of six ABOPS established remained open and received waste during the grant period", therefore it was 66% successful????**

Answer: We want to know what percentage of the original goals stated in the application were achieved. If your application stated that you were going to build five permanent facilities but you only build four then 80 percent of your project goals were completed.

**20. Question: With respect to the Notice of Funds Available (NOFA), HHW Grant FY 2002/03, Funding paragraph, does the "regional group" definition include, for example, the oil sanitary district (OSD) as a qualified regional group?" the OSD service area includes all of the City of X, part of the City of Y, and some unincorporated areas of Z County.**

Answer: To be deemed a regional grant you must have either authorization letters or Resolutions from other participating local governments i.e. Cities and/or Counties only. In addition, remember that to be considered eligible for funding OSD must have direct responsibility for HHW management in their area.

**21. Question: Are these letters of support the same as the letters of authorization from the jurisdictions, or are they like letters of recommendation from other sources?**

Answer: Letters of support are generally from individuals or groups in favor of your program while letters of authorization are from local jurisdictions and delegate authority to the lead agency to apply for and conduct the grant on their behalf.

**22. Question: The City of Z, currently has a permanent household hazardous waste facility. We are planning to collect e-waste at the facility. If we were to start this program as a pilot program, would it be considered a new program if we permanently began e-waste collection after September 1, 2002.**

Answer: The criteria state that to receive the points you need to initiate a new program or expand an existing program to collect e-waste, u-waste, or paint. You would be eligible to receive the 10 points available for this section because you will be expanding your program to permanently collect e-waste.

**23. Question: Will the Board consider funding the collection/disposal of diazinon from retail stores who are willing to remove it from their store shelves prior to the EPA deadline?**

Answer: This type of project would be eligible for funding through this grant.

**24. Question: While development of school curricula is an ineligible cost, would a few simple lesson plans or activities be considered a "curriculum"? What is meant by that word?**

Answer: Curriculum encompasses a set of courses, which constitute learning in an area of specialization. Curriculum includes lesson plans and assessments, measuring the learner's comprehension through outcomes and objectives. A curriculum lesson plan can be used singularly or in combination in educational delivery in order to educate a specific area i.e. science, environmental science, language arts, history, and social science. Curriculum uses different methodologies for instructional delivery such as project-based learning, lecture, inquiry-based assessment, service learning, and hands-on/ minds-on investigation. Educators quantify a learner's comprehension within any given curriculum through the use of assessments.

Educational activities are companion materials, which highlight specific concepts, for example water pollution, safe handling of toxic materials, or boating safety. These include activity work sheets, crossword activities, and coloring activity books. Educational activities are not correlated to the national or state standards, and do not contain assessments to determine a learner's comprehension.

**25. Question: Can you please define "underserved populations" in terms of HHW Collection Programs and/or an HHW Collection Education Programs?**

Answer: Underserved areas are areas that have less access to HHW collection facilities and/or a lack of HHW collection service when compared to other areas served by their jurisdiction or neighboring jurisdictions with comparable or similar population density and socioeconomic status.

**26. Question: Does the CIWMB have a definition for Underserved in terms of the following:**

- **Number of certified centers per population of a jurisdiction.**
- **Number of households in a jurisdiction participating that have participated in HHW events.**
- **Percentage of non-English speaking or Hispanic residents that have participated in HHW events.**

Answer: At a minimum, you must have one certified center per 100,000 people. See [answer to question 25](#) to answer your remaining questions.

**27. Question: For the Hazardous Waste Discretionary Grant purposes, does a progress report have to be submitted with a reimbursement request?**

Answer: A progress report must be submitted with each reimbursement request. At a minimum, a progress report should be submitted every six months even if there are no costs to claim.

**28. Question: In the Methodology the Tips section states "List Tasks; sequenced timeline..." Is this something they want in addition to the Work Statement?**

Answer: If you read the first sentence under the methodology section it states "Proposal narrative describes by task the activities to be undertaken to achieve the objectives. Include completion of the Work Statement." Knowing that; your methodology section should include some text explaining why the proposed activities are the best way to address the identified need, present a plan for future funding, etc. These items would not be addressed if you just simply attached a work statement.

**29. Question: List funding priorities, and give reasons..." Not sure what this means?**

Answer: This cycle is usually very oversubscribed meaning the passing applications request more money than we have to give out. It is important that you list your funding priorities and compelling reasons why items were chosen in case we have to make budget modifications and remove items from the proposed project. Additionally, if you do not address a component of your program in the methodology section and it only appears as a line item in the budget it may be cut from your proposed budget.

**30. Question: I am in the process of possibly implementing sharps into my HHW program. I have heard that in the past, there have been grants for sharps (implementation, purchasing containers and disposal). What about now?**

Answer: Ineligible costs for this grant include but are not limited to managing, handling, disposing, or treating or radioactive, explosive, or medical waste and other extremely hazardous waste. Sharps programs are eligible only if they are integrated into proposed or existing HHW collection programs.

**31. Question: Please tell us how we can demonstrate that the proposed expenses are reasonable and that the project is cost effective and makes judicious use of the requested grant funds. We need precise interpretation.**

Answer: This is a proposal-specific question and we cannot answer this question for you. You need to give serious thought and consideration to the project that you are proposing and why the items, equipment, personnel, etc. would be a worthy project to fund and a good use of grant monies.

**32. Question: You mention: "(2pts) Include resumes and/or background statements for key personnel and contractors, references, etc." We don't understand how, until we get grant award and bids back how we can identify the contractor and furnish his references (the contractor who would handle the recycling itself, on Collection Event Day). Please explain.**

Answer: If you do not already have a list of potential contractors you should state in your application and work statement how a contractor would be selected if the grant were awarded. This section should also include information about the city and/or county staff that will be responsible for implementation of the program.

**33. Question: Would a thermometer exchange program set up for multiple cities within a county be acceptable as a project for this type of grant?**

Answer: A program that intended to exchange mercury thermometers for digital thermometers would be eligible for funding through this grant.

**34. Question: We have not received funding for HD 9 and HD 10. If we entered into an agreement for a regional program**

**with other jurisdictions that participated in grant cycle 9 but were not the lead agency would we be eligible for requesting \$300,000 in funding? Does applying for grant funds with an agency that participated in a regional program (not lead agency) automatically eliminate your application from consideration in the 11th cycle grant?**

Answer: Regardless of whether or not you received funding through the HD9 or HD10 grant cycles you will still be eligible to receive up to \$300,000 assuming you obtain letters of authorization and/or resolutions from the participating cities. Your question relates more to whether or not you will receive the points associated with not receiving a HD9 or HD10 grant. The answer to that question is if any one of the participants in the regional program did not participate in an HD9 or HD10 grant, the proposal would be eligible to receive the maximum points for criteria #10.

**35. Question: Could you propose collection of HHW materials as well as e-waste in the same grant proposal?**

Answer: Yes, the collection of both of these waste streams can be incorporated into the same grant application.

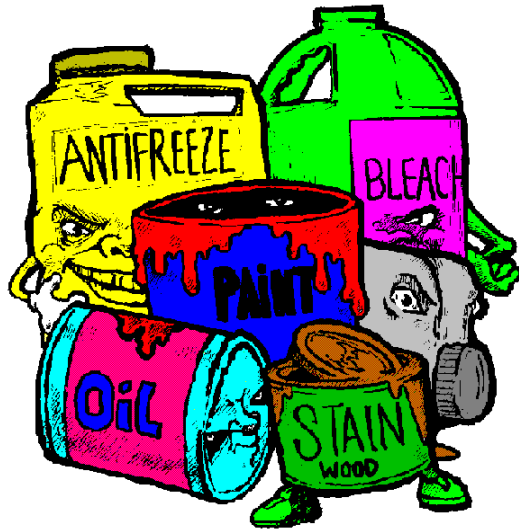
**36. Question: Do you have a list of vendors for mobile collection programs?**

Answer: You must submit a Public Records request to obtain this information.

**37. Question: If we are applying for a HHW grant for a regional e-waste collection program, are we to include a description of all past and current Used Oil and HHW grants from all participating jurisdictions if none of the awards were for an e-waste collection program?**

Answer: You should summarize all of the past Used Oil/HHW grants that your city or county has been awarded and all the grants that the participants received regardless of the grant focus. These grants would include HHW grants, Used Oil Block grants, Used Oil Opportunity grants, and Research and Demonstration grants.

**STATE OF CALIFORNIA  
ENVIRONMENTAL PROTECTION AGENCY**



**LOCAL GOVERNMENT  
HOUSEHOLD HAZARDOUS WASTE GRANT  
FISCAL YEAR 2002/03**

**Application Instructions**

**California Integrated Waste Management Board  
Household Hazardous Waste Grant Program  
1001 I Street, MS-21  
P.O. Box 4025  
Sacramento, CA 95812-4025  
(916) 341-6457**

## GRANT APPLICATION SUBMITTAL CHECKLIST

- Application Cover Sheet (Exhibit A)
- Table of Contents
- Resolution(s) (Exhibits B-1 and B-2); and, if applicable, Letter(s) of Authorization (Exhibit F)
- Proposal Narrative (not to exceed 15 pages, exclusive of the required attachments)
- Work Statement Form(s) (Exhibit C)
- Budget Itemization (Exhibit D)
- Summary of Used Oil and HHW Grants (Exhibit E)
- Recycled Content Purchasing Evaluation Sheet (Exhibit G)
- One original and three copies of the application must be mailed to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy." The application must be typed in a font no smaller than 12 point, printed on 8 ½x 11" recycled-content paper, double sided and numbered consecutively. Copies must be free of distortion and easy to read.
- Application should be stapled in upper left-hand corner

### **Application Filing Procedures:**

Applications must be postmarked, or exhibit a commercial carrier tracking number, dated by **Friday, April 5, 2002**. Applications postmarked, or exhibiting a commercial carrier tracking number, dated after Friday, April 5, 2002, will not be accepted and will be returned to the applicant. **Hand delivered, faxed, or E-mailed applications will not be accepted.**

If you need additional information, contact Eric Brown at (916) 341-6459 or Pat McDermott at (916) 341-6452.

Please mail applications to:

**California Integrated Waste Management Board  
HHW Grant FY 2002-03  
Attn: Kelley Tyack, Grants Administration Unit  
1001 I Street, MS-10  
P.O. Box 4025  
Sacramento, CA 95812-4025**

▪ **Question and Answer Period**

Questions about the FY 2002/03 application may be submitted in writing from January 28 through March 7, 2002 to Eric Brown, by e-mail to [ebrown@ciwmb.ca.gov](mailto:ebrown@ciwmb.ca.gov) or sent by mail to:

California Integrated Waste Management Board  
 Attn: Eric Brown  
 Used Oil and HHW Grants  
 1001 I Street, MS-21  
 P.O. Box 4025  
 Sacramento, CA 95812-4025

Staff will use the questions submitted to develop a question and answer sheet on or before March 18, 2002. Responses will be posted on the CIWMB's grants website [www.ciwmb.ca.gov/HHW/Grants](http://www.ciwmb.ca.gov/HHW/Grants) and mailed out upon request. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

TENATIVE DATES	ACTIVITY
January 28 to April 5, 2002	Application period
January 28 to March 7, 2002	Question and Answer Period
March 18, 2002	Questions and Answers Posted on CIWMB Website
April 5, 2002	Application submittal deadline
May to June 2002	Panels review applications and prepare recommendations
August 2002	CIWMB approves grants
August 2002	Grant agreements developed and signed
September 1, 2002	Grant recipients begin grant projects
March 31, 2005	Close of grant term
May 15, 2005	Deadline to submit final report and payment request

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\*CIWMB – California Integrated Waste Management Board  
\* HHW – Household Hazardous Waste



# HOUSEHOLD HAZARDOUS WASTE GRANT FY 2002/03

## I. GRANT SUMMARY AND GUIDELINES

### ■ BACKGROUND

Public Resources Code Section 47200 authorizes the California Integrated Waste Management Board (CIWMB or Board) to award competitive grants to local government agencies for programs that reduce the amount of Household Hazardous Waste (HHW) disposed of at solid waste landfills. **If you have questions or need additional information, contact Eric Brown at (916) 341-6459 or Pat McDermott at (916) 341-6452.**

### ■ APPLICANT ELIGIBILITY

Eligible applicants are limited to California cities, counties, and local agencies, including Indian reservations and rancherias, that recognize themselves as local agencies responsible for HHW management. Commercial businesses and nonprofit groups are not eligible to apply for this grant. 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 FUNDING

Grant funds must be used to establish or expand HHW programs that provide permanent collection opportunities, with corresponding and effective publicity campaigns. Proposed activities should complement local and regional HHW management and used oil programs. It is anticipated that \$3 million dollars will be available for this fiscal year's (FY 2002/03) HHW Grant Program. The anticipated maximum award is \$150,000 per individual applicant and \$300,000 per regional applicant.

Public Resources Code Section 47200 directs the CIWMB to focus funding priorities toward:

- ◆ New programs for rural areas, underserved areas, and for small cities;
- ◆ Expansion of existing programs to provide for collection of additional waste types, innovative or more cost-effective collection methods, or expanded public education services; and
- ◆ Regional HHW programs.

For FY 2002/03 HHW Grants, in addition to the statutory priorities, the program criteria will be weighted towards jurisdictions that:

- ◆ Did not receive an HHW grant award during the last two HHW grant cycles – HD9 or HD10;
- ◆ Propose to expand existing programs or initiate a new HHW program to include collection of e-waste, u-waste or paint; and/or
- ◆ Propose to establish an HHW collection program and/or an HHW collection education program targeting underserved populations.

- **GRANT TERM**

The anticipated term of the grant is from September 1, 2002 through March 31, 2005. All costs must be incurred during the grant term.

- **ELIGIBLE COSTS**

All costs must be directly related to the development and/or management of the approved grant project. Such costs may include materials, services, equipment, and facilities that increase opportunities for the proper collection and management of unwanted household hazardous products provided that they are reasonable, cost-effective, and focused on local and/or regional, or statewide needs as described in the application.

- **INELIGIBLE COSTS**

Any costs not directly related to the approved grant project are ineligible for grant funding. These include but are not limited to the following costs:

- ◆ Costs incurred prior to or after the grant term
- ◆ Costs currently covered by another CIWMB loan, grant or contract
- ◆ Costs to maintain existing HHW program
- ◆ Purchasing or leasing of land
- ◆ Leasing of buildings
- ◆ Purchasing or leasing of vehicles by non-governmental agencies
- ◆ Remediation
- ◆ Enforcement activities
- ◆ Management, handling, disposal, or treatment of radioactive, explosive or medical wastes, and other extremely hazardous waste
- ◆ Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation)
- ◆ Out of state travel
- ◆ Any food or beverages (e.g. as part of meetings, workshops, training, or events)
- ◆ Preparation of HHW Elements
- ◆ Public education costs not directly tied to HHW collection
- ◆ Profit or mark-up by the grantee
- ◆ Any costs that are not consistent with local, state, and federal guidelines and regulations
- ◆ Cell phones, pagers and palm pilots
- ◆ Development of school curricula

## **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 H. Applicants must attain at least 77 out of the 110 possible points to be considered for funding.

- **PARTIAL FUNDING OF PROPOSALS**

The review panels may recommend partial funding of some or all proposals.

- **CIWMB AWARD OF GRANTS**

The Board is expected to consider the grant funding recommendations at its August 2002 Board Meeting.

### III. APPLICATION INSTRUCTIONS

The HHW Grant application must contain the following information in the order prescribed:

- ◆ Application Cover Sheet Form (Exhibit A) must have original signature;
- ◆ Table of Contents;
- ◆ Resolution(s) (Exhibits B-1 and B-2); and, if applicable, Letter(s) of Authorization (Exhibit F)
- ◆ Proposal Narrative (this may not exceed 15 pages):

Must be addressed by all applicants:

- Section 1: Need;
- 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.; include Summary of Used Oil and HHW Grants form (Exhibit E)
- Section 7: Recycled-content purchasing policy, include Recycled Content Purchasing Evaluation Sheet (Exhibit G);

Address only if applicable:

- Section 8: Programs for Rural or Small Cities;
- Section 9: Multi-jurisdictional HHW Programs;
- Section 10: No HHW Grant funding during the last two cycles;
- Section 11: HHW collection or education programs targeting underserved populations; and
- Section 12: Expand or initiate new programs to collect e-waste, u-waste, or paint.

- **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.

- **RESOLUTION (Exhibit B-1 & B-2)**

The approved resolution for a single jurisdiction and all supporting documents for a regional program **MUST BE SUBMITTED NO LATER THAN AUGUST 6, 2002. 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.** If a "designee" is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit, preferably with the grant application package but no later than August 6, 2002, either:

- ◆ **B-1:** An approved resolution from the applicant's governing body which authorizes submittal of an application for the FY 2002/03 HHW Grant and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-1); **OR**
- ◆ **B-2:** An approved resolution from the applicant's governing body which authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available HHW or Used Oil grants under the California Integrated Waste Management Act and California Oil Recycling Enhancement Act, and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment (see Sample Exhibit B-2).

**Regional and JPA Programs** – Multiple jurisdictions may join together to submit a regional application. A lead agency must be designated by the participating jurisdictions. **In addition to submitting one of the resolutions described in B-1 and B-2 above, the lead applicant is responsible for obtaining from the participating jurisdictions and preferably including with the grant application, or providing no later than August 6, 2002, one of the following:**

- ◆ A letter from the county administrator/city manager (see Exhibit F) stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf as both applicant and grant administrator; or,**
  - ◆ A resolution from the participating jurisdiction's governing body stating that the jurisdiction wants to participate in the regional program **and authorizing the lead applicant to act on its behalf 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.**
- **PROPOSAL NARRATIVE**  
The narrative must clearly and concisely describe and justify each task presented in the proposal. The proposal narrative should address the project summary as well as the twelve scoring criteria (Exhibit H). The narrative is limited to 15 pages, not including exhibits and attachments. A well-prepared application will address each question briefly, but thoroughly. The tip boxes should help you focus on information that is important to include. **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), the Budget Itemization (Exhibit D), the Summary of Used Oil and HHW Grants Form (Exhibit E), and the Recycled Content Purchasing Evaluation Sheet (Exhibit G). Instructions for completing the Work Statement and the Summary of Used Oil and HHW Grants Forms are on the reverse side of each form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

**Briefly address each question below, remembering to note the information requested in the boxes and the application preparation tips. The proposal narrative is limited to 15 pages not including exhibits and other attachments.**

## **GENERAL REVIEW CRITERIA (78 points possible)**

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

- What is the problem you are addressing? Briefly describe your project.
- 1. **Need (20 points)** - Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project. Provide convincing reasons why the project should be funded.
  - (7 pts.) Clearly describe and demonstrate the local or statewide need for the project as related to the establishment of new programs, or expansion of existing programs, that address the proper management of HHW.
  - (5 pts.) Address identified gap in service availability or current unmet need.
  - (2 pts.) Support the existence of the problem with surveys and/or studies.
  - (4 pts.) Adequately describe any health and safety threats or environmental concerns.
  - (2 pts.) Identify existing and previous grant work that supports the project or justifies a different approach.

**TIP:** Make sure to include in the narrative past and current Used Oil and HHW Grants and how they relate to the proposal. Local Demographic Studies/Statistics include: Target population size; percentage of population targeted; service area; illegal dumping documentation; available collection opportunities; frequency of collections; number and location of permanent facilities; waste types collected, map of collection opportunities, amount of HHW collected (past CIWMB Form 303 information) and estimated amount collected with future program.

2. **Objectives (10 points)** – Grant narrative is sufficiently detailed to determine that the project:

(5 pts) Is based on identified need described in the narrative.

(5 pts.) Describes specific and measurable goals and objectives and how they relate to the need.

**TIP:** *The term of this grant is anticipated to be 31 months, demonstrate that your project is ready to begin and that objectives can be achieved within the indicated time frame.*

3. **Methodology (10 points)** – Proposal narrative describes by task the activities to be undertaken to achieve the objectives. Include completion of the Work Statement Form (Exhibit C).

(3 pts.) Describe why the proposed activities are the best way to address the identified need.

(2 pts.) Identify staffing required to carry out the proposed project.

(1 pts.) Describe involvement of cooperating organizations.

(2 pts.) Present a specific plan for future funding.

(2 pts.) Work Statement demonstrates that objectives can be achieved with available time and resources.

**TIP:** *List tasks; sequenced timeline (the grant term is 31 months); explain how you will achieve the objectives. Permits & variances needed? Cost of continuing program, list funding priorities and give reasons. Work Statement and grant narrative describe by task the activities to be undertaken to achieve the project tasks. If permanent facility is proposed, has CEQA been completed?*

4. **Evaluation (7 points)** – Proposal narrative describes a method to evaluate the success of the project and determine whether objectives were accomplished.

(2 pts.) Include both process and outcome evaluation.

(1 pts.) Describe a method for evaluating and modifying methods during project implementation.

(1 pt.) Describe clearly the criteria for determining success.

(1 pt.) State who will be responsible for the evaluation.

(1 pt.) Explain any statistical tests or questionnaires to be used.

(1 pt.) Describe any evaluation reports to be produced.

**TIP:** *Process evaluation – did you complete what you set out to do? Outcome evaluation – did your program have an effect on your target audience? Don't confuse tracking with evaluation.*

5. **Budget (10 points)** – Proposal narrative sufficiently demonstrates that the proposed expenses are reasonable. All program elements described in the proposal narrative and Work Statement are itemized in the budget.

(3 pts.) Provide quotes, estimates or other documentation to support the amount requested.

(3 pts) Itemize in the budget all program elements described in the grant narrative and Work Statement.

(2 pts.) Describe cost savings, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional material, etc.

(2 pts.) Clearly describe, and keep to a minimum, budget items for managerial costs, contingency, or miscellaneous costs.

Arrange **Budget Itemization** by these categories:

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of a permanent HHW collection facility. Costs for recycle-only facilities should also be included here.

**Temporary or Mobile Collection:** Costs for one-day, intermittent collection events, or mobile collection (other than residential collection) of HHW.

**Residential Collection:** Costs to establish, continue, or expand curbside or door-to-door collection of HHW.

**Publicity and Education:** Costs for the development, printing, and distribution of HHW publicity or educational materials that promote HHW collection opportunities.

**Load Checking:** Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

**Personnel/Other:** All personnel costs and any other eligible expenditure that cannot be assigned to another category.

**TIP:** *Be sure to include Budget Itemization (Exhibit D). Review the ineligible and eligible cost sections of this application package to determine eligible costs. Reference the page number of your quotes; provide details for equipment, services and supplies; justify all non-specific costs such as overhead and miscellaneous. If quote lists more than one item, please highlight the applicable item. Proposal narrative and Budget Itemization demonstrates that the project is cost effective and makes judicious use of the requested grant funds. **Make the budget clear and concise; present the budget in such a manner that someone unfamiliar with your organization will understand it. Carefully check the accuracy and cost-effectiveness of all budget items, extraneous and unsupported budget items will count against you! Items for which there are no quotes may be eliminated. All items listed in the Budget Itemization must be discussed in the narrative.***

6. **Completeness, Letters of Support, Experience (5 points)** - Grant proposal is clearly presented and completed 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. Includes completed Summary of Used Oil and HHW Grants Form (Exhibit E).

(2 pts.) Include letters of support for the project.

(2 pts.) Address ability of the applicant to coordinate contracted activities and past Used Oil/HHW grant performance.

(1 pts.) Include resumes and/or background statements for key project personnel and contractors, references, etc.

**TIP:** Double check your application and make sure everything asked for is included, and in the order required. Avoid assumptions that the application is the same as last year or that reviewers have access to outside information. Provide Letters of Support to sufficiently support your proposal – for example, for a Regional application be sure to include letters of support from as many jurisdictions as possible that will be impacted by the proposal. Note: Letters of Support may be addressed to Kelley Tyack (see page 11 for mailing address).

7. **Evidence of a Recycled-Content Purchasing Policy or Directive (16 points)** –

Applicant demonstrates evidence of recycled-content policy by the purchase of recycled-content products, recycled or reused products, such as re-refined oil, recycled-content paper, use of compost and mulch, and other “green” products or materials, or engages in other waste reduction activities where appropriate and feasible. Applicant will be awarded points if:

(4 pts.) Policy is in place or has been adopted during the application period by the applicant, or its governing body. Include a copy of the policy or directive.

(4 pts.) Applicant can provide evidence of purchasing recycled-content products.

(4 pts.) Applicant, or its governing body, can provide evidence of sustainable practices pertaining to re-refined oil within the past year.

(4 pts.) Applicant, or its governing body, proposes to evaluate their Recycled-Content Products (RCP) purchasing policy annually. Evaluation should address the positive and negative features, the sustainable practices performed during the past year, and a plan to increase the percentage of RCP by applicant.

**TIP:** Make sure to include Recycled Content Purchasing Evaluation Sheet, (Exhibit G), and that the signature authorized in the resolution signs the certification at the bottom of the form. Documentation can be in the form of an agreement, recent invoice(s) that clearly show purchase of recycled-content products, or a policy/directive statement. Check your local jurisdiction General Services Agency or Administrative Services Department for a recycled-content purchasing policy or directive.



## PROGRAM CRITERIA (32 points possible)

### 8. New Programs for HHW Collection in Rural Areas and/or Small Cities (3 points) -

- A Rural Area is a county having a population of 200,000 or less.
- A Small City is a city with a population of less than 35,000.

**TIP:** Check the Dept. of Finance, Demographics Unit, latest population statistics for cities and counties prior to completing this section. Their web address is <http://www.dof.ca.gov>.

### 9. Establishes Multi-Jurisdictional HHW Programs (2 points) -

- What regional needs will the proposed program meet?
- Which jurisdictions will be participating?
- Why is each jurisdiction participating in the program, consider cost efficiency, geographical boundaries, economies of scale, etc.?

**TIP:** A jurisdiction is defined as a city or county, a city and county, or regional agency.

### 10. Did Not Receive HHW Grant Funding During Last Two Cycles (5 points) -

- Grant Proposal is from an applicant who did not receive an HHW Grant award during the last two cycles – HD9 FY 2000-01 and HD10 FY 2001-02.

**TIP:** If your jurisdiction, or any participating jurisdiction in your regional application, did not receive funding in the HD9 or HD10 Grant Cycles, you are eligible for these points.

### 11. Establish an HHW Collection Program and/or an HHW Collection Education Program Targeting Underserved Populations. (12 points) -

- Grantee should clearly describe a specific strategy for targeting this population taking into consideration cultural differences, levels of education, economics, and accessibility to HHW collection.

**TIP:** What percentage of the jurisdiction's population does this target audience represent? What percentage of this population changes their own oil? If you are establishing an HHW collection program, how will your program be financed after the grant is over: tipping fees, service charges, user fees? **Provide the funding plan in a letter from your designated signature authority if you are proposing a permanent facility.**

### 12. Expands Existing Programs or Initiates a New HHW Program to Include Collection of E-waste, U-waste or Paint (10 points) -

- How will program expand HHW collection opportunities?
- What additional waste types will be collected?

**TIP:** If additional waste types are being added, please be sure they are described in the need, objectives, etc.

#### IV. GRANT ADMINISTRATION

##### ■ GRANT AGREEMENT

Following the Board's approval of the grant applications, tentatively scheduled for the August 2002 Board Meeting, the awarded jurisdictions will receive a Grant Agreement that includes the Terms and Conditions and the Procedures and Requirements. Copies of these documents in draft form are available for review by grant applicants. Call the CIWMB at (916) 341-6457 to request these documents or view them on our website (<http://www.ciwmb.ca.gov/HHW/Grants/default.htm>). The Grant Agreement will include the applicant's Budget Itemization and Work Statement. The signature authority, designated by resolution, is the only person authorized to sign the Grant Agreement.

**This grant may not be funded unless the proposed Grantee meets the following two conditions within 90 days from the date of mailing of the Grant Agreement by the CIWMB: 1) the return of a complete and signed Grant Agreement; and 2) the full payment of all outstanding debts owed by the proposed Grantee to the CIWMB. Check with your Accounting Office to determine if your jurisdiction has any outstanding CIWMB invoices.**

The grant agreement is tentatively scheduled for a term of 31 months beginning September 1, 2002 and terminating March 31, 2005.

##### ■ PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved project. Payment will be made only for costs described in the applicant's approved Budget Itemization. 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.) **Ten percent (10%) of each approved payment request will be withheld until completion of the grant terms.**

##### ■ AUDIT REQUIREMENTS

The Grantee agrees that the CIWMB, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. The Grantee agrees to allow the designated representative(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, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

**Applications must be postmarked by Friday, April 5, 2002.  
Applications postmarked after that date will not be accepted.  
Hand delivered, e-mailed, or faxed applications will not be  
accepted.**

**Mail applications to:**

**California Integrated Waste Management Board  
Attn: Kelley Tyack, Grant Administration Unit, HD 11 Grant  
1001 I Street, MS-10  
P.O. Box 4025  
Sacramento, CA 95812-4025**

# Household Hazardous Waste Grant 2002-03 APPLICATION COVER SHEET

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

**Regional Participants (if applicable):**

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

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

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

Brief Description of Project (3-5 Sentences):

Total Grant Request: \$ \_\_\_\_\_

**Certification:**

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

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

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

\_\_\_\_\_ 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. (Please check the box and initial.)

---

## INSTRUCTIONS FOR APPLICATION COVER SHEET

### **Applicant**

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

### **Department or Agency**

List specific department or agency (e.g., 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; or (c) 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, Solid Waste Engineer, etc.). **The Primary Contact must be a local government employee.**

### **Program Director**

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

### **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. Be sure to check and initial the Environmental Justice certification.**

### SAMPLE RESOLUTION

This sample is provided for guidance purposes only. Consult your attorney.

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills, and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by cities and counties under the program, and

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 Local Government Household Hazardous Waste Grant – FY 2002/03. 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 Local Government Household Hazardous Waste Grant –FY 2002/03. 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 Local Government Household Hazardous Waste Grant- FY 2002/03 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.

**SAMPLE RESOLUTION FOR BOTH  
USED OIL AND HHW GRANTS**

**This sample is provided for guidance purposes only. Consult your attorney.**

WHEREAS, the people of the State of California have enacted the California Oil Recycling Enhancement Act that provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil; and

WHEREAS, the people of the State of California have enacted Assembly Bill 1220 (Eastin, 1993) that provides grants to local governments to establish and implement waste diversion and separation programs to prevent disposal of hazardous waste, including household hazardous waste, in solid waste landfills; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of these programs within the state, setting up necessary procedures governing application by cities and counties under these programs; and

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) \_\_\_\_\_ :

1. Authorizes the submittal of grant applications to the California Integrated Waste Management Board for all available grants under the California Oil Recycling Enhancement Act and all available HHW grants under the California Integrated Waste Management Act for the period of \_\_\_\_\_ (Indicate Time Period) \_\_\_\_\_.
2. 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: \_\_\_\_\_ Dated: \_\_\_\_\_

**WORK STATEMENT**

Applicant \_\_\_\_\_

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

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

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse 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.

1. Fill in the applicant name, reporting and expenditure category (see below) and the date the work statement was written in the appropriate spaces. Use a new Work Statement form for each reporting and expenditure category.
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

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of permanent HHW collection facilities. Costs for recycle-only facilities should also be included here.

**Temporary or Mobile Collection:** Costs for one day, intermittent events, or mobile collection (other than residential collection) of HHW.

**Residential Collection:** Costs to establish, continue, or expand curbside or door-to-door collection of HHW.

**Publicity and Education:** Costs for the development, printing, and distribution of HHW publicity or educational materials that promote HHW collection opportunities.

**Load Checking:** Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

**Personnel/Other:** All personnel costs and any other eligible expenditure that cannot be assigned to another category.

### SAMPLE

Applicant: City of Grantrich

March 20, 2002

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	Staff	Sept 3 – October 30, 2002
2	Release RFP with a due date of November 15, 2002	Staff	Nov 1 – Dec 13, 2002
3	Finalize facility permitting	Staff	Nov 1 – Dec 13, 2002
4	Facility Construction	Contractor	Mar 15 – May 15, 2003
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	Staff	April 15 – May 15, 2003
6	Train 5 County staff for 40 hour HAZWOPR certification	Staff	June 1 - 30 2003
...			
15	Opening Ceremony for Permanent Facility	Staff	July 1, 2003

## EXHIBIT D

### SAMPLE BUDGET ITEMIZATION

#### Permanent Collection Facilities

Design & Construct 60' X 100' Concrete Pad*	\$ 15,000.00
Design & Construct Asphalt driveway*	\$ 2,500.00
Purchase and install gate around facility*	\$ 1,000.00
Storage unit for drums, safety equipment and containers*	\$ 4,500.00
Security Lighting*	\$ 500.00
Facility Signage*	\$ 400.00
10 Tyvek suits @ \$4 ea. *	\$ 40.00
50 pair neoprene gloves @ \$3.70 ea. *	\$ 185.00
20 bags absorbent @ \$27 bag *	<u>\$ 540.00</u>
<b>TOTAL Permanent Collection Facilities</b>	<b>\$ 24,665.00</b>

#### Publicity and Education

Banner for display on Main Street 2.5' x 30' *	\$ 350.00
Newspaper ads 12 @ \$125 ea. *	\$ 1,500.00
Utility Bill Insert 92,000 @ 12¢ ea. *	<u>\$ 11,040.00</u>
<b>TOTAL Education and Publicity</b>	<b>\$ 12,890.00</b>

#### Personnel/Other Costs

Recycling Coordinator 10 hours @ \$46.60/hour (publicity and education)	\$466.00
Recycling Coordinator 150 hours @ \$46.60/hour (permanent collection facility)	\$ 6,990.00
Recycling Coordinator 90 hours @ \$46.60/hour (general grant administration)	<u>\$ 4,194.00</u>
<b>TOTAL Other Costs</b>	<b>\$ 11,650.00</b>

**TOTAL GRANT REQUEST** **\$ 49,205.00**

\* Copy of bid/estimate attached

**SUMMARY OF USED OIL AND HHW GRANTS**

**Exhibit E**

Grantee	Agreement Number	Grant Award \$	Brief Project Description	% of Project Completed

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE SUMMARY OF USED OIL AND HHW GRANTS FORM

List any grants received from the CIWMB Used Oil and HHW grant programs between 1996 and the present.

1. Grantee: Enter the name of the lead jurisdiction and denote if the grant was for a regional program by including “(regional)” after the jurisdiction name.
2. Agreement Number: List the agreement number for the grant. Used oil grant agreement numbers beginning with UBG4, UBG5, UBG6, UBG7 (Block Grants); UOG4, UOG5 (Opportunity Grants). HHW grant agreement numbers beginning with HD-5, HD-6, HD-7, HD-8, HD-9, HD10 (HHW Discretionary Grants).
3. Grant Award \$: List the amount approved by the Board, not the amount requested.
4. Brief Program Description: Give a 1-2-sentence summary of the project.
5. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

### SAMPLE

Grantee	Agreement Number	Grant Award \$	Brief Program Description	% of Project Completed
<i>City of Grantrich</i>	<i>UBG4-95-1346</i>	<i>\$ 30,479.00</i>	<i>Continued and expanded on HHW public education campaign with a direct mail piece and radio advertising.</i>	<i>95%</i>

**SAMPLE LETTER OF AUTHORIZATION FOR  
PARTICIPATING JURISDICTIONS IN A REGIONAL GRANT  
APPLICATION**

Dear CIWMB:

The (Name of participating jurisdiction) authorizes (Name of Lead Jurisdiction) to submit to the California Integrated Waste Management Board (CIWMB) a regional application for all available grants under the California Oil Recycling Enhancement Act and all available Household Hazardous Waste (HHW) grants under the California Integrated Waste Management Act 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.

Sincerely,

City Manager/County Administrator

**Recycled Content Purchasing Evaluation Sheet  
16 Points Possible**

**Instructions:** Please complete and sign this Recycled Content Purchasing Evaluation Sheet.

In an effort to increase environmentally preferable product purchasing, the California Integrated Waste Management Board includes recycled content purchasing points in their grant scoring criteria.

**Points Possible 4**

Policy is in place or has been adopted during the application period by the applicant or its governing body  
Recycled Content Purchasing Policy Adopted: \_\_\_\_\_

No  
Yes    Date adopted: \_\_\_\_\_

**Points Possible 4**

Evidence of **purchasing** recycled-content products

Check the recycled-content products you have purchased within the past year:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Printing and writing paper (copy paper, index paper, envelopes) | <input type="checkbox"/> Paper products (janitorial supplies, boxes, hanging files)     | <input type="checkbox"/> Solvents (printer, copier and parts cleaner) |
| <input type="checkbox"/> Plastic products (toner cartridges, office products, lumber)    | <input type="checkbox"/> Paint (latex, graffiti abatement, interior, exterior)          | <input type="checkbox"/> Re-refined oil                               |
| <input type="checkbox"/> Retread tires (passenger, truck, bus, trailer, equipment tires) | <input type="checkbox"/> Steel products (automobiles, paper clips, furniture, scissors) | <input type="checkbox"/> Compost/mulch                                |
| <input type="checkbox"/> Glass products (windows, fiberglass insulation, beakers)        | <input type="checkbox"/> Tire-derived products (flooring, playground cover)             | <input type="checkbox"/> Other, please list _____                     |

**Points Possible 4**

Evidence of performing sustainable **practices** (Sustainable practices are practices that result in resource conservation and/or efficiency)

Check the sustainable practices you have performed within the past year:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Integrated pest management     | <input type="checkbox"/> Water-efficient landscaping | <input type="checkbox"/> Renewable energy         |
| <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"/> Green operations & maintenance | <input type="checkbox"/> Demolition debris recycling |   |

**Recycled Content Purchasing Policy Evaluation:**

**Points Possible 4**

Briefly, evaluate the policy by addressing its positive and negative features as it pertains to the purchases and practices identified above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Must be signed by person authorized in the grant application resolution.

**FY 2002/2003 HOUSEHOLD HAZARDOUS WASTE GRANT SCORING CRITERIA – 11<sup>th</sup> Cycle**
**Applicants must score 70% (77 points) of the total possible 110 points to be considered for grant funding**
**GENERAL REVIEW CRITERIA**

Points	Description
20	<p><b>1. NEED</b> - Provides convincing reasons why the project should be funded</p> <ul style="list-style-type: none"> <li>• Grant proposal clearly describes and demonstrates the local or statewide need for the project as related to the establishment of new programs, or expansion of existing programs, that address the proper management of HHW.</li> <li>• Addresses identified gap in service availability or current unmet need</li> <li>• Supports the existence of the problem with surveys and/or studies</li> <li>• Adequately describes any health and safety threats or environmental concerns</li> <li>• Identifies existing and previous grant work that supports the project or justifies a different approach</li> </ul>
10	<p><b>2. OBJECTIVES</b> - Grant narrative is sufficiently detailed to determine that the project:</p> <ul style="list-style-type: none"> <li>• Is based on identified need described in the narrative</li> <li>• Describes specific and measurable goals and objectives and how they relate to the need</li> </ul>
10	<p><b>3. METHODOLOGY</b> –Describes by task the activities to be undertaken to achieve the objectives. Includes completion of the Work Statement form.</p> <ul style="list-style-type: none"> <li>• Describes why the proposed activities are the best way to address the identified need</li> <li>• Identifies staffing required to carry out the proposed project</li> <li>• Describes involvement of cooperating organizations</li> <li>• Presents a specific plan for future funding</li> <li>• Work Statement demonstrates that objectives can be achieved with available time and resources</li> </ul>
7	<p><b>4. EVALUATION</b> – Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished.</p> <ul style="list-style-type: none"> <li>• Includes both process and outcome evaluation</li> <li>• Describes a method for evaluating and modifying methods during project implementation</li> <li>• Describes clearly the criteria for determining success</li> <li>• States who will be responsible for the evaluation</li> <li>• Explains any statistical tests or questionnaires to be used</li> <li>• Describes any evaluation reports to be produced</li> </ul>
10	<p><b>5. BUDGET</b> - Grant proposal sufficiently demonstrates that the proposed expenses are reasonable.</p> <ul style="list-style-type: none"> <li>• Quotes, estimates or other documentation to support the costs claimed are provided</li> <li>• All program elements described in the grant narrative and work statement 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 material, etc.</li> <li>• Budget items for managerial costs, contingency or miscellaneous are clearly described and kept to a minimum</li> </ul>
5	<p><b>6. 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. Includes completed Summary of Used Oil &amp; HHW Grants Form.</p> <ul style="list-style-type: none"> <li>• Includes letters of support for the project</li> <li>• Addresses ability of applicant to coordinate contracted activities and past Used Oil/HHW grant performance.</li> <li>• Includes resumes and/or background statements for key project personnel and contractors, references, etc.</li> </ul>
16	<p><b>7. EVIDENCE OF A RECYCLED-CONTENT PURCHASING POLICY OR DIRECTIVE.</b> Applicant demonstrates evidence of recycled content policy by the purchase of recycled-content products, recycled or reused products, such as re-refined oil, recycled-content paper, use of compost and mulch, and other “green” products or materials, or engages in other waste reduction activities where appropriate and feasible. Applicant will be awarded points if:</p> <ul style="list-style-type: none"> <li>• Policy is in place or has been adopted during the application period by the applicant, or its governing body</li> <li>• Applicant, or its governing body, can provide evidence of sustainable practices pertaining to re-refined oil within the past year</li> <li>• Applicant, or its governing body, proposes to evaluate their Recycled-Content Products (RCP) purchasing policy annually. Evaluation should address the positive and negative features, the sustainable practices performed during the past year and a plan to increase the percentage of RCP by applicant.</li> </ul>

TOTAL POSSIBLE GENERAL REVIEW CRITERIA POINTS	
PROGRAM CRITERIA	
Points	Description
3	8. APPLICANT PROPOSES TO ESTABLISH A NEW PROGRAM FOR HHW COLLECTION IN RURAL AREAS AND OR SMALL CITIES.
2	9. APPLICANT PROPOSES TO ESTABLISH A MULTI-JURISDICTIONAL HHW PROGRAM THAT ADDRESSES REGIONAL NEEDS.
5	10. APPLICANT DID NOT RECEIVE A HOUSEHOLD HAZARDOUS WASTE GRANT AWARD DURING THE LAST TWO CYCLES – HD10 (01-02), HD9 (00-01)
12	11. APPLICANT PROPOSES TO ESTABLISH AN HHW COLLECTION PROGRAM AND/OR AN HHW COLLECTION EDUCATION PROGRAM TARGETING UNDERSERVED POPULATIONS. Grantee should be able to clearly articulate a specific strategy for targeting this population taking into consideration cultural differences, levels of education, economics, and accessibility to HHW collection.
10	12. APPLICANT PROPOSES TO <u>EXPAND</u> EXISTING PROGRAMS OR INITIATE A NEW HHW PROGRAM TO INCLUDE COLLECTION OF E-WASTE, U-WASTE OR PAINT.
	TOTAL POSSIBLE PROGRAM CRITERIA POINTS
	TOTAL POSSIBLE SCORE (Total of General Review Criteria and Program Criteria Points)